

# Pioneer State High School

## Application for Student Enrolment Senior Secondary

**Student name:** \_\_\_\_\_

**Date of birth:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Sex:**                      Male              Female

Revised May 2020



**Pride | Honesty | Success**

Dear prospective students and families

Welcome to our school. Pioneer is a school that lives up to its name - we truly are a pioneering learning community, committed to innovation and continuous improvement.

Our vision is to be partners in learning for the twenty-first century in an innovative, inclusive and caring community. This statement captures our desire to work together to prepare students for the exciting, challenging and rapidly changing future in which they will live and work. In enacting our vision, we strike a balance between, on the one hand, preserving proud traditions and instilling important values and, on the other, providing an innovative and responsive curriculum based on the latest educational research and world best practice.

Since its foundation in 1986, Pioneer has forged a reputation for excellence in a range of fields, across academia, the arts and sport. Our innovative LEAP program provides unique enrichment opportunities for Junior Secondary students in partnership with CQ University. Our school is part of the Queensland Minerals and Energy Academy, providing exciting opportunities for students to learn about and engage with the booming mining industry. Pioneer's Arts programs allow students to excel in drama, music, dance, visual art and film and television. Our Future Stars program provides coaching for high-performing athletes and our students have enjoyed success in a diverse range of sports, including futsal, soccer, touch and volleyball.

Pioneer is an inclusive and caring community. Each student is assigned to a Care Class and their Care Teacher provides ongoing pastoral care and support. Students and Care Teachers in each year level are supported by a Year Coordinator, who oversees a proactive Student Wellbeing curriculum and assists students in their positive engagement at school. The school also has a wide range of support personnel to assist students. Our school uses the highly acclaimed Positive Behaviour Support (PBL) program to teach responsible and positive behaviour and to ensure that we provide a safe and supportive learning environment for all students.

While our school is built on strong traditions, Pioneer is a school of innovation and we are always seeking to provide new opportunities and embrace new ideas to ensure that every student is prepared for a fulfilling life and rewarding career in an increasingly complex and competitive world. Pioneer is a mindful community, committed to enhancing students' use of the Habits of Mind: sixteen powerful habits that support thoughtful and intelligent action. Pioneer is implementing a rigorous and research-based teaching and learning framework to ensure a consistent, evidence-based and best-practice approach to teaching in all areas of the school.

I invite you to join our community on our journey of learning and innovation.

Best wishes



Matthew Horton  
Principal

# Welcome to our school

## Important information on how to enrol:

This Application for Enrolment form must be completed and submitted to the school before any enrolment application can be processed and approved the process is outlined below.

For all enrolments, the student and a parent or caregiver are required to attend an enrolment interview with the Principal or a representative of the Principal. An appointment for an interview can be made by contacting the school office on 07 4955 9222 or emailing [the.principal@pioneershs.eq.edu.au](mailto:the.principal@pioneershs.eq.edu.au).

The completed *Application for Enrolment* form along with an original birth certificate, proof of residence and other required documentation should be brought to the interview.

At the interview, key school policies and expectations will be explained to the student and their parent/caregiver.

- Responsible Behaviour Plan for Students
- Student Dress Code
- Homework Policy
- School charges and voluntary contributions
- Student usage of internet, intranet and extranet
- Absences
- School excursions
- Consent to use copyright material, images, recordings or name
- Appropriate use of mobile telephones and other electronic equipment

Parents/caregivers will be notified once the enrolment has been processed and will be advised as to whether or not the enrolment has been approved.

It should be noted that mature age students will require a positive Child Protection “Blue Card” notice. The enrolment of international students must be processed through Education Queensland International.

## Documentation required for your interview:

At the enrolment interview, you must have:

- This form completed
- The latest available **School Report Card** from the prospective student’s previous school
- If in Year 10, 11 or 12, a copy of the student’s SET Plan
- If applicable, a copy of the current **Court Order** or registered parenting plan that contains the limitation(s) in relation to access
- Confirmation of the principal place of residence, for example a rates notice, lease or driver’s licence
- An original **Australian Birth Certificate** for the prospective student or, where it is not possible to obtain a birth certificate, an original Australian Citizenship Certificate (student or parent), passport, or some other appropriate form of identification
- A copy of the prospective student’s passport and visa and confirmation of date of arrival in Australia for all international students



## Documentation required for your interview:

At the enrolment interview, you must have:

- this form completed;
- the latest available **School Report Card** from the prospective student's previous school;
- if applicable, a copy of the current **Court Order** or Registered Parenting Plan that contains the limitation(s) in relation to access;
- confirmation of the principle place of residence, for example a rates notice, lease or driver's licence;
- an original Australian **Birth Certificate** for the prospective student or, where it is not possible to obtain a birth certificate, an original Australian Citizenship Certificate (student or parent), passport, or some other appropriate form of identification.
- a copy of the prospective student's passport and visa and confirmation of date of arrival in Australia for all international students
- if your child has a **disability**, please inform the school of this so a member of the school's students with disabilities support team can be present of the enrolment interview



## How Can We Help?

To allow us to best meet your child's learning needs, can you tell us if they meet any of the following identifiers:

### Is your child?

- ☐ **Indigenous**
- ☐ A student with a **disability**. Details: \_\_\_\_\_
- ☐ On an **ICP** (an Individual Curriculum Plan)
- ☐ A student who was accessing **learning support** at their last school
- ☐ A student who has English as a second or additional language
- ☐ A student who has **specific medical needs** (e.g. allergies, diagnosed disease or condition)
- ☐ With any other specific need that is not listed above. Please specify below:

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# Pioneer State High School

## Compulsory Participation Agreement

### YEAR 11 & 12

I, \_\_\_\_\_ (STUDENT) and \_\_\_\_\_ (my PARENT / CAREGIVER), agree to abide by the conditions of the Compulsory Participation phase.

- I have been made aware of the meaning of Compulsory Participation phase and the obligations of both the student and the parent.
- We understand that each parent/caregiver of a young person in the compulsory participation phase MUST ensure the young person is participating full-time in an eligible option, unless the parent/caregiver has a reasonable excuse.
- It has been explained to me of all eligible options I could be involved with during the Compulsory participation phase. (An eligible option is a recognised education or training program or course, offered by a recognised provider, which will enable a young person to gain a senior certificate and/or a Certificate III or IV). Eligible options and providers are listed in the following table:

Eligible Option	Provider
an educational program provided under the <a href="#">Education (General Provisions) Act 2006 (Qld)</a>	a State school
an educational program provided under the <a href="#">Education (Accreditation of Non-State Schools) Act 2001 (Qld)</a>	a non-State school
a higher education course under the <a href="#">Higher Education (General Provisions) Act 2008 (Qld)</a>	a university or non-university provider
a course of vocational education and training provided under the <a href="#">Vocational Education, Training and Employment Act 2000 (Qld)</a>	a TAFE institute or registered training organisation
an apprenticeship or traineeship under the <a href="#">Vocational Education, Training and Employment Act 2000 (Qld)</a>	a registered training organisation
a departmental employment skills development program under the <a href="#">Vocational Education, Training and Employment Act 2000 (Qld)</a>	the Vocational Education, Training and Employment chief executive

- If I want to begin the Compulsory participation phase of my education at Pioneer SHS, I understand that I am in effect re-enrolling at the school, and so agree to meet the expectations as outlined in the Senior School Enrolment Agreement of Pioneer SHS.

STUDENT: \_\_\_\_\_

DATE: \_\_\_\_\_

PARENT/CAREGIVER: \_\_\_\_\_

DATE: \_\_\_\_\_

TEACHER/INTERVIEWER: \_\_\_\_\_

DATE: \_\_\_\_\_

# Senior Student Enrolment Agreement

## Pioneer State High School

### **Commitments of the student re-enrolling into Senior school:**

#### *Attend school on a regular basis*

- Senior students must have no more than **five days** of unexplained absences per semester. In particular, senior students need to understand that their absences need to be explained and will lose entitlement to graduation, permission to attend formal and may have their enrolment cancelled. **Only the Principal has the authority to approve absences.**

#### *Demonstrate acceptable behaviour and with the school's uniform, jewellery, mobile phone and motor vehicle policies*

- Senior students must meet the school's behaviour, uniform, mobile phone and motor vehicle guidelines as set out in the Student Planner and/or other school documentation. Any Senior student who does not consistently meet these standards will not have met the school's expectations.

#### *Successful completion of education program*

- Senior students are expected to meet all commitments regarding assessment, including the timely submission of drafts.
- Students commit to bring the required equipment for curricular and/or workplace health and safety reasons, and attend all practical activities and camps as outlined in the Senior subject selection handbook. Failure may result in forced change of subject and/or cancellation of enrolment.

#### *Payment of school fees*

- Senior students are expected to pay school fees at the start of the school year, or have a payment plan in place to cover the cost of the school fees.

### **Consequences**

If a Senior student fails to meet the commitments as outlined above, the following consequences may be enacted by the school's administration:

- Participation in 'invitation only' events, specifically Year 11 Leadership Camp, Senior Leadership positions, Year 12 Mocktails and Year 12 Formal will only be offered to Senior students who consistently meet the school's expectations as outlined above.
- Senior students who are failing a subject, or who have failed to hand in a draft of their assessment for a subject, will be required to attend After School Assessment Catch-up sessions until, at the discretion of their teacher, they have made the necessary commitments to improving their chances of success in the subject.
- Senior students will not be able to collect their senior jerseys until they have shown evidence of a payment plan in place to pay for school fees.
- The school will give Notice of Cancellation of Enrolment to senior students who consistently fail to meet the academic, industry and attendance standards (including attendance to after school catch-ups) expected of post-compulsory students.

I agree to the above commitments made by both myself and the school to ensure that I have the best chance possible of meeting my post-school goals.

Student Name: .....

\_\_\_\_\_  
Student

\_\_\_\_\_  
Parent/Caregiver

\_\_\_\_\_  
On behalf of Pioneer SHS

# 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.

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. 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* (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, sex 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.

## ENTITLEMENT TO ENROLMENT

Under the EGPA 2006, an applicant for enrolment at a state school must be enrolled if they are entitled to enrolment. While not exhaustive, the following matters may affect an applicant's entitlement to enrolment at a state school:

- failure to adequately complete this enrolment form
- if the school has an 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 applicant is not of correct age for enrolment (relates to Preparatory Year and Years 1 to 6)
- the applicant has been excluded or cancelled from enrolment or is subject to suspension from a state school at the time of the application
- the school is a state special school and the applicant does not meet the criteria for enrolment in a special school
- the school principal reasonably believes that the applicant presents an unacceptable risk to the safety or wellbeing of members of the school community (application is referred to Director-General)
- the proposed enrolment requires approval as part of a flexible arrangement under s.183 of the EGPA 2006, 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 applicant must obtain approval from the Chief Executive via Education Queensland International (EQI) to enrol).

Office use only							
Date enrolled	/ /		Year level	Roll Class	EQ ID		
Independent student	Yes <input type="checkbox"/> No <input type="checkbox"/>			Birth certificate/passport sighted, number recorded and DOB confirmed		Yes <input type="checkbox"/> No <input type="checkbox"/> Number:	
Is the prospective student over 18 years of age at the time of enrolment				Yes <input type="checkbox"/> No <input type="checkbox"/>			
If yes, is the prospective student exempt from the mature age student process?				Yes <input type="checkbox"/> No <input type="checkbox"/>			
If no, has the prospective mature age student consented to a criminal history check?				Yes <input type="checkbox"/> No <input type="checkbox"/>			
School house/team				EAL/D support		Yes <input type="checkbox"/> No <input type="checkbox"/> To be determined	
FTE	Associated unit			Visa and associated documents sighted		Yes <input type="checkbox"/> No <input type="checkbox"/>	
EQI category				SV – student visa TV – temporary visa DS – dependent – parent on student visa		EX – exchange student DE – distance education	

Uncontrolled copy. Refer to the Department of Education Policy and Procedure Register at <http://ppr.det.qld.gov.au> to ensure you



## PROSPECTIVE STUDENT DEMOGRAPHIC DETAILS

Legal family name* (as per birth certificate)			
Legal given names* (as per birth certificate)			
Preferred family name		Preferred given names	
Sex*	Male      Female	Date of birth*	____ / ____ / ____
Copy of birth certificate available to show school staff*	Yes      No	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. For international students approved for enrolment by EQI, a passport or visa will be acceptable.	
For prospective mature age students, proof of identity supplied and copied*	Yes      No	Prospective mature age students must provide photographic identification which proves their identity: <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?	Yes      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?	Yes      No	If yes, provide name of sibling, year level, date of birth, and school	Name:	
			Year Level	
			Date of birth	____ / ____ / ____
			School	

## 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				

## FAMILY DETAILS

Parents/carers	Parent/carer 1					Parent/carer 2				
Family name*										
Given names*										
Title	Mr	Mrs	Ms	Miss	Dr	Mr	Mrs	Ms	Miss	Dr
Sex	Male	Female				Male	Female			
Relationship to prospective student*										
Is the parent/carer an emergency contact?	Yes	No				Yes	No			

## FAMILY DETAILS (continued)

Parents/carers	Parent/carer 1	Parent/carer 2
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		
Employer name		
Occupation		
What is the occupation group of the parent/carer?	(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')	(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')
Country of birth		
Country of residence		
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)	No, English only Yes, other – please specify _____ Needs interpreter? Yes No	No, English only Yes, other – please specify _____ Needs interpreter? Yes No
Is the parent/carer an Australian citizen?	Yes No	Yes No
Is the parent/carer a permanent resident of Australia?	Yes No	Yes No
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 primary or secondary school 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 primary or secondary school parent/carer 2 has completed? (For people who have never attended school, mark 'Year 9 or equivalent or below')
Year 9 or equivalent or below		
Year 10 or equivalent		
Year 11 or equivalent		
Year 12 or equivalent		
Parent/carer non-school education	What is the level of the <i>highest</i> qualification parent/carer 1 has completed?	What is the level of the <i>highest</i> qualification parent/carer 2 has completed?
Certificate I to IV (including trade certificate)		
Advanced Diploma/Diploma		
Bachelor degree or above		
No non-school qualification		

PROSPECTIVE STUDENT ORIGIN DETAILS			
Origin	Queensland/interstate/overseas		
Origin type	Childcare centre or kindergarten/Prep/primary/secondary/VET/other		
Previous school/other location			
Previously employed	Yes	No	Full-time Part-time

INDIGENOUS STATUS			
Is the prospective student of Aboriginal or Torres Strait Islander origin?	No	Aboriginal	Torres Strait Islander Both Aboriginal and Torres Strait Islander

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

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

PROSPECTIVE STUDENT LANGUAGE DETAILS	
Does the prospective student speak a language other than English at home?	No, English only Yes, other – please specify _____

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

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

NOTE: A permanent resident will have a passport with a permanent residency visa inside worded 'Holder(s) permitted to remain in Australia indefinitely'.

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			

# **EMERGENCY CONTACT DETAILS** (Other emergency contact details if parents/carers listed previously are not emergency contacts or cannot be contacted)\*

	Emergency contact	Emergency contact
<b>Name</b>		
<b>Relationship</b> (e.g. aunt)		
<b>1<sup>st</sup> phone contact number*</b>	Work/home/mobile	Work/home/mobile
<b>2<sup>nd</sup> phone contact number*</b>	Work/home/mobile	Work/home/mobile
<b>3<sup>rd</sup> phone contact number*</b>	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 medication during school hours, an Individual Health Plan, including Emergency Health Plan if relevant, or Authority to Administer Medication Form will need to be completed each year and retained at the office.

<b>No known medical conditions</b>	<input type="checkbox"/>
<b>Medical condition (including allergies/sensitivities), symptoms and management</b> (please refer to the list of Medical Condition categories provided)	
<b>Medical condition (including allergies/sensitivities), symptoms and management</b> (please refer to the list of Medical Condition categories provided)	
<b>Medical condition (including allergies/sensitivities), symptoms and management</b> (please refer to the list of Medical Condition categories provided)	
<b>Does the prospective student require any medical aids or devices (such as glasses, contact lenses, prosthetics or orthotics)?</b> This is for the purpose of informing planning for school activities such as sport and school excursions.	<b>No</b> <b>Yes, please specify</b>
<b>Name of prospective student's medical practitioner</b> (optional)	<b>Contact number of medical practitioner</b>
<b>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)?</b> (answer only if medical practitioner details have been provided above)	<b>Yes</b> <b>No</b>
<b>Medicare card number</b> (optional)	<b>Position Number</b>
<b>Cardholder name</b> (if not in name of prospective student)	
<b>Private health insurance company name</b> (if covered) (optional)	<b>Private health insurance membership number</b> (leave blank if company name is not provided)

## 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?	Yes	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	

### Family Court Orders\*

Are there any current orders made pursuant to the <i>Family Law Act 1975</i> 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	/ /

## TRAVEL DETAILS

Mode of transport to school	Walk	Car	Bus	Bicycle	Train
	Other _____				

## 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
Signature			
Date	/ /	/ /	/ /

## Parental occupation groups for use with parent/carers details

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

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

**Public service manager** [section head or above], regional director, health/education/police/fire services administrator **Other administrator** [school principal, faculty head/dean, library/museum/gallery director, research facility director] **Defence Forces** commissioned officer

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

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

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

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

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

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

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

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

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

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

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

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

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

**Defence Forces** senior Non-Commissioned Officer.

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

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

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

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

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

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

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

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

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

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

**Office assistants, sales assistants and other assistants:**

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

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

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

**Labourers and related workers**

**Defence Forces** ranks below senior NCO not included above

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

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

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

## State Schools Standardised Medical Condition Category List

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 7).

## Entitlement to enrolment

Under the *Education (General Provisions) Act 2006 (Qld)* a state school must enrol an applicant if they are entitled to enrolment. While not exhaustive, a list of matters which may affect an applicant's entitlement to enrolment are included on the front cover of the enrolment form.

**Questions which must be answered\*** The Application for Student Enrolment Form contains a number of questions marked with an (\*) which must be answered. These include – Prospective student demographic details, Prospective student address details, Family details, Religion – Religious Instruction, Country of birth, Emergency contact details, Prospective student medical information, Court orders and the Application to enrol. These questions and 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.

## Parent's occupation and education

All parents across Australia, no matter which school their child attends, are being 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.

## Sighting of birth certificate

Schools are required to sight a prospective student's birth certificate. An alternative to a birth certificate will be considered where it is not possible to obtain a birth certificate (e.g. person born in a country without a birth registration system – passport or visa documents will suffice). Prospective mature age students that provide appropriate photographic proof of identity do not need to present a birth certificate.

## 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).

## Evidence of Prospective Student's Immigration Status

This section is required to be completed when a prospective student is not an Australian citizen and information is required to be recorded about their passport and visa.

## Medical information and emergency contacts

A prospective student's medical condition, symptoms, management and medication/s must be documented. Medical conditions may include (but are not limited to) seizures/epilepsy, fainting, diabetes, asthma, heart problems, anaphylaxis and allergies (such as food or insect stings). Parents must indicate if they are an emergency contact.

Three additional emergency contacts are also required.

**Religion - Religious Instruction** Applicants are asked if they would like the prospective student to participate in 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.

## Office use

This section is to be completed by the school and will assist in documenting specific details in relation to enrolment, including confirmation of the sighting of documentary evidence such as a prospective student's birth certificate, passport or visa and prospective student's mature age



### DISABILITY

There are six areas of disability identified by Education Queensland to ensure that appropriate support is provided.

**Does the student have an identified disability?**

- |  |   |
|--|---|
| <input type="checkbox"/> Autism, ASD             | <input type="checkbox"/> Physical impairment        |
| <input type="checkbox"/> Intellectual Impairment | <input type="checkbox"/> Vision impairment          |
| <input type="checkbox"/> Hearing Impairment      | <input type="checkbox"/> Speech Language Impairment |

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

.....

.....

.....

.....

A follow-up meeting will be arranged with the Head of Special Education Program

### EMERGENCIES, ABSENCES AND SCHOOL POLICIES

1. I will be responsible for all medical expenses incurred should my student become ill or have an accident either 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 Casualty Section of the Mackay Base 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 allow any qualified practitioner to administer an anaesthetic or authorise a blood transfusion if a medical emergency arises, unless I advise the school otherwise, in writing.
6. I will telephone the school in the event that my student is absent and will provide a note on the student's return.
7. I understand that if my student has an unexplained absence, the school may request full details.
8. I will comply with the school standards and expectations as outlined in school policies.

**Signature:**

Parent/Caregiver 1 / Independent Student

Parent/Caregiver 2

**Date:**

## 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 Pioneer State High School


### ***Responsibility of student to:***

- attend school regularly, 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 rules, meet homework requirements and wear school's uniform
- respect the school environment
- uphold the school's code STAR expectations:
  - act **S**afely in all circumstances
  - **T**ake responsibility for their own learning and their own behaviour
  - **A**rrive on time, prepared for class, ready to learn and participate in school activities
  - **R**espect him/herself, others and their environment

### ***Responsibility of parents to:***

- attend open evenings for parents
- let the school know if there are any problems that may affect your child's ability to learn
- inform school of reason for any absence
- treat school staff with respect and tolerance
- support the authority and discipline of the school enabling your child to achieve maturity, self-discipline and self-control
- abide by school's policy regarding access to school grounds before, during and after school hours
- 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
- inform school if your child's living arrangements change and provide details of new home address and phone number

### ***Responsibility of school to:***

- develop each individual student's talent 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 to 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 responsible behaviour plan for students and the school's dress code policy
  - ensure that parents and carers are aware of the school's insurance arrangements and accident cover for students
  - 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
  - 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
  - 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
  - consult parents on any major issues affecting students
  - treat students and parents with respect and tolerance
- 

I accept the rules and regulations of Pioneer State High School as stated in the school policies:

- ☐ Responsible Behaviour Plan for Students
- ☐ Student Dress Code
- ☐ Homework Policy
- ☐ School Charges and voluntary contributions
- ☐ Student usage of internet, intranet and extranet
- ☐ Absences
- ☐ School Excursions
- ☐ Consent to use Copyright Material, Image, Recording or Name
- ☐ Appropriate Use of Mobile Telephones and other Electronic Equipment by Students

Copies of relevant policies are available through the school's website or from the school office. Relevant policies are also outlined in the Student Planner provided to all students.

I acknowledge that information about the school's current programs and services has been explained to me.

Student Signature:	
Parent/Carer Signature:	
On behalf of Pioneer SHS:	

## UNIQUE STUDENT IDENTIFIER – USI CREATION FORM

A Unique Student Identifier (USI) is a reference number that gives students access to their own private account. It will allow students to see all of their own VET training results. It will also ensure that students' VET records are not lost. This USI will stay with the student for life, and thus needs to be recorded somewhere safely.

***Please complete either Section 1 or Section 2 and return this form to the office.***

### **SECTION 1**

STUDENT'S FULL NAME: \_\_\_\_\_

IF YOU ALREADY HAVE A USI PLEASE RECORD IT:

IF YOU DON'T HAVE A USI. You can create own USI by going to [www.usi.gov.au](http://www.usi.gov.au)

IF YOU HAVE FORGOTTEN YOUR USI. You can retrieve it by going to [www.usi.gov.au](http://www.usi.gov.au)

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### **SECTION 2.**

**IF YOU WOULD LIKE THE SCHOOL TO CREATE A USI FOR YOU.**

I \_\_\_\_\_ (student's name) give consent for Pioneer SHS to create a USI on my behalf.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have **attached** a copy of one of the following forms of identification:

- ☐ Driver's Licence
- ☐ Birth Certificate (Australian) \*please note a Birth Certificate extract is not sufficient
- ☐ Australian Passport
- ☐ Visa (with Non-Australian Passport) for international student
- ☐ Medicare Card

NAME OF STUDENT *(as shown on Medicare card)*: \_\_\_\_\_

MEDICARE CARD NUMBER:

INDIVIDUAL REFERENCE NUMBER: \_\_\_\_\_

CARD COLOUR: \_\_\_\_\_ DATE: \_\_\_\_\_

CARD COLOUR: \_\_\_\_\_ EXPIRY DATE: \_\_\_\_\_

*Please complete the following details and questions over the page*

FIRST NAME: \_\_\_\_\_

MIDDLE NAME: \_\_\_\_\_

FAMILY NAME: \_\_\_\_\_

DATE OF BIRTH:    DATE \_\_\_\_\_ MONTH \_\_\_\_\_ YEAR \_\_\_\_\_

TOWN OF BIRTH: \_\_\_\_\_

COUNTRY OF BIRTH: \_\_\_\_\_

GENDER:                      MALE                      FEMALE                      (Circle)

EMAIL ADDRESS: \_\_\_\_\_

MOBILE NUMBER: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SUBURB: \_\_\_\_\_

TOWN: \_\_\_\_\_

STATE: \_\_\_\_\_ POSTCODE: \_\_\_\_\_

## CREATE A PASSWORD

(Must have at least 9 Characters and contain letters, numbers, and symbols !@#\$%^&\*)

Password: \_\_\_\_\_

**GIVE THE ANSWER THE FOLLOWING QUESTIONS**

1. What Primary School did you attend?

---

2. What language is mainly spoken in your family?

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# PIONEER STATE HIGH SCHOOL

## Introduction to the State School Consent Form (attached) for Pioneer 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* 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://pioneershs.eq.edu.au>
- Facebook: <https://www.facebook.com/PioneerStateHighSchool/>
- 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:

The Principal  
[principal@pioneershs.eq.edu.au](mailto:principal@pioneershs.eq.edu.au)  
4955 9222

The Principal should be contacted if you have any questions regarding consent.

**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 (Student Name): ..... (b)

Date of birth: .....

(c) Name of school: **Pioneer State High 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 (Parent/Carer).....

Signature or mark of consenter .....

Date .....

Signature or mark of student (if applicable) .....

### **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

### ► **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.



**For Secondary School Curriculum**

**Participation**

The Student Resource Scheme (SRS) provides parents with a convenient and cost-effective way to access educational resources their children need for school. These resources supplement the school's resources and enhance students' learning experience at school.

Pioneer State High School has developed a Student Resource for Years 7 - 12.  
For more information regarding the SRS please see [www.pioneershs.eq.edu.au](http://www.pioneershs.eq.edu.au)

**Please indicate your intention to participate or not by selecting "yes" or "no" and completing the information in the relevant box below:**

☐ **Yes**

I wish to participate in the above-named Student Resource Scheme for the duration of my child's enrolment at the school. I have read and understand the Terms and Conditions (see reverse) and agree to abide by them and to pay the annual participation fee. I understand that the school will publish information about the SRS costs and inclusions each year. I understand that I can opt out of SRS participation in any year by completing a new Participation Agreement Form before the invoice due date.

**I wish to make payment each year by:**

☐ A single payment for the full year's fee

☐ Term instalments (paid over the first 3 terms)

☐ An instalment plan as negotiated with the school (e.g. via direct debit, centrepay or other payment method)

**Contact PSHS on 4955 9222**

☐ I am experiencing financial hardship and wish to meet with the school to discuss my options (see clauses 10-14 overleaf)

☐ **No**

I do not wish to participate in the above-named Student Resource Scheme. I have read and understand the Terms and Conditions (see reverse).

I understand I must provide my child with all items that would otherwise be provided to my child by the SRS as detailed on the information provided by the school.

I understand that if my child is eligible for the Textbook and Resource Allowance (TRA) the school will contact me. For more details regarding the TRA and eligibility criteria enter "Textbook and Resource Allowance" into the search tool on the Department's Policy and Procedure Register at <http://ppr.det.qld.gov.au>

I understand that I can choose to join the SRS in future years by completing a new Participation Agreement Form.

**Student Details**

I agree to the above made selection, until such point as I inform the school otherwise

Student name: \_\_\_\_\_

Year level: \_\_\_\_\_

Parent name: \_\_\_\_\_

Parent signature: \_\_\_\_\_

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

School use only:

[Insert tracking information you wish to include for administrative purposes or delete textbox as appropriate]

Negotiated instalments: \_\_\_\_\_ Approved by: \_\_\_\_\_

# Terms and conditions of the Student Resource Scheme

The Department of Education collects this information in accordance with section 51 of the *Education (General Provisions) Act 2006* ("the Act") 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.

## Definitions

1. Reference to a "parent" is in accordance with the definition in the Act and refers equally to an independent student.

## The Student Resource Scheme (SRS)

2. The cost of providing instruction, administration and facilities for the education of students enrolled at state schools is met by the State.
3. The school is not responsible for providing textbooks, in-class consumables and personal resources for students.
4. The SRS enables parents to access certain resources, as detailed by the school, for an annual fee.
5. Participation in the SRS is optional: parents are under no obligation to participate.

## Textbook and Resource Allowance (TRA)

6. The State provides the TRA annually to parents of eligible secondary students to assist with the costs of education.
7. The TRA is paid to the school based on enrolment data and will reduce the cost of participating in the SRS.
8. Parents who choose NOT to participate in the SRS and whose children are eligible for the TRA have the option to receive the TRA as a credit to their child's school account or directly from the school.

## Parents and Citizens' (P&C) Association support of the SRS

9. All parents are invited to participate in the annual meeting of the P&C Association at which the income and expenditure report is presented and the proposed SRS inclusions and fees are tabled for approval.

## Parents experiencing financial hardship

10. Principals may vary payment options and/or waive all or part of the participation fee for parents experiencing financial hardship.
11. Parents experiencing financial hardship who wish to participate in the SRS should contact the Principal to discuss options.
12. The onus of proof of financial hardship is on the parent.
13. The school may require annual proof of continuing financial hardship.
14. All discussions will be held in the strictest confidence.

## Parents participating in the SRS

15. Parents indicate whether or not they wish to participate in the SRS by completing this Participation Agreement Form.
16. [An] invoice/s for the amount of the annual participation fee will be issued to the parent providing consent to participate in the SRS.
17. This agreement is for the duration of the student's enrolment at the school, unless a new Participation Agreement Form is completed.
18. Parents must notify the school before the invoice due date if they intend to cease their participation in the SRS in any year.
19. Where a parent chooses to participate, they are agreeing to pay the annual participation fee, in accordance with the payment frequency option selected on the form. There is no provision for part-participation.
20. All SRS resources provided for the student's temporary use remain the property of the school and must be returned when requested by the school or if the student leaves the school.
21. Parents are responsible for ensuring that any SRS resources provided for the student's temporary use are kept in useable condition. Where an issued item is lost, not returned, or negligently damaged, parents will be responsible for payment to the school of the value of the item or its repair.
22. Parents must inform the school if items on the list of resources are not received.
23. 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](#). In such cases, the Principal may:

- require the return of items provided by the SRS
- withhold the provision of any further items under the SRS
- refuse participation in the SRS where participation fees are overdue from the previous year(s), and/or
- exclude the student from optional, non-curricular activities and/or
- initiate debt recovery action.

## Parents NOT participating in the SRS

24. Parents indicate whether or not they wish to participate in the SRS by completing this Participation Agreement Form.
25. This agreement is for the duration of the student's enrolment at the school, unless a new Participation Agreement Form is completed.
26. Where a parent has previously indicated that they will participate in the SRS, but wishes not to participate in any year(s), the parent must notify the school prior to the invoice due date of their intention to cease participation.
27. Parents who choose not to participate in the SRS are responsible for providing their child with all items that would otherwise be provided by the SRS. School-produced resources (e.g. Student Diary) will be available for separate purchase from the school for non-participants.

## Operating the SRS

28. Schools will provide all parents with a list of resources provided by the SRS to enable parents to assess the cost effectiveness of participation.
29. Schools will also provide non-participating parents with detailed list of resources to supply for their child.
30. All items included in the SRS must be able to be independently sourced by parents who choose not to participate in the SRS, either from a third party supplier or by purchasing a school-specific resource (such as a diary or workbook) from the school.
31. Schools may distribute information and invoices to parents in the year preceding the SRS but all invoices must have a minimum of 30 days for payment.
32. Parents must be given the option annually to choose not participate in the SRS.
33. In return for payment of the participation fee, the SRS will provide participating students with the resources and materials as outlined in the school SRS documents.
34. SRS moneys received are to be expended only on student resources outlined in the school's SRS and must not be expended on other items or used to raise funds for other purposes.
35. As the SRS operates for the benefit of participating parents and is funded primarily from participation fees, the school retains control of the resources and determines the rules around their availability to non-participants.
36. A student entering the school during the school year is entitled to pay a pro-rata fee to participate.
37. Where participation fees have been paid and a student leaves the school during the year, schools must determine if parents will be eligible for a pro-rata refund. This calculation will also take into account any pro-rata allocation of the TRA (if eligible) 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, parents will be liable to pay this balance of funds.
38. The replacement cost of any resource will be up to the maximum value (subject to depreciation where appropriate) of the acquisition cost to the school, as detailed on the annual SRS information provided to parents.
39. Schools may initiate debt recovery action in accordance with the debt management procedure where a parent has an outstanding debt.

## School Computer Usage Agreement – Student

Access to services provided through the school computer network (including Internet and Email) will enable Pioneer state High School to enhance teaching and learning and provide another medium for supplying information to students.

The school computer network (including Internet and Email) provide both information sources and communication with peers or experts. Students can also use the school computer network (including Internet and Email) for collaborative learning projects to provide an audience for creative works, and as a platform for learning information systems. The information provided by the internet can be the most up to date and relevant available in some area. Unlike the information in a good encyclopaedia, the information on the Internet is not well selected, nor well organised. The information provided may sometimes be illegal dangerous or offensive. Students using the school computer network (including Internet and Email) Must first complete and sign an access agreement. This agreement outlines the expected proper use of the available resources. This agreement must also be signed by the students' parents/guardian.

I understand that the school computer network (including Internet and Email) can connect me to much useful information stored on computers both in the school and around the world. While I have access to the school computer network (including Internet and Email):

- I will use it for educational purposes only;
- I will only store information on my home devices (i.e. thumb drives) are connected to the ICT network, only for the access of documents and files related to educational programs being conducted at the school;
- I will not look for a communicate about anything illegal, dangerous or offensive;
- If I accidentally come across something that is illegal, dangerous or offensive, I will clear any offensive pictures or information off my screen and immediately, inform my teacher.
- I will not use the Internet or Email to annoy or offend anyone;
- I will not deliberately waste printing and internet resources;
- I will not damage computers, printers or the network equipment;
- I will not attempt of circumvent the security of the schools Internet or computer network
- I will not violate copyright laws which includes plagiarism;
- I will not use internet chat or online Email services other than the MIS email system (eg. Hotmail, Gmail, etc);
- I will not divulge personal information (e.g. Name parent's name, address) via the internet or Email, to unknown entities or for reasons other than to fulfil the educational program requirements of the school;
- I will not attempt to circumvent the security of the school's Internet or computer network;
- **I will not allow others to use my access or have access to my home directory.**

I understand that if the school decides my child has broken these rules appropriate action will be taken. This may include consequences as outlined below

**Minor offence:** Class teacher initiated consequence, possible HOD referral for further consequence.

**Moderate offence or repeat of minor offences:** Withdrawal of internet and/or email for a minimum of 2 weeks, referral to HOD for further consequence. Minimum of 2 weeks withdrawal from computer access. Email privileges revoked.

**Major Offence or repeat of Minor or moderate offence:** Withdrawal of internet and email or total computer use ban for 4 weeks up to one year depending on offence. (Subsequent offences = longer terms of bans) NB: During bans, absolutely NO ACCESS will be allowed, not even for educational/class work or assignments

Examples of Offences	
Minor Offences	Use email or internet during class without permission Swapping computer components Inappropriate language Using chat sites Sending messages across network
Moderate Offences	Using other peoples' log-ins or providing others with MIS access abusing computers/equipment Persistent re-offending of minor offences
Major Offences	Hacking school network Sending abusive/offensive emails Storing offensive material on home directory/USB storage devices Damaging computer equipment on purpose Persistent re-offending of moderate offices

## GENERAL CONDITIONS

- Any damage that has occurred to hardware or software must be reported to your teachers as soon as it is discovered.
- Students are not to move computers, connections or printers in computer rooms.
- Classes and students not performing computer related work are not allowed in the computer rooms.
- **Food or beverages must not be taken into rooms containing computers.**
- Normal classroom procedures will be followed every lesson.
- School bags are to be left outside the room or at the front of the room.
- Students are not to alter or change any settings on computers.

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

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

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

### Acceptance of School Computer Usage Agreement – Parent/Guardian

I understand that the school computer network (including Internet and Email) can provide students with valuable learning experiences. I also understand that it gives access to information from computers around the world. The school cannot control what is on these computers, some of which may be illegal, dangerous and offensive.

I accept that teachers will exercise their duty of care, however protection against exposure to harmful information must depend finally upon responsible use by students.

I believe \_\_\_\_\_ (Student's first name) understands this responsibility and I hereby give permission for him/her to access the school computer network (including Internet and Email) under the schools rules.

I understand that if the school decides my child has broken these rules appropriate action will be taken. This may include consequences as outlined below:

**Minor Offence:** Class teacher initiated consequence, possible HOD referral for further consequence.

**Moderate Offence or repeat of minor offences:** Withdrawal of internet and/or email for a minimum of 2 weeks, referral to HOD for consequence. Minimum of 2 weeks withdrawal from computer access.

**Major Offence or repeat of moderate offence:** Level 2 card, withdrawal of internet and email or total computer use ban for 4 weeks up to one year depending on offence. (Subsequent offences = longer terms of bans) NB: During bans, absolutely NO ACCESS will be allowed, not even for educational/class work or assignments.

Parent's Name: \_\_\_\_\_

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

## STUDENT APPLICANT INTERVIEW CHECKLIST

**Office Use Only:** Principal or Principal's Representative

Student Identity	✓ or X
• Original Birth Certificate sighted	
• If no Birth Certificate, other form of ID sighted (note what it is)	
• Proof of address sighted (note what it is)	
• Last Report Card sighted (note school and number of remaining semesters)	
• Check if student is currently 18 years old If they have come directly from another Queensland school, continue. If not, a Mature Age Check must have been completed (this must be paid for and can take several weeks).	
• If student is <u>not</u> an Australian citizen or permanent resident, <u>photocopy</u> passport and Visa (must include page showing date of arrival)	
• If applicable, photocopy any court orders in relation to access	
Student Background	
• Why has student left last school?	
• Any hobbies or interests	
• Outline opportunities available through LEAP Enrichment Program, Instrumental Music Program and AFL Centre of Excellence	
• If the prospective student has a disability: - <b>inform HOSEP</b> and set up follow-up meeting - check if the parent wishes to meet with the PEO Student Services - outline the programs and services our school can deliver	
• Note Levels of Achievement from last school to assist subject choices	
Forms	
• Check enrolment application is complete	
• Make sure parent / caregiver is aware of key documents, including: <ul style="list-style-type: none"> <li>○ Responsible Behaviour Plan for Students – COPY MUST BE PROVIDED</li> <li>○ Student Dress Code – COPY MUST BE PROVIDED</li> <li>○ Homework Policy</li> <li>○ School charges and voluntary contributions</li> <li>○ Student usage of internet, intranet and extranet</li> <li>○ Absences</li> <li>○ School excursions</li> <li>○ Complaints management</li> <li>○ Consent to use Copyright Material, Image, Recording or Name</li> <li>○ Electronic Devices Policy</li> <li>○ Prospectus</li> <li>○ Subject Information</li> </ul>	
• Check Emergencies, Absences and School Policies section is signed	
• Check Enrolment Agreement is signed, then countersign	
• Check Release Form is signed	
• Check Resource Scheme & Computer Agreement forms are signed	
• Check USI form complete	
• Check applications for LEAP Enrichment Program, Instrumental Music Program or AFL Centre of Excellence are completed and attached, if applicable	
• If student is in Year 10 or above, they must have a copy of their SET Plan for us to file – if	

Subject Selection	
<ul style="list-style-type: none"> <li>All other Year Levels choose subjects according to Subject Selection Form or “Blocks” from OneSchool Timetabling module</li> <li>Match Subjects to minimum hours requirements and student interests</li> <li>Indicate the importance of “Reserve” choices</li> <li>Ensure Mathematics and English each semester</li> </ul>	
<ul style="list-style-type: none"> <li>Outline procedures for changing subjects</li> </ul>	
Behaviour Expectations	
<ul style="list-style-type: none"> <li>Outline STAR Expectations</li> </ul>	
<ul style="list-style-type: none"> <li>Explain rewards system and SWPBS</li> </ul>	
<ul style="list-style-type: none"> <li>Indicate a student may be suspended for disobedience</li> </ul>	
<ul style="list-style-type: none"> <li>Discuss importance of attendance (Yr 11 and 12 may not get QCE)</li> </ul>	
<ul style="list-style-type: none"> <li>Discuss importance of completing all assessment (Yr 11 and 12 may not get QCE)</li> </ul>	
<ul style="list-style-type: none"> <li>Outline Electronic Devices Policy and failure to comply consequences</li> </ul>	
<ul style="list-style-type: none"> <li>Check if the student is an unacceptable risk to safety and wellbeing               <ul style="list-style-type: none"> <li>Consider if this can be managed at the school site</li> <li>Include consideration of the risk of harm to other members of the school community</li> <li>Harm can be any detrimental effect on physical, psychological, emotional wellbeing</li> <li>Causes of harm include physical, psychological, emotional, sexual abuse or exploitation</li> <li>Notify Principal, ask to Notify EDS</li> <li>Principal to Notify DG, send letter to prospective student</li> </ul> </li> </ul>	
Dress Code	
<ul style="list-style-type: none"> <li>Outline Uniform Policy (Junior, Senior, Formal)</li> </ul>	
<ul style="list-style-type: none"> <li>Outline role of Year Coordinator, including issuing uniforms</li> </ul>	
<ul style="list-style-type: none"> <li>Outline expectations of no jewellery, make-up etc</li> </ul>	
<ul style="list-style-type: none"> <li>Outline watches allowed</li> </ul>	
Pastoral Care	
<ul style="list-style-type: none"> <li>Outline role of Care Teacher, Care Group</li> </ul>	
<ul style="list-style-type: none"> <li>Discuss full-school and year level assemblies</li> </ul>	
<ul style="list-style-type: none"> <li>Mention rewards activities, camps, etc</li> </ul>	
Student Involvement	
<ul style="list-style-type: none"> <li>Participation</li> </ul>	
<ul style="list-style-type: none"> <li>Student Council</li> </ul>	
<ul style="list-style-type: none"> <li>Leadership</li> </ul>	
<ul style="list-style-type: none"> <li>Extra-curricular</li> </ul>	
Finance	
<ul style="list-style-type: none"> <li>Discuss resource scheme, laptop program, instalments, excursions, camps, P&amp;C, canteen</li> </ul>	
<ul style="list-style-type: none"> <li>Remind parent/guardian regarding seeking a refund for any fees paid at previous school</li> </ul>	
Questions	