

ENROLMENT APPLICATION CHECKLIST FOR PARENTS/CARERS

Thank you for your interest in becoming a part of Yarrabilba State School. Please see the diagram below and ensure that any and all documentation relating to your child's enrolment, where relevant, is completed in full and provided to the school.

Your child's enrolment cannot proceed until all documents are completed and provided to the school office.



Student Enrolment Pack

The following documents are provided in the Enrolment Pack. Completion of each document is required for **each child's enrolment**.

- *Application for Student Enrolment form*
- *Enrolment Agreement*
- *Online Services Consent form*
- *State School Consent form*
- *Student Internet Access Agreement*
- *Sunscreen Permission form*
- *Additional Support Needs form (if applicable)*

Medical Conditions

To have your child's medical diagnosis recorded in our school system, diagnosis paperwork is required from the relevant medical professional. If your child requires medical devices, medication and or medical aids during school time, please advise our administration staff so that the appropriate paperwork can be completed.

Legal Orders

Please ensure that any and all current legal orders, including but not limited to, Temporary Protection Order, Domestic Violence Order (where the student is named as a protected person), Authority to Care Order, are provided to our administration staff.

Together Believing - Together Achieving

Catchment Area and Address Evidence Documentation

Enrolment spaces are reserved for families that reside inside our Catchment area. Spaces for siblings, who are already enrolled, are also reserved, regardless if you reside outside the catchment area. You can check if your address is inside our catchment area by going to the following link;

<https://www.ggso.qld.gov.au/maps/edmap/>

Evidence of a student's address is required. Our Administration staff can photocopy any originals if families are unable to print at home. Additionally, families may wish to send the documents electronically, and can do so by emailing the administration staff at: admin@yarrabilbass.eq.edu.au

The following documentation is required (two documents from the categories below) showing the parent/carers name and enrolling address;

Home Owner

- Unconditional Sale Agreement **or** Rates notice **AND**
- Recent Utility Bill (Electricity, Water, Gas)
- Driver's licence
- Bank document

Renting

- Unconditional Sale Agreement **or** Rates notice **AND**
- Recent Utility Bill (Electricity, Water, Gas)
- Driver's licence
- Bank document

If you do not fall into the above categories, please contact our administration staff and discuss your circumstances to ascertain what documentation is required.

Applicants should note that a false statement/assertion about the student's principal place of residence may amount to an offence and may be reported to police. The Principal may repeal a decision to enrol a student in such circumstances.

Identification

Student

Original Birth Certificate

Details listed on the birth certificate will be checked against information recorded in the enrolment paperwork, including the child's full legal name, date of birth, and birth parents.

Parents/Carer

Government issued Photo ID

A copy of ID will be taken for the parents, and details checked against information provided in the enrolment paperwork, including parents full legal name.

Student Immigration Status Documentation

Student

- Passport
- Immi Card
- Visa "VEVO" documents
- Australian Citizenship Certificate

Parents

- Passport
- Immi Card
- Visa "VEVO" documents
- Australian Citizenship Certificate

Application for student enrolment form

INSTRUCTIONS

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

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

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

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

PRIVACY STATEMENT

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

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

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

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

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

PROSPECTIVE STUDENT DEMOGRAPHIC DETAILS

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

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

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

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

FAMILY DETAILS (continued)					
Parents/carers	Parent/carer 1			Parent/carer 2	
Address line 1					
Address line 2					
Suburb/town					
State		Postcode			Postcode
Mailing address (if it is the same as principal place of residence, write 'AS ABOVE')					
Address line 1					
Address line 2					
Suburb/town					
State		Postcode			Postcode
Parent/carer school education	What is the <i>highest</i> year of schooling parent/carer 1 has completed? (For people who have never attended school, mark 'Year 9 or equivalent or below')			What is the <i>highest</i> year of schooling parent/carer 2 has completed? (For people who have never attended school, mark 'Year 9 or equivalent or below')	
Year 9 or equivalent or below	<input type="checkbox"/>			<input type="checkbox"/>	
Year 10 or equivalent	<input type="checkbox"/>			<input type="checkbox"/>	
Year 11 or equivalent	<input type="checkbox"/>			<input type="checkbox"/>	
Year 12 or equivalent	<input type="checkbox"/>			<input type="checkbox"/>	
Parent/carer non-school education	What is the level of the <i>highest</i> qualification parent/carer 1 has completed?			What is the level of the <i>highest</i> qualification parent/carer 2 has completed?	
Certificate I to IV (including trade certificate)	<input type="checkbox"/>			<input type="checkbox"/>	
Advanced Diploma/Diploma	<input type="checkbox"/>			<input type="checkbox"/>	
Bachelor degree or above	<input type="checkbox"/>			<input type="checkbox"/>	
No non-school qualification	<input type="checkbox"/>			<input type="checkbox"/>	

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

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

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

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

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

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

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

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

PROSPECTIVE STUDENT'S PREVIOUS EDUCATION / ACTIVITY

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

RELIGIOUS INSTRUCTION*

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? <input type="checkbox"/> Yes <input type="checkbox"/> 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 st phone contact number*	Work/home/mobile	Work/home/mobile
2 nd phone contact number*	Work/home/mobile	Work/home/mobile
3 rd phone contact number*	Work/home/mobile	Work/home/mobile

PROSPECTIVE STUDENT MEDICAL INFORMATION (including allergies)***Privacy Statement**

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

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

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

No known medical conditions	<input type="checkbox"/>		
Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of medical condition categories provided)			
Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of medical condition categories provided)			
Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of medical condition categories provided)			
Does the prospective student require any medical aids or devices (such as glasses, contact lenses, prosthetics or orthotics)? This is for the purpose of informing planning for school activities such as sport and school excursions.	<input type="checkbox"/> No <input type="checkbox"/> Yes, please specify		
Name of prospective student's medical practitioner (optional)		Contact number of medical practitioner	
Medicare card number (optional)		Position Number	
Cardholder name (if not in name of prospective student)			
Private health insurance company name (if covered) (optional)		Private health insurance membership number (leave blank if company name is not provided)	
I authorise school staff to contact the prospective student's medical practitioner for the purposes of seeking advice in cases where an immediate but non-life threatening response is required (for instance, when the prospective student may be on an excursion or sporting event), and to provide Medicare card details if required? (answer only if medical practitioner and Medicare card details have been provided above)			<input type="checkbox"/> Yes <input type="checkbox"/> No

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

Under the *Child Protection Act 1999*, when a Child Protection Order is approved by the Children's Court, the child is placed in out-of-home care (OOHC). Out-of-home care includes short or long term placement with an approved kinship or foster carer; in a supported independent living arrangement; in a safe house; and in residential care.

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

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

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

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

☐ Yes ☐ No

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

Commencement date

____/____/____

End date

____/____/____

Other Court Orders*

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

☐ Yes ☐ No

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

Commencement date

____/____/____

End date

____/____/____

APPLICATION TO ENROL*

I hereby apply to enrol my child or myself at Yarrabilba State School.

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

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

Office use only

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

Parental occupation groups for use with parent/carer details

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

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

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

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

Defence Forces commissioned officer

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

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

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

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

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

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

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

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

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

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

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

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

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

Defence Forces senior Non-Commissioned Officer.

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

Tradespeople generally have completed a four year trade certificate, usually by apprenticeship. All tradespeople are included in this group

Clerks [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]

Skilled office, sales and service staff:

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

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

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

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

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

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

Office assistants, sales assistants and other assistants:

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

Sales [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]

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

Labourers and related workers

Defence Forces ranks below senior NCO not included above

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

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

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

State schools standardised medical condition category list

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

Application to enrol in a Queensland state school

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

Entitlement to enrolment

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

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

Prospective student

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

Parent's occupation and education

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

Court Orders

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

Name on enrolment form

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

Gender

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

Religious Instruction

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

Blank page please continue to next form

All Year Levels

Introduction to the Online Services Consent Form for Yarrabilba State School

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 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 personal information and works, may be recorded, 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 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 works will be used and under what circumstances they may be shared.

Student information

The consent collected by 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 and stored within online services (e.g., when registering accounts, only mandatory information will be disclosed).

Student works

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 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 accounts, use, and, where specified, publish their work to these services. The form also collects your consent for school staff to collect, store, and transmit information to online services in order to manage school operations and communicate with parents and students.

It should be noted that, in some instances, the school may be required or authorised 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.

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 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.

You may also 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.

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 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 **Administration, 07 5670 7333, admin@yarrabilbass.eq.edu.au**.

Online Services Consent Form

Privacy Notice

The Department of Education is collecting the personal information on this form in order to obtain consent regarding the use of online services. This information and completed form will be stored securely. 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.**

(*Note: 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

a) **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 records, 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 recording, 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 enrolment**. Consent is obtained upon enrolment and renewed when students require newer content for learning purposes.

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.

6. **OPTIONS FOR CONSENT MANAGEMENT**

Option 1. Register and update your consent forms through QParents. This can be done at any time.

Option 2. Provide or deny ALL access as below. If the parent use this option, the tick boxes in this page, the parent does not have to answer individual online service items listed from page 5 to page 8.

Option 3. Manually provide consent for each service item listed in this document and return with the enrolment pack

OPTION 2. Do you allow your child to use all online services as listed in this form?

☐ Yes, I give consent to all online services (skip pages 5 to 8).

☐ No, I do not give consent to all online services (skip pages 5 to 8).

Service Name	URL	Data Hosting	Purpose	Terms of use & Privacy Policy	Give Consent	No Consent
ACER Online Assessment and Reporting	https://oars.acer.edu.au	Onshore	ACER Online Assessment and Reporting Platform provides a suite of educational assessment and reporting tools for schools.	https://oars.acer.edu.au/terms-conditions https://www.acer.org/privacy		
Wushka	https://wushka.com.au	Onshore	Wushka is a digital reading program that offers levelled reading materials to support students learning to read.	https://wushka.com.au/school-terms-and-conditions https://wushka.com.au/useful-information		
Class Solver	https://classsolver.com	Onshore	Class Solver helps schools streamline their student placement process allowing them to digitally create class lists.	https://www.classsolver.com/privacy-policy		
Canva for Education	https://www.canva.com/education	Offshore	Available on web and mobile, Canva is a design platform for creating graphics, presentations, posters and other visual content with a library of images, fonts, templates and illustrations.	https://about.canva.com/terms-of-use https://about.canva.com/privacy-policy		
Code.org	https://code.org	Offshore	Computer science coursework for Prep to Year 12 students. Language include visual programming, JavaScript, CSS, HTML and others.	https://code.org/tos https://code.org/privacy		
CoSpaces Edu	https://cospaces.io/edu	Offshore	CoSpace Edu allows students to build their own 3D creations, animate them with code and explore in Virtual or Augmented Reality.	https://cospaces.io/edu/terms-of-use.html https://cospaces.io/edu/privacy-policy.html		
ePublisher	https://epublisher.net.au/public/user/login	Offshore	School communications platform enabling schools to connect with parents through eNewsletter, eSign Digital Forms, Surveys, Calendars and eFlash message	https://epublisher.net.au/app/content/terms https://epublisher.net.au/module/OrderForm/view/order-form/order-form/privacy.phtml		
Flexischools	https://flexischools.com.au	Offshore	Flexischools is an online ordering, payments and communications platform for parents, schools and suppliers.	https://flexischools.com.au/legal		
GeoGebra	https://geogebra.org/?lang=en-AU	Offshore	This service provides interactive mathematics software and classroom resources for all levels of education	https://geogebra.org/tos https://geogebra.org/privacy		

Service Name	URL	Data Hosting	Purpose	Terms of use & Privacy Policy	Give Consent	No Consent
Adobe Creative Cloud K-12	https://www.adobe.com/au	Offshore	Creative Cloud is a suite of over 20 desktop and web-based design applications used for graphic design, video editing, web development, photography and animation.	https://www.adobe.com/au/legal/terms.html https://www.adobe.com/au/privacy/policy.html		
Zoom	https://zoom.us	Offshore	Zoom is a video and audio web conferencing, collaboration, chat and webinar service.	https://zoom.us/terms https://zoom.us/privacy		
GROK Learning	https://groklearning.com	Onshore	Online platform for learning programming and computational thinking skills	https://groklearning.com/policies/terms https://groklearning.com/policies/privacy		
Kahoot! for Schools	https://kahoot.com	Offshore	Kahoot! for Schools, allows educators to play, create and host learning games, quizzes or polls or choose from read-to-play games, templates and question banks.	https://trust.kahoot.com/terms-and-conditions https://trust.kahoot.com/privacy-policy/		
Vivo Class	https://www.vivoclass.com.au	Onshore	Vivo Class is a web based school reward system	https://vivoinspire.com/tsandcs.html https://vivoclass.com/skills/privacy-policy.html		
Blooket	https://blooket.com	Offshore	Blooket is a game-based learning platform that allows educators to create and host learning games and quizzes to review content taught in the classroom.	https://blooket.com/terms https://blooket.com/privacy		
Proloquo2Go	https://www.assistiveware.com/products/proloquo2go	Offshore	Proloquo2Go is an augmentative and alternative communication language growth and communication tools for users with autism, cerebral palsy and a range of other diagnoses.	https://www.assistiveware.com/products/proloquo2go		
TinkerCAD	https://thinkercad.com	Offshore	TinkerCAD is a free 3D design, electronics and coding application.	https://autodesk.com/		
MathsOnline	https://www.mathsonline.com.au/	Onshore	Mathsonline is a maths tutoring program which supports classroom teaching and is aligned to Australian Curriculums.	https://mathsonline.com.au/terms-conditions https://mathsonline.com.au/privacy-policy		
Microsoft Sway	https://sway.com	Offshore	The purpose of this website is to create and share interactive reports and presentations.	https://microsoft.com/en-us/legal/terms-of-use		

Service Name	URL	Data Hosting	Purpose	Terms of use & Privacy Policy	Give Consent	No Consent
State Library of Queensland	https://www.slq.qld.gov.au	Onshore	SLQ is a library service which offers online access to eBooks, resources, journals, newspapers, manuscripts, movies and images.	https://www.slq.qld.gov.au/services/member-ship https://www.slq.qld.gov.au/home/privacy		
Passtab	https://www.passtab.com	Onshore	Passtab is a customisable visitor management system that controls school sign-in and sign-out of parents, visitors, staff and students	https://passtab.com/terms.html https://passtab.com/privacy.html		
Seesaw	https://app.seesaw.me	Offshore	A digital portfolio platform that enables students to create, reflect on, and share their learning process in conjunction with teachers and family members	https://seesaw.com/terms-of-service/ https://seesaw.com/privacy-policy		
Plickers	https://plickers.com	Offshore	Plickers is an online tool that enables teachers to collect real time formative assessment data or survey responses using a device's camera to scan student response cards.	https://help.plickers.com/hc/en-us/articles/360009090913-Terms-of-Service https://help.plickers.com/hc/en-us/articles/360009090913-Plickers-Privacy		
Scratch	https://scratch.mit.edu	Offshore	Scratch is a visual programming tool and online learning community that allows users to program and share interactive media such as stories, games and animations	https://scratch.mit.edu/terms_of_use https://scratch.mit.edu/privacy_policy		
Scholastic Kids	https://kids.scholastic.com	Offshore	This service allows users to read excerpts/previews	https://www.scholastic.com/terms.htm https://www.scholastic.com/privacy.htm#kids-privacy#kidaccountregistration		
Reading Eggs	https://readingeggs.com.au	Offshore	Reading Eggs is an early childhood online literacy and numeracy education program.	https://readingeggs.com.au/terms https://readingeggs.com.au/privacy		
Quizlet	https://quizlet.com/	Offshore	Quizlet is an online learning tool that allows users to create quizzes, flash cards and games.	https://quizlet.com/tos https://quizlet.com/privacy		
Sphero EDU	https://edu.sphero.com	Offshore	Sphero EDU offers an educational hub that provides classroom STEM kits, robots, coding and activities	https://sphero.com/pages/terms-of-use https://sphero.com/pages/privacy		

Service Name	URL	Data Hosting	Purpose	Terms of use & Privacy Policy	Give Consent	No Consent
Skoolbo	https://skoolbo.com.au	Offshore	Skoolbo is a literacy and numeracy online learning program for primary school students.	https://skoolbo.com.au/terms https://skoolbo.com.au/privacy		
BrainPOP	https://brainpop.com	Offshore	BrainPOP delivers educational activities and resources to teachers and students provided through mobile apps, animated short video and related materials for Science, Learning , Technology and Engineering.	https://brainpop.com/about/terms_of_use https://brainpop.com/about/privacy_policy		
Ozobot and Ozoblockly	https://ozobot.com	Offshore	The Ozobot and OzoBlockly platforms provide opportunities to learn block code.	https://ozobot.com/terms-of-use https://ozobot.com/privacy		
Boardmaker Online	https://myboardmarker.com/Login.aspx	Offshore	Boardmaker is a symbol based special education solution which supports learning and communication in the classroom	https://myboardmaker.com/login.aspx#		
Book Creator	https://bookcreator.com	Offshore	This service allows users to create and collaborate on digital books by combining audio, visual and text elements	https://bookcreator.com/terms-of-service https://bookcreator.com/pp-row		
Get Epic!	https://getepic.com	Offshore	The purpose of this website is to provide an online library with the ability to track students' progress	https://getepic.com/tos https://getepic.com/privacy		
Read Theory	https://readtheory.org	Offshore	Read Theory is an educational platform that contains online reading comprehension and writing activities and printable worksheets for K-12.	https://readtheory.org/terms-and-conditions https://readtheory.org/privacy-policy		
Mathletics	https://login.mathletics.com	Offshore	Mathletics is a web-based platform which encourages independent learning and the development of math skills through activities, games and challenges	https://www.3plearning.com/terms https://www.3plearning.com/privacy		
Makers Empire	https://makersempire.com	Offshore	3D design and printing software for primary/middle schools featuring Makers Empire 3D	https://makersempire.com/legal-privacy		
Mathseeds	https://mathseeds.com.au	Offshore	An online numeracy education program for early childhood	https://readingeggs.com.au/terms https://readingeggs.com.au/privacy		

Insert school letterhead as image

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 consentor: _____

Signature or mark of consentor: _____

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:

A) required to be read aloud (whether in English or in an alternative language or dialect) to the person giving consent and/or:

B) 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: _____/_____/_____

Blank page please continue to next form



Dear Parent / Carer

Introduction to the State School Consent Form (attached) for Yarrabilba State School

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

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

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

Your child's student materials:

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

Purpose of the consent

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

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

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

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

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

Voluntary

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

Consent may be limited or withdrawn

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

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

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

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

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

Media sources used

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

- School website: <https://yarrabilbass.eq.edu.au>
- Facebook: <https://www.facebook.com/YarrabilbaSS>
- YouTube: N/A at time of print
- Instagram: N/A at time of print
- Twitter: N/A at time of print
- Other: N/A at time of print
- 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 school administration by email, admin@yarrabilbass.eq.edu.au.

School administration should be contacted if you have any questions regarding consent.

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: Yarrabilba State School

(d) Name to be used in association with the person's personal information and materials* (please select):

☐ Full Name ☒ First Name ☐ No Name ☐ Other Name;

*Please note, if no selection is made, only the Individual's first name will be used by the school. However, the school may choose not to use a student's name at its discretion.

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.

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.

Student Internet Access Agreement

Student

I understand that the internet can connect me to useful information stored on computers around the world.

While I have access to the Internet:

- I will use it only for educational purposes
- I will not look for anything that is illegal, dangerous or offensive
- If I accidentally come across something that is illegal, dangerous or offensive, I will
 1. (a) clear any offensive pictures or information from my screen; and
 2. (b) immediately, quietly, inform my teacher
- I will not reveal home addresses or phone numbers – mine or anyone else's
- I will not use the Internet to annoy or offend anyone else

I understand that if the school decides I have broken these rules, appropriate action will be taken. This may include loss of my Internet access for some time.

STUDENT'S NAME _____

STUDENT'S SIGNATURE _____ DATE _____

Parent or Guardian

I understand that the Internet can provide students with valuable learning experiences.

I also understand that it gives access to information on computers around the world; that the school cannot control what is on those computers; and that a very 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 finally upon responsible use by students.

I believe _____ (Name of Student) understands this responsibility, and I hereby give my permission for him/her to access the Internet under the school rules. I understand that students breaking these rules will be subject to appropriate action by the school. This may include loss of Internet access for some time.

PARENT/GUARDIAN'S NAME _____

PARENT/GUARDIAN'S SIGNATURE _____ DATE _____

Blank page please continue to next form

Sunscreen Permission Form

As a sun safe school we would like to give each student the opportunity to apply sunscreen prior to any outdoor activities, examples PE or playtime.

As some students may suffer from allergies we do require your permission to allow the students to apply sunscreen. The younger students will be supervised while applying the sunscreen to ensure they do not get it in their eyes or apply too heavily and the older students will be given the responsibility to apply their own sunscreen.

Sunscreen will be readily available in several locations throughout the school.

If you have any questions regarding please contact our school administration team.

Students Name: _____

Parent/Guardian Name: _____

Permission given to apply sunscreen at school: _____

Yes	No

Parent/Guardian Signature: _____

Date: _____

Blank page please continue to next form

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 Yarrabilba State School.

Responsibility of student to:

- attend school on every school day, on time, ready to learn and take part in school activities
- act at all times with respect and show tolerance towards other students and staff
- work hard and comply with requests or directions from the teacher and principal
- abide by school expectations and student code of conduct ,
- meet homework requirements and;
- wear the school uniform
- respect school property.

Responsibility of parents to:

- ensure your child attends school on every school day and inform school of reason for any absence
- attend open meetings for parents
- let the school know if there are any problems that may affect your child's ability to learn
- ensure your child completes homework regularly in keeping with the school's homework policy
- treat school staff with respect and tolerance
- support the authority and discipline of the school enabling my child to achieve maturity, self- discipline and self-control
- not allow your child to bring dangerous or inappropriate items to school
- abide by school's policy regarding access to school grounds before, during and after school hours
- advise Principal if your student is in the care of the State
- keep the school informed of any changes to student's details, such as student's home address and phone number.

Responsibility of school to:

- develop each individual student's talent and skills as fully as possible
- inform parents and carers regularly about how their children are progressing
- inform students, parents and carers about what the teachers aim to teach the students each term
- teach effectively and set the highest standards in work and behaviour
- take reasonable steps to ensure the safety, happiness and self-confidence of all students
- be open and welcoming at all reasonable times and offer opportunities for parents and carers to become involved in the school community
- clearly articulate the school's expectations regarding the Student code of conduct for Students and the school's Dress Code policy
- ensure that the parent is aware of the school's record keeping and reporting processes
- ensure that parents and carers are aware that the school does not have personal accident insurance cover for students
- set, mark and monitor homework regularly in keeping with the school's homework policy
- contact parents and carers as soon as is possible if the school is concerned about the child's school work, behaviour, attendance or punctuality
- deal with complaints in an open, fair and transparent manner
- treat students and parents with respect and tolerance.

Enrolment Agreement

Student Name: _____ Year: _____

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

Please tick:

☐ Student Code of Conduct (see link on school website below):

<https://yarrabilbass.eq.edu.au/SupportAndResources/FormsAndDocuments/Documents/2024-25%20Student%20Code%20of%20Conduct%20-%20signed.pdf#search=code%20of%20conduct>

☐ Parent and Community Code of Conduct (see link on school website below):

<https://yarrabilbass.eq.edu.au/SupportAndResources/FormsAndDocuments/Documents/Policies%20and%20procedures/parent-code-of-conduct.pdf#search=code%20of%20conduct>

☐ Online Services Consent Form (attached to this application, signed by parent/carer)

☐ State School Consent Form (attached to this application, signed by parent/carer)

☐ Student Internet Access Agreement (attached to this application, signed by parent/carer)

☐ Sunscreen Permission Form (attached to this application, signed by parent/carer)

☐ Complaints Management Policy (see link on school website below):

<https://yarrabilbass.eq.edu.au/SupportAndResources/FormsAndDocuments/Documents/Enrolment%20form/YSS%20Complaints%20Management%20Process.pdf#search=complaints>

I acknowledge:

- That I have read and understood the responsibilities of the student, parents or carers and the school staff outlined above; and
- That information about the school's current rules, policies, programs and services, as outlined above has been provided and explained to me.

Student signature

Parent/carer signature

On behalf of Yarrabilba State School

Additional Support Needs

Please complete if your child has any additional needs that may have a functional impact on their schooling:

Student Name:	
(Prep Only) Current Kindergarten/Day Care:	
Suburb:	How long have they been attending?
Parent / Caregiver Name:	

List all known diagnosed medical conditions or disabilities below and provide a copy of any documentation from their medical team. If you are currently undergoing evaluation or in talks with your GP please include these details.

Diagnosed medical / disability condition	Date diagnosed	Documentation available
		YES / NO
		YES / NO
		YES / NO
		YES / NO
		YES / NO
Other concerns:		

Describe the types of support your child has received in the past (Literacy/Numeracy Support):

Learning Support	Description of Support
Reading	
Writing	
Numeracy	
EAL/D (Language other than English)	
Guidance Officer <input type="checkbox"/>	Speech pathologist <input type="checkbox"/> Occupational therapist <input type="checkbox"/> Physiotherapist <input type="checkbox"/>
Other	

Please describe any additional support requirements:

e.g., Self-care/toileting needs

Blank page please continue to next form



Parents & Citizens Association

Yarrabilba State School

1-35 Darnell Street, Yarrabilba, QLD, 4207

pandc@yarrabilbass.eq.edu.au

yarrabilbass.eq.edu.au

ABN: 83 251 134 261

Volunteer Expression of Interest

Name:

Address:

Phone:

Email:

I am Interested in Volunteering:

- ☐ *During School Hours – Please Specify Availability*
- ☐ *Before or After School*
- ☐ *Tasks That Could Be Completed Outside School / From Home*
- ☐ *Café Crunch (Separate to the P&C)*

I Would Like To:

- ☐ *Volunteer/Nominate for an Executive Committee Role (Roles Available at AGM)*
- ☐ *Volunteer for a Subcommittee/Working Group Role:*
 - ☐ *Fundraising Working Group*
 - ☐ *Safe School Travel (SafeST Committee)*
- ☐ *Attend Monthly General Meetings*
- ☐ *Volunteer at Events/Fundraisers*

I Have a Special Area of Interest/Skill That Could Be Useful I.e. First Aid/CPR Certified Training

.....

I Am A:

- ☐ *Parent/Caregiver of a Student Attending Yarrabilba State School*
- ☐ *Community Member Aged 18 Years or Over (Blue Card Requirements May Apply)*

I Agree to be Bound by the Constitution of the P&C and by All Valid Resolutions Passed by the Association.

I Agree to be Contacted Regularly by YSS P&C.

I Agree to Work Within the Boundaries of the Education (General Provisions) Act 2006.

I Agree to be Bound by the Code of Conduct for P&C Associations - Inclusive of the Following:

- ***Respect Confidentiality and Information Privacy***
- ***Act with Courtesy and Demonstrate Respect for all Persons***
- ***Act in the Best Interests of the Total School Community at all Times***

Signature:

Date:

“A dedicated group of people working together in a strong community with a shared goal and a common purpose can make the impossible – possible”



Application for P&C Membership for 2026 Yarrabilba State School P&C Association

Please Complete and Return to the Office
Memberships Can Be Submitted Without Attending a P&C Meeting

Name:

Address:

Home phone:

Mobile phone:

Email address:

I am:

- ☐ a parent of a student attending the school
- ☐ a staff member of the school
- ☐ an adult interested in the school's welfare, and my date of birth is: _____.

I am:

- ☐ applying for new membership
- ☐ renewing my membership.

I apply for membership to the Yarrabilba State School Parents and Citizens' Association and I undertake to:

- a) promote the interests of and facilitate the development and further improvement of the School and the good order and management of the School; and
- b) comply with the constitution of the P&C Association, including the P&C Association Code of Conduct as specified on the next page and Schedule 2 of the constitution, and any valid resolutions passed by the Association.

Signature:

Date:

P&C Secretary Use

Date received:/...../..... Date accepted:/...../.....

Secretary's signature: Entered in P&C Register: ☐

CODE OF CONDUCT FOR YARRABILBA S.S. P&C ASSOCIATION

This Code of Conduct clarifies the expected standards of all P&C Association members. It has been adopted to aid all members of our school community to work as a cohesive group in partnership with the school.

The Code is intended to promote and maintain the highest standard of ethical behaviour by P&C Association members. Members of a P&C Association should adhere to the Code of Conduct at all times. This Code applies to each member of a P&C Association.

P&C Association members are to:

- act in the best interest of the total school community at all times
- conduct and present themselves in a professional manner and act ethically and with integrity at all times
- act with courtesy and demonstrate respect for all persons, whether fellow P&C Association members, school staff, parents/carers, students, community members
- remain objective and avoid personal bias at all times
- represent all members of the school community
- engage the school and wider community in developing and effecting school priorities, policies and decisions in a manner that is consultative, respectful and fair
- declare any conflicts of interest and not misuse their office to advance individual views or for personal gain
- make fair, transparent and consistent decisions
- provide objective and independent advice
- listen and be tolerant of the views and opinions of others, even if those views and opinions differ from their own
- treat official information with care and use it only for the purpose for which it was collected or authorised
- respect confidentiality and information privacy (about the school, community members, staff or students) at all times and not disclose confidential information
- not use confidential or privileged information to further personal interests
- be responsive to the requirements of the school community
- seek to achieve excellence in educational outcomes for all students at the school
- listen and respond to issues and concerns regarding strategy and policy
- work within the boundaries of the Education (General Provisions) Act 2006, the Education (General Provisions) Regulation 2006 and the Department of Education and Training's policies and procedures relevant to P&C Association operations.

Blank page please continue to next form



Yarrabilba
STATE SCHOOL

1-35 Darnell Street, Yarrabilba Qld 4207

Phone: 07 5670 7333

Email: admin@yarrabilbass.eq.edu.au

Website: yarrabilbass.eq.edu.au

Thank you for completing the application please save these documents and email along with the required supporting documents as stated in the Checklist to:

admin@yarrabilbass.eq.edu.au

Should you require assistance you can contact the office on the above number or our office hours are:

Monday to Friday

8am – 3pm

School terms.

Staff will be in contact once your application has been processed with regards to interviews and progressing your enrolment.



Together Believing - Together Achieving