#### 

**ST MARK’S CATHOLIC PRIMARY SCHOOL**

**(In the Parish of St Joseph’s Springvale)**

**4 – 6 Dimar Court**

**DINGLEY VIC 3172**

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| Enrolment Application 2019 |

# **NAME OF STUDENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# **ENROLMENT YEAR LEVEL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please complete this Enrolment Application form fully and return it to the school office with a copy of your child’s:

* Birth Certificate
* Baptismal Certificate
* School Entry Immunization Certificate

An interview will be arranged to discuss both your application and your objectives for your child’s education. We will also have the opportunity of discussing with you the nature and purpose of our school.

Please return this completed Enrolment Application form and the relevant paper work to the school office as soon as possible. If you have any queries please call: 95511150.

**OFFICE USE ONLY**

**□ Sibling**

**□ Birth Certificate**

**□ Baptism Certificate**

**□ Immunisation**

**Phone: 9551 1150**

**Fax: 9558 1501**

**Email**: [office@smdingley.catholic.edu.au](mailto:office@smdingley.catholic.edu.au)

**Webpage:** [**www.**smdingley.catholic.edu.au](http://www.smkdngly.melb.catholic.edu.au)

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| **PARENT /GUARDIAN DECLARATION** |

In enrolling my child at this school, I/we accept that he/she will be educated in the Catholic faith within a Christian education environment**.**

* I/we accept that support of school staff and co-operation concerning school activities is essential.
* I/we accept the standards the School sets regarding grooming, uniform and personal presentation.
* I/we accept responsibility for the payment of tuition fees and other costs associated with the education of our/my child as determined and amended from time to time by the School (except where exemptions/remissions have been sought and granted). St. Marks relies heavily on the payment of school fees to supplement funding from the Commonwealth and State Governments. We would not be able to continue without payment of school fees. In every instance, a genuine attempt should be made to arrange an affordable, regular payment plan for fees by parents. *Both parents are required to sign this form.*
* I/we agree to provide the Parish of St Joseph’s Springvale of which St Marks is an integral part, appropriate information relating to the student and family’s personal information
* I/we accept that the School does not accept liability for damage or loss of any personal possessions of students and that insurance for students’ personal possessions is my/our responsibility.
* I/we understand that excursions, incursions, water safety training and overnight camps are an integral component of the School’s education program and I/we fully support my/our chilld’s participation in these events.
* I//we agree to give the School permission to contact any education or medical agency to aid my child receiving the best possible education whilst at this school.

Signed …………………………………………………………. Date ………../………./………..

Mother/Guardian 1

Signed …………………………………………………………… Date………./………/………….

Father/Guardian 2

**Please see the office**

**If you have a valid Card (as per below) you can be entitled to Camps, Sports and Excursions Fund (CSEF)**

* be an eligible beneficiary of one of these cards:  
  Veterans Affairs Gold Card, Centrelink Health Care Card, Pensioner Concession Card  
  **OR** they must be a temporary foster parent **AND** the parent or legal guardian must submit an application by the due date.
* On the first day of term one (29th January 2019) or the first day of term two (23rd April 2019), a parent or legal guardian of a student must:
* Parents who receive a carer allowance on behalf of a child, or any other benefit or allowance not income tested by Centrelink, are not eligible for the CSEF unless they also comply with the above.
* Eligibility will be determined when the parent’s concession card successfully validates with Centrelink on either the first day of term one or term two.​
* If the eligible card is in the name of the student, the fund is only granted to that student, not their siblings.

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| **Office use only** | Date received: |  |
|  | Enrolment date: | English second language: Yes  No |
|  | Start date: | House colour: |
|  | Student/family code: | VSN: |

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| **STUDENT DETAILS** | | | |
| Surname: | | Entry year (YYYY) | Entry level/grade: |
| First name/s: | |  |  |
| Preferred first name: | | | |
| Date of birth: | Religion: | | |
| Male: | Female: | | |

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| **HOME ADDRESS OF STUDENT** | |
| Street number & name: | |
| Suburb: | Post Code: |
| Home phone: | |

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| MEDICAL INFORMATION |
| **Doctor: Phone Number:** |
| **Operations: Yes No Anaesthetic: Yes No** |
| **Dietary: Yes No Allergy: Yes No.** If yes details |
| **Medication: Yes No** If yes details …………………………………………………………….. |
| **Immunisation: Yes No** |
| **Phobia: Yes No Last Tetanus: (Date)…………………..** |
| **Asthma: Yes No**  If yesChronicModeratelyRarely |
| **Hospitalise: Yes No** If yes date: …../…../…... |
| **Nebuliser: Yes No**   |  | | --- | | **Medicare No:** | |
| |  |  | | --- | --- | | **Has the student been diagnosed as being at risk of anaphylaxis?** | Yes  No | | **If yes, does the student have an EpiPen or Anapen?** | Yes  No | |

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| This application gives you the opportunity to provide information that will facilitate the smooth transition of your child into our school. It will assist the school to develop appropriate strategies to meet the particular needs of your child. If the information provided is incomplete or misleading, any decision made as to this enrolment may be revised. | | | | | | | |
| **ADDITIONAL NEEDS** | | | | | | | |
| **Does your child have:** | | | | | | | |
| autism |  | behaviour disorders |  | hearing impairment | |  | |
| intellectual disability |  | language disorder |  | mental health issues | |  | |
| ADD/ADHD |  | vision impairment |  | acquired brain injury | |  | |
| Other (please specify) |  |  |  |  | |  | |
| **Has your child ever seen a:** | | | | | | | |
| behavioural optometrist |  | audiologist |  | speech pathologist | |  | |
| educational psychologist |  | paediatrician |  | occupational therapist | |  | |
| psychologist |  | other specialist |  |  | |  | |
| **If your child does have a special need, please can you assist us by providing the following information:** | | | | | | | |
|  | | | | | Yes | | No |
| Details of additional learning needs/additional needs provided (please provide all relevant information) | | | | |  | |  |

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| Medical/allied health professional reports attached (please provide all relevant information) |  |  |

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| **SIBLINGS ATTENDING A SCHOOL/PRE-SCHOOL** | | | |
| List all children in your family attending school or preschool (oldest to youngest) – include applicant | | | |
| **Name** | **School/Pre-school** | **Year/Grade** | **Date of Birth** |
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| **SACRAMENTAL INFORMATION** | | |
| Baptism: | Date: | Parish: |
| Confirmation: | Date: | Parish: |
| Reconciliation: | Date: | Parish: |
| Communion: | Date: | Parish: |
| Current Parish: |  | |

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| **DETAILS OF CURRENT SCHOOL/PRE SCHOOL:** | |
| Name of previous school/pre-school: | |
| I/We give permission for school to contact previous school or pre-school: Yes  No | |
| Signature: | Signature: |

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| **FAMILY DETAILS** | | | | |
| Who will be responsible for the payment of the school fees and levies? Please tick a box | | | | |
| Both Parents | Mother Only | Father Only | Guardian | Other: |

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| **MOTHER/GUARDIAN INFORMATION** | | | | | | | | | | | | | | | |
| Surname: |  | | | | Title: (eg. Mrs/Ms) | | |  | | First Name: | |  | | | |
| Address: |  | | | | | | | | | | | | | | |
| Home Phone: |  | | | | Work Phone: | |  | | | Mobile: |  | | | | |
| Would you like to receive SMS Messaging: (for emergency & reminder purposes) | | | | | | | | | | | Yes  No | | | | |
| Email: |  | | | | | | | | | | | | | | |
| **Government Requirement** | Occupation: | | | | | | | | What is the occupation group? (select from list of parental occupation groups in the School Family) | | | | | |  |
| Religion: | | | | | | | | | Nationality: | | | | | | |
| Country of Birth: | | Australia | | | | Other (please specify): | | | | | | | | | |
| **What is the highest year of primary or secondary school the mother/guardian has completed:**  *(Persons who have never attended secondary school, mark 'Year 9 or below')* | | | | | | | | | | | | | | | |
| Year 9 or below | | | | Year 10 or equivalent | | | | | Year 11 or equivalent | | | | | Year 12 or equivalent | |
| **What is the level of the highest qualification the mother/guardian has completed:** | | | | | | | | | | | | | | | |
| No post school qualification | | | Certificate I to IV  (including trade certificate) | | | | | | Advanced diploma/Diploma | | | | Bachelor degree or above | | |

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| **FATHER/GUARDIAN INFORMATION** | | | | | | | | | | | | | |
| Surname: | |  | | | | Title: | | |  | First Name: | | |  |
| Address: | |  | | | | | | | | | | | |
| Home Phone: | |  | | | | Work Phone: | | |  | Mobile: | | |  |
| SMS Messaging: (for emergency & reminder purposes) | | | | | | | | | | | | | Yes  No |
| Email: |  | | | | | | | | | | | | |
| **Government Requirement** | Occupation: | | | | | | | What is the occupation group? (select from list of parental occupation groups in the School Family) | | | | |  |
| Religion: | | | | | | | | Nationality: | | | | | |
| Country of Birth: | | | Australia | | | | Other (please specify): | | | | | | |
| **What is the highest year of primary or secondary school the father/guardian has completed:**  *(Persons who have never attended secondary school, mark 'Year 9 or below')* | | | | | | | | | | | | | |
| Year 9 or below | | | | | Year 10 or equivalent | | | Year 11 or equivalent | | | | Year 12 or equivalent | |
| **What is the level of the highest qualification the father/guardian has completed:** | | | | | | | | | | | | | |
| No post school qualification | | | | Certificate I to IV  (including trade certificate) | | | | Advanced diploma/Diploma | | | Bachelor degree or above | | |

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| **PLEASE INDICATE THE HOME CARE ARRANGEMENTS FOR THIS STUDENT:** | |
| Living with Mother & Father | Single parent: Mother / Father (please circle) |
| Living in a step family | Shared parenting eg. One week with mother , next with father  FTE with Mother:       FTE with Father: |
| Guardian | Out-Of-Home Care |

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| **COURT ORDERS (if applicable)** |
| Are there any current court orders relating to the student? Yes  No |
| *If yes, copies of these court orders e.g. AVOs, Family Court/Federal Magistrates Court orders or other relevant court orders must be provided.* |
| Is there any other information you wish the school to be aware of? |

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| **EMERGENCY CONTACTS – OTHER THAN PARENT** | | | |
| 1. Name: |  | 1. Name: |  |
| Relationship to child: |  | Relationship to child: |  |
| Home phone: |  | Home phone: |  |
| Mobile: |  | Mobile: |  |

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| **NATIONALITY** | | |
| **GOVERNMENT REQUIREMENT** | Nationality: |  |
| In which country was the student born: | Australia | Other – please specify: |
| Is the student of Aboriginal or Torres Strait Islander origin?  (For persons of both Aboriginal and Torres Strait Islander origin mark 'Yes' to both) | | |
| No  Yes, Aboriginal  Yes, Torres Strait Islander | | |

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| Does the student or their mother/guardian or their father/guardian speak a language other than English at home? (if more than one language, indicate the one that is spoken most often) | | | | |
|  | | Student | Mother/guardian | Father/guardian |
| **No** | English Only |  |  |  |
| **Yes** | Other – please specify |  |  |  |

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| **IF NOT BORN IN AUSTRALIA, CITIZENSHIP STATUS REQUIRED – Government requirement**  **Please tick the relevant category below and record the Visa Subclass number:**  (original documents to be sighted and copies to be retained by the school) | | | | |
| **Australian Citizen not born in Australia** | | | | |
|  | Australian citizen (Naturalisation Certificate or Australian Passport number/ Document of Travel if Country of Birth is not Australia) | | |  |
|  | Australian Passport Number: (If applicable) | Passport No: | |  |
|  | Naturalisation Certificate Number : | * + - 1. Certificate No: | |  |
|  | Visa Subclass recorded on entry to Australia | Visa Subclass No: | |  |
|  | Date of Arrival into Australia | Date: | |  |
|  | | | | |
| **Not currently an Australian Citizen please provide further details as appropriate below:** | | | | |
|  | Permanent resident, *(if ticked, record the Visa Subclass Number)* | | Visa Subclass No: | |
|  | Temporary resident, *(if ticked, record the Visa Subclass Number)* | | Visa Subclass No: | |
|  | Other/Visitor/Overseas Student, *(if ticked, record the Visa Subclass Number)* | | Visa Subclass No: | |

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| **\*Please attach Visa/document of travel/letter of notification and passport photo page.** |

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| **PERMISSION FOR HEAD LICE INSPECTION** | |
| I give permission for my child's hair to be checked for head lice in the event of an outbreak or when required. | |
| I understand that this permission is valid for the period of my child's primary school years at the school and will only need to be renewed if the school's policy changes. | |
| **MOTHER’S SIGNATURE:** |  |
| **FATHER’S SIGNATURE:** |  |

**ST MARK’S CATHOLIC PRIMARY SCHOOL**

**ANNUAL PHOTOGRAPH/VIDEO PERMISSION FORM**

**Dear Parent/Guardian**

At certain times throughout the year, our students may have the opportunity to be photographed or filmed for our school publications, such as the school’s newsletter or website and social media, or to promote the school in newspapers and other media.

The Catholic Education Office Melbourne (CEOM) and the Catholic Education Commission of Victoria Ltd (CECV) may also wish to use student photographs/videos in print and online promotional, marketing, media and educational materials.

We would like your permission to use your child's photograph/video for the above purposes. Please complete the permission form below and return to the school as soon as possible.

Thank you for your continued support.

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| **STUDENT’S FULL NAME:** |  | **YEAR LEVEL:** |  |

* I give permission for my child’s photograph/video and name to be published in:

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| * the school website |
| * social media |
| * promotional materials |
| * newspapers and other media. |

* I authorise the CEOM/CECV to use the photograph/video in material available free of charge to schools and education departments around Australia for the CEOM/CECV’s promotional, marketing, media and educational purposes.
* I give permission for a photograph/video of my child to be used by the CEOM/CECV in the agreed publications without acknowledgment, remuneration or compensation.
* I understand and agree that if I do not wish to consent to my child's photograph/video appearing in any or all of the publications above, or if I wish to withdraw this authorisation and consent, it is my responsibility to notify the school.

**LICENSED UNDER NEALS:** The photograph/video may appear in material which will be available to schools and education departments around Australia under the National Educational Access Licence for Schools (NEALS), which is a licence between education departments of the various states and territories, allowing schools to use licensed material wholly and freely for educational purposes.

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| Name of Parent / Guardian  (please circle ) |  | | |
| **Signed**: Parent/Guardian |  | Date: |  |
| **If Student is aged 15+, student may also sign:  Signed:** Student |  | Date: |  |

*Any personal information will be stored, used and disclosed in accordance with the requirements of the* Privacy Act 1988 (Cth)*.*

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| *OFFICE USE*  **Date of Photograph/Video: (month & year)** |  |

**SCHOOL FAMILY OCCUPATION INDEX**

**PARENT OCCUPATION GROUPS**

Please select the appropriate group from the following list.

|  |
| --- |
| **GROUP N: Unemployed for more than 12 months**  If you are not currently in paid work but **have had a job** **in the last 12 months**, or have retired in the last 12 months, please **use your last occupation** to select from the list. If you have not been in paid work for the last 12 months, enter **‘N’** into the ‘occupation code’ field on the enrolment form. |

**OCCUPATION GROUP A**

**SENIOR MANAGEMENT IN LARGE BUSINESS ORGANISATIONS, GOVERNMENTADMINISTRATION AND DEFENCE AND QUALIFIED PROFESSIONALS**

**Senior management in large business organisations**

**Senior Executive / Manager /Department Head** in industry, commerce, media or other large organisation

* **Business** [e.g. chief executive, managing director, company secretary, finance director, chief accountant, personnel/industrial relations manager, research and development manager]
* **Media** [e.g. newspaper editor, film/television/radio/stage producer/director/manager]

**Government administration**

* **Public Service Manager** (Section head or above) [e.g. regional director, hospital/health services/nurse administrator, school principal, faculty head/dean, library/museum/gallery director, research /facility manager, police/fire services administrator]
* **Defence Forces Commissioned officer**

**Qualified Professionals –** generally have a degree or higher qualifications and experience in applying this knowledge to:

-design, develop or operate complex systems, identify, treat and advise on problems, teach others

*Health, Education, Law, Social Welfare, Engineering, Science, Computing* professional, Business, Air/sea transport

* **Health** [e.g. GP or specialist, registered nurse, dentist, pharmacist, optometrist, physiotherapist, chiropractor, veterinarian, psychologist, therapy professional, radiographer, podiatrist, dietician]
* **Education** [e.g. school teacher, university lecturer, VET/special education/ESL/private teacher, education officer]
* **Law** [e.g. judge, magistrate, barrister, coroner, solicitor, lawyer]
* **Social Welfare** [e.g. social/welfare/community worker, counsellor, minister of religion, economist, urban/regional planner, sociologist, librarian, records manager, archivist, interpreter/translator]
* **Engineering** [e.g. architect, surveyor, chemical/ civil/electrical/mechanical/mining/other engineer]
* **Science** [e.g. scientist, geologist, meteorologist, metallurgist]
* **Computing** [e.g. IT services manager, computer systems designer/administrator, software engineer, systems/applications programmer]
* **Business** [e.g. management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]
* **Air/sea transport** [e.g. aircraft pilot, flight officer, flying instructor, air traffic controller, ship’s captain/officer/pilot]

**OCCUPATION GROUP B**

**OTHER BUSINESS OWNERS/MANAGERS, ARTS/MEDIA/SPORTSPERSONS AND ASSOCIATE PROFESSIONALS**

**Business Owner / Manager**

* **Farm/business owner/manager** [e.g. crop and/or livestock farmer/farm manager, stock and station agent, building/construction, manufacturing, mining, wholesale, import/export, transport business manager, real estate business]
* **Specialist manager** [e.g. works manager, engineering manager, sales/marketing manager, purchasing manager, supply/shipping manager, customer service manager, property manager, personnel, industrial relations]
* **Financial services manager** [e.g. bank branch manager, finance/investment/insurance broker, credit/loans officer]
* **Retail sales/services manager** [e.g. shop, post office, restaurant, real estate agency, travel agency, betting agency, petrol station, hotel/motel/caravan park, sports centre, theatre/cinema, gallery, car rental, car fleet, railway station]

**Arts / media / sportspersons**

* **Artist/Writer** [e.g. editor, journalist, author, media presenter, photographer, designer, illustrator, musician, actor, dancer, painter, potter, sculptor]
* **Sports** [e.g. sportsman/woman, coach, trainer, sports official]

**Associate professionals –** generally have diploma /technical qualifications and provide support to managers and professionals

*Health, Education, Law, Social Welfare, Engineering, Science, Computing technician / Business/administration*

* **Medical, science, building, engineering, computer** technician/associate professional
* **Health/social welfare** [e.g. enrolled nurse, community health worker, paramedic/ambulance officer, massage therapist, welfare/parole officer, youth worker, dental hygienist/technician]
* **Law** [e.g. police officer, government inspector, examiner or assessor, occupational/environmental health officer, security advisor, private, law clerk, court officer, bailiff]
* **Business/administration** [e.g. recruitment/employment/industrial relations/training officer, marketing/ advertising specialist, market research analyst, technical sales representative, retail buyer, office/business manager, project manager/administrator, other managing supervisors]
* **Defence Forces** [e.g. senior non-commissioned officer]
* **Other** [e.g. library technician, museum/gallery technician, research assistant, proof reader]

**OCCUPATION GROUP C**

**TRADESMEN/WOMEN, CLERKS AND SKILLED OFFICE, SALES AND SERVICE STAFF**

**Tradesmen/women** generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.

**Tradesmen/women**

* **Trades** [e.g. Electrician, plumber, welder, cabinet maker, carpenter, joiner, plasterer, tiler, stonemason, painter decorator, butcher, pastry cook, panel beater, fitter, toolmaker, aircraft engineer]

**Clerks, Skilled office, sales and service staff**

* **Clerk** [e.g. bookkeeper, bank clerk, PO clerk, statistical/actuarial clerk, accounts/claims/audit/ payroll clerk, personnel records clerk, registry/filing clerk, betting clerk, production recording clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk/despatcher, bond clerk, customs agent/clerk, customer inquiry/complaints/service clerk, hospital admissions clerk]
* **Office** [e.g. secretary, personal assistant, desktop publishing operator, switchboard operator]
* **Sales** [e.g. company sales representative (goods and services), auctioneer, insurance agent/assessor/loss adjuster, market researcher]
* **Carer** [e.g. aged/disabled/refuge care worker, child care assistant, nanny]
* **Service** [e.g. meter reader, parking inspector, postal delivery worker, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/gaming table supervisor]

**OCCUPATION GROUP D**

**MACHINE OPERATORS, HOSPITALITY STAFF, OFFICE ASSISTANTS, LABOURERS AND RELATED WORKERS**

**Drivers, mobile plant, production/processing machinery and other machinery operators**

* **Driver or mobile plant operator** [e.g. car, taxi, truck, bus, tram or train driver, courier/ deliverer, forklift driver, street sweeper driver, garbage collector, bulldozer/loader/grader/excavator operator, farm/horticulture/forestry machinery operator]
* **Production/processing machine operator** [e.g. engineering, chemical, petroleum, gas, water, sewerage, cement, plastics, rubber, textile, footwear, wood/paper, glass, clay, stone, concrete, production/processing machine operator]
* **Machinery operator** [e.g. photographic developer/printer, industrial spray painter, boiler/air- conditioning/ refrigeration plant, railway signals/points, crane/hoist/lift, bulk materials handling machinery]

**Hospitality, office staff**

* **Sales staff** [e.g. sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, sales demonstrator, shelf stacker]
* **Office staff** [e.g. typist, word processing/data entry/business machine operator, receptionist]
* **Hospitality staff** [e.g. hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, fast food cook, usher, porter, housekeeper]
* **Assistant/aide** [e.g. trades’ assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, home helper, salon assistant, animal attendant]

#### Labourers and related workers

* **Defence Forces** [other ranks (below senior NCO) without trade qualification not included above]
* **Agriculture, horticulture, forestry, fishing, mining worker** [e.g. farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]
* **Other worker** [e.g. labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]