

# **SARINA STATE HIGH SCHOOL**

## **STUDENT ENROLMENT**

### **YEAR 10 – 12 2026**

**Student Name:** \_\_\_\_\_

**Student D.O.B.:** \_\_\_\_\_

**Parent/Carer Name/s:** \_\_\_\_\_

\_\_\_\_\_

**What you need to remember to bring to the enrolment interview:**

- **The completed Enrolment Package.**
- **Student's *original* Birth Certificate. (Please note an Extract *will not* be sufficient). No Birth Certificate could result in issues with the enrolment.**
- **A copy of any relevant current legal documents, including, but not limited to Family Court Orders.**
- **A copy of Passport and Visa if the student is NOT an Australian Citizen.**



# 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

<b>Legal family name*</b> (as per birth certificate)			
<b>Legal given names*</b> (as per birth certificate)			
<b>Preferred family name</b>		<b>Preferred given names</b>	
<b>Gender*</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Date of birth*</b>	____ / ____ / ____
<b>Copy of birth certificate available to show school staff*</b>	<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>	
<b>For prospective mature age students, proof of identity supplied and copied*</b>	<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"> <li>• current driver's licence; or</li> <li>• adult proof of age card; or</li> <li>• current passport.</li> </ul>	

**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
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**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 <sup>st</sup> Phone contact number*	Work/home/mobile	Work/home/mobile
2 <sup>nd</sup> Phone contact number*	Work/home/mobile	Work/home/mobile
3 <sup>rd</sup> 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			
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			
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\***

From Year 1, the prospective student may participate in religious instruction if it is available.

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.

Parents/carers may change these arrangements at any time by notifying the principal in writing.

Do you want the prospective student to participate in religious instruction?

☐ Yes ☐ No

If 'Yes', please nominate the religion:

**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 <sup>st</sup> phone contact number*	Work/home/mobile	Work/home/mobile
2 <sup>nd</sup> phone contact number*	Work/home/mobile	Work/home/mobile
3 <sup>rd</sup> 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	

**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	<u>      </u> / <u>      </u> / <u>      </u>	<u>      </u> / <u>      </u> / <u>      </u>	<u>      </u> / <u>      </u> / <u>      </u>

**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	<u>      </u> / <u>      </u> / <u>      </u>	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.

### **Introduction to the State School Consent Form (attached) for Sarina State High 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.

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YUWI COUNTRY

14-30 Anzac Street SARINA QLD 4737

Tel: (07) 4943 8111 Fax: (07) 4943 8100

Email: [principal@sarinashs.eq.edu.au](mailto:principal@sarinashs.eq.edu.au)

Web: [www.sarinashs.eq.edu.au](http://www.sarinashs.eq.edu.au)

### **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://sarinashs.eq.edu.au>
- Facebook: <https://www.facebook.com/sshs.eq.edu.au>
- YouTube: [https://www.youtube.com/channel/UCSUomWgM3Uhl3OelDJO\\_GRQ](https://www.youtube.com/channel/UCSUomWgM3Uhl3OelDJO_GRQ)
- Instagram: <https://www.instagram.com/sarinastatehighschool/>
- Twitter
- LinkedIn
- Other: School Magazine
- Local newspaper
- 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 Mr Matt Allen, Deputy Principal, on 07 4943 8111 or [admin@sarinashs.eq.edu.au](mailto:admin@sarinashs.eq.edu.au).

Mr Allen should be contacted if you have any questions regarding consent.

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## State School Consent Form

### 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.*

### 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

### 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;
  - promotional/advertising materials; and
  - presentations and displays.

### 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:

### 5 LIMITATION OF CONSENT

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



## 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 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.

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 consent ..... Date .....

### **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.



## School Dress Code

*Sarina State High School is a uniform school. We believe that the correct wearing of the uniform assists students to identify with their school. This encourages good, positive attitudes, which flow over into the learning area. The proud wearing of the school uniform adds much to the school tone.*

*The Sarina State High School Student Dress Code has been drawn up and endorsed by parents, students and teachers. Every effort has been made to ensure the uniform is as inexpensive as possible, modest and dignified, practical and popular with students. Moreover, it is important to realise that our uniform code is a vital facet of the education strategy of the school. At Sarina State High School, we value neat, tidy, dignified personal presentation, which will prepare students for the workforce and develop pride in being part of a team.*

## School Dress Code

Our school community fully supports the wearing of the school uniform.

The uniform is endorsed by the school's Parents & Citizens Association and through the State Legislation (EGPA 2006).

**A school uniform helps in achieving the school's identity, cohesion, tone, pride and spirit.**

Condition of Uniform	<ul style="list-style-type: none"> <li>&gt; Uniform must be clean, neat and in good order.</li> <li>&gt; Additions, alterations or substitutions are not accepted unless the Head of Year has been given a note from the student's parent/carer which states the reason for the substitution and the length of time this will occur.</li> <li>&gt; A 'Uniform Pass' is issued for single days of incorrect uniform explained by a note from parent/carer.</li> </ul>
Security	<ul style="list-style-type: none"> <li>&gt; All articles of clothing should be clearly marked with the student's name.</li> </ul>
Footwear	<ul style="list-style-type: none"> <li>&gt; Workplace Health and Safety requirements prohibit the wearing of open footwear such as thongs. Students wearing such footwear will be removed to a safe area and/or allowed to return home to change their footwear.</li> </ul>
Jewellery	<ul style="list-style-type: none"> <li>&gt; A watch.</li> <li>&gt; Two pairs of plain sleepers or studs (in the ear – 4 earrings in all).</li> <li>&gt; One plain ring.</li> </ul>
Facial Piercings	<ul style="list-style-type: none"> <li>&gt; Facial piercings such as eyebrows/nose/lip/tongue are permitted but MUST be single, clear, small and discreet stud. No obvious or distinctive facial piercings are allowed.</li> </ul>
Hair	<ul style="list-style-type: none"> <li>&gt; Hair must be clean, neat and a natural colour. Styles should be appropriate to school, i.e. not designed to attract undue attention due to their unusual nature. Any student who chooses to get an inappropriate hairstyle (including colouring) will be requested to modify it to a more natural colour before returning to normal activities until rectified.</li> </ul>
Make-Up	<ul style="list-style-type: none"> <li>&gt; No heavy make-up is permitted. Nails must be of reasonable length and a natural colour.</li> </ul>
Agriculture & Engineering	<ul style="list-style-type: none"> <li>&gt; Only Sarina State High School Agriculture or Engineering Uniform Shirt permitted. The uniform MUST be worn in FULL. No shirts/pants with external names/companies are permitted.</li> </ul>
Sports	<ul style="list-style-type: none"> <li>&gt; There is no separate general sport uniform. Students who are members of sporting groups such as the Rugby League and Netball Development Programs will have sporting uniforms and these details will be provided to students.</li> </ul>
Formal	<ul style="list-style-type: none"> <li>&gt; At Sarina State High School, there will be an expectation that all students own or have access to the school formal uniform. Students are required to wear the formal uniform to designated events including but not limited to: school photos, school investiture, school excursions (such as QMEA events, Pit &amp; Port, JCU Career Day, GRIP Leadership, Chess, STEM Punk and STEM Drone Comp, RYDA Program, Mathematics competitions, Whitsunday Voices, leadership events, ANZAC Day march, formal parades and designated 'Formal Uniform Day', presentation awards and evenings, representative events and other nominated activities).</li> </ul>



	<ul style="list-style-type: none"> <li>&gt; Maroon and gold striped shirt with school tie;</li> <li>&gt; Maroon skirt (to just above the knee) with white socks; or</li> <li>&gt; Grey tab shorts with grey long socks with maroon and gold stripe;</li> <li>&gt; All students to wear black fully enclosed lace-up shoes.</li> </ul> <p><b>Please note:</b> Students who wear unauthorised items will be expected to change into a spare uniform provided for that purpose, go home to change or arrange for the correct uniform to be brought to school by a parent/carer or complete a detention with the Head of Year.</p>
<b>Non-Uniform Days</b>	<ul style="list-style-type: none"> <li>&gt; Students may come to school in 'free dress' on specified days – Rewards Days, Camps and for some excursions.</li> </ul> <p><b>Dress guidelines for students include:</b></p> <ul style="list-style-type: none"> <li>&gt; Neat and tidy;</li> <li>&gt; Clothing with inappropriate prints/slogans are not permitted;</li> <li>&gt; Immodest clothing (eg. Bare mid-riff) is not permitted;</li> <li>&gt; Shirts and t-shirts must have sleeves – those with shoe-string straps are not permitted;</li> <li>&gt; Appropriate clothing must be worn in all practical classes (eg. Sports shoes in PE, closed-in shoes for Science practical, closed-in leather shoes for Technology classes);</li> <li>&gt; Thongs are not permitted;</li> <li>&gt; Students should consider the likely activities undertaken when deciding what to wear. Skirts may not be appropriate for physical activities.</li> </ul>

#### **Please Note:**

If, due to unforeseen circumstances, a student is unable to wear the correct uniform, they must report to the HOY Hub/Resource Centre before school begins and they are expected to change into a spare uniform (if available) provided for that purpose for the duration of the school day.

If due to unforeseen circumstances, a student is unable to wear the correct uniform for a prolonged period of time, the Deputy Principal or Head of Year must be contacted for alternative arrangements.

Failure to comply with the school's dress code may result in referral to a Head of Year for lunch detentions or removed from activities until rectified.

#### **Non-Compliance with School Dress**

Under the school's Student Code of Conduct and the Education (General Provisions) Act 2006, permitted sanctions for non-compliance of the dress code include:

- Detention of the student for a period mentioned in section 283 (3) of the Education (General Provisions) Act 2006;
- Preventing the student from attending, or participating in, any activity for which the student would have been representing the school;
- Preventing the student from attending, or participating in any school activity that, in the reasonable opinion of the school's Principal, is not part of the essential educational program of the school.

#### Correct Footwear



#### Incorrect Footwear



**Please note:** Shoes must meet safety regulations – Full enclosed shoes (formal or jogger style). Predominantly BLACK upper and BLACK sole trim with matching BLACK laces, no other colour is permitted.

This policy will be reviewed annually.

#### Parents and Citizens Association Support

The **Sarina State High School Parents & Citizens Association** has resolved that it supports a mandatory student dress code for Sarina State High School students because it believes that the mandated student dress code promotes the objectives of the *Education (General Provisions) Act 2006*, and in particular that it:

- (a) Promotes a **safe environment** for learning by enabling ready identification of students and non-students of the school;
- (b) Promotes an **effective teaching and learning** environment by eliminating the distraction of competition in dress and fashion at the school;
- (c) Fosters **mutual respect** among individuals at the school by minimising visible evidence of economic, class or social differences and promotes a supportive environment at the school by fostering a sense of belonging;
- (d) **Maximises student safety** by limiting and defining items of jewellery and other accessories that may be worn;
- (e) Promotes the good image of the school within the local community;
- (f) The Sarina State High School Expectations of '**Be Respectful, Be Responsible, Be Resilient**' are modelled through the neat personal presentation of our school uniform.

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<b>Shirts:</b>	> Shirt with school logo.
<b>Shorts:</b>	> Maroon shorts with school logo. These are available from the school uniform shop.
	> Students may wear a maroon skirt.
	> Plain maroon shorts (no branding).
<b>Shoes:</b>	> Black shoes/black laces.
<b>Socks:</b>	> White.
<b>Hat:</b>	> School hat or cap.
<b>Winter:</b>	> Maroon tracksuit jacket (with school logo).
	> Maroon tracksuit pants (with school logo).
	> Plain maroon tracksuit or jumper (no branding).
	> Formal Uniform – Maroon pullover (with school logo).

### QParents Application

Sarina State High School provides parents with access to an online portal called QParents. The QParents web and mobile application provides an easier way to interact with our school. The application will have secure, online access to your student's information on your smart phone, tablet or computer. Signing below acknowledges that Parent/Carer 1 will be invited to the QParent Application. You will receive an email for each student to become a QParents Account Owner.

Parent/Carer Signature: \_\_\_\_\_

### Travel and Medical Information Form

Sarina State High School conducts various excursions of a short nature throughout the year, including travel to and from the Rural Skills Centre and community venues. In exceptional circumstances and during bad weather, students may be transported to these venues by school bus. I give my consent for my student to travel and participate in school and associated activities such as cross country, swimming, athletics and other sports activities and school based activities and agree to delegate my authority to the teachers involved. Such teachers may take whatever disciplinary action they deem necessary to ensure the safety, well-being and successful conduct of the students as a group, or individually, in the above mentioned activities. I also authorise the teachers to obtain medical assistance which they deem necessary should an accident occur, and agree to pay all medical expenses incurred on behalf of the above student. I further authorise qualified medical practitioners to administer anaesthetic if such an eventuality arises.

The medical information I submitted on my student enrolment includes limitations which he/she has for the activity concerned.

### Emergencies, Absences and School Policies

**Please read the following important information about emergencies, absences and school policies.**

**I agree that:**

1. I will be responsible for all medical expenses incurred should my student become ill or have an accident whether at school or on an excursion to which I have agreed.
2. In an emergency, if contact with parents cannot be made, students will be taken to the Emergency Department of the nearest hospital by ambulance.
3. I will appoint, as my agent, the teacher in charge of any excursions to which I agree by signing the individual excursion form and give that teacher authority to obtain any medical help deemed necessary.
4. I will provide all significant information on my student's medical problems and medication to teachers taking excursions.
5. I will telephone the school in the event that my student is absent and will provide a note on the student's return.
6. I understand that if my student has an unexplained absence, the school may request full details and a medical certificate.
7. I will comply with the school standards and expectations as outlined in school policies.

Parent/Carer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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### Disability/Guidance

Sarina State High School has an Inclusive Learning Centre to ensure that the learning needs of identified students are met. The school also has a Guidance Officer to provide further support for the well-being of all students.

There are six areas of disability identified by Education Queensland to ensure that appropriate support is provided through the Education Adjustment Program (EAP).

Education Queensland also identify students with Broad Categories of Disabilities for the Nationally Consistent Collection of Data (NCCD) for Students with a Disability (SWD).

**Does the student have an identified EAP disability? (Please tick if appropriate)**

- ☐ Autism, ASD  
☐ Intellectual Disability  
☐ Hearing Impairment

- ☐ Physical Disability  
☐ Vision Impairment  
☐ Speech Language Impairment

**Does the student have an identified disability from the Broad Category of Disability**

- ☐ Sensory  
☐ Physical

- ☐ Cognitive  
☐ Social/Emotional

**If the student does have an identified disability, please provide details of their needs.**

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**Has this student been involved in any alternate program?**

**CIRCLE  
YES/NO**

**If "Yes", what was the Program?**

**Does this student reside in a foster care arrangement?**

**YES/NO**

**If "Yes", who is the Carer?**

**Does this student have a Case Support Officer from the Department of Communities?**

**YES/NO**

**If "yes", name of the Case Support Officer?**

### School Information

**Does your student reside full-time with both Parents/Carers?**

**If No, what information may be beneficial for the school to know in relation to contacting home?**

**YES/NO**

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**If your student resides with only one Parent/Carer, would both Parents/Carers like to receive information associated with your student.**

**Address:** \_\_\_\_\_

- ☐ Newsletter ☐ Report Card ☐ Photo Envelope

**Is there any information that may be beneficial for the school to know in relation to payment of the school Student Resource Hire fees and any other associated school expenses?**

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# Student use of mobile devices policy

## Important to note

- For the purpose of this document, *mobile phones and wearable devices* include mobile phones, smartwatches, handheld devices and other emerging technologies which have the ability to connect to telecommunication networks or the internet.
- This document does not apply to personal or school-owned devices, such as iPads, tablets or laptops, that are approved for educational use as part of the school's Bring Your Own Device (BYOD) policy.

## Overview

Queensland state schools are committed to reducing the distraction of mobile phones and wearable devices to provide optimal learning environments for all students.

'Away for the day' aims to:

- provide optimal learning and teaching environments, free from the distractions caused by personal use of mobile phones and wearable devices
- support schools to create safe and supportive learning environments that prioritise student engagement and wellbeing
- encourage increased face-to-face social interactions between students
- promote the health and wellbeing of students by providing opportunities for social interaction and physical activity during break times, and
- reduce the potential for students to be exposed to the negative impacts of the digital world, resulting from unsafe or inappropriate use of technology, such as cyberbullying, accessing harmful content or breaches of personal privacy.

## Student use of mobile phones and wearable devices at school

From Term 1 2024, all state school students must keep their mobile phones switched off and 'away for the day' during school hours. Notifications on wearable devices, such as smartwatches, must be switched off so that phone calls, messages and other notifications cannot be sent or received during school hours.

This document also applies to student attendance at school activities, such as representative school sport, excursions and camps, unless otherwise determined by the school principal.

Students may only use their mobile phone or have wearable device notifications enabled during these times if they are participating in a teacher-led educational activity that complies with the school's local implementation approach, or have an approved exemption for medical, disability and/or wellbeing reasons.

Students participating activities, such as off-site Vocational Education and Training or work placements must follow the expectations of the organisation in charge regarding the use of mobile devices.

## Bringing mobile phones and wearable devices to school

The *Student Code of Conduct* details staff responsibilities to support students to understand and meet behavioural expectations of the school, and guidance on the application, where required, of disciplinary consequences.

**Students are discouraged from bringing mobile devices to school.** If a student brings a personal device to school, the school does not take any responsibility for the loss or damage of this item.



**School expectations:**

- **Students must not access or use their mobile phone or wearable device for the duration of the school day from 8:50am to 2:55pm.**
- **Smart watches may be worn but must be disabled / disconnected from other devices during school hours.**
- **Mobile phones are to be stored in student storage lockers during the day – ie. not in pockets, bags, pencil cases etc**
- **Students who are seen by any staff member accessing their mobile device will be asked to turn off their device and take it to the storage lockers.**
- **Students will not be permitted to use their device to pay for items during the school day. They will be required to use cash or a physical debit card.**
- **Only students with an approved exemption will be permitted to use their device for a specific time / purpose.**
- **Smart watches and phones may only be permitted to be brought on camps and excursions under the direction of the Principal, however may only be used at set times as indicated by school staff.**
- **Any student not meeting these expectations may receive consequences.**

In determining student consequences, school staff will take into consideration the individual circumstances of each student. This means making decisions that are reasonable for the situation. Possible consequences for failing to meet the stated expectations include:

1<sup>st</sup> and 2<sup>nd</sup> instances:

- providing a verbal reminder to the student or class about expected behaviour
- directing the student to place the mobile phone in storage
- directing the student to switch off notifications on their wearable device
- applying a detention for a defined period of time.

Subsequent instances:

- removing the device temporarily and returning to the student or requesting their parent collect the device at the conclusion of the school day
- applying a detention for a defined period of time.

Failure to comply:

- if a student argues about taking to the phone to the office or refuses to hand it in, further consequences will be applied as per Student Code of Conduct.

Mobile phones and wearable devices that have been temporarily removed from the student must be stored and retained in accordance with the department's [Temporary removal of student property by school staff procedure](#).

Schools are encouraged to consider preventative measures such as the development of a whole-school approach that promotes the safe, respectful and positive use of mobile phones and other technology through delivery of the Australian Curriculum and specific programs focused on digital literacy.

When managing inappropriate online behaviours or reputation management incidents, the primary concern must be the safety and wellbeing of the students and/or staff members involved. Further guidance on responding to online incidents can be found in the [Online incident management guidelines for school leaders](#) and [How to manage online incidents that impact your school](#) flowchart.

## Storage of mobile phones

Sarina State High School students who bring their mobile phone to school, will be expected to place their phone into a **school provided combination locker before the start of the school day**. The device is to remain in the locker until the end of the school day or until the student has permission to take it out.

## Exemptions

Students with an approved exemption must only use their mobile phone or wearable device for the intended, approved purpose. These students will be provided with a card that indicates they have an exemption to use their device in specific circumstances.

### *Individual circumstances*

Consideration of individual circumstances must be given to students who require temporary or ongoing exemptions to the school's local implementation approach, including where:

- the mobile phone or wearable device is used by the student to monitor or manage a medical condition (in accordance with the [Managing students' health support needs at school procedure](#))
- the mobile phone or wearable device is used as an agreed reasonable adjustment for a student with disability or learning difficulties
- the mobile phone or wearable device is used by the student as an augmentative or alternative communication system or as an aide to access and participate in the environment, e.g. navigation or object/people identification applications
- the mobile phone or wearable device is used as an agreed adjustment for a student with English as an additional language or dialect
- the student has extenuating circumstances that necessitates the need for access to their mobile phone or wearable device during the school day, including (but not limited to) students who contribute financially to their household, independent students, and students who are primary carers for a child or family member, or
- students in Years 11 and 12 are applying for Access Arrangements and Reasonable Adjustments (AARA) for assistive technology.

Principals (or their delegates) will consider requests for exemption received from students or parents on a case-by-case basis. When considering an exemption request, principals (or their delegates) may seek additional information to support the need for the student to access their mobile phone or wearable device during the school day.

Approved exemptions, including details of how and when a student may access their mobile phone or wearable device, should be documented in the student's OneSchool Support Provisions tab and communicated to school staff, including temporary relief staff.



In making a decision not to approve an exemption, principals (or their delegates) will undertake an assessment of the human rights that may be impacted by the decision and consider whether the limit placed on those human rights is reasonable and justified. The assessment should be documented appropriately.

Where an exemption is not approved and the student or their parent expresses dissatisfaction with the decision, information about how to make a customer complaint and how a complaint will be managed should be made available in accordance with the [Customer complaints management procedure](#).

### ***School specific exemptions***

It is acknowledged that the use of mobile phones and wearable devices can support the school's teaching and learning programs by providing valuable learning experiences for students, as well as supporting day-to-day school operations.

Teachers, in line with their Head of Department, may give permission for students to use their mobile phone or wearable device in the classroom, for a specific and agreed educational purpose

Students may be permitted to access and use their mobile phones and wearable devices during school representative sports, camps or excursions at specified and supervised times (in accordance with the [School excursions procedure](#)).

Use of mobile phones and other electronic devices during these activities will be outlined in the information and permission documentation issued prior to the excursion / camp / activity.

Where principals make a decision to permit the use of mobile phones and wearable devices under these specific circumstances, consideration should be given to:

- whether the same outcome can be achieved using student or school-owned devices approved for educational use as part of the school's BYOD policy
- whether the student's mobile phone is able to be connected to the school's network, to support safe and filtered access to the internet (in accordance with the [Use of ICT systems procedure](#)), and
- ensuring students only use their mobile phone or wearable device for the intended, agreed purpose.

## **Legislation**

- [Education \(General Provisions\) Act 2006 \(Qld\)](#)
- [Education \(General Provisions\) Regulation 2017 \(Qld\)](#)
- [Human Rights Act Qld \(2019\)](#)

## **Other resources**

- [Customer complaints management procedure](#)
- [Cybersafety and reputation management](#)
- [Inclusive education policy](#)
- [Managing students' health support needs at school procedure](#)
- [Managing risks in school curriculum activities procedure](#)
- [Student discipline procedure](#)
- [Temporary removal of student property by school staff procedure](#)
- [Use of ICT systems procedure](#)
- [Use of mobile devices procedure](#)

### Information and Communication Technology (ICT) Agreement

Sarina State High School provides all students adequate access to ICTs. The school's ICT facilities, devices and software (including the internet) are provided for educational use only. All students must read and agree to the following points by signing and dating below.

While I have access to the school's ICT facilities, devices and software:

- I will use them only 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.

Should any offensive pictures or information appear on my screen I will close the window and immediately inform my teacher quietly, or tell my parents/carers 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 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 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 facilities and devices, appropriate action may be taken as per the school's *Student Code of Conduct*. This may include loss of access to the network (including the internet) for a period of time, suspension or exclusion.

Student's Name:

Student's Signature:

Date:

### Parent/Carer

I understand that the school provides my student with access to the school's information and communication technology (ICT) facilities, devices and software (including the internet) for valuable learning experiences. I understand that internet access will give my child access to information from around the world and that the school cannot control everything that is available 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 students/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 facilities and devices. Furthermore, I will advise the school if any inappropriate material is received by my student/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 facilities and devices. Further, no liability will be accepted by the school in the event of loss, theft or damage to any device unless it can be established that the loss, theft or damage resulted from the school's/department's negligence.

I believe \_\_\_\_\_ (name of student) understands this responsibility, and I hereby give my permission for him/her to access and use the school's ICT facilities, devices and software (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 facilities and devices for some time, suspension or exclusion.

I have read and understood this agreement and the *Student Code of Conduct*.

Parent/Carer Name:

Parent/Carer Signature:

Date:

YUWI COUNTRY

14-30 Anzac Street SARINA QLD 4737

Tel: (07) 4943 8111 Fax: (07) 4943 8100

Email: [principal@sarinashs.eq.edu.au](mailto:principal@sarinashs.eq.edu.au)

Web: [www.sarinashs.eq.edu.au](http://www.sarinashs.eq.edu.au)

Empowering Learners • Embracing Communities • Fostering Success

## Introduction to the Online Services Consent Form for Sarina State High School (Year 10 - 12)

Our school uses tools and resources to support student learning, including third party (non-departmental) online services hosted and managed outside of the Department of Education (the department) network.

Online services, including websites, web applications, and mobile applications, are delivered over the internet or require internet connectivity. Examples may include interactive learning sites and games, online collaboration and communication tools, web-based publishing and design tools, learning management systems, and file storage and collaboration services.

This letter is to inform you about the third-party online services used in our school and how your child's information, including their personal information and work they create (student works), may be collected, used, disclosed, and published to the services (if you provide your consent for this to occur).

The Online Services Consent Form is a record of the consent provided.

### About the online services

After evaluation, the principal has deemed specific third-party online services appropriate for school use. These online services are listed on the consent form.

Third party online service providers are external to the school, and the services may be hosted onshore in Australia or offshore outside of Australia. Data (including personal information) that is entered into offshore services may not be subject to Australian privacy laws. When considering whether to provide your consent, we encourage you to read the information provided about each online service, including the *terms of use* and *privacy policy*, which outline how information and student works will be used and under what circumstances they may be shared.

### Student information

The consent obtained by the department as collected through the form covers both student personal information (e.g. name, date of birth) and school-based information (e.g., student username, email, year level) as outlined on the form.

Where permitted by the service provider, de-identified information will be used and/or efforts will be made to limit the amount of personal information disclosed to, and stored within online services (e.g., when registering accounts only mandatory information such as student username and student email address will be disclosed).

### Student works

Student works might include materials such as student projects, assignments, portfolios, images, video or audio. Where student works will be created within, stored or published to the online service (in some cases, published information or student works will be viewable by the public), this will be indicated in 'additional consent requirements' in Section 5 of the Online Services Consent Form.

### Parent information

Where your personal information (e.g. parent email, name, contact details) will be disclosed to the online service, this will be indicated in the 'additional consent requirements' in Section 5 of the Online Services Consent Form.

### Purpose of the consent

Third party online services are used for various purposes. The purpose of use for each service is outlined in Section 5 of the Online Services Consent Form. For example, teachers may use online services with

students to support curriculum delivery, complete learning activities and assessment, facilitate class collaboration, and create and publish class work (e.g. projects, assignments, portfolios).

The Online Services Consent Form records your consent for your child to register for an account, use, and, where specified, publish their work to these services. The form also collects your consent for school staff to collect, store, and transfer personal information to online services in order to manage school operations and communicate with parents and students.

## **Voluntary consent provision**

It is not compulsory to provide consent. If your consent is not given, this will not adversely affect any learning opportunities provided by the school to your child.

## **Consent may be limited or withdrawn**

You may limit your consent by providing consent for some, but not all, online services listed on the form.

Requests to limit consent in relation to how the 'Information covered by this consent form' and the 'Approved purpose' (Section 2 and 3 of the form) are applied to a specific service, will be treated as "do not consent", as the school cannot guarantee correct implementation of individual requests.

You can withdraw your consent at any time by notifying 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. After a notice to withdraw consent is received, the school will not be able to make any 'new' collection, use, disclosure and publication of the information or student work.

Due to the nature of the internet, it may not be possible for all copies of information (including images and student works that have already been disclosed or published) to be deleted or restricted from use if you request it. The school may remove content that is under its direct control, however, information and student works that have already been disclosed and published cannot be deleted, and the school is under no obligation to communicate changes to your child's consent circumstances to online service providers.

## **Duration of consent**

The consent applies for the period of time specified on the form. You may review and update your consent at any time by notifying the school in writing (by email or letter).

There may be circumstances where the school issues a new consent form to seek additional consent e.g. in the event that new online services are identified for use.

## **Who to contact**

To return the form, express a limited consent, withdraw consent or ask questions regarding consent, please contact:

Mr Matt Allen, Deputy Principal on 4943 8111 or malle90@eq.edu.au.

# Online Services Consent Form

## Privacy Notice

The Department of Education (the department) is collecting the personal information you provide on this form in order to obtain consent regarding the use of online services. This information and completed form will be stored securely and managed in accordance with the *Information Privacy Act 2009* and the *Education (General Provisions) Act 2006*. Personal information collected on this form may also be used by or disclosed to third parties by the Department where authorised or required by law. 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 student's school in the first instance.

This form is to be completed by:

- Parent/carer\*
- Student over 18 years or
- Student with independent status.

*\*Where a student who is under 18 years is able to consent, they may also provide consent in addition to the parent.*

## 1. Identify the person to whom the consent relates

Full name of student: \_\_\_\_\_

## 2. Information covered by this consent form

- a) The consent collected by the form covers the following student personal information (identifying attributes):

- Student name (first name and/or last name)
- Sex/Gender
- Date of Birth, age, year of birth

**AND** the following school-based information (generally, non-identifying attributes\*):

- Student school username
- Student school email
- Student ID number
- School
- Year Group
- Class
- Teacher
- Country

*\*In cases where registration and/or use requires a combination of school-based information (non-identifying) and personal information, or a combination of school-based information, the school-based information may become identifiable.*

- b) If an online service collects, uses, discloses and/or publishes student works, parent information or additional student information (such as photographs of students), not listed above (Section 2a.), the school will specify it as part of the *additional consent requirements* on the form. Examples may include:

- student assessment
- student projects, assignment, portfolios
- student image, video, and/or audio recording
- sensitive information (e.g., medical, wellbeing)
- name and/or contact details (e.g. email, mobile phone number) of student's parent.

## 3. Approved purpose

This form records your consent for the collection, use, disclosure and publication of the information listed in item 2 above, and any information or student works listed under the 'additional consent requirements', and to transfer this information and works within Australia and outside of Australia (in the case of offshore services) to the online service providers for the following purposes:

- For your child to register an account for the online services.

- For your child to use the online services in accordance with each service's terms of use and privacy policy (including service provider use of the information in accordance with their terms of use and privacy policy).
- For the school to:
  - administer and plan for the provision of appropriate education, training and support services to students
  - assist the school and departmental staff to manage school operations and communicate with parents and students.

## 4. Timeframe for consent

The consent granted by this form is for the duration of the student's current phase of learning (i.e. Years P-3, 4-6, 7-9 and 10-12). Consent is obtained upon enrolment and renewed when students move into a new phase of learning (e.g. minimum every four years).

## 5. Consent for online services

For each online service listed below, please indicate your choice to give consent or not give consent for the information outlined in Section 2 to be disclosed to the online service in accordance with the purpose outlined in Section 3, and for the timeframe specified in Section 4.

Service name:	<b>Autodesk - Inventor and Revit</b>	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	<a href="https://www.autodesk.com/">https://www.autodesk.com/</a>				
Purpose of use:	3D CAD (Computer-Aided Drafting) software which offers professional-grade tools for 3D mechanical design, documentation and product simulation. Autodesk provides educational licences for free software to qualified educational institutions worldwide (including DET).				
Terms of use:	<a href="https://www.autodesk.com/company/legal-notices-trademarks/website-terms-of-use/terms-of-use-english">https://www.autodesk.com/company/legal-notices-trademarks/website-terms-of-use/terms-of-use-english</a>				
Privacy policy:	<a href="https://www.autodesk.com/company/legal-notices-trademarks/privacy-statement">https://www.autodesk.com/company/legal-notices-trademarks/privacy-statement</a>				
Additional consent is being sought for the following reasons: (as per Section 2b)	<input type="checkbox"/> Student image, video, and/or recording are stored. <input type="checkbox"/> Student works are stored. <input checked="" type="checkbox"/> The following additional student personal information is disclosed: Student ID card or current student enrolment letter may be required for student licence verification purposes <input type="checkbox"/> The following parent personal information is disclosed: <input type="checkbox"/> Student information is able to be viewed by the public <input type="checkbox"/> Parent information is able to be viewed by the public <input type="checkbox"/> Other:				

Service name:	<b>aXcelerate</b>	Data hosting:	Onshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	<a href="https://www.axcelerate.com.au/">https://www.axcelerate.com.au/</a>				
Purpose of use:	Learning management system platform used by many Registered Training Organisations (RTO) to host their online courses.				
Terms of use:	<a href="https://www.axcelerate.com.au/terms-of-use">https://www.axcelerate.com.au/terms-of-use</a>				
Privacy policy:	<a href="https://www.axcelerate.com.au/privacy-policy">https://www.axcelerate.com.au/privacy-policy</a>				

Service name:	<b>Binnacle Training</b>	Data hosting:	Onshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	<a href="https://www.binnacletraining.com.au/">https://www.binnacletraining.com.au/</a>				
Purpose of use:	eLearning VET course content.				
Terms of use:	<a href="https://www.binnacletraining.com.au/rto.php#binnacle-rto-files">https://www.binnacletraining.com.au/rto.php#binnacle-rto-files</a>				
Privacy policy:	<a href="https://www.binnacletraining.com.au/page/148">https://www.binnacletraining.com.au/page/148</a>				



Service name:	<b>Basic Key Skills Builder (BKSB)</b>	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	<a href="https://sarinastatehighschool.bksblive2.com.au/">https://sarinastatehighschool.bksblive2.com.au/</a>				
Purpose of use:	This service is an online learning platform with access to a suite of bksb products including English, Mathematics and ICT activities and assessments.				
Terms of use:	<a href="https://www.oneadvanced.com/privacy-policy/">https://www.oneadvanced.com/privacy-policy/</a>				
Privacy policy:	<a href="https://www.oneadvanced.com/privacy-policy/">https://www.oneadvanced.com/privacy-policy/</a>				

Service name:	<b>Blooket</b>	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	<a href="https://www.blooket.com/">https://www.blooket.com/</a>				
Purpose of use:	Students are encouraged to participate in games with rewards for answering questions and exploring new methods of learning.				
Terms of use:	<a href="https://www.blooket.com/terms">https://www.blooket.com/terms</a>				
Privacy policy:	<a href="https://www.blooket.com/privacy">https://www.blooket.com/privacy</a>				

Service name:	<b>Blueprint Career Development</b>	Data hosting:	Onshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	<a href="https://www.blueprintcd.com.au/">https://www.blueprintcd.com.au/</a>				
Purpose of use:	This service is a Registered Training Organisation (RTO), an education provider approved by the Australian Skills Quality Authority (ASQA). The entire course is offered electronically through UpLearn, a Learning Management System.				
Terms of use:	<a href="https://www.blueprintcd.com.au/terms-and-conditions">https://www.blueprintcd.com.au/terms-and-conditions</a>				
Privacy policy:	<a href="https://www.blueprintcd.com.au/privacy-policy">https://www.blueprintcd.com.au/privacy-policy</a>				

Service name:	<b>Cambridge GO</b>	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	<a href="https://www.cambridge.edu.au/go/">https://www.cambridge.edu.au/go/</a>				
Purpose of use:	Online textbooks and resources.				
Terms of use:	<a href="https://www.cambridge.edu.au/go/terms/">https://www.cambridge.edu.au/go/terms/</a>				
Privacy policy:	<a href="https://www.cambridge.org/go/privacy_policy">https://www.cambridge.org/go/privacy_policy</a>				

Service name:	<b>Canva for Education (Canva Pty Ltd)</b>	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	<a href="https://www.canva.com/education/">https://www.canva.com/education/</a>				
Purpose of use:	Design platform for creating graphics, presentations, posters and other visual content with a library of images, fonts, templates and illustrations.				
Terms of use:	<a href="https://www.canva.com/policies/terms-of-use/">https://www.canva.com/policies/terms-of-use/</a>				
Privacy policy:	<a href="https://www.canva.com/policies/privacy-policy/">https://www.canva.com/policies/privacy-policy/</a>				

Service name:	<b>Clickview</b>	Data hosting:	Onshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	<a href="https://www.clickview.com.au/">https://www.clickview.com.au/</a>				
Purpose of use:	Provides students access to curriculum organised content from paid and free-to-air TV. Allows for sharing of school recorded content to the school.				
Terms of use:	<a href="https://www.clickview.com.au/terms-and-conditions/">https://www.clickview.com.au/terms-and-conditions/</a>				
Privacy policy:	<a href="https://www.clickview.com.au/privacy-policy/">https://www.clickview.com.au/privacy-policy/</a>				

Service name:	<b>Geogebra</b>	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	<a href="https://www.geogebra.org/?lang=en-AU">https://www.geogebra.org/?lang=en-AU</a>				
Purpose of use:	Online digital math tools.				
Terms of use:	<a href="https://www.geogebra.org/tos">https://www.geogebra.org/tos</a>				
Privacy policy:	<a href="https://www.geogebra.org/privacy">https://www.geogebra.org/privacy</a>				

Service name:	<b>I'm Alert (Food Safety)</b>	Data hosting:	Onshore (In Australia)	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	<a href="https://www.imalert.com.au/v6/?sub=mackay">https://www.imalert.com.au/v6/?sub=mackay</a>				
Purpose of use:	I'm Alert Food Safety is an online food safety training program.				
Terms of use:	<a href="https://www.imalert.com.au/terms.php">https://www.imalert.com.au/terms.php</a>				
Privacy policy:	<a href="https://www.imalert.com.au/privacy.php">https://www.imalert.com.au/privacy.php</a>				

Service name:	<b>Kahoot</b>	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	<a href="https://kahoot.com/">https://kahoot.com/</a>				
Purpose of use:	Teachers create quizzes and surveys for class. Students not required to log in.				
Terms of use:	<a href="https://kahoot.com/terms-and-conditions/">https://kahoot.com/terms-and-conditions/</a>				
Privacy policy:	<a href="https://kahoot.com/privacy-policy/">https://kahoot.com/privacy-policy/</a>				

Service name:	<b>MyFuture</b>	Data hosting:	Onshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	<a href="https://myfuture.edu.au/">https://myfuture.edu.au/</a>				
Purpose of use:	Provides resources to explore career pathways and tools to develop self-knowledge to help with career decision-making.				
Terms of use:	<a href="https://myfuture.edu.au/footer/terms-of-use">https://myfuture.edu.au/footer/terms-of-use</a>				
Privacy policy:	<a href="https://myfuture.edu.au/footer/privacy-policy">https://myfuture.edu.au/footer/privacy-policy</a>				

Service name:	<b>OnGuard Safety Training</b>	Data hosting:	Onshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	<a href="https://onguardv3.com.au/">https://onguardv3.com.au/</a>				
Purpose of use:	OnGuard Safety Training provides online workplace and safety training for students				
Terms of use:	<a href="https://www.onguardsafetytraining.com/forms/OnGuard_Terms_of_Use_Licence_Agreement.pdf">https://www.onguardsafetytraining.com/forms/OnGuard_Terms_of_Use_Licence_Agreement.pdf</a>				
Privacy policy:	<a href="https://www.onguardsafety.com.au/privacy_policy.htm">https://www.onguardsafety.com.au/privacy_policy.htm</a>				

Service name:	<b>Onshape</b>	Data hosting:	Onshore (Australia) and Offshore (Outside of Australia)	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	<a href="https://www.onshape.com/en/">https://www.onshape.com/en/</a>				
Purpose of use:	Onshape is a Computer Aided Design (CAD) and design management service with real-time collaboration tools and business analytics.				
Terms of use:	<a href="https://www.onshape.com/en/legal/terms-of-use">https://www.onshape.com/en/legal/terms-of-use</a>				
Privacy policy:	<a href="https://www.onshape.com/en/privacy-center/privacy-policy">https://www.onshape.com/en/privacy-center/privacy-policy</a>				



Service name:	<b>Padlet</b>	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	<a href="https://padlet.com/">https://padlet.com/</a>				
Purpose of use:	This website is used by teachers to provide home access to class work. In most cases students only need the link provided by the teacher and are not required to log in.				
Terms of use:	<a href="https://padlet.com/about/terms">https://padlet.com/about/terms</a>				
Privacy policy:	<a href="https://padlet.com/about/privacy">https://padlet.com/about/privacy</a>				

Service name:	<b>Quizizz</b>	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	<a href="https://quizizz.com">https://quizizz.com</a>				
Purpose of use:	Quizizz is a free game-based learning platform and app for creating, accessing and playing multiple choice quizzes.				
Terms of use:	<a href="https://quizizz.com/tos?lng=en">https://quizizz.com/tos?lng=en</a>				
Privacy policy:	<a href="https://quizizz.com/privacy">https://quizizz.com/privacy</a>				

Service name:	<b>Sound Scouts</b>	Data hosting:	Onshore (Australia) and Offshore (USA)	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	<a href="https://www.soundscouts.com/au/">https://www.soundscouts.com/au/</a>				
Purpose of use:	Sound Scouts is a free clinically proven hearing assessment which tests for hearing and auditory processing issues in a game play format.				
Terms of use:	Not provided.				
Privacy policy:	<a href="https://www.soundscouts.com/au/about-company/privacypolicy/">https://www.soundscouts.com/au/about-company/privacypolicy/</a>				

Service name:	<b>Stymie</b>	Data hosting:	Onshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	<a href="https://about.stymie.com.au/">https://about.stymie.com.au/</a>				
Purpose of use:	Allows people to report bullying and send notifications anonymously.				
Terms of use:	<a href="https://about.stymie.com.au/terms-of-use/">https://about.stymie.com.au/terms-of-use/</a>				
Privacy policy:	<a href="https://about.stymie.com.au/privacy-policy/">https://about.stymie.com.au/privacy-policy/</a>				

Service name:	<b>Turnitin</b>	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	<a href="https://www.turnitin.com/">https://www.turnitin.com/</a>				
Purpose of use:	Plagiarism detection.				
Terms of use:	<a href="https://help.turnitin.com/Privacy_and_Security/Privacy_and_Security.htm%23Usage_Policy">https://help.turnitin.com/Privacy_and_Security/Privacy_and_Security.htm%23Usage_Policy</a>				
Privacy policy:	<a href="https://help.turnitin.com/Privacy_and_Security/Privacy_and_Security.htm%23Usage_Policy">https://help.turnitin.com/Privacy_and_Security/Privacy_and_Security.htm%23Usage_Policy</a>				

## 6. Consent and agreement

Person giving consent – I am (tick the applicable box):

- ☐ parent/carer of the person identified in Section 1
- ☐ the person identified in Section 1 (if student is over 18 years or has independent status)

*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 for the information outlined in Section 2 and any additional consent requirements outlined in Section 5 to be disclosed to the online services in accordance with the purpose outlined in Section 3 and for the timeframe specified in Section 4.*

Print name of student: \_\_\_\_\_

Print name of consenter: \_\_\_\_\_

Signature or mark of consenter: \_\_\_\_\_

Date: \_\_\_\_\_

Signature or mark of student\*: \_\_\_\_\_

Date: \_\_\_\_\_

*\*Where a student who is under 18 years is able to consent, they may also provide consent in addition to the parent.*

### SPECIAL CIRCUMSTANCES

The section below must be completed, if the form is:

- b) required to be read aloud (whether in English or in an alternative language or dialect) to the person giving consent **and/or**
- c) when the person giving consent is an independent student under the age of 18.

#### → WITNESS - for consent from an independent student or where the explanatory letter and the form were read

*I have witnessed the signature or mark of an independent student, or the accurate reading of the explanatory letter and the Online Services Consent Form was completed in accordance with the instruction of the person giving consent. The person giving consent has had the opportunity to ask questions. I confirm that the person giving consent have given consent freely and I submit 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 aloud the explanatory letter and the Online Services Consent Form to the person giving consent, and to the best of my ability made sure that the person understands that the following will be done:*

- The identified information will be used in accordance with the Online Services Consent Form
- The school will cease using the information from the date that the school receives a written withdrawal of consent.

*I confirm that the person giving consent was given an opportunity to ask questions about the explanatory letter and Online Services Consent Form, and all questions asked by the person giving consent have been answered correctly and to the best of my ability. I confirm that the person giving consent 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 person giving consent.*

Print name and role of person taking the consent: \_\_\_\_\_

Signature of person taking the consent: \_\_\_\_\_

Date: \_\_\_\_\_



## **SARINA HIGH ACHIEVING PERSONAL EXCELLENCE**



### **Mission Statement**

This policy aims to reinforce positive attitudes and willingness to learn, showing pride in oneself and their school as well as demonstrating respect and responsibility.

### **Objectives**

Sarina State High School focuses on three primary foundations for student success everyday:

1. Attend school every day ready to learn and work to the best of their ability at all times
2. Wear correct school uniform with pride
3. Follow the school expectations

The ***Sarina High Achieving Personal Excellence (S.H.A.P.E) Program*** is designed to:

Ensure students are provided with every opportunity to achieve success in their schooling endeavours and celebrate student's personal successes in the areas of behaviour, attendance (truancy) and uniform.

Students who struggle with achieving personal success within the school's policies and procedures including, but not limited to, Development Program Contracts, will be supported with early intervention strategies. Students will be assessed on an individual basis dependant on their personal needs.

Heads of Year will work with students with short, sharp and focused intervention in the areas in which they struggle to support students and encourage improvement.

Interventions may include but are not limited to:

- Daily Monitoring Card
- Removal from playground/detentions
- Community service
- Daily Check-ins

Students who are unable to demonstrate success in key areas may be unable to participate in Head of Year and Student Council endorsed events.

### **Implementation**

Students who wish to be eligible to participate in Head of Year and Student Council endorsed activities will be required to demonstrate the following:

- Follow all school-based policies and procedures, including but not limited to:
  - Student Code of Conduct
  - Personal Technology Devices Policy
  - Attendance Policy and
  - Uniform Policy
- Follow the school expectations of being safe and respectful in the playground, before and after school and at break times.

Heads of Year will continuously examine behaviour, attendance and uniform data to determine which students require targeted short, sharp and focused intervention in areas of need. Heads of Year will endeavour to examine data at the beginning of each week.

Students who are successful in achieving personal success, will celebrate in a multitude of ways including but not limited to:

- Learning Legends Celebrations
- Attendance Celebrations
- Weekly Principal Shout out draws
- End of Year Celebration

### **Communication**

Communication will occur between Heads of Year and students during school hours with an individual conversation about the support and targeted intervention.

Parents/carers will be contacted via phone/email after discussions with their student have occurred, to discuss the area of concern and the targeted intervention put in place.

**The Sarina High Achieving Personal Excellence Program will be reviewed annually.**

# Agriculture Consent Form

To enable your student/s to participate in Agricultural Studies at Sarina State High School/Sarina Skills Centre. They must be able to:

1. Walk to and from the Sarina State High School, to the Sarina Skills Centre, responsibly, under the direction of staff.
2. Participate in lessons that may include: poultry, horticulture and other agricultural activities.
3. Participate in Educational excursions (written notification of all activities will be provided separately for excursions).
4. Mobile phones are to be left in the phone lockers at the main campus.

It is strongly advised that student vaccinations are up-to-date including tetanus and **Q-fever**.

---

## Agreement of Parent/Carer:

I hereby give permission for my student to participate in all teacher supervised classes and educational activities involved in Agriculture.

I understand that:

- My student's participation in any organised agriculture activity conducted by the school is conditional upon their appropriate behaviour, being dressed to expectations (Hat, long sleeved shirt and work boots) and using the provided personal protective equipment. Agriculture shirts that can be worn as part of the school uniform can be purchased from the uniform shop.

Student Name: \_\_\_\_\_ Parent/Carer Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Parent/Carer Signature: \_\_\_\_\_

# Sarina State High School Gym Use Agreement Form

## Gym Agreement

1. You will complete a compulsory gym induction during your first session and students cannot use the gym until they have undertaken this induction. The induction will include expectations for behaviour, safety and gym etiquette and will be facilitated by the teacher prior to students undertaking any training.
2. You will ask the supervising teacher for instruction on correct technique if at any time you are not familiar with an exercise and accept technique correction when it is given.
3. You will wear appropriate clothing (e.g. must wear a shirt, no mid-riff tops, no singlets) and closed-in footwear at all times.
4. You will use towels/antibacterial wipes to clean benches/seats after use.
5. You will not consume any food or drinks other than water in the gym at any time.
6. You will leave all equipment in the gym in a neat and tidy state. Any free weights or other equipment you have used are to be stored appropriately in the correct location.
7. You will report all injuries and equipment faults to your teacher immediately.
8. You will adhere to all Sarina State High School student expectations.
9. I understand that failure to meet expectations may result in exclusion from the gym.

---

I \_\_\_\_\_, have read and agree to abide by the expectations as stated above. I understand resistance training with weights has an inherent risk and if I do not meet the above expectations, I will lose access to the Sarina State High School gym facilities.

Student Name: \_\_\_\_\_ Parent/Carer Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Parent/Carer Signature: \_\_\_\_\_

# Rugby League Academy

Dear Parent/Carer

Since the academy's inception in 2007, Sarina State High School has used the Rugby League Academy to foster positive student-athlete growth and development that extends beyond the traditional school environment.

The Academy fosters students from Year 7 - 9 providing a number of educational experiences intertwined with the Health and Physical Education Curriculum. Through active involvement in the Academy, our students have been offered a number of social, cultural and educational experiences. The Academy acts as an important vehicle for the promotion of active and healthy people in sport, and serves as an important community partnership with the Sarina Crocs Rugby League Club. Our school teams compete in the Mackay District Schools Competition, Cutters Cup, and School Boys Trophy Carnivals.

Please note there is an additional cost associated with participating in the program and competitions.

*Successful applicants must uphold the following:*

- Maintain a satisfactory level of behaviour and effort across all classes. This is in line with the School's Student Code of Conduct and Student-Athlete Expectations.
- Display a positive attitude and contribute to positive school culture.
- Demonstrate a commitment to the team by making themselves available for selection within our School Boys Football teams.
- Commit to all extra training schedules as per coach requirements.
- Commit to Wednesday afternoon Mackay District Rugby League Competition during Terms 1, 2 and 3.

---

## Agreement

I/We have read the information above in relation to the Rugby League Academy. Having read this I/we agree to uphold these conditions established by Sarina State High School.

Student Name: \_\_\_\_\_ Parent/Carer Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Parent/Carer Signature: \_\_\_\_\_

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## Rugby League Experience

Please indicate your level of Rugby League experience. If new to Rugby League, simply indicate that you have no experience. This **will not** affect your entry into the Academy. Our Academy caters for all experience and ability levels.

Year	Level / Achievement / Awards
_____	_____
_____	_____
_____	_____
_____	_____

## Sporting Experience

Please indicate your current involvement in other sports. Include details of achievement and any special awards you may have received.

Year	Level / Achievement / Awards
_____	_____
_____	_____
_____	_____
_____	_____

## Current Grades and Behaviour

<u>Subject</u>	<u>Grade</u>	<u>Behaviour</u>
Maths	_____	_____
English	_____	_____
Physical Education	_____	_____
Science	_____	_____

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# Netball Academy

Dear Parent/Carer

Since the program's inception in 2014, Sarina State High School has used the Netball Academy to foster positive student-athlete growth and development that extends beyond the traditional school environment.

The Academy fosters students from grades 7 - 9 providing a number of sporting experiences and opportunities, intertwined with the Health and Physical Education Curriculum. Through active involvement in the Academy, our students have been offered a number of social, cultural and educational experiences. The Academy acts as an important vehicle for the promotion of active and healthy people in sport, and serves as an important community partnership with the Sarina Netball Association. Our school teams compete in the Mackay District Schools Competition and Vicki Wilson Netball Carnival.

Please note there is an additional cost associated with participating in the Academy and competitions.

*Successful applicants must uphold the following:*

- Maintain a satisfactory level of behaviour and effort across all classes. This is in line with the School's Student Code of Conduct and Student-Athlete Expectations.
- Display a positive attitude and contribute to positive school culture.
- Demonstrate a commitment to the team by making themselves available for selection within our School Girls Netball teams.
- Commit to all extra training schedules as per coach requirements.
- Commit to Wednesday afternoon Mackay District Netball Competition during Terms 1, 2 and 3.

---

## Agreement

I/We have read the information above in relation to the Netball Academy. Having read this, I/we agree to uphold these conditions established by Sarina State High School.

Student's Name: \_\_\_\_\_ Parent/Carer Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Parent/Carer Signature: \_\_\_\_\_



## Netball Experience

Please indicate your level of Netball experience. If new to Netball, simply indicate that you have no experience. This **will not** affect your entry into the Academy. Our Academy caters for all experience and ability levels.

Year	Level / Achievement / Awards
_____	_____
_____	_____
_____	_____
_____	_____

## Sporting Experience

Please indicate your current involvement in other sports. Include details of achievement and any special awards you may have received. Please indicate N/A if not applicable.

Year	Level / Achievement / Awards
_____	_____
_____	_____
_____	_____
_____	_____

## Current Grades and Behaviour

<u>Subject</u>	<u>Grade</u>	<u>Behaviour</u>
Maths	_____	_____
English	_____	_____
Physical Education	_____	_____
Science	_____	_____

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# Instrumental Music Program Enrolment Contract

Student's Name: \_\_\_\_\_

Year Level: \_\_\_\_\_

Instrument: \_\_\_\_\_ ☐ Own Instrument ☐ School Instrument

Welcome to the Instrumental Music program at Sarina State High School. Please read the following information carefully, sign it and return it to your instrumental music coordinator as soon as possible.

## Parental Commitment: I/We will

- ☐ Pay the instrumental levy by the end of term one, of the school year.
- ☐ Show an interest in music study of your student.
- ☐ Find a quiet place for them to practice without interruption.
- ☐ Arrange a regular time for practice.
- ☐ Help them with their practice as much as possible.
- ☐ Never make fun of the strange sound they may make.
- ☐ Give them a safe place to keep their instrument.
- ☐ Keep instrument in good repair with reeds and lubricants or strings etc.
- ☐ Teach them to be on time for rehearsals and lessons.
- ☐ Encourage them to play for others whenever possible.
- ☐ Purchase tutor book and accessories as required by the instrumental instructor.
- ☐ Provide my student with a suitable instrument. (A limited number of school instruments are available for a short term loan of 12 months)

## Student Commitment: I will

- ☐ Practice regularly — minimum 15 minutes 5 days a week.
- ☐ Become a member of the school concert band or other school groups as designated by the instructor.
- ☐ Take part as required in all concerts and camp activities.
- ☐ Attend lessons, rehearsals and other classes regularly and on time.
- ☐ Follow The Student Code of Conduct in all activities.

## Attendance:

- ☐ Students must attend all lessons and rehearsals.
- ☐ Punctuality is vital and lateness will be noted and consequences will be enforced.
- ☐ Your student is enrolled for a minimum of one year during which his/her progress and commitment will be carefully monitored.

**We accept the above conditions and will adhere to them to the best of our ability.**

Student's Name: \_\_\_\_\_ Student's Signature: \_\_\_\_\_

Parent/Carer Name: \_\_\_\_\_ Parent/Carer Signature: \_\_\_\_\_

## Recording of information needed to create a Unique Student Identifier (USI)

All students will need to create a USI prior to undertaking their Senior Schooling Studies. In order to do this, Senior Schooling staff need information that is contained on the student's Birth Certificate. As Parent/Carer of \_\_\_\_\_, I consent to the collecting and retaining of this information to be used for the purpose of creating a USI.

Parent/Carer's Name: \_\_\_\_\_

Parent/Carer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please record details from the student's Birth Certificate on this form.

Surname	
First Name	
Other Names	
Date of Birth	
Date of Registration Day/Month/Year	
Registration Number	
Country of Birth	
State	
Place of birth	
Certificate Number (SA/ACT/NT only)	

# Chaplaincy and student welfare worker services

## Form 1: Consent form

**School:** Sarina State High School

Parent name/s	
Student name (in full)	
Student year level	
Year	2026

This school community provides a chaplaincy service which is endorsed by the school's Parents and Citizens' Association and is made available on a voluntary basis to all students. Information about the service is available on the school's website and through newsletters.

\_\_\_\_\_ has accessed the chaplaincy service and has indicated interest in meeting individually with them on a regular or ongoing basis. For this to occur, written informed consent is required. The focus of these meetings will be determined by the student's need, however chaplains are not allowed to provide counselling, evangelise or proselytise, advocate for or denigrate a particular worldview or faith.

In order to ensure coordinated case management of student support, each referral that a chaplain makes to an external agency requires the explicit approval of the school's principal, deputy principal or guidance officer.

Consent provided on this form will be considered valid for the duration of the chaplain's involvement in supporting the student, unless this period is more than one (1) school year, in which case consent will be requested at the start of the following school year. Information on this form will be stored securely.

If you would like to discuss this matter, please contact myself, on 4943 8111 or the school chaplain Benjamin Nicol on 4943 8111.

Yours sincerely  
Jane Grieger

Please indicate whether you consent to these ongoing individual meetings.

- ☐ I **consent to** <student name> meeting with the <chaplain/student welfare worker>
- ☐ I **do not consent to** <student name> meeting with the <chaplain/student welfare worker>

Parent's/Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use:**

Retain original in the student's file and provide a copy of notice to the chaplain/student welfare worker.

Does the student/parent require an interpreter?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Has an interpreter been used to explain this information?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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**Privacy statement**

The Department of Education and Training is collecting student's personal information in order to determine student participation in chaplaincy and student welfare worker services at the school.

The department collects, uses and discloses student's personal information in accordance with the confidentiality provision — s.426 of the Education (General Provisions) Act 2006(Qld)

<http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/E/EducGenPrA06.pdf>.

The department and the chaplain/student welfare worker will only use and disclose the student's personal information in accordance with this provision.

The Information Privacy Act 2009 (Qld) <https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/I/InfoPrivA09.pdf> applies to the department's collection, use and disclosure of the personal information of persons other than students.

# 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.

<b>School Name</b>	Sarina State High School
<b>Form Return Date</b>	
<b>Student Name</b>	
<b>Year Level</b>	
<b>Parent Name</b>	
<b>Parent Signature</b>	
<b>Date</b>	

## 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.



**Queensland  
Government**

# 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.
- Parents not participating in the SRS should contact the school directly if they do not automatically receive the payment.



## ENROLMENT AGREEMENT

This enrolment agreement sets out the responsibilities of the student, Parents or Carers and the school staff about the education of students enrolled at Sarina State High School. The excellent reputation of Sarina State High School depends on students and Parents supporting the school's Student Code of Conduct. This agreement confirms that this support will be forthcoming and establishes clear expectations and limits for behaviour that is unacceptable. The Student Code of Conduct gives further details and is readily available on the school's website.

The Students Code of Conduct outlines the school's strategies for implementing the Code of School Behaviour.

		Tick
<b>Responsibility of student to:</b> <ul style="list-style-type: none"> <li>attend school regularly, on time, ready to learn and take part in school activities</li> <li>act at all times with respect and show tolerance towards other students and staff</li> <li>work hard and comply with requests or directions from the Teacher and Principal</li> <li>abide by school expectations set out in The Student Code of Conduct, meet homework requirements and wear school uniform and respect the school environment</li> </ul>		
<b>Responsibility of Parent/Carer to:</b> <ul style="list-style-type: none"> <li>attend open evenings for Parent/Carer</li> <li>let the school know if there are any problems that may affect your student's ability to learn</li> <li>inform school of reason for any absence</li> <li>treat school staff with respect and tolerance</li> <li>support the authority and discipline of the school enabling your child to achieve maturity, self-discipline and self-control</li> <li>abide by school's policy regarding access to school grounds before, during and after school hours</li> <li>advise Principal if your child is in the care of the State, or you are the carer of a child in the care of the State</li> <li>inform the school if your child's living arrangements change and provide details of new home address and phone number</li> </ul>		
<b>Responsibility of school to:</b> <ul style="list-style-type: none"> <li>develop each individual student's talent as fully as possible</li> <li>inform Parents and Carers regularly about how their children are progressing</li> <li>inform students, Parents and Carers about what the teachers aim to teach the students each term</li> <li>teach effectively and to set the highest standards in work and behaviour</li> <li>take reasonable steps to ensure the safety, happiness and self-confidence of all students</li> <li>be open and welcoming at all reasonable times and offer opportunities for Parents and Carers to become involved in the school community</li> <li>clearly articulate the school's expectations regarding the Student Code of Conduct and the school's dress code policy</li> <li>ensure that Parents and Carers are aware of the school's insurance arrangements and accident cover for students</li> <li>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; religious instruction</li> <li>ensure that the parent is aware of the school's record-keeping policy including the creation of a transfer note should the student enrol at another school</li> <li>set, mark and monitor homework regularly in keeping with the school's homework policy</li> <li>contact Parents and Carers as soon as is possible if the school is concerned about the child's school work, behaviour, attendance or punctuality</li> <li>deal with complaints in an open, fair and transparent manner</li> <li>consult Parents on any major issues affecting students</li> <li>treat students and Parents with respect and tolerance</li> </ul>		
<b>I accept the rules and regulations of Sarina State High School as stated in the school policies:</b>		
Sarina State High School Student Code of Conduct		
Student Dress Code		
Assessment Policy		
S.H.A.P.E. Program		
Information & Communication Technology Access Agreement		
Student usage of internet and intranet		
Absences		
School Excursions		
Complaints management		
Department insurance arrangements and accident cover for students		
Consent to use Copyright Material, Image, Recording or Name		
Personal Technology Devices Policy		
<b>I acknowledge that information about the school's current programs and services have been explained to me.</b>		
Representative of Sarina State High School	Parent/Carer/Independent Student	Student
<b>Signature:</b>	<b>Signature:</b>	<b>Signature:</b>
Date:	Date:	Date: