

Enrolment Application Forms Checklist

Name: _____

Year level: _____

Start date: ____/____/____

Previous school: _____

Enrolment officer: _____

Procedure:

Complete and/or sign these forms	Tick	Issue hardcopies to parent/carers	Tick
2. Application for Student Enrolment		15. Yeronga SHS ICT Acceptable Use Procedure (discuss purpose)	
3. State School Consent		16. Student Code of Conduct (discuss purpose)	
4. Enrolment Agreement		17. Student Dress Code (discuss purpose)	
5. Student Interests		18. Parent and Community Code of Conduct (discuss purpose)	
6a. Student Resource Scheme (SRS) Parent Information and forms: <ul style="list-style-type: none"> 6b. SRS Participation Agreement 6c. SRS Payment Arrangement 		19. Year Level Stationery List	
7. Student Laptop Program Agreement		20. P&C Association Welcome	
8. ICT Acceptable Use Agreement – Parent/Carer		21. QParents Information	
9. ICT Acceptable Use Agreement – Student		22. Qkr Information	
10. Anti Bullying Compact		23. Keep Up to Date with What's Happening	
11. Elective Subjects			
12. Centrepay Deduction Authority (if applicable)			
13. Learning Support Requirements (if applicable)			
14. Instrumental Music Information (if applicable)			

Interview notes:

Office use only	Tick	Staff signature
Enrolment entered on OneSchool		
Accounts receivable processed		

Application for student enrolment form

INSTRUCTIONS

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:

- assessing whether your application for enrolment should be approved
- meeting reporting obligations required by law or under Federal – State Government funding arrangements
- administering and planning for providing appropriate education, training and support services to students
- assisting departmental staff to maintain the good order and management of schools, and to fulfil their duty of care to all students and staff
- 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 STUDENT DEMOGRAPHIC DETAILS

Legal family name* (as per birth certificate)			
Legal given names* (as per birth certificate)			
Preferred family name		Preferred given names	
Gender*	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of birth*	____ / ____ / ____
Copy of birth certificate available to show school staff*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Enrolment may not be approved without enrolling staff sighting the prospective student's birth certificate. An alternative to birth certificate will be considered where it is not possible to obtain a birth certificate (e.g. prospective student born in country without birth registration system. Passport or visa documents will suffice). This does not include failure to register a birth or reluctance to order a birth certificate.</p> <p>The requirement to sight the birth certificate does not apply where the prospective student has been previously enrolled in a state school and a birth certificate has been sighted.</p> <p>For international students approved for enrolment by EQI, a passport or visa will be acceptable.</p>	
For prospective mature age students, proof of identity supplied and copied*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Prospective mature age students must provide photographic identification which proves their identity:</p> <ul style="list-style-type: none"> current driver's licence; or adult proof of age card; or current passport. 	

APPLICATION DETAILS				
Has the prospective student ever attended a Queensland state school?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, provide name of school and 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 starting date for the prospective student at this school.		
Does the prospective student have a sibling attending this school or any other Queensland state school?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, provide name of sibling, year level, date of birth, and school	Name:	
			Year Level	
			Date of birth	____ / ____ / ____
			School	

INDIGENOUS STATUS	
Is the prospective student of Aboriginal or Torres Strait Islander origin?	<input type="checkbox"/> No <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Both Aboriginal and Torres Strait Islander

FAMILY DETAILS		
Parents/carers	Parent/carer 1	Parent/carer 2
Family name*		
Given names*		
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female
Relationship to prospective student*		
Is the parent/carer an emergency contact?*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
1 st Phone contact number*	Work/home/mobile	Work/home/mobile
2 nd Phone contact number*	Work/home/mobile	Work/home/mobile
3 rd Phone contact number*	Work/home/mobile	Work/home/mobile
Email		
Occupation		
What is the occupation group of the parent/carer?	<input type="checkbox"/> (Please select the parental occupation group from the list provided at the end of this form. If parent/carer 1 is not 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 1 has not been in paid work in the last 12 months, enter '8')	<input type="checkbox"/> (Please select the parental occupation group from the list provided at the end of this form. If parent/carer 2 is not 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 months, enter '8')
Employer name		
Country of birth		
Does parent/carer 1 or parent/carer 2 speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify _____ Needs interpreter? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify _____ Needs interpreter? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is the parent/carer an Australian citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the parent/carer a permanent resident of Australia?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

FAMILY DETAILS (continued)					
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 same 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	<input type="checkbox"/>			<input type="checkbox"/>	
Year 10 or equivalent	<input type="checkbox"/>			<input type="checkbox"/>	
Year 11 or equivalent	<input type="checkbox"/>			<input type="checkbox"/>	
Year 12 or equivalent	<input type="checkbox"/>			<input type="checkbox"/>	
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)	<input type="checkbox"/>			<input type="checkbox"/>	
Advanced Diploma/Diploma	<input type="checkbox"/>			<input type="checkbox"/>	
Bachelor degree or above	<input type="checkbox"/>			<input type="checkbox"/>	
No non-school qualification	<input type="checkbox"/>			<input type="checkbox"/>	

COUNTRY OF BIRTH*	
In which country was the prospective student born?	<input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify country) _____ Date of arrival in Australia ____/____/____
Is the prospective student an Australian citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No (if no, evidence of the prospective student's immigration status to be completed)

PROSPECTIVE STUDENT LANGUAGE DETAILS	
Does the prospective student speak a language other than English at home?	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify _____

EVIDENCE OF PROSPECTIVE STUDENT'S IMMIGRATION STATUS (to be completed if this person is NOT an Australian citizen)*	
<input type="checkbox"/> Permanent resident	Complete passport and visa details section below
<input type="checkbox"/> Student visa holder	Date of arrival in Australia ____/____/____ Date enrolment approved to: ____/____/____ EQI receipt number: _____
<input type="checkbox"/> Temporary visa holder	Complete passport and visa details section below. Temporary visa holders must obtain an 'Approval to enrol in a state school' from EQI
<input type="checkbox"/> Other, please specify _____	

EVIDENCE OF PROSPECTIVE STUDENT'S IMMIGRATION STATUS* (continued)

Passport and visa details (to be completed for a prospective student who is NOT an Australian citizen).

NOTE: A permanent resident will have a visa grant notification with an indefinite stay period indicated.

For prospective students arriving in Australia as refugee or humanitarian entrants, either PLO 56 Immigration issued card or 'Document to travel to Australia' with 'stay indefinite' recorded must be sighted by the school.

Passport number		Passport expiry date	____/____/____
Visa number		Visa expiry date (if applicable)	____/____/____
Visa sub class			

PROSPECTIVE STUDENT'S PREVIOUS EDUCATION / ACTIVITY

Where does the prospective student come from?	<input type="checkbox"/> Queensland <input type="checkbox"/> interstate <input type="checkbox"/> overseas
Previous education/activity	<input type="checkbox"/> Kindergarten <input type="checkbox"/> School <input type="checkbox"/> VET <input type="checkbox"/> Home education <input type="checkbox"/> Full-time employment <input type="checkbox"/> Part-time employment <input type="checkbox"/> Other
Please provide name and address of education provider/activity provider/employer	

RELIGIOUS INSTRUCTION*

<p>From Year 1, the prospective student may participate in religious instruction if it is available.</p> <p>If you tick 'No' or if the nominated religion is not represented within the school's religious instruction program, the prospective student will receive other instruction in a separate location during the period arranged for religious instruction.</p> <p>Parents/carers may change these arrangements at any time by notifying the principal in writing.</p>	<p>Do you want the prospective student to participate in religious instruction?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If 'Yes', please nominate the religion:</p> <p>_____</p>
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PROSPECTIVE STUDENT ADDRESS DETAILS*

Principal place of residence address					
Address line 1					
Address line 2					
Suburb/town		State		Postcode	
Mailing address (if it is the same as principal place of residence, write 'AS ABOVE')					
Address line 1					
Address line 2					
Suburb/town		State		Postcode	
Email					

EMERGENCY CONTACT DETAILS (Other emergency contact details if parents/carers listed previously are not emergency contacts or cannot be contacted. At least one emergency contact must be provided)*

	Emergency contact	Emergency contact
Name		
Relationship (e.g. aunt)		
1 st phone contact number*	Work/home/mobile	Work/home/mobile
2 nd phone contact number*	Work/home/mobile	Work/home/mobile
3 rd phone contact number*	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.

No known medical conditions	<input type="checkbox"/>		
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.	<input type="checkbox"/> No <input type="checkbox"/> 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)			<input type="checkbox"/> Yes <input type="checkbox"/> No

COURT ORDERS***Out-of-Home Care Arrangements***

Under the *Child Protection Act 1999*, 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 identified as residing in out-of-home care?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, what are the dates of the court order? Please provide a copy of the court order and/or the Authority to Care.	Commencement date	____/____/____
	End date	____/____/____
Contact details of the Child Safety Officer (if known)	Name	
	Phone number	

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 ORDERS* (continued)**Family Court Orders***

Are there any current orders made pursuant to the *Family Law Act 1975* concerning the welfare, safety or parenting arrangements of the prospective student?

☐ Yes ☐ No

If yes, what are the dates of the court order? Please provide a copy of the court order.

Commencement date

____/____/____

End date

____/____/____

Other Court Orders*

Are there any other current court orders, such as a domestic violence order, concerning the welfare, safety or parenting arrangements of the prospective student?

☐ Yes ☐ No

If yes, what are the dates of the court order? Please provide a copy of the court order.

Commencement date

____/____/____

End date

____/____/____

APPLICATION TO ENROL*

I hereby apply to enrol my child or myself at _____.

I understand that supplying false or incorrect information on this form may lead to the reversal of a decision to approve enrolment. I believe that the information I have supplied on this form is true and correct in every particular, to the best of my knowledge.

	Parent/carer 1	Parent/carer 2	Prospective student (if student is mature age or independent)
Signature			
Date	____/____/____	____/____/____	____/____/____

Office use only

Enrolment decision		Has the prospective student been accepted for enrolment? <input type="checkbox"/> Yes <input type="checkbox"/> No (applicant advised in writing)					
		If no, indicate reason: <input type="checkbox"/> Does not meet School EMP or Enrolment Eligibility Plan requirements <input type="checkbox"/> Prospective student is mature age and school is not a mature age state school <input type="checkbox"/> Does not meet Prep age eligibility requirement <input type="checkbox"/> Prospective student is subject to suspension from a state school at the time of enrolment application <input type="checkbox"/> Does not meet requirements for enrolment in a state special school <input type="checkbox"/> Does not have an approved flexible arrangement with the school <input type="checkbox"/> School does not offer year level prospective student is seeking to be enrolled in <input type="checkbox"/> Prospective student has no remaining semester allocation of state education					
Date enrolment processed	____/____/____	Year level		Roll Class		EQ ID	
Independent student	<input type="checkbox"/> Yes <input type="checkbox"/> No			Birth certificate/passport sighted, number recorded and DOB confirmed		<input type="checkbox"/> Yes <input type="checkbox"/> No Number:	
Is the prospective student over 18 years of age at the time of enrolment?		<input type="checkbox"/> Yes <input type="checkbox"/> No					
If yes, is the prospective student exempt from the mature age student process?		<input type="checkbox"/> Yes <input type="checkbox"/> No					
If no, has the prospective mature age student consented to a criminal history check?		<input type="checkbox"/> Yes <input type="checkbox"/> No					
School house/team				EAL/D support		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> To be determined	
FTE		Associated unit		Visa and associated documents sighted		<input type="checkbox"/> Yes <input type="checkbox"/> No	
EQI category				SV – student visa TV – temporary visa DS – dependent – parent on student visa		EX – exchange student DE – distance education	

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/refugee/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

Acquired brain injury
Allergies/Sensitivities
Anaphylaxis
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.

The State School Consent 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.

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, for example, 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://yerongashs.eq.edu.au>
- Facebook: <https://www.facebook.com/Yeronga-State-High-School/OfficialYerongaSHS>
- YouTube: <https://www.instagram.com/officialyerongashs/>
- Instagram: <https://www.instagram.com/officialyerongashs/>
- LinkedIn account: [Yeronga State High School](https://www.linkedin.com/company/yeronga-state-high-school)
- Twitter: N/A
- Other: N/A
- Local newspaper
- School newsletter
- Traditional and online media, printed materials, digital platforms' promotional materials, presentations and displays.

State School Consent **does not** extend to P&C Association 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 Deputy Principal for your student's year level, via:

The Deputy Principal

Email: office@yerongashs.eq.edu.au

Phone: 3249 1400

Please retain this letter for your records. Complete all sections of the attached State School Consent form, sign the form and return it to Yeronga State High School.

State School Consent Form

Section 1. 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:

(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.*

Section 2. PERSONAL INFORMATION AND MATERIALS COVERED BY THIS CONSENT FORM

(a) **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

(b) **Materials** created by the person in section 1:

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

Section 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:
 - school 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
 - presentations and displays
 - a Learning Unique Identifier (LUI) and Unique Student Identifier (USI).

All learning towards a QCE is recorded in student learning accounts, as well as where and when the learning took place, and the results achieved. To access this information, a LUI and USI number is allocated to all students.

Section 4. 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: N/A

Section 5. LIMITATION OF CONSENT

The Individual and/or parent wishes to limit consent in the following

way:

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

Section 6. 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 consenterDate / /

Signature or mark of student (if applicable)Date / /

SPECIAL CIRCUMSTANCES

If the form is required to be read out, whether in English or in another language or dialect, to a parent/carer or individual students; 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 witnessDate / /

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

Print name and role of person taking the consent

Signature of person taking the consentDate / /

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. 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.

Enrolment Agreement – Yeronga State High School

This enrolment agreement sets out the responsibilities of the student, parents or carers and the school staff about the education of students enrolled at Yeronga State High 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 uphold the values of the school:
 - Quality – being the best version of myself
 - Harmony – promote tolerance, empathy, cooperation and unity
 - Sustainability – be a change agent for a sustainable and more peaceful world.
- work hard and comply with requests or directions from the teacher and principal
- abide by school rules/expectations as outlined in the Yeronga State High School [Student Code of Conduct](#) and [Student Dress Code](#)
- meet homework requirements
- respect school property.

Responsibility of parents / carers 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
- 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 as directed by class and subject teachers
- treat all school staff with respect as outlined in the [Yeronga State High School Parent and Community Code of Conduct](#)
- 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
- 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 staff to:

- design and implement engaging, flexible and inclusive learning experiences for individuals and groups of students
- inform parents and carers regularly about how their children are progressing
- design and implement academically rigorous learning experiences which develop language, literacy and numeracy
- create and maintain safe, supportive and inclusive learning environments
- support students' personal development and participation in society
- 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 Yeronga State High School [Student Code of Conduct](#) and the [Student Dress Code](#)
- contact parents / 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 Yeronga State High School [Customer complaints procedure](#) and [departmental policy](#)
- treat students and parents / carers with respect.

Included in the Yeronga State High School Enrolment information package is the following information, either as linked sources or hardcopy documents:

- ☐ Student Code of Conduct (hardcopy)
- ☐ Student Dress Code (hardcopy)
- ☐ Parent and Community Code of Conduct (hardcopy)
- ☐ [Homework Policy](#)
- ☐ School charges and voluntary contributions – Student Resource Scheme (SRS) (hardcopy)
- ☐ Yeronga State High School Information Community Technology (ICT) Acceptable Use Procedure and Agreements (hardcopies)
- ☐ [School Attendance Policy](#)
- ☐ [Department insurance arrangements and accident cover for students](#)
- ☐ State School Consent form (hardcopy)

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.

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

SMS Contact Details

The school uses an SMS service to communicate with parents/carers about various information concerning your student and the school, for example, to notify student absences, important and/or emergency information.

Please indicate who you wish to receive SMS messages:

Tick	Message recipient			
	Parent/carer 1 (as per page 2 of application for enrolment form)			
	Parent/carer 2 (as per page 2 of application for enrolment form)			
	Other	Name:	Relationship to student:	Mobile:

Newsletter

The school publishes a newsletter 3 times per term. It is an important tool for families to stay up to date with school news, dates of events/activities, and student achievement. Please provide an email address to receive the newsletter:

Email address: _____

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

Do you have any special interests or talent in any of the following?

Leadership

Primary school: _____

Non-school (community) involvement: _____

Cultural Interests

Visual arts: _____

Performing arts: _____

Public speaking / debating: _____

Sporting Interests

Community: _____

Interschool: _____

District / state / national representation: _____

Why have you chosen Yeronga State High School? _____

Student Resource Scheme – Parent Information

Dear Parents/Carers

This letter contains important information about the **2022 Student Resource Scheme (SRS)** including how the scheme operates and the annual participation fee.

The Queensland Government supports students' education by providing funding for:

- instruction, for example, teachers
- facilities, for example, buildings, amenities, furniture
- administration, for example, staffing and resources to administer the operations of the school.

Funding does not extend to individual student resources such as textbooks, computer or musical equipment for personal use, and many items used/consumed by the student in the classroom. Supply of these items is the responsibility of parents/carers.

To provide parents/carers with a cost-effective alternative to purchasing textbooks and/or resources elsewhere, Yeronga State High School operates an SRS for 2022.

The scheme ensures that students have the resources required for them to engage with the curriculum for their education, and saves parents time and money in sourcing the prescribed materials elsewhere. Savings are gained through the school's bulk purchasing practices and hiring arrangements. The scheme is not used to raise funds for other purposes, and revenue collected through the scheme is applied only to the resources and operation of the scheme.

The scheme's operation, resource inclusions and participation fees were approved by the school's P&C Association at the meeting held in October 2021.

SRS participation

The objective of the scheme is to provide a convenient and cost-effective way for students to access the educational resources necessary to enhance their learning experience at school. The Department encourages parents to participate in the scheme. Participation in the SRS is optional, and no obligation is placed on a parent to participate. Participation is for the duration of your child's enrolment at the school.

Student is new to the school ...

Parents are required to complete and return the SRS Participation Agreement Form when joining the scheme for the first time. If no participation form is received, the school will take the view that the parent has chosen to opt out of the SRS. The parent is then required to provide the educational resources listed in the SRS for their child by the start of the school year. A parent can opt in or out of the scheme in subsequent years by completing another Participation Agreement Form.

Continuing student of the school ...

A parent's/carer's participation or non-participation in the scheme will continue as per their previously completed Participation Agreement form. A parent/carer can opt in or out of the scheme in subsequent years by completing another Participation Agreement form.

If a parent/carer has opted out of the scheme the parent/carer is required to provide the educational resources listed in the SRS for their child by the start of the school year.

Resource inclusions

All resources included in the SRS are detailed in the [SRS Resource list](#) on our website. This is a comprehensive list of all resources included in the scheme and their associated costs. Parents must inform the school if items on the list of resources are not received by their child when resources are distributed.

Type of resources provided

Generally, the three types of resources that could be included are:

- **Owned** – these items are retained by the student and used as required, for example, stationery, exercise books, student diary.
- **Used** – these items are used/consumed in class by the student, for example, industry technology/cooking/art supplies.
– Work/items produced from these resources will remain the property of the student.
- **Hired** – these items are hired to the student for their personal use for a specific period of time, for example textbooks, musical instruments, laptops.
– Hired items must be returned to the school in good condition at the end of the hire period or if the student leaves the school.
– A repair or replacement cost may be charged to the parent/carer for any hired items that are damaged or not returned.

Costing methodology

The schools SRS fee is calculated based on:

1. A flat fee for all students in the school, OR
2. A flat fee for a cohort group of students, for example, a year level, OR
3. A fee determined by the subjects selected by the individual student.

Please refer to the [SRS Resource list](#) on our website for the associated costings.

The textbook and resource allowance

The Department of Education provides a Textbook and Resource Allowance (TRA) to assist parents with the cost of textbooks and other education resources for eligible Years 7 to 12 students. For those students who are eligible to receive the TRA, the TRA will be applied to reduce the cost of participation in the SRS. [Information on the TRA](#) can be found on the department's website.

Year level	TRA Rate
Years 7 to 10	\$130
Years 11 to 12	\$281

The SRS participation Fee

The SRS fee payable for the year is available in the attached information and published on the school's website. This also includes the TRA component which has been deducted to reduce the SRS fee payable.

* If the cost of the SRS is equal to the TRA rate, no SRS Fee is payable.

Financial hardship

Parents experiencing financial hardship who are currently participating or wish to participate in the SRS should contact the school to discuss available options in confidence.

Payment arrangement

Several payment options including a single payment for the full year's fee or term instalments are available. An instalment plan can also be negotiated with the school.

Any unpaid invoices, will be managed according to the department's Debt Management Procedure and may result in the student being excluded from the scheme and/or from participating in non-curricular activities until payment is made.

Payment method

SRS payments can be made by QParent/BPOINT, EFTPOS (Credit/Debit Card), Cheque, Cash, Centrepay.

- Payment may be made through the QParents portal using a credit card. Payment will be directed from the QParents portal to BPOINT where relevant outstanding invoice information may be selected.
- When paying by BPOINT, please use the Customer Reference Number (CRN) and invoice number printed on the invoice received from the school. If unsure of the CRN, please contact the school.
- Centrepay Deductions are available to pay the SRS fees. Use Centrepay to make regular deductions from your Centrelink payment. Centrepay is a voluntary and easy payment option available to Centrelink customers. To set up your Centrepay deductions, contact the school office staff who will assist. More information is available through the [Centrepay](#) website.

Contact Us

For all queries regarding the SRS and its inclusions, please contact the office and arrange an appointment with our Business Manager, via email to office@yerongashs.eq.edu.au or phone: 3249 1400

Please complete the Student Resource Scheme – Participation Agreement form and the SRS Fee Payment Arrangement form and return to the school administration office.

Student Resource Scheme - Participation Agreement Form

The Student Resource Scheme

The Student Resource Scheme (SRS) is a user-charging scheme operated by schools to provide parents with a mechanism to access individual student resources that are not funded by the government.

Government funding for schools does not extend to individual student resources and equipment for their personal use or consumption. Supply of these items, such as textbooks and personal laptops/iPads, is the responsibility of the parent.

The objective of the scheme is to provide parents a convenient and cost-effective alternative to individual supply of resources for their students. Participation in the SRS is optional, and no obligation is placed on a parent to participate.

Terms and conditions for participating in the scheme are provided on the reverse side of the form. Information is also provided on the Textbook and Resource Allowance (TRA) where applicable.

This Participation Agreement Form applies for the duration of a student's enrolment at the school, however parents who are participating in the scheme can choose to opt out from the SRS in future years by completing a new Participation Agreement Form. Any new Participation Agreement Form submitted annually and received by the school will supersede the previous form lodged.

Parents pay the annual participation fee in accordance with the selected payment arrangement. If a student joins the school mid-year, a pro-rata participation fee may apply.

Parents not participating in the scheme must provide their student with all items that would otherwise be provided by the scheme as detailed in the information provided by the school. Parents can choose to join the SRS in future years by completing a new Participation Agreement Form.

To assist schools in managing and administering the scheme, parents are requested to complete the Participation section of this form and return it to the school.

If parents have not completed and returned the form before the due date indicated by the school in the SRS Annual Parent Information documents, the school will take the view that the parent does not wish to participate.

Payment

On agreeing to participate in the SRS, a parent agrees to pay the participation fee as advised and invoiced by the school. For families experiencing financial hardship, please contact the school as soon as possible to discuss options available.

Participation

☐ **YES** I wish to participate in the Student Resource Scheme. I have read and understand the Terms and Conditions of the scheme (see reverse) and agree to abide by them and to pay the annual participation fee in accordance with the selected payment arrangement. I understand that I can opt out of participation in the SRS in any year by completing a new Participation Agreement Form.

☐ **NO** I have read the terms and conditions and I do not wish to participate in the Student Resource Scheme. I understand I must provide my child with all items that would otherwise be provided by the SRS as detailed in the information provided by the school. I understand that I can choose to join the SRS in future years by completing a new Participation Agreement Form.

School Name	
Form Return Date	
Student Name	
Year Level	
Parent Name	
Parent Signature	
Date	

Privacy Statement

The Department of Education collects the information you complete on the Participation Agreement Form in order to administer the Student Resource Scheme (SRS). The information will only be accessed by school employees administering the SRS. However, if required, some of this information may be shared with departmental employees for the purpose of debt recovery. Your information will not be given to any other person or agency unless you have given permission or the Department of Education is authorised or required by law to make the disclosure.

Terms and Conditions

Definition

1. Reference to a “parent” is in accordance with the definition in the *Education (General Provisions) Act 2006* and refers equally to an independent student. **Purpose of the SRS**
2. In accordance with the *Act*, the cost of providing instruction, administration and facilities for the education of students enrolled at state schools who are Australian citizens or permanent residents, or children of Australian citizens or permanent residents, is met by the State.
3. Parents are directly responsible for providing textbooks and other personal resources for their children while attending school.
4. The SRS enables a parent to enter into an agreement with the school to provide the resources as advised by the school for a specified annual participation fee.

Participation in the SRS

5. Participation in the SRS is optional and parents are under no obligation to participate.
6. The school will provide parents with a list of resources supplied by the SRS to enable parents to assess the cost effectiveness of participation.
7. Parents indicate whether or not they wish to participate in the SRS by completing this Participation Agreement Form.
8. Parents must complete and sign the Participation Agreement Form and return it to the school by the advertised date.
9. This agreement is for the duration of the student’s enrolment at the school, unless a new Participation Agreement Form is completed.
10. Parents are given the option annually to choose whether to participate in the SRS or not by completing this form.
11. Where a parent signs up to participate in the SRS they are agreeing to pay the annual participation fee for the items provided by the SRS.
12. Payment of the participation fee implies acceptance of the SRS including the Terms and Conditions irrespective of whether or not the signed form has been returned.
13. Where a student starts at the school during the school year, the parent may be entitled to pay a pro-rata participation fee to participate based on a 40-week school year.
14. Where a participation fee has been paid and a student leaves the school during the year, the school must determine if the parent is eligible for a pro-rata refund. This will also take into account any pro-rata of the Textbook and Resource Allowance (TRA) (see Additional Information regarding TRA eligibility) and any outstanding SRS debts (including any debts from damaged or non-returned items). Where the cost of outstanding debts is higher than the calculated refund, the parent is liable to pay this balance of funds. **Non-Participation in the SRS**
15. Parents who choose not to participate in the SRS are responsible for providing their student with all items that would otherwise be provided by the SRS to enable their student to engage with the curriculum.
16. The school will provide non-participating parents with a list of resources the parents are required to supply for their child.
17. All items included in the SRS must be able to be independently sourced, purchased and supplied by parents who choose not to participate in the SRS.
18. As the SRS operates for the benefit of participating parents and is funded from participation fees, SRS resources will not be issued to students whose parents choose not to participate in the SRS.

The Resources

19. SRS funds received by the school will only be expended on student resources outlined in the school’s SRS and will not be expended on other items or used to raise funds for other purposes.
20. In return for payment of the participation fee, the SRS will provide the participating student with the entire package of resources for the specified participation fee. It is not available in parts unless specifically provided for by the school in the fee structure.

21. The resources, as determined and advised by the school may be:
 - retained by the student and used at their discretion; or
 - used/consumed by the student in the classroom; or
 - hired to the student for their personal use for a specified period of time.
22. All SRS resources hired to a student for their temporary use remain the property of the school. The resources must be returned by the agreed date or if the student leaves the school.
23. Parents are responsible for ensuring that any hired SRS resources provided for their child’s temporary use are kept in good condition.
24. The school administration office must be notified immediately of the loss or damage to any hired item.
25. Where a hired item is lost, not returned, or damaged, parents will be responsible for payment to the school of the value of the item or its repair.
26. The replacement cost of any resource may be up to the maximum value (subject to depreciation where appropriate) of the acquisition cost to the school.
27. Parents may be responsible for supplying their child with other resources not specified in the SRS as advised by the school. **Payment Arrangements**
28. Payment of the participation fee may be made in whole, as per a nominated payment plan, or for another amount as approved by a Principal.
29. Payment of the participation fee must be made as per the payment methods nominated by the school.
30. Any concessions relating to the participation fee will be at the discretion of the Principal.

Debt Management

31. Payment of the participation fee is a requirement for continued participation in the SRS.
32. Non-payment of the participation fee by designated payment date(s) may result in debt recovery action in accordance with the Department’s Debt Management Procedure <https://ppr.qed.qld.gov.au/pp/debt-management-procedure>

Parents’ Experiencing Financial Hardship

33. Parents experiencing financial hardship who are currently participating in or wish to participate in the SRS should contact the school to discuss options.
34. Principals may vary payment options, negotiate alternative arrangements and/or waive all or part of the participation fee for parents experiencing financial hardship.
35. The onus of proof of financial hardship is on the parent.
36. The school may require annual proof of continuing financial hardship.
37. All discussions will be held in the strictest confidence.

Additional Information

Textbook and Resource Allowance (TRA)

- The Queensland Government provides financial assistance to parents of students in Years 7 to 12, to offset the costs of textbooks and other resources. Assistance is provided in the form of a TRA which is paid through the school. Refer to the department’s website for current TRA rates <https://education.qld.gov.au/about-us/budgets-funding-grants/grants/parents-and-students/textbook-resource-allowance>.
- The TRA is used to offset the fees associated with participation in the SRS.
- Parents not participating in the SRS will receive the TRA directly from the school.

Section 1: Student details

Student Name	
Student ID	
Year Level	

Section 2: SRS category

SRS Category	SRS Fee Payable	Option Selected
Curriculum Resources	\$560.00	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

Section 3: Payment arrangement

Please select the preferred payment options:

Payment options	Instalments	Amounts	Option Selected
1. A single payment for the full year fee	Instalment 1:	\$560.00	<input type="checkbox"/>
2. Term instalments (paid over the first 3 terms)	Instalment 1: Instalment 2: Instalment 3:	\$187.00 \$187.00 \$187.00	<input type="checkbox"/>
3. An instalment plan as negotiated with the school	As negotiated with Business Manager	As agreed	<input type="checkbox"/>
4. Centrepay	Fortnightly	As agreed	<input type="checkbox"/>

Section 4: Return of the participation form

Parents are reminded to complete and return the SRS Participation Agreement form when joining the scheme for the first time or opting in/out during the student's enrolment.

Have you completed and returned the SRS Participation Agreement form? Yes ☐ No ☐

Please note if you choose to opt out of the SRS, you are still required to complete and return the Participation Agreement Form.

Section 5: Parent/carer signature

Parent/carer name	
Parent signature	
Date	___/___/___

Program

At Yeronga State High School, the Student Resource Scheme (SRS) fee includes the Student Laptop Program.

The Student Laptop Program at Yeronga is more than obtaining a device, it is becoming part of a school-wide program that provides all software, technical support, recharging stations, warranty and loan devices that students can access if their device is off being repaired. While we ask our families to commit to the program through the payment of the Student Resource Scheme, the program in its entirety incorporates the digital needs of students at Yeronga State High School.

The school will provide a laptop to all eligible Year 7-12 students. All laptop devices will be purchased by the school. Laptops will be replaced and removed from the school network at the end of the 4-year warranty period.

Equipment provided

The equipment, subject of this agreement, consists of: **Laptop computer or tablet computer, an identity label and recharging unit.** Each laptop will be:

- protected by Department of Education anti-virus tools and automated updates
- covered by warranty including the battery
- covered by accidental damage insurance and accidental damage with theft insurance
- connected to the Department of Education network and have filtered internet and email
- used at home and at school for student learning
- installed with central data storage, common file access, backup and network software resources
- repaired through the school, where possible, including software and hardware repairs or by the manufacturer under the terms of the warranty agreement
- exchanged for a temporary laptop during any repair and maintenance.

Period of participation

The school agrees to provide the laptop to the student from the date all parties sign the Student Laptop Program Participant's Agreement.

The provision continues until the end of the agreement and may be ended earlier, at the school's absolute discretion, if:

- the student is no longer enrolled with the school
the student is excluded from the school; the laptop may be retained within the school during any period of suspension
- in the opinion of the school, the student is not meeting the school's Student Code of Conduct and educational requirements, including absenteeism greater than 10% without appropriate justification
- the parent/carer fails to comply with this agreement or the Information Communication Technology (ICT) Acceptable Use Agreement
- the student fails to comply with the Information Communication Technology (ICT) Acceptable Use Agreement and Information Communication Technology (ICT) User Compliance Guidelines.

Ownership of laptop

All devices, including laptops or notebooks used in this program are the property of Department of Education regardless of funding sources.


At the end of the loan period, all devices will be returned to the school. The devices will have all licensed software and data removed and will be restored to their original factory state. The Department of Education will decide regarding the disposal, sale or recycling of the used devices, as appropriate at that time.

If the student completes their schooling or transfers from the school, the device must be returned to the school before departure. When all school resources are returned, a Clearance Form will be issued stating that the student has no outstanding school resources. If the laptop is not returned before day of departure reimbursement will be sought.

It is also a requirement of using the device that students provide authorized school staff with access to the device and personal holdings associated with the use of the device if requested.

Completing and signing the Student Laptop Program Participant's Agreement

Before completing and sign the participant's agreement, students and their parent/carer are encouraged to read the Responsibilities and Expectations information on the following pages to understand the requirements of the Student Laptop Program. This agreement must be signed and returned to the school before a laptop device is issued to the student.

		Student Laptop Program Participant's Agreement	
In signing below, I acknowledge that:			
<ul style="list-style-type: none">I accept the requirements and expectations of the Yeronga State High School Student Code of Conduct, and the Information Communication Technology (ICT) Acceptable Use ProcedureI understand the Responsibilities and Expectations of the Student Laptop ProgramI understand that failure to comply with the requirements of the Student Laptop Program may result in recall of the device and/or loss of access for home useI agree to pay the full amount of the Student Resource Scheme (SRS) fee for my child to participate in the Student Laptop Program.			
Student name	Student signature	Date	Care Group
		___/___/___	
Parent/carer name	Parent/carer signature	Date	
		___/___/___	
School representative name	School representative signature	Date	
		___/___/___	

Responsibilities and Expectations

Information Communication Technology (ICT) Acceptable Use Agreements

The [Yeronga State High School Information Communication Technology \(ICT\) Acceptable Use Procedure](#) is available on the school website and outlines the ways through which students will learn to become:

- skilled and knowledgeable users of ICT to explore, create and communicate
- digital citizens who consider the ethical and social impacts of using ICT.

To support this procedure, students and their parent/carer are required to sign an ICT Acceptable Use Agreement at enrolment and annually for the duration of enrolment. Additionally, students are expected to comply with the [Yeronga State High School Student Code of Conduct](#), available on the school website.

Status of laptop

The laptop provided to the student may not be new, and is likely to have been used before. The school will use its best endeavors to provide a safe, secure area during school hours for students to store their laptops, for example, lockers. The school will provide the student with a protective school bag that must always be used when transporting the laptop between classrooms, home and school. Failure to use the protective case/bag when transporting the laptop could result in the accidental damage protection insurance being nullified.

The school may require the return of the laptop for any reason, for example, to upgrade software, to inspect hardware or software's operational performance, if there is suspected misuse of the laptop and to verify that the laptop is being used in accordance with this agreement.

Connection to the internet

The laptop supplied to the student is built to a secure departmental managed operating environment which provides filtered internet access. The school does not provide any carriage service or connectivity to the internet for use of the laptop outside the school. At school, the internet service and connectivity agreement appears on the start-up screen when the student attempts log-on to the student network.

At home, it is the parent/carer's responsibility to ensure any appropriate content filters or controls are applied to internet services not supplied by the school. The school accepts no responsibility for consequences of internet access outside the school.

Software

Only licensed software authorised by the school can be stored or loaded to the laptop. All software must be loaded onto the laptop by the school's technical administrator/staff. The software loaded on the laptop is licensed to the Department of Education or the school. The parent/carer must ensure that the software is not copied, deleted or transferred without prior written consent from the school. Unauthorised use may breach copyright laws and the parent/carer may be held liable for any damages incurred.

Virus protection

The laptops will be covered by a school managed virus program that will be updated by school systems when they attach to the wireless network.

Repair and maintenance

A manufacturer's warranty may apply to the laptop for some of the period of the provision. Students must **not** personalise their laptops in any way. The screen backdrop image will remain as department issue images. The parent/carer or student must immediately return the laptop to the school if they suspect the hardware, for example, power pack, or software is or may be faulty. The student and parent/carer must not arrange or allow any repair or maintenance work to be carried out on the laptop without prior written consent from the school. Should the laptop require repairs or maintenance, a replacement device may be made available during the period of repair.

Damage

All devices and batteries are covered by the manufacturer's warranty which covers manufacturing defects through normal usage. Devices are covered against accidental damage, which is determined by the vendor. There is no cover for negligence, abuse or malicious damage.

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

Students will be required to replace lost or damaged chargers. Any software or hardware issues, vandalism, damage, loss or theft of the device must be reported immediately to the school. Where an issued item is lost or negligently damaged, parents/carers will be responsible for payment of the replacement cost of the item. Failure to make payment may result in debt recovery action being undertaken including, where warranted, referral to an external debt collection agency. This may result in extra costs being incurred by the parent/carer.

The parent/carer must use their best endeavors to ensure the laptop is kept in good condition, and that it is not damaged, lost or stolen. It is the obligation of the parent/carer to ensure the laptop is kept in a safe and secure place when it is taken off the school's site.

Accidental damage

Accidental damage means unintentional physical damage to property causing the impairment of use. The contract year means a 12-month period beginning on January 1 and each anniversary thereafter. Where a device is accidentally damaged, the following costs apply:

- first incident: \$100
- second incident: \$100
- subsequent: full cost of repair.

Limit of liability

- There will be a maximum of one (1) whole unit replaced by the insurer per contract year.
- There will be a maximum of two (2) repairs undertaken by the insurer per contract year.

Non-warranty damage

Non-warranty damage is where damage is not covered by warranty and not classified as accidental damage. The warranty does not cover the device for any willful damage, careless damage, theft or negligence. Where a device is deemed non-warranty damaged, charges may apply, for example, *Acer Integrated Keyboard Case* replacement \$79. Where the insurer determines that damage has been intentionally caused to a device, the full cost or replacement of the device may be charged.

Theft or loss

If the laptop is stolen or lost, the parent/carer must report this to police as soon as possible. The parent/carer must obtain a crime number from the police, the name of the investigating officer, and complete a statutory declaration.

If the device is stolen outside of school, the parent/carer must report the incident to the police and ensure they have the following documentation when informing the school:

- police crime number
- statutory declaration (usually completed with the police)

On receipt of the necessary documentation, the Department of Education will initiate recovery procedures. Should a device be unrecoverable – whether lost or stolen, the cost of replacement is as follows:

- first case: \$300
- subsequent cases: full replacement cost.

Consequences

All laptops provided for temporary use by the program remain the property of Department of Education and must be returned at the end of the education program or school year or when the student leaves the school, whichever is the earlier.

Where an item is not returned, the parent/carer will be responsible for payment to the scheme of the replacement cost of the item. Failure to make payment may result in:

- debt recovery action being undertaken including, where warranted, referral to an external debt collection agency. This may result in extra costs being incurred by the parent/carer.

Yeronga State High School is committed to fostering a school environment that is supportive, respectful, compatible with human rights and provides all students with opportunities to engage in quality learning. This agreement supports the acceptable use of ICT at Yeronga State High School and is required at the time of enrolment and annually for the duration of enrolment.

Parent/carer:

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. I understand that access to the internet 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 meet their duty of care, protection against exposure to harmful information should depend on responsible use by my child. I will ensure that my child understands and follows the Yeronga State High School Student Code of Conduct and will not engage in inappropriate use of the school's ICT services, facilities or devices.

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 is not responsible for safeguarding information stored by my child on a department-owned student computer or mobile device. I understand that the school may remotely access the department-owned student computer or mobile device for management and security purposes.

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. 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 or department's negligence.

I believe _____ (name of student) understands this responsibility, and I hereby give my permission for them to access and use the school's ICT services, facilities and devices, including the internet, under the expectations of the Yeronga State High School Student Code of Conduct.

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 ICT Acceptable Use Agreement or the Yeronga State High School Student Code of Conduct. This may include loss of access and usage of the school's ICT services, facilities and devices, including the internet, for a period of time. I have read and understand the Student Code of Conduct.

I agree to follow the expectations of the Yeronga State High School ICT Responsible Use Agreement.

Parent/carer name	Parent/carer signature	Date

The Department of Education through its [Information privacy and right to information](#) procedure is collecting your personal information in accordance with the [Education \(General Provisions\) Act 2006 \(Qld\)](#) in order to ensure:

- appropriate usage of the school network
- appropriate usage of personal mobile devices within the school network.

The information will only be accessed by authorised school employees to ensure compliance with its [Information privacy and right to information](#) procedure. 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 your child's school. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please also contact your child's school.



Information Communication Technology (ICT) Responsible Use Agreement – Student

Yeronga State High School is committed to fostering a school environment that is supportive, respectful, compatible with human rights and provides all students with opportunities to engage in quality learning. This agreement supports the acceptable use of ICT at Yeronga State High School and is required at the time of enrolment and annually for the duration of enrolment.

Student:

I understand that Yeronga State High 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, including the use of a personal mobile device:

- I will only use it for educational purposes.
- I will not undertake or look for anything that is illegal, dangerous or offensive.
- I will not reveal my password or allow anyone else to use my school account.
- I will close the screen window if any offensive information appears and immediately and quietly inform my teacher, or tell my parent/carer if I am at home.
- I will tell my teacher if I receive inappropriate emails at school. If I receive inappropriate emails at home I will tell my parent/carer.

When using email or the internet I will not:

- reveal names, home address 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 may impact the good order and management of the school whether I am using the school's ICT services, facilities and devices at school or outside school hours.

I understand that if the school decides that I have not followed the expectations of responsible use of its ICT services, facilities and devices, appropriate action may be taken in line with the Yeronga State High School Student Code of Conduct, which may include loss of access to the network, including the internet, for a period of time. I have read and understand the Student Code of Conduct.

I agree to follow the expectations of the ICT Responsible Use Agreement.

Student name	Student signature	Year level	Date

We agree to work together to improve the quality of relationships in our community at Yeronga State High School. It is through intentional consideration of our behaviour and communication that we can reduce the occurrence of bullying, and improve the quality of the schooling experience for everyone.

The agreed national definition for Australian schools describes bullying as:

- ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behaviour that intends to cause physical, social and/or psychological harm;
- involving an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening;
- happening in person or online, via various digital platforms and devices and it can be obvious (overt) or hidden (covert). Bullying behaviour is repeated, or has the potential to be repeated, over time, for example through sharing of digital records;
- having immediate, medium and long-term effects on those involved, including bystanders. Single incidents and conflict or fight between equals, whether in person or online, are not defined as bullying.

We believe that no one deserves to be mistreated and that everyone regardless of race, colour, religion, immigration status, nationality, size, gender, popularity, athletic capability, academic outcomes, social ability, or intelligence has the right to feel safe, secure, and respected.

We agree to:

- Treat everyone with kindness and respect
- Abide by the school's anti bullying policies and procedures
- Support individuals who have been bullied
- Speak out against verbal, relational, physical bullying and cyber bullying
- Notify a parent, teacher, or school administrator when bullying does occur.

Student name: _____

Student signature: _____

Parent/carer name: _____

Parent/carer signature: _____

School representative signature: _____

Date: ____/____/____