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Education (General Provisions)	ACI ZUUD SECIION 100 I	()) Abbrovea irom	3EF - 1 V

Student Name:	Year Level:
Defence Student:	☐ Yes ☐ No

APPLICATION FOR STUDENT ENROLMENT FORM

NSTRUCTIONS

Please refer to the Application to enrol in a Queensland state school information sheet at the end of this form when completing this application. Completion and submission of this application form to the school does not confirm enrolment. The school will notify you of the outcome of your application as soon as practicable.

Failure or refusal to complete those sections of the form marked with an (*) or to provide required documentation may result in a refusal to process your application. These questions and your consent are considered necessary to ensure the school can undertake its administrative and care responsibilities.

Sections of the form not marked (*) are optional. However, failure to complete these sections may result in the school not being eligible for important Federal and State Government funding reliant on such information. Parents of all students in Australia have been asked to provide information on their family background as part of a national initiative towards providing an education system that is fair to all students, regardless of their background. The required information includes the Indigenous status and language background of the student, and the education, occupation and language background of the parents.

If you have any questions about the enrolment form or process, or require assistance completing this form, including translation services, please contact the school in the first instance.

PRIVACY STATEMENT

The Department of Education (DoE) is collecting the information on this form for the purposes outlined in the *Education (General Provisions) Act 2006* (Qld) (EGPA 2006), and in particular for:

- i. assessing whether your application for enrolment should be approved
- ii. meeting reporting obligations required by law or under Federal State Government funding arrangements
- iii. administering and planning for providing appropriate education, training and support services to students
- iv. assisting departmental staff to maintain the good order and management of schools, and to fulfil their duty of care to all students and staff
- v. communicating with students and parents.

This collection is authorised by ss. 155 and 428 of the EGPA 2006. DoE will disclose personal information from this form to the Queensland Curriculum and Assessment Authority when opening student accounts, in compliance with Part 3 of the Education (Queensland Curriculum and Assessment Authority) Act 2014 (Qld).

Personal Information from this form will also be supplied to Centrelink in compliance with ss.194 and 195 of the Social Security (Administration) Act 1999 (Cth). De-identified information concerning parents' school and non-school education, occupation group and main language other than English and students' country of birth, main language other than English, gender and Indigenous status, is supplied to the Australian Government Department of Education in compliance with Federal – State Government funding agreements.

Personal information collected on this form may also be disclosed to third parties where authorised or required by law. Your information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please contact the school in the first instance. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please also contact the school in the first instance.

PROSPECTIVE STU	PROSPECTIVE STUDENT DEMOGRAPHIC DETAILS					
Legal family name* (as per birth certificate)						
Legal given names* (as per birth certificate)						
Preferred family name			Preferred given names			
Gender*	Male	Female	Date of birth*			
Copy of birth certificate available to show school	□ v _{ee} □ v _e	□No	An alternative to birth certificate wi prospective student born in country	ithout enrolling staff sighting the prospective student's birth certificate. ill be considered where it is not possible to obtain a birth certificate (e.g. y without birth registration system. Passport or visa documents will ire to register a birth or reluctance to order a birth certificate.		
staff*	The requirement to sight the birth certificate does not apply where the prospective studen previously enrolled in a state school and a birth certificate has been sighted. For international students approved for enrolment by EQI, a passport or visa will be accepted.					
For prospective mature age students, proof of identity supplied and copied*	Yes	No	Prospective mature age students r	must provide photographic identification which proves their identity:		

APPLICATION DETAILS			
Has the prospective student ever attended a Queensland state school?	If yes, provide r	name of school and a	approximate date of enrolment.
What year level is the prospective student seeking to enrol in?	Please provide	the appropriate year	· level.
Proposed start date	Please provide	the proposed startin	g date for the prospective student at this school.
		Name:	
Does the prospective	If yes, provide	Year Level	
	name of sibling, year	Date of birth	
any other Queensland state school?	level, date of birth, and	School -	T T
	school		
INDIGENOUS STATUS			
Is the prospective student of Aboriginal or Torres Strait Islander origin?	Aboriginal Torres Strai	t Islander Bot	th Aboriginal and Torres Strait Islander
FAMILY DETAILS			
Parents/carers	Parent/carer 1		Parent/carer 2
Family name*			
Given names*			
Title Mr	Mrs Ms Miss	s Dr	Mr Mrs Ms Miss Dr
Gender Male	Female		Male Female
Relationship to prospective student*			
Is the parent/carer an emergency contact?*	No		Yes No
1st Phone contact number* Work/home/mok	bile	Wor	rk/home/mobile
2 nd Phone contact number* Work/home/mob	bile	Wor	rk/home/mobile
3 rd Phone contact number* Work/home/mok	bile	Wor	rk/home/mobile
Email			
Occupation			
provided at t	ct the parental occupation group f		(Please select the parental occupation group from the list provided at the end of this form. If parent/carer 2 is not
group of the parent/carer?	paid work but has had a job in the d in the last 12 months, please use	last 12 months e the last	currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the last occupation. If parent/carer 2 has not been in paid work in the
last 12 month	If parent/carer 1 has not been in poths, enter '8')	aid work in the	last 12 months, enter '8')
Employer name			
Country of birth			
Does parent/carer 1 or parent/carer 2 speak a language other than	-		No, English only
English at home? (If more than one language,	– please specify		Yes, other – please specify
indicate the one that is spoken most often) Needs interprete	er? Yes No	Nee	eds interpreter? Yes No
spoken most often) Needs interprete		1	_
Is the parent/carer an Australian citizen?	No		Yes No

FAMILY DETAILS (co	ntinued)	
Parents/carers	Parent/carer 1	Parent/carer 2
Address line 1		
Address line 2		
Suburb/town		
State	Postcode	Postcode
Mailing address (if it is the sa	ame as principal place of residence, write 'AS ABOVE')	
Address line 1		
Address line 2		
Suburb/town		
State	Postcode	Postcode
Parent/carer school education	What is the <i>highest</i> year of schooling parent/carer 1 has completed? (For people who have never attended school, mark 'Year 9 or equivalent or below')	What is the <i>highest</i> year of schooling parent/carer 2 has completed? (For people who have never attended school, mark 'Year 9 or equivalent or below')
Year 9 or equivalent or below		
Year 10 or equivalent		
Year 11 or equivalent		
Year 12 or equivalent		
Parent/carer non-school education	What is the level of the <i>highest</i> qualification parent/carer 1 has completed?	What is the level of the <i>highest</i> qualification parent/carer 2 has completed?
Certificate I to IV (including trade certificate)		
Advanced Diploma/Diploma		
Bachelor degree or above		
No non-school qualification		
COUNTRY OF BIRTH	4 *	
In which country was the prospective student born?	Australia Other (please specify country) Date of arrival in Australia	
Is the prospective student an Australian citizen?	Yes No (if no, evidence of the prospective stude	ent's immigration status to be completed)
PROSPECTIVE STUI	DENT LANGUAGE DETAILS	
Does the prospective student speak a language	No, English only	
other than English at home?	Yes, other – please specify	
EVIDENCE OF PROS Australian citizen)*	SPECTIVE STUDENT'S IMMIGRATION STAT	TUS (to be completed if this person is NOT an
Permanent resident	Complete passport and visa details section below	
Student visa holder	Date of arrival in Australia/	Date enrolment approved to:/
	EQI receipt number:	
Temporary visa holder	<u> </u>	rary visa holders must obtain an 'Approval to enrol in a state
Other, please specify		

EVIDENCE OF PROS	SPECTIVE STUDENT'S IMMIGRA	TION STAT	'US * (continued)		
•	be completed for a prospective student who twill have a visa grant notification with an inc		•		
	ving in Australia as refugee or humanitarian e e'recorded must be sighted by the school.	entrants, either Pl	LO 56 Immigration issue	ed card or 'Document to	travel to
Passport number		Passport exp	piry date	<u> </u>	
Visa number		Visa expiry d	late (if applicable)	<u> </u>	·
Visa sub class					
PROSPECTIVE STU	DENT'S PREVIOUS EDUCATION	I / ACTIVITY	,		
Where does the prospective student come from?	Queensland interstate ove	erseas			
Previous education/activity	☐ Kindergarten ☐ School ☐ VET ☐ Part-time employment ☐ Other	Home educ	cation Full-time em	ıployment	
Please provide name and address of education provider/activity provider/employer					
RELIGIOUS INSTRU	CTION*				
From Year 1, the prospective instruction if it is available.	student may participate in religious	Do you want th instruction?	e prospective student to	o participate in religiou	s
school's religious instruction	nated religion is not represented within the program, the prospective student will separate location during the period	Yes No			
arranged for religious instruct Parents/carers may change the notifying the principal in writing	hese arrangements at any time by	If 'Yes', please nominate the religion:			
monthly the principal in with	···g.				
PROSPECTIVE STU	DENT ADDRESS DETAILS*				
Principal place of residence a					
Address line 1					
Address line 2					
Suburb/town		State		Postcode	
Mailing address (if it is the sa	me as principal place of residence, write 'AS	ABOVE')			
Address line 1					
Address line 2			1		
Suburb/town		State		Postcode	
Email					
	ACT DETAILS (Other emergency cannot be contacted. At least one eme		ct must be provided)	*	not
	Emergency contact		Emerg	ency contact	
Name					
Relationship (e.g. aunt)					
1st phone contact number*	Work/home/mobile		Work/home/mobile		
2 nd phone contact number*	Work/home/mobile		Work/home/mobile		
3 rd phone contact	Work/home/mobile		Work/home/mobile		

PROSPECTIVE STUDENT MEDICAL INFORMATION (including allergies)*

Privacy Statement

The Department of Education (DoE) is collecting this medical information in order to address the medical needs of students during school hours as well as during school excursions, school camps, sports and other school activities. DoE will not use this information to make a decision about a prospective student's eligibility for enrolment. The information will only be used by authorised employees of the department and DoE will only record, use and disclose the medical information in accordance with the confidentiality provisions at Section 426 of the Education (General Provisions) Act 2006.

It is essential that the school is advised before the prospective student's first day of attendance if the prospective student has any medical conditions. The school administration staff must also be informed of any new medical conditions or a change to medical conditions as soon as they are known.

Should the prospective student need to take routine medication during school hours, the *Parent consent to administer medication at school* form must be completed before school staff can administer medication. All medication must be provided in the original container with a pharmacy label providing clear instructions for administration. For emergency medication the school will also require a doctor's letter containing detailed instructions and or a signed Action Plan / Emergency Health Plan. Parent consent and health plans must be reviewed annually. All original documentation will be retained at the office and copies of Action or Emergency Health Plans kept with the student.

and copies of Action or Emerger	ncy Health Plans kept with the student.				
No known medical conditions					
Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of medical condition categories provided)					
Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of medical condition categories provided)					
Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of medical condition categories provided)					
Does the prospective student require any medical aids or devices (such as glasses, contact lenses, prosthetics or orthotics)? This is for the purpose of informing planning for school activities such as sport and school excursions.	No Yes, please specify				
Name of prospective student's medical practitioner (optional)		Contact number of medical practitioner			
Medicare card number (optional)		Position Number			
Cardholder name (if not in name of prospective student)					
Private health insurance company name (if covered) (optional)		Private health insurance membership number (leave blank if company name is not provided)			
I authorise school staff to contact the prospective student's medical practitioner for the purposes of seeking advice in cases where an immediate but non-life threatening response is required (for instance, when the prospective student may be on an excursion or sporting event), and to provide Medicare card details if required? (answer only if medical practitioner and Medicare card details have been provided above)					
COURT ORDERS*					
Out-of-Home Care Arra	ngements*				
Under the <i>Child Protection Act 1999</i> , when a Child Protection Order is approved by the Children's Court, the child is placed in out-of-home care (OOHC). Out-of-home care includes short or long term placement with an approved kinship or foster carer; in a supported independent living arrangement; in a safe house; and in residential care.					
Is the prospective student identif	ied as residing in out-of-home care?	Yes No			
If yes, what are the dates of the cand/or the Authority to Care.	ourt order? Please provide a copy of the court order	Commencement date	<u> </u>		
		End date			
Contact details of the Child Safet	y Officer (if known)	Name			
		Phone number	l l		

Uncontrolled copy. Refer to the Department of Education Policy and Procedure Register at https://ppr.qed.qld.gov.au/pp/enrolment-in-state-primary-secondary-and-special-schools-procedure to ensure you have the most current version of this document

COURT OR	DERS* (conti	nued)											
Family Cou	rt Orders*												
	rrent orders made ty or parenting ar			Law Act 1975 conce	erning	Yes	s 🗆	No					
If yes, what are the	he dates of the co	urt order? Please	provid	de a copy of the cou	rt order.	Comme	encement d	late		_/_	_/		
						End da	te			_/_	_/		
Other Court	t Orders*												
				stic violence order, of the prospective s	student?	Yes	s 🗌	No					
If yes, what are the	he dates of the co	urt order? Please	provid	de a copy of the cou	rt order.	Comme	encement d	late		_/	_/		
						End da	te			_/	_/		
ADDLICATION	ON TO ENR	N *											
													;
	enrol my child or m												
				nis form may lead to t lar, to the best of my			sion to appr	ove enrolment	i. I belie	ve tha	t the info	ormation	1
			Parent	/carer 1		Parent	/carer 2	ı				(if stud lepende	
Signature													
Date		,		1	, ,								
Office use Enrolment decis		Has th	o proc	pective student bee	n acconto	d for onro	lmont2 [Vos □ No	/annli	cant a	dvisod i	in writin	ng)
Linoiment decis	1011		•		iii accepte	u ioi eiiio	illient: _	1 1e3 🗀 140	(applic	Jant a	uviseu i	III WIICII	19)
				e reason: meet School EMP o	r Enrolmer	nt Eligibili	ity Plan req	uirements					
			-	ve student is mature			not a matu	re age state s	school				
				meet Prep age eligil ve student is subjec			m a state s	chool at the t	ime of	enroli	ment an	policatio	on
				meet requirements								piiouiio	
					flexible arrangement with the school evel prospective student is seeking to be enrolled in								
				ve student has no re				_		1			
Date enrolment processed		/ Year le	evel		Roll Class		EQ ID						
Independent student	☐ Yes ☐ I	No					assport sig B confirme	ghted, numbe d	r	☐ Y Num	es 🗌 ber:	No	
Is the prospectiv	e student over 18	B years of age at	he tim	e of enrolment?	☐ Yes	□ No							
If yes, is the pros process?	spective student	exempt from the	mature	age student	☐ Yes	□ No							
If no, has the pro history check?	spective mature	age student cons	ented	to a criminal	☐ Yes	□ No							
School house/						support							
team FTE		Associated			Visa and	d associa	ted docum	ents sighted	$+ \equiv$		□ No		
		unit			SV - stu	ıdent visa	1	•	EX	– exc	hange s	student	
EQI category						nporary v		student visa	DE			ducatio	

Parental occupation groups for use with parent/carer details

Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals

Senior executive/manager/department head in industry, commerce, media or other large organisation.

Public service manager [section head or above], regional director, health/education/police/fire services administrator

Other administrator [school principal, faculty head/dean, library/museum/gallery director, research facility director]

Defence Forces commissioned officer

Professionals generally have degrees or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others

Health, education, law, social welfare, engineering, science, computing professional

Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]

Air/sea transport [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller].

Group 2: Other business managers, arts/media/sportspeople and associate professionals

Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business

Specialist manager [finance/engineering/production/personnel/industrial relations/sales/marketing]

Financial services manager [bank branch manager, finance/investment/insurance broker, credit/loans officer]

Retail sales/services manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]

Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof-reader, sportsperson, coach, trainer, sports official]

Associate professionals generally have diploma/technical qualifications and support managers and professionals

Health, education, law, social welfare, engineering, science, computing technician/associate professional

Business/administration [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]

Defence Forces senior Non-Commissioned Officer.

Group 3: Tradespeople, clerks and skilled office, sales and service staff

Tradespeople generally have completed a four year trade certificate, usually by apprenticeship. All tradespeople are included in this group **Clerks** [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]

Skilled office, sales and service staff:

Office [secretary, personal assistant, desktop publishing operator, switchboard operator]

Sales [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]

Service [aged/disabled/refuge/childcare worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor].

Group 4: Machine operators, hospitality staff, assistants, labourers and related workers

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

Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper]

Office assistants, sales assistants and other assistants:

Office [typist, word processing/data entry/business machine operator, receptionist, office assistant]

Sales [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, shelf stacker]

Assistant/aide [trades' assistant, school/teacher aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]

Labourers and related workers

Defence Forces ranks below senior NCO not included above

Agriculture, horticulture, forestry, fishing, mining worker [farm overseer, shearer, wool/hide classer, farmhand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]

Other worker [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor].

Group 8: Have not been in paid work in the last 12 months

State schools standardised medical condition category list

Allergies/Sensitivities Anaphylaxis
1 /
1 7
Airway/lung/breathing - Oxygen required (continuously/periodically)
Airway/lung/breathing - Suctioning
Airway/lung/breathing - Tracheostomy
Airway/lung/breathing - Other
Artificial feeding - Gastrostomy device (tube or button)
Artificial feeding - Nasogastric tube
Artificial feeding - Jejunostomy tube
Artificial feeding - Other
Asthma
Asthma – student self-administers medication
Attention-deficit /Hyperactivity disorder (ADHD)
Autism Spectrum Disorder (ASD)
Bladder and bowel - Urinary wetting, incontinence
Bladder and bowel - Faecal soiling, constipation, incontinence
Bladder and bowel - Catheterisation (continuous, clean intermittent)
Bladder and bowel - Stoma site, urostomy, Mitrofanoff, MACE, Chair
Bladder and bowel - Other
Blood disorders - Haemophilia
Blood disorders - Thalassaemia
Blood disorders - Other
Cancer/oncology
Coeliac disease
Cystic Fibrosis
Diabetes - type one
Diabetes - type two
Ear/hearing disorders - Otitis Media (middle ear infection)
Ear/hearing disorders - Hearing loss
Ear/hearing disorders - Other
Epilepsy - Seizure
Eye/vision disorders
Endocrine disorder - Adrenal hypoplasia, pituitary, thyroid
Heart/cardiac conditions - Heart valve disorders
Heart/cardiac conditions - Heart genetic malformations
Heart/cardiac conditions - other
Mental Health - Depression
Mental Health - Anxiety
Mental Health - Oppositional defiant disorder
Mental Health - Other
Muscle/bone/musculoskeletal disorders - spasticity (Baclofen Pump)
Muscle/bone/musculoskeletal disorders - Other
Skin Disorders - eczema
Skin Disorders - psoriasis
Swallowing/dysphagia - requiring modified foods
Swallowing/dysphagia - requiring artificial feeding
Transfer & positioning difficulties
Travel/motion sickness
Other

Application to enrol in a Queensland state school

This sheet contains information on how to complete the Application for student enrolment form (SEF-1 Version 8).

Entitlement to enrolment

Under the *Education (General Provisions) Act* 2006 (Qld) a state school must enrol a prospective student if they are entitled to enrolment. While not exhaustive, the following matters may affect a prospective student's entitlement to enrol in a state school:

- if the school has a School Enrolment Management Plan or an Enrolment Eligibility Plan (enrolment is subject to eligibility under the plan)
- the applicant is a prospective mature age student (the applicant can only apply for enrolment at a mature age state school and will be subject to a satisfactory criminal history check, or as a student in a program of distance education. All prospective mature age students must have a remaining allocation of state education.)
- the prospective student is not of correct age for enrolment (relates to Preparatory Year and Years 1 to 6)
- the prospective student has been excluded, or is subject to suspension from a state school at the time of the application
- the school principal reasonably believes that the prospective student presents an unacceptable risk to the safety or wellbeing of members of the school community (application is referred to the Director-General)
- the school is a state special school and the prospective student does not meet the criteria for enrolment in a special school
- the proposed enrolment requires approval as part of a flexible arrangement under s.183 of the Education (General Provisions) Act 2006 (Qld), and the arrangement has not yet been approved
- the prospective student is not an Australian resident or citizen or the child of an Australian permanent resident or citizen (visa restrictions may apply, fees may be charged, in some cases legislation requires that the prospective student must obtain approval from the Chief Executive via Education Queensland International (EQI) to enrol)
- the school does not offer the year level that the prospective student should be enrolled in
- the prospective student has no remaining semester allocation of state education.
 Enrolment cannot proceed until additional semesters are applied for by the prospective student (or parent on their behalf) and granted.

Prospective student

A prospective student is a person who has applied to enrol at a state school but who has not yet been accepted for enrolment.

Parent's occupation and education

All parents across Australia, no matter which school their child attends, are asked to provide information about family background (answering this question is optional). The main purpose of collecting this information is to promote an education system which is fair for all Australian students regardless of their background.

Court Orders

Any court orders concerning the prospective student's welfare, safety or parenting arrangements should be provided to the school, and the school should also be provided with any new or updated orders.

Name on enrolment form

A prospective student should be enrolled under their legal name as per their birth certificate. There is provision to also record a preferred family and/or given name. The preferred name will be used on internal school documents such as class rolls. The legal name will appear on semester reports unless there is a specific request to use the preferred name only. This request can come from parents/carers or the student (if the student is independent/mature age).

Gender

Information about gender is supplied to the Federal Government to comply with State funding agreements. The gender category with which a person identifies may not match the sex they were assigned at birth. There is no requirement for a student's gender recorded on this form to align with the sex shown on their birth certificate or passport.

Religious Instruction

Religious instruction is a program approved and provided by a religious denomination or religious society. Other instruction relates to part of a subject area that has been covered within the curriculum and may include, but is not limited to, personal research and/or assignments, revision of class work, and wider reading. Information about religious instruction available at the school, and about other instruction, is provided by the school at the time of enrolment and on the school's website.

ENROLMENT AGREEMENT FORM

This enrolment agreement sets out the responsibilities of the student, parent or carers and the school staff about the education of the students enrolled at Weir State School.

Responsibility of student to:

- attend school on every school day for the educational program in which they are enrolled, on time, ready to learn and take part in school activities
- act at all times with respect and show tolerance towards other students and staff
- work hard and comply with requests or directions from all school staff
- abide by school rules as outlined in the school's Code of Conduct
- meet homework requirements
- wear the Weir State School's student uniform
- respect the school's property and environment at all times

Responsibility of parents to:

- ensure your child attends school on every school day for the educational program in which they are enrolled
- advise the school as soon as possible if your child is unable to attend school and reason/s why (e.g. child is sick)
- attend open meetings for parents/carers
- let the school know if there are any problems that may affect your child's ability to learn
- ensure your child completes homework regularly in keeping with the school's homework policy
- treat all school staff with respect
- support the authority of school staff thereby supporting their efforts to educate your child and assist your child to achieve maturity, self-discipline and self-control
- not allow your child to bring dangerous or inappropriate items to school
- abide by school's instructions regarding access to school grounds before, during and after school hours
- advise principal if your child is in out-of-home care
- keep school informed of any changes to your contact details or your child's details, such as home address, email address and phone number
- ensure the school is aware of any changes to your child's medical details.

Responsibility of school to:

- design and implement engaging and flexible learning experiences for individuals and groups of students
- inform parents and carers regularly about how their student is progressing
- design and implement intellectually challenging learning experiences which develop language, literacy and numeracy
- create and maintain safe and supportive learning environments
- support personal development and participation in society for students
- foster positive and productive relationships with families and the community
- inform students, parents and carers about what the teachers aim to teach the students each term
- teach effectively and to set high standards in work and behaviour
- clearly articulate the school's expectations regarding the Student Code of Conduct and the Student Dress Code policy
- advise parents and carers of extra-curricular activities operating at the school in which their child may become involved (for example Program of Chaplaincy Services, sports programs)
- set, mark and monitor homework regularly in keeping with the school's homework policy
- contact parents and carers as soon as possible if the school is concerned about the child's school work, behaviour, attendance or punctuality
- notify parents/carers of an unexplained absence of their child as soon as practicable on the day of the student's absence (allowing time for parents/carers to respond prior to the end of the school day)
- deal with complaints in an open, fair and transparent manner in accordance with departmental policy
- treat students and parents/carers with respect.

Weir State School is a welcoming school, well resourced, with caring and professional staff and is a great place to be. We want our students to be safe, responsible, respectful and to develop their individual talents and take pride in themselves and their school. In order to achieve this, students must follow our school rules, and all parents and carers should work with their students to understand why rules are important for a successful community.

To maintain good relationships with all our families we would like to make sure everyone is very clear on the below important issues:

ATTENDANCE PROCEDURES

Attendance at school is compulsory by law if students are under 16 years of age. If students are absent from school you will be required to provide an explanation, if not beforehand then within 2 days of the student's return to school.

This may take the form of:

- a medical certificate (required if more than two days)
- SMS response to an unexplained absence
- a written explanation note containing the student's name, dates absent and reason for absence (note to be sent to the classroom teacher or the office)
- a verbal explanation to the office through either a phone call or a visit to the school
- through QParents absences
- Skoolbag absences eform

Ensure their student follows the school's recommended processes and procedures for **late arrival** and **early departure**. Notify the school if their student will be late using the school's recommended communication processes.

This may take the form of:

- accompanying the student to school
- phoning the school
- sending a note with the student explaining the reason for being late

All absences are recorded on the students' school report. Electronic rolls will be marked twice a day, every morning at 9.00am and afternoon at 1.45pm. A SMS message will be sent out daily notifying parents/carers of an unexplained full day absence. You are requested to reply to this text or contact the school immediately to explain your student's absence.

Initiate or attend meetings to discuss your student's attendance or participation in their educational program. Negotiate with the school, where appropriate, alterations to their student's educational program or flexible arrangements to best meet the needs of the student.

Apply for an exemption for your student for non-attendance at school for a stated or indefinite period where your student's attendance at school is impossible.

STUDENT MOBILE ELECTRONIC DEVICES

Students are not permitted to use or carry personal electronic devices (eg. mobile phones) on school grounds. All personal electronic devices must be handed in to the office at the beginning of the school day. They can then be collected at the end of the school day prior to the student exiting the school grounds.

DRESS CODE AND JEWELLERY

All students from Prep to Year 6 are expected to wear the correct school uniform each day, including enclosed footwear. Students are also expected to wear bucket hats while outside. Thongs, board shorts, singlets and tank tops are not appropriate for school. Spare uniforms are available to borrow at the Office.

For safety reasons the only jewellery to be worn at school are sleepers and studs for pierced ears, wrist watches and medic alerts. (This includes body and facial piercing. Facial piercing may be replaced by clear, flat studs). Make up and nail polish are inappropriate for school.

I accept the rules and regulations of Weir State School as stated in the school policies that have been provided to me as follows:

- Code of Conduct for Students
- Student Dress Code
- School Attendance Procedures
- Homework Policy
- Internet Access Agreement

- State School Consent Form
- Online Services Consent Form
- Student Mobile Electronic Devices
- Parent Notice for Religious Instruction in School Hours
- CCTV Agreement

I acknowledge:

- That I have read and understood the responsibilities of the student, parents or carers and the school staff outlined above
- That information about the school's current rules, policies, programs and services, as outlined above has been provided and explained to me; and
- We understand that Weir State School has high standards and that we need to work with our students to enforce these rules.

Student Signature	Parent/Carer Signature	On behalf of Weir State School			
Date: /	Date: /	Date: / /			



Introduction to the State School Consent Form for Weir State School

This letter is to inform you about how we will use your child's personal information and student materials. It outlines;

- What information we record
- How we will use student materials created during your child's enrolment.

Examples of personal information which may be used and disclosed (subject to consent) include part of a person's name, image/photograph, voice/video recording or year level.

Your child's student materials:

- are created by your child whether as an individual or part of a team
- may identify each person who contributed to the creation
- may represent Indigenous knowledge or culture.

Purpose of the consent

It is the school's usual practice to take photographs or record images of students and occasionally to publish limited personal information and student materials for the purpose of celebrating student achievement and promoting the school and more broadly celebrating Queensland education.

To achieve this, the school may use newsletters, its website, traditional media, social media or other new media as listed in the 'Media Sources' section below.

The State School Consent Form may, at your discretion, provide consent for personal information and a licence for the student materials to be published online or in other public forums. It also allows your child's personal information and student materials to be presented in part or alongside other students' achievements.

The school needs to receive consent in writing before it uses or discloses your child's personal information or student materials in a public forum. The attached form is a record of the consent provided.

It should be noted that in some instances the school may be required by the Education (General Provisions) Act 2006 (Qld) or by law to record, use or disclose the student's personal information or materials without consent (e.g. assessment of student materials does not require further consent).

Voluntary

There will not be any negative repercussions for not completing the State School Consent Form or for giving limited consent. All students will continue to receive their education regardless of whether consent is given or not.

Consent may be limited or withdrawn

Consent may be limited or withdrawn at any time by you.

If you wish to limit or withdraw consent please notify the school in writing (by email or letter). The school will confirm the receipt of your request via email if you provide an email address.

If in doubt, the school may treat a notice to limit consent as a comprehensive withdrawal of consent until the limit is clarified to the school's satisfaction.

Due to the nature of the internet and social media (which distributes and copies information), it may not be possible for all copies of information (including images of student materials) once published by consent, to be deleted or restricted from use.

The school may take down content that is under its direct control, however, published information and materials cannot be deleted and the school is under no obligation to communicate changes to consent with other entities/third parties.

Media sources used

Following is a list of online and social media websites and traditional media sources where the school may publish your child's personal information or student materials subject to your consent.

- School website: https://weirss.eq.edu.au/Pages/default.aspx
- Facebook: https:/www.facebook.com/WeirStateSchool/
- YouTube: https://www.youtube.com/channel/UCswzX7caiB6c4W88r-RWVrQ
- Other: Weir State School Audiri
- Local newspaper: **Townsville Bulletin**
- School newsletter
- Traditional and online media, printed materials, digital platforms, promotional materials, presentations and displays

The State School Consent Form does not extend to P&C run social media accounts or activities, or external organisations.

Duration

The consent applies for the period of enrolment or another period as stated in the State School Consent Form, or until you decide to limit or withdraw your consent.

During the school year there may be circumstances where the school or Department of Education may seek additional consent.

Who to contact

To return a consent, express a limited consent or withdraw consent please contact the Principal, 4726 1333 or email principal@weirss.eq.edu.au.

The School's General Office staff should be contacted if you have any questions regarding consent.

State School Consent Form

IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

- Parent/carer to complete
- Mature/independent students may complete on their own behalf (if under 18 a witness is required).
- (a) Full name of individual:
- (b) Date of birth:....
- (c) Name of school: Weir State School
- (d) Name to be used in association with the person's personal information and materials* (please select):
 - ☐ Full Name ☐ First Name ☐ No Name ☐ Other Name
 - * Please note, if no selection is made, only the Individual's first name will be used by the school. However, the school may choose not to use a student's name at its discretion.
 - ** For school photos Full Name will be used unless a limitation is given in Section 5 below.

PERSONAL INFORMATION AND MATERIALS COVERED BY THIS CONSENT FORM

Personal information that may identify the person in section 1:

- ▶ Name (as indicated in section 1) ▶ Image/photograph ▶ School name
- ▶ Recording (voices and/or video) ▶ Year level

Materials created by the person in section 1:

- ▶ Sound recording ▶ Artistic work ▶ Written work ▶ Video or image
- ▶ Software ▶ Music score ▶ Dramatic work

3 APPROVED PURPOSE

If consent is given in section 6 of the form:

- The personal information and materials (as detailed in section 2) may be recorded, used and/or disclosed (published) by the school, the Department of Education (DoE) and the Queensland Government for the following purposes:
- Any activities engaged in during the ordinary course of the provision of education (including assessment), or other purposes associated with the operation and management of the school or DoE including to publicly celebrate success, advertising, public relations, marketing, promotional materials, presentations, competitions and displays.
- Promoting the success of the person in section 1, including their academic, sporting or cultural achievements.
- Any other activities identified in section 4(b) below.
- The personal information and materials (as detailed in section 2) may be disclosed (published) for the above purposes in the following:
- the school's newsletter and/or website;
- social media accounts, other internet sites, traditional media and other sources identified in the 'Media Sources' section of the explanatory letter (attached);
- year books/annuals and school photographs;
- promotional/advertising materials; and
- presentations and displays.

TIMEFRAME FOR CONSENT

School representative to complete.

- (a) Timeframe of consent: duration of enrolment.
- (b) Further identified activities not listed in the form and letter for the above timeframe:

0	LIMITATION OF CONSENT
5	The Individual and/or parent wishes to limit consent in the following way:

,	CONSENT AND AGREEMENT
	►CONSENTER — I am (tick the applicable box):
	parent/carer of the identified person in section 1
	 the identified person in section 1 (if a mature/independent student or employee including volunteers) recognised representative for the Indigenous knowledge or culture expressed by the materials
	I have read the explanatory letter, or it has been read to me. I have had the opportunity to ask questions about it and any questions that I have asked have been answered to my satisfaction. By signing below, I consent to the school recording, using and/or disclosing (publishing) the personal information and materials identified in section 2 for the purposes detailed in section 3. By signing below, I also agree that this State School Consent form is binding. For the benefit of having the materials (detailed in section 2) promoted as DoE may determine, I grant a licence for such materials for this purpose. I acknowledge I remain responsible to promptly notify the school of any third party intellectual property incorporated into the licensed materials. I accept that attribution of the identified person in section 1 as an author or performer of
	the licensed materials may not occur. I accept that the materials licensed may be blended with other materials and the licensed materials may not be reproduced in their entirety.
	Print name of student
	Print name of consenter
	Signature or mark of consenter
	Date
	Signature or mark of student (if applicable)
	Date
	SPECIAL CIRCUMSTANCES
	If the form is required to be read out (whether in English or in an alternative language or dialect) to a parent/carer or Individual student; or when the consenter is an independent student and under 18 the section below must be completed.
	WITNESS – for consent from an independent student or where the explanatory letter and State School Consent Form were read
	I have witnessed the signature of an independent student, or the accurate reading of the explanatory letter and the State School Consent Form was completed in accordance with the instruction of the potential consenter. The individual has had the opportunity to ask questions. I confirm that the individual has given consent freely and I understand the person understood the implications.
	Print name of witness
	Signature of witness
	Date
	Statement by the person taking consent – when it is read
	I have accurately read out the explanatory letter and State School Consent Form to the potential consenter, and to the best of my ability made sure that the person understands that the following will be done: 1. the identified materials will be used in accordance with the State School Consent Form 2. reference to the identified person will be in the manner consented 3. in accordance with procedures DoE will cease using the identified materials from the date DoE receives a written withdrawal of consent. I confirm that the person was given an opportunity to ask questions about the explanatory letter and State School Consent Form, and all the questions asked by the consenter have been answered correctly and to the best of my ability. I confirm that the individual has not been coerced into giving consent, and the consent has been given freely and voluntarily.

Privacy Notice The Department of Education (DoE) is collecting your personal information on this form in order to obtain consent for the use and disclosure of the student's personal information. The information will be used and disclosed by authorised school employees for the purposes outlined on the form.

A copy of the explanatory letter has been provided to the consenter.

Date.....

Student personal information collected on this form may also be used or disclosed to third parties where authorised or required by law. This information will be stored securely. If you wish to access or correct any of the personal student information on this form or discuss how it has been dealt with, please contact your student's school in the first instance.

Student responsibilities:

I understand that the school's information and communication technology (ICT) services, facilities and devices provide me with access to a range of essential learning tools, including access to the internet. I understand that the internet can connect me to useful information around the world.

While I have access to the school's ICT services, facilities and devices: I will use it only for educational purposes; I will not undertake or look for anything that is illegal, dangerous or offensive; and I will not reveal my password or allow anyone else to use my school account.

Specifically in relation to internet usage, should any offensive information appear on my screen I will close the window and immediately inform my teacher quietly, or tell my parents/quardians if I am at home.

If I receive any inappropriate emails at school I will tell my teacher. If I receive any at home I will tell my parents/carers.

When using email or the internet I will not:

- reveal names, home addresses or phone numbers mine or that of any other person
- use the school's ICT service, facilities and devices (including the internet) to annoy or offend anyone else.

I understand that my online behaviours are capable of impacting on the good order and management of the school whether I am using the school's ICT services, facilities and devices inside or outside of school hours. I understand that if the school decides I have broken the rules for using its ICT services, facilities and devices, appropriate action may be taken as per the school's Student Code of Conduct, which may include loss of access to the network (including the internet) for a period of time. I agree to abide by the above rules. I understand I am prohibited from using the school's ICT network for the purposes of copyright infringement. If I am found to be repeatedly engaging in activities contrary to this policy, my ICT network access privileges may be suspended.

Parent /carer responsibilities:

I understand that the school provides my child with access to the school's information and communication technology (ICT) services, facilities and devices (including the internet) for valuable learning experiences. In regards to internet access, I understand that this will give my child access to information from around the world; that the school cannot control what is available online; and that a small part of that information can be illegal, dangerous or offensive.

I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend upon responsible use by my child. Additionally, I will ensure that my child understands and adheres to the school's appropriate behaviour requirements and will not engage in inappropriate use of the school's ICT services, facilities and devices. Furthermore I will advise the school if any inappropriate material is received by my child that may have come from the school or from other students.

I understand that the school does not accept liability for any loss or damage suffered to personal mobile devices as a result of using the department's services, facilities and devices. Further, no liability will be accepted by the school in the event of loss, theft or damage to any mobile device unless it can be established that the loss, theft or damage resulted from the school's/department's negligence.

I believe my student understands this responsibility, and I hereby give my permission for him/her to access and use the school's ICT services, facilities and devices (including the internet) under the school rules. I understand where inappropriate online behaviours negatively affect the good order and management of the school, the school may commence disciplinary actions in line with this user agreement or the Student Code of Conduct. This may include loss of access and usage of the school's ICT services, facilities and devices for some time. I agree to abide by the above rules.

Parent/Carer name	Parent/Carer signature	Date: / /

Privacy Notice

The Department of Education and Training is collecting your personal information on this form in order to obtain consent for disclosure of a student's personal information to facilitate registration and use of third party web based software identified on the form. The information will be used and disclosed by authorised school employees for the purposes outlined on the form.

Student personal information collected on this may also be used or disclosed to third parties where authorised or required by law. This information will be stored securely. If you wish to access or correct any of the personal student information on this form or discuss how it has been dealt with, please contact your student's school in the first instance.

Dear Parent/Carer

The use of web based educational resources has risen steadily over the last decade and are increasingly being used by teachers across Queensland to improve student learning outcomes.

Our school and teachers make decisions about the best technology to meet the needs of our students. Sometimes it is beneficial for students to utilise services provided by third party web based providers.

Weir State School wishes to utilise the third party web based service provider/s listed below to aid students' learning. For your student to use the service the teacher will need to register them as a user. Registering with these providers requires student personal information to be disclosed to the provider of the service. In the case of the services outlined below they are private companies that are hosted onshore in Australia and outside of Australia. Outside of Australia means that data that is entered to register for these sites will be stored on servers that are not based in Australia and therefore are not bound by Queensland's privacy laws. Registration may include disclosing the following information about your child:

- Student Name,
- Student ID,
- Age,
- Year group,
- Class Teacher
- Student email
- Student works
- Student image, video and/or recording

We need your permission for the registration and use of these sites by your student.

Note: It is not compulsory for you to provide this consent. If you decide not to provide consent, this will not adversely affect academic achievement, or any relationships with teachers or the school.

Before you complete this consent form it is important that you understand the reasons that these websites collect this information, what will be done with it, who else may have access to it and where the data is stored. This information can be found in the hyperlinks below referring to each website's terms and conditions and/or privacy policy.

Please read these and ensure that you understand the implications of using this service before giving your consent. If you have any queries around the storage of student's information, please feel free to contact the School's General Office on 47261 333.

Student's Name: _____ Class: ____

CONSENT

Parent/Carer name	Parent/Carer signature Date
listed. I understand that my student's	nave read the terms of use and privacy policy of each of the websites personal information will be provided to these third-party software ent's registration and use of the software programs and that this Australia.
ClickView	Do Consent / Do Not Consent
Microsoft Forms and Microsoft Sway	Do Consent / Do Not Consent
Audiri	Do Consent / Do Not Consent
Study Ladder	Do Consent / Do Not Consent
Scratch	Do Consent / Do Not Consent
EdAlive Central	Do Consent / Do Not Consent
Blooket	Do Consent / Do Not Consent
Class Dojo	Do Consent / Do Not Consent
Please circle your choice to your chil provision of an educational service.	d's information being provided to each of the third-party providers for the

Below are the third-party web-based service provider/s:

Name of Provider: ClassDojo Website: http://www.classdojo.com

Purpose: To help teachers improve student behaviour and engagement

while keeping parents and caregivers in the loop.

Terms of Use: https://www.classdojo.com/en-gb/terms

Privacy Policy: https://www.classdojo.com/en-gb/privacy

Name of Provider: Blooket Website: https://www.blooket.com/

Purpose: Blooket is a game-based learning platform that allows educators to create and host learning games and quizzes to review content taught in the classroom. Teachers can create their own question set, import one or select from pre-made question sets from the database. Students can win points and coins to spend in the game. Games can be played as a

whole class or solo as an assigned homework.

Terms of Use: https://www.blooket.com/terms

Privacy Policy: https://www.blooket.com/privacy

Name of Provider: EdAlive Central
Website: https://central.edalive.com/library

Purpose: Typing Tournament, Maths Invaders, Words Rock, Baggin the

Dragon Maths, Volcanic Panic Reading Success
Website: https://central.edalive.com/library
Terms of Use: https://central.edalive.com/terms-of-use
Privacy Policy: https://central.edalive.com/privacy-policy

Name of Provider: Scratch
Website: https://scratch.mit.edu/

Purpose: The purpose of this website is to allow users to program their own interactives stories, games and animations - and share their creations with

others in the online community.

Terms of Use: https://scratch.mit.edu/terms of use/ Privacy Policy: https://scratch.mit.edu/privacy_policy/

Name of Provider: Studyladder

Website: https://www.studyladder.com.au

Purpose: The purpose of this website is to provide students with an online

learning platform for all subjects

Terms of Use: https://www.studyladder.com.au/about/privacy Privacy Policy: https://www.studyladder.com.au/about/privacy Name of Provider: Audiri

Website: https://www.moaproducts.com.au/skoolbag/

Purpose: The purpose of this website is to promote and provide access to

the Audiri product.

Privacy Policy: http://skoolbag.com.au/privacy.php

Name of Provider: Microsoft Forms Website: http://forms.office.com

Purpose: The purpose of this website is to provide teachers the ability to create customised quizzes, surveys, questionnaires and polls for educational use in their classrooms. While on the department's network, teachers will be able to embed their forms via their OneNote Class

Notebook.

Terms of Use: https://www.microsoft.com/en-us/legal/intellectualproperty/copyright/default.aspx

Privacy Policy: https://privacy.microsoft.com/en-gb/privacystatement

Name of Provider: Microsoft Sway Website: https://www.sway.com

Purpose: The purpose of this website is to create and share interactive

reports and presentations.

Terms of Use: https://www.microsoft.com/en-us/legal/intellectualproperty/copyright/default.aspx

Privacy Policy: https://privacy.microsoft.com/en-gb/privacystatement

Name of Provider: ClickView

Website: https://www.clickview.com.au/

Purpose: ClickView produces curriculum-aligned video and interactive content for teachers and students. Educators can search the video library, including recorded free-to-air TV programmes, for relevant clips or

to create their own interactive video content and activities.

Terms of Use: https://www.clickview.com.au/terms-and-conditions/

Privacy Policy: https://www.clickview.com.au/privacy-policy/

I acknowledge my student		$_$ has enrolled at Weir State School and I have
been made aware of the installa	tion, operation and p	policy governing the use of CCTV within the
boundaries of Weir State School.		
Parent/Carer Name:		
Signature:	Date:	
Administration Name:		-