Shack Youth Tutoring Program

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The Shack tutoring program is a cost-free tutoring service for students from Year 6 – Year 12. Operating since 1996, the program is run by The Shack Youth Services in conjunction with the University of NSW. The Shack is non-for-profit organisation that helps vulnerable young people in our community who are experiencing hardship in their lives.

To meet the requirements of this program:

- Students either live in and/or attend a school in the Randwick and Bayside Council areas.
- Students are unable to access private tutoring due to financial hardship.

How does it work?

- You will need to complete the attached enrolment form and email it to The Shack between the enrolment period at Shack.Tutoring@benevolent.org.au
- Upon your enrolment you will enter student pool with other enrolled students until we are able to find an appropriate tutor to match you with
- Please choose your day and time with thought because if you change your mind after being matched, there is a chance you will be placed on the waiting list until we are able to rematch you with a tutor who can accommodate your new availability
- You will be matched with a volunteer UNSW student who is able to tutor you in your chosen subject/s and the day/time you have nominated.
- You will meet your tutor on the UNSW campus for one hour one day a week on either a Tuesday or Wednesday afternoon, supervised by a Shack Youth Worker.
- The tutoring program runs in line with the UNSW trimesters and does not run during school holidays and university exams period.
- Upon your first tutoring lesson, you will exchange contact details with your tutor so that you can communicate directly with them. If you make any changes to your sessions (Cancelation, Time Change, etc.) you will let us know so that we can make the necessary adjustments to our records
- Failure to attend 3 consecutive lessons without communication will result in your removal from the program.
- Inconsistent attendance will result in a discussion about future lessons
- You are responsible for bringing your materials to each lesson such as textbooks, calculator, paper, and pens.
- We endeavour to match every student with a tutor, but it is not guaranteed.
- Program information, advice and updates are communicated through email therefore it is essential to include an email address on your enrolment form.
- Please fill in all areas of the enrolment form, as this will help us better understand your child's needs.
- If you are sick but still want to have your lesson, online may be offered, subject to the discretion of The Shack Tutoring Team.

Kind Regards,

The Shack Youth Services Team

William Somerton - 0421 621 616
Yasemin Secim – 0403 705 421

Shack Youth Tutoring Program
ENROLMENT FORM Yr 6 – Yr 12

- Enrolment forms are legal documents; incomplete forms will not be accepted.
- Kindly be aware that our goal is to support as many young people as we can, focusing on young people most in need. If you have any questions, please contact a member of The Shack Youth Services team.
- You will receive a confirmation email when you have been matched with a tutor, with all the details you will need to know.
- If you're unable to attend your tutoring session, please inform Shack Youth Services staff prior to your session, Failure to notify may impact future attendance opportunities.

Young Person's Details

Name	Surname	Age	Date of Birth

Unit/Street No.	Street Name	Suburb	Postcode

Mobile	Email

School	Year Level	Gender

Country of Birth	Main Language/s Spoken at Home	Does the participant identify as Aboriginal and/or Torres Strait Islander.
		○ Yes ○ No ○ Prefer not to say

Cultural Background	Do you currently receive child benefits, Centrelink payments and/or hold a healthcare card?
	Yes ❑ No ❑

Does your child/adolescent have a low attendance at school? If yes, what is the attendance rate if known.	Are there any services you are currently engaging with? eg.Junction Neighbourhood Centre, South Eastern Community Connect. If yes, please give details of which they are.
Yes ❑ No ❑	Yes ❑ No ❑

Subjects and Availability	
1.	
2.	
3.	
Texts you are studying in English:	

Session times – The greater availability you have the greater chance of you being matched with a tutor.

PLEASE TICK 3 AVAILABLE TIME SLOTS										
Tuesday	3:00pm		3.30pm		4:00pm		4.30pm		5:00pm	
Wednesday	3:00pm		3.30pm		4:00pm		4.30pm		5:00pm	

Emergency Contact Details

Ms/Mr/Mrs/Other	Name	Surname
Relationship to young person		
Phone Number.	Cultural Background	Language/s spoken at home.

Young Persons Medical Details

Young person's Medicare Number and reference on Card	Card Number:

Does the young person have a disability? (Physical/Diverse, Intellectual, Psychiatric, Sensory, Speech)

Yes ❑ No ❑ If yes, please list

Is there any further information that staff should be aware of including special dietary requirement, behavioural issues, social issues, religious/cultural considerations Yes ❑ No ❑ If yes, please specify

Note: Please pack a snack at home if young person has special dietary requirements.

Does your young person have any Medical Conditions e.g. Allergies, asthma, epilepsy, diabetes, travel sickness, heart condition, etc.

Yes ❑ No ❑ If yes, please list Mediation / Asthma Action Plan:

Court Orders

Are there any court orders/any access arrangements applicable to the care of the young person?	Yes ❑	No ❑

Please describe arrangements.

Please be aware that in the event of a custody issue, we will require both a photo ID and the court order for verification.

Date sighted: Youth Worker Name: Youth Worker Signature:

Parent/Guardian Permission

I give The Shack Youth Services permission to take my photograph and use it at any time in a Shack Youth Service publication, display etc where it may be viewed by anyone from the local or wider community. This photo is being taken by a Shack Youth Services staff member or a contractor of the Benevolent Society.	❑ Yes ❑ No
I hereby give permission for my adolescent to attend The Shack programs as stated on this enrolment form.	❑ Yes ❑ No
I understand my adolescent will need make their own way to and from UNSW.	❑ Yes ❑ No
I give permission for the staff of The Shack Youth Services to seek medical treatment for my adolescent should this be considered necessary. In case of an emergency, I understand that my adolescent will be transported by ambulance to a hospital. If my adolescent is transported by ambulance, I understand that I may incur a cost.	❑ Yes ❑ No
I agree that neither the Shack Youth Services nor its staff are liable for any damage or injury that may be incurred by and/or to my adolescent attending youth services programs or any of the activities in connection with the programs. The Shack Youth Services will take no responsibility for stolen/misplaced valuables or personal belongings.	❑ Yes ❑ No
In adherence to the tutoring program, I acknowledge that my Young Person has committed to ensuring their attendance at the sessions and maintaining weekly communication with their assigned tutor. It is imperative that tutoring exclusively occurs within the confines of this program, and any interaction with the tutor should be limited to matters related to tutoring.	❑ Yes ❑ No
I acknowledge that failure to attend three consecutive lessons without communication will lead to removal from the tutoring program.	❑ Yes ❑ No

Parent/Guardian's Name	Parent/Guardian's Signature	Date
Young person's Name	Young Person's Signature	Date

Privacy Statement: The personal information provided on this form (including your name and other details) will be handled in accordance with the Privacy and Personal Information Protection Act 1998 and may be available to the public under various legislation. Refer also to the Privacy Statement on the Benevolent Society website.

Other Information

I would like to keep up to date with Shack Programs please add me to E-mailing list

Yes ❑ No ❑ Email:

I give permission for the information given on this form to be used anonymously for funding and data collection purposes.

The information you provide on this form includes your personal information. Your personal information is protected by law, including by the Commonwealth Privacy Act.

We are using an IT system called the 'Data Exchange' to store your information. This system is hosted by the Australian Government Department of Social Services (DSS). The personal information that is stored on the Data Exchange is only disclosed to us for the purpose of managing your case. You do not have to consent to sharing your personal information with DSS. If you do not consent to us sharing your personal information, it will not affect the services you receive. If you do consent to sharing your personal information with DSS, you can ask for this information to be removed at any time.

DSS de-identifies your data. This means they remove information that identifies you or that could be used to re-identify you (e.g. your name). DSS combine your data with other clients' data in the Data Exchange to identify trends at the program level. This information is used to develop policy, administer grants programs, and conduct research and evaluations.
DSS may use this data to produce reports. These reports may be shared with other organisations. The data in these reports is de-identified.
You can find more information about how DSS will manage your personal information in the DSS privacy policy on their website: https://www.dss.gov.au/privacy-policy.

This policy explains:

- how to access the personal information that is stored about you on the Data Exchange
- how you can ask for this information to be changed or removed.
- the circumstances in which DSS may disclose personal information to overseas recipients
- how to complain about a breach of the Australian Privacy Principles by DSS, and how DSS will deal with your complaint

I consent for my personal information to be stored in the Data Exchange – anonymously	Yes ☐	No ☐

I consent to participate in follow up research, surveys or evaluation	Yes ☐	No ☐

Parent/Guardian's Name	Parent/Guardian's Signature	Date