

# 2025 Back to School! 2025

29<sup>th</sup> January 2025

Dear Parent/Carer

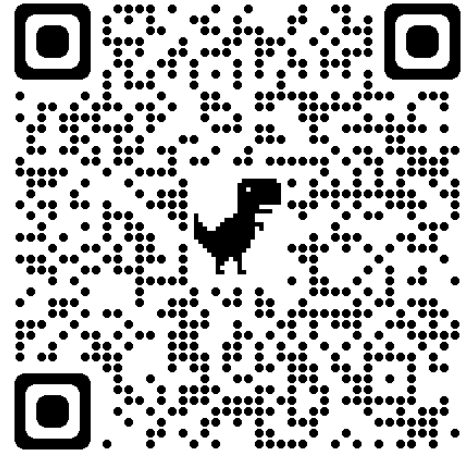
Below you will find a list of our back to school paperwork for the 2025 school year.

Attached to this letter will be a *Student Information Checklist* for each child in your family.

As not all forms are needed by every family, to save paper, we have made all other items available on our back to school site. Physical copies can be requested from the office should you not have access to a printer or pdf editing software.

On the site you will also find some information and guides on how to use SIMON Everywhere and/or PAM. We ask that all parents install the SIMON Everywhere app and log in to create or update their child/ren's medical profile.

The back to school site can be accessed by scanning the QR code or visiting <https://sites.google.com/hrwhitehills.catholic.edu.au/2024-beginning-of-year-forms/home>



**All applicable forms to be returned to school office as soon as possible.**

Thank you for your time.

Paula, Helen & Tracy  
Administration

## **PHYSICAL COPY SENT HOME – MUST BE RETURNED:**

- **Student Information Checklist**
  - To be checked, edited and signed. We do require at least one emergency contact for your child other than a parent or guardian.

## **INCLUDED ON BACK TO SCHOOL SITE:**

- **Back to school letter**
  - Information on student requirements and fees for your information.
- **CSEF Flyer & Application Form**
  - If you received a CSEF payment in 2024, you only need to return this form if your details have changed or have had a student start Foundation in 2025.
  - If you did not receive a CSEF payment in 2024, or are a new family, please read the CSEF flyer, fill out and return the application form if you believe you are eligible.
- **Volunteering at Holy Rosary & Volunteer Application Form**
  - If you are interested in volunteering with the school during the year, please read the volunteering information supplied and provide the necessary documents including the Volunteer Application Form to the office.
- **Child Safety Code of Conduct**
  - *Child Safety: Code of Conduct* – Please read, sign & return.
- **Asthma, Anaphylaxis & Allergy Action Plans -**

- If your child suffers from Asthma, Anaphylaxis or an Allergy that will require medication at school, please supply the school with the appropriate Action Plan. Please note that the school requires an updated Action Plan (signed by your child's doctor) each year.
  
- **Direct Debit Forms –**
  - If you are an existing Direct Debit user you do not need to fill out a new form.
  - If you wish to commence Direct Debit – please complete the form and return to the school office.
  
- **Medication Authorisation Form –**
  - For Parent/Guardian to complete, in addition to a signed Doctor's Authority, if your child requires medication whilst at school (More available from the Office if required during the year).
  
- **OHSC Key Information Sheet –**
  - Information about before and after school care provided by YMCA at Holy Rosary.
  
- **PAM & SIMON Everywhere Guides –**
  - Please familiarise yourself with how to access SIMON Everywhere and/or PAM. If you need help accessing the app/site, see the office staff or Jo Thurley.
  - Log in to your PAM account and create/update a medical profile for your child/ren (please note that this includes your child's photo permissions). Medical Profiles need to be updated annually and/or when there are any changes.
  - Please carefully read the photo permissions section of the Medical Profile and update photo preferences. More information about photo permissions can be found in the Knowledge Bank.