

Application for Student Enrolment **Senior Secondary**



Student name: _____

Date of birth: ____ / ____ / ____

Year Level: _____

Welcome to Pioneer State High School.

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

We have a strong 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, **providing a quality education in a positive, caring environment**, we strike a balance between preserving proud traditions and instilling important values and, providing an innovative and responsive curriculum based on the latest educational research and best practice.

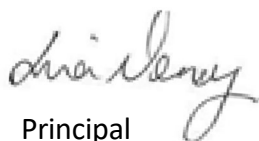
A true strength of Pioneer is the welcoming, caring and inclusive nature of our community. This is reflected in our Island Care system, in which each student is supported by the same Care Teacher and Island Coordinator during their entire journey through the six years of high school. From year 7 onwards students are also assisted by a range of programs and support personnel and are encouraged to play an active role in our community through mechanisms such as our Student Council, the FlexiSpace, The Resilience Project partnership with the NQ Cowboys and Island Spirit Cup.

Since its foundation in 1986, Pioneer has forged a reputation for excellence in a range of fields, across academia, the arts and sport. Our school is part of the Queensland Minerals and Energy Academy, providing exciting opportunities for students to learn about and engage with the local mining industry and offers many opportunities through Vocational Education.

If you are already a member of our school community, I trust that you find our website and Facebook page to be a rich and useful source of information about our great school. If, on the other hand, this is your first introduction to our school, I hope that it is the beginning of a new and lasting relationship with our community.

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

Best wishes,



Principal

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*	☐ 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. 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. 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: - current driver's licence; or - adult proof of age card; or - current passport.	

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



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	

INDIGENOUS STATUS

Is the prospective student of Aboriginal or Torres Strait Islander origin?	☐ No ☐ Aboriginal ☐ Torres Strait Islander ☐ Both Aboriginal and Torres Strait Islander
--	---

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
Gender	☐ Male ☐ Female	☐ Male ☐ Female
Relationship to prospective student*		
Is the parent/carer an emergency contact?*	☐ Yes ☐ No	☐ Yes ☐ 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?	☐ (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')
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)	☐ 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

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	☐		☐	
Year 10 or equivalent	☐		☐	
Year 11 or equivalent	☐		☐	
Year 12 or equivalent	☐		☐	
Parent/carer non-school education	What is the level of the <i>highest</i> qualification parent/carer 1 has completed?		What is the level of the <i>highest</i> qualification parent/carer 2 has completed?	
Certificate I to IV (including trade certificate)	☐		☐	
Advanced Diploma/Diploma	☐		☐	
Bachelor degree or above	☐		☐	
No non-school qualification	☐		☐	

COUNTRY OF BIRTH*

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. Temporary visa holders must obtain an 'Approval to enrol in a state school' from EQI	
☐ 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?	☐ Queensland ☐ interstate ☐ overseas
Previous education/activity	☐ Kindergarten ☐ School ☐ VET ☐ Home education ☐ Full-time employment ☐ Part-time employment ☐ Other
Please provide name and address of education provider/activity provider/employer	

RELIGIOUS INSTRUCTION*

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

PROSPECTIVE STUDENT ADDRESS DETAILS*

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

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

	Emergency contact	Emergency contact
Name		
Relationship (e.g. aunt)		
1 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	☐		
Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of medical condition categories provided)			
Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of medical condition categories provided)			
Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of medical condition categories provided)			
Does the prospective student require any medical aids or devices (such as glasses, contact lenses, prosthetics or orthotics)? This is for the purpose of informing planning for school activities such as sport and school excursions.	☐ No ☐ Yes, please specify		
Name of prospective student's medical practitioner (optional)	Contact number of medical practitioner		
Medicare card number (optional)	Position Number		
Cardholder name (if not in name of prospective student)			
Private health insurance company name (if covered) (optional)	Private health insurance membership number (leave blank if company name is not provided)		
I authorise school staff to contact the prospective student's medical practitioner for the purposes of seeking advice in cases where an immediate but non-life threatening response is required (for instance, when the prospective student may be on an excursion or sporting event), and to provide Medicare card details if required? (answer only if medical practitioner and Medicare card details have been provided above)		☐ Yes ☐ 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?	☐ 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	

COURT ORDERS* (continued)**Family Court Orders***Are there any current orders made pursuant to the *Family Law Act 1975* concerning the welfare, safety or parenting arrangements of the prospective student?☐ Yes ☐ No

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

Commencement date

/ /

End date

/ /

Other Court Orders*

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

☐ Yes ☐ No

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

Commencement date

/ /

End date

/ /

APPLICATION TO ENROL*

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

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

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

Office use only

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

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?

- | | |
|--|---|
| ☐ Autism, ASD | ☐ Physical impairment |
| ☐ Intellectual Impairment | ☐ Vision impairment |
| ☐ Hearing Impairment | ☐ 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

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

I agree that:

1. I will be responsible for all medical expenses incurred should my student become ill or have an accident 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:

Parental occupation groups for use with parent/carer details

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

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

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

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

Defence Forces commissioned officer

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

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

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

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

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

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

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

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

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

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

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

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

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

Defence Forces senior Non-Commissioned Officer.

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

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

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

Skilled office, sales and service staff:

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

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

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

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

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

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

Office assistants, sales assistants and other assistants:

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

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

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

Labourers and related workers

Defence Forces ranks below senior NCO not included above

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

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

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

State schools standardised medical condition category list

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

Application to enrol in a Queensland state school

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

Entitlement to enrolment

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

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

Prospective student

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

Parent's occupation and education

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

Court Orders

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

Name on enrolment form

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

Gender

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

Religious Instruction

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

Introduction to Online Services Consent Form

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 **Candece Collins, Business Manager, (07) 49559222, ccoll303@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 current phase of learning (i.e. Years P-3, 4-6, 7-9 and 10-12). Consent is obtained upon enrolment and renewed when students move into a new phase of learning (e.g. minimum every four years).

5. CONSENT FOR ONLINE SERVICES

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

Service name:	Code.org	Data hosting:	Offshore	☐ I give consent	☐ I do not give consent
Url:	https://code.org				
Purpose of use:	Code.org is an online computer programming and coding education service. Code.org provides tutorials, courses, teacher resources and tools and organises the annual <i>Hour of Code</i> campaign				
Terms of use:	https://code.org/tos				
Privacy policy:	https://code.org/privacy			☐ I give consent	☐ I do not give consent
Service name:	Clickview	Data hosting:	Offshore		
Url:	www.clickview.com.au				
Purpose of use:	A variety of educational videos				
Terms of use:	https://www.clickvieweducation.com/clickview-online-terms/			☐ I give consent	☐ I do not give consent
Privacy policy:	https://www.clickvieweducation.com/privacy-policy/				
Service name:	Financial Basics	Data hosting:	Offshore		
Url:	https://www.financialbasics.org.au/				
Purpose of use:	A trusted non-profit organisation that provides free financial literacy resources to educators			☐ I give consent	☐ I do not give consent
Terms of use:	https://www.financialbasics.org.au/terms-conditions				
Privacy policy:	https://www.financialbasics.org.au/privacy-policy.aspx				
Service name:	Grok Learning	Data hosting:	Onshore		
Url:	https://groklearning.com/			☐ I give consent	☐ I do not give consent
Purpose of use:	Grok Learning (GL) provides a series of coding courses and challenges for all ability levels developed through the Queensland Coding Academy (QCA)				
Terms of use:	https://groklearning.com/policies/terms/				
Privacy policy:	https://groklearning.com/policies/privacy/				

Service Name:	IXL	Data Hosting:	Offshore	☐ I give consent	☐ I do not give consent
Url:	https://au.ixl.com/				
Purpose of use:	Practice maths problems with meaningful up to date tracking on student progress				
Terms of use:	https://au.ixl.com/termsofservice				
Privacy Policy:	https://au.ixl.com/privacypolicy				
Service Name:	Kahoot!	Data Hosting:	Offshore	☐ I give consent	☐ I do not give consent
Url:	https://Kahoot.it				
Purpose of use:	Kahoot! is a game-based learning platform. It provides the ability to create, discover, play and share fun learning quizzes, surveys and activities for any subject, in any language, on any device, for all ages.				
Terms of use:	https://kahoot.com/terms-and-conditions/				
Privacy Policy:	https://kahoot.com/privacy-policy/				
Service Name:	Padlet	Data Hosting:	Offshore	☐ I give consent	☐ I do not give consent
Url:	http://padlet.com				
Purpose of use:	The purpose of this website is to provide a space that allows people to collaborate online.				
Terms of use:	http://jn.padlet.com/article/33-terms-of-service				
Privacy Policy:	http://jn.padlet.com/category/96-privacy-settings				
Service Name:	Prodigy	Data Hosting:	Offshore	☐ I give consent	☐ I do not give consent
Url:	https://www.prodigygame.com/main-en/				
Purpose of use:	Maths games to help students love learning				
Terms of use:	https://www.prodigygame.com/main-en/terms-and-conditions/				
Privacy Policy:	https://www.prodigygame.com/main-en/privacy-policy/				
Service Name:	Stile	Data Hosting:	Onshore	☐ I give consent	☐ I do not give consent
Url:	https://stileapp.com/login				
Purpose of use:	Science resources for direct instruction and self-paced learning				
Terms of use:	https://stileeducation.com/other/terms/				
Privacy Policy:	https://stileeducation.com/other/privacy/				

Service Name:	Study Ladder	Data Hosting:	Offshore	☐ I give consent	☐ I do not give consent
Url:	https://www.studyladder.com.au				
Purpose of use:	StudyLadder is a web based online learning tool that includes Mathematics, English, Science, NAPLAN, theme-based learning and Information & Communication Technology subjects for students.				
Terms of use:	https://www.studyladder.com.au/about/privacy				
Privacy Policy:	https://www.studyladder.com.au/about/terms				
Service Name:	Education Perfect	Data Hosting:	Offshore	☐ I give consent	☐ I do not give consent
Url:	https://educationperfect.com/				
Purpose of use:	Education Perfect allows teachers to create 'learning journeys' for classes and individual students. Teachers can choose from a range of curriculum aligned resources and review analytics to understand student progress.				
Terms of use:	http://www.educationperfect.com/wp-content/uploads/2019/01/education_perfect_standard_terms_and_conditions_2018-07-26.pdf				
Privacy Policy:	https://www.educationperfect.com/legal/				
Service Name:	OnGuard Safety Training	Data Hosting:	Offshore	☐ I give consent	☐ I do not give consent
Url:	https://www.onguardsafety.com.au/index.html				
Purpose of use:	This service provides Workplace Health and Safety training resources. The platform includes online training instruction, knowledgetesting, training registers, machine operation demonstration registers, proficiency assessment registers and machine inspection registers.				
Terms of use:	https://www.onguardsafety.com.au/licensing.html				
Privacy Policy:	https://www.onguardsafety.com.au/privacy.html				
Service Name:	BluePrint Career Development	Data Hosting:	Offshore	☐ I give consent	☐ I do not give consent
Url:	https://www.blueprintcd.com.au/				
Purpose of use:	Blueprint Career Development is a framework for designing, implementing and evaluating career development programs for young people and adults.				
Terms of use:	https://www.blueprintcd.com.au/node/298				
Privacy Policy:	https://www.blueprintcd.com.au/node/297				
Service Name:	Canva for Education	Data Hosting:	Onshore	☐ I give consent	☐ I do not give consent
Url:	https://www.canva.com/education/				
Purpose of use:	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 .Canva for Education provides eligible school members free access to full features of Canva Pro version.				
Terms of use:	https://about.canva.com/terms-of-use/				
Privacy Policy:	https://about.canva.com/privacy-policy/				

Service Name:	GeoGebra	Data Hosting:	Offshore	☐ I give consent	☐ I do not give consent
Url:	https://www.geogebra.org/?lang=en-AU				
Purpose of use:	This service provides interactive mathematics software and classroom resources for all levels of education covering topics, including geometry, algebra, spreadsheets, graphing, statistics and calculus.				
Terms of use:	https://www.geogebra.org/tos				
Privacy Policy:	https://www.geogebra.org/privacy				
Service Name:	Adobe Express for K - 12 Education	Data Hosting:	Offshore	☐ I give consent	☐ I do not give consent
Url:	https://express.adobe.com/				
Purpose of use:	Adobe Express for K-12 (Education) is a set of web and mobile creativity and communication applications designed for teachers and students. Design graphics and flyers, edit photos, create presentations, web pages and videos using remixable templates, design elements and tutorials. Express for Education is a free premium offering for schools with education safeguards including safe search functionality, student friendly content including Adobe Stock images and student privacy protections. Adobe Express features Adobe Express web and mobile app; Adobe Premiere Rush desktop and mobile app; and mobile apps Adobe Spark Page, Adobe Spark Video and Adobe Photoshop Express.				
Terms of use:	https://www.adobe.com/au/legal/terms/enterprise-licensing/overview.html				
Privacy Policy:	https://www.adobe.com/privacy/policy.html				
Service Name:	MyFuture	Data Hosting:	Offshore	☐ I give consent	☐ I do not give consent
Url:	https://myfuture.edu.au/				
Purpose of use:	This service supports students (including teachers, career practitioners, parents and carers) to make career decisions, plan career pathways and manage work transitions.				
Terms of use:	https://myfuture.edu.au/footer/terms-of-use				
Privacy Policy:	https://myfuture.edu.au/footer/privacy-policy				
Service Name:	GIMKIT	Data Hosting:	Offshore	☐ I give consent	☐ I do not give consent
Url:	https://www.gimkit.com/				
Purpose of use:	Gimkit allows students and teachers to create, share and play quizzes.				
Terms of use:	http://www.gimkit.com/pages/terms				
Privacy Policy:	http://www.gimkit.com/pages/privacy				
Service Name:	Quizizz	Data Hosting:	Onshore	☐ I give consent	☐ I do not give consent
Url:	https://quizizz.com				
Purpose of use:	Quizizz is a free game-based learning platform and app for creating, accessing and playing multiple choice quizzes and open ended questions. Teachers and students can design their own or access existing quizzes and questions to re-use or edit. Reporting tools provide summaries of progress and access to individual responses.				
Terms of use:	https://quizizz.com/tos?lng=en				
Privacy Policy:	https://quizizz.com/privacy?lng=en				

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: _____

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 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>
- Emailed Snapshot:: messages and brief notices to parents
- 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
4955 9222

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



Pioneer State High 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 (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.

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: _____

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 school's 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: _____

UNIFORMS

The capacity for state schools such as ours to develop a Dress Code is contained in the Education (General Provisions) Act of 2006. Consequences for non-compliance can be applied but it is our desire to work with parents and caregivers to support them to have students meet our school community expectations. Families experiencing financial hardship and are unable to purchase the school uniform are encouraged to contact the school. This code is fully endorsed as supported by the Pioneer State High School Parents and Citizens' Association.

The school Dress Code is strongly supported because it:

- Encourages a culture of school spirit and pride which is essential for an effective learning environment.
- Wearing a uniform promotes social equality among students because they diminish socioeconomic differences by reducing peer pressure associated with expensive 'brand' clothing
- Addresses health and safety policies by ensuring students are wearing appropriate footwear and sun-safe clothing
- Improves student safety by enabling staff to identify within the school grounds who are not associated with the school

Pioneer State High School understands and accepts that some cultures and religions have specific requirements. Modifications to the uniform that comply with recognised cultural or religious values may be negotiated with the Principal.

acknowledge:

- That I have read and understood the responsibilities of the student, parents or carers.
- That information about the school's current uniform policy has been provided and explained to me.

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



General Uniform – Monday, Tuesday, Thursday, Friday

Junior shirt	Year 7 – 9 students are to wear the yellow coloured Junior Secondary shirt.
Senior shirt	Year 10 – 12 are to wear the green coloured Senior Secondary shirt.
Island Shirt	All year levels can wear their Island shirts on Friday
Shorts	Unisex Green Pioneer SHS shorts
Socks	White or black ankle length socks must be worn. Socks must be visible above the shoe.
Tracksuit	The school tracksuit or a plain green tracksuit may be worn with the school uniform during winter. Year 11 & 12 students only may wear the nominated senior jersey.
Hat	Plain bucket hat or cap
Shoes	Predominately black or white joggers or formal black shoes

Formal Uniform - Wednesday

Formal stripe Shirt	Green and white formal shirt in both men's and women's styles are available from the uniform shops
Green Shorts/Skirt or Formal trousers (black)	Green skirt with one large box pleat in front and two small pleats either side. Skirts must be worn at a respectable length, no more than 10cm above the knee. Green tailored dress shorts Tailored long pants in black are acceptable formal wear. Hemline of shorts to sit above the knee.
Socks	White or black ankle length socks. Football socks, coloured socks or stockings and socks that are not visible above the shoe are not acceptable.
Shoes	Black, leather shoes with black laces must be worn.
Tie	Ties are optional, but may be required by some students for official or formal occasions as part of the Formal Uniform
Blazer	School Blazers are only to be worn with the full-dress uniform. School Blazers may be borrowed from the school for required events or activities.

				
Suitable with formal or day uniform	Suitable with formal or day uniform	Must be laced, not slip on	Must be predominantly black or white	Must be plain without bright markings
				
Suitable with day uniform only	Suitable with day uniform only	Must be predominantly black or white and plain	Must have laces and be black or white	Must cover the entire foot

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

IF YOU HAVE FORGOTTEN YOUR USI. You can retrieve it by going to www.usi.gov.au

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?



Dear Parent / Caregiver

Your child is undertaking a Senior Hospitality subject offered at Pioneer SHS in **Year 10, 11, 12**. This requires the students to be instructed on the use of a variety of equipment in the preparation and production of foods. A number of typical resources and processes have been designated by Education Queensland to have a potential high risk of injury associated with their use. As a result of these risk assessments, it is preferable for your student to understand and comply with uniform policy and wear impervious, non-porous leather or leather like shoes in the kitchens, as well as wearing aprons and having hair tied back.

As part of our risk assessment process, parent consent is sought for activities that are designated HIGH RISK including relevant medical information for students, before permitting them to use the Food Technology resources indicated below.

High Risk: Activities involving dry heat (baking or roasting in an oven); moist heat (poaching and boiling); heating fats or oils (using electric or stove top frying pans / deep fryers); dishwashers; espresso machines

Medium Risk: Activities involving the use of equipment that could cause an injury if not used correctly eg. electric beaters, cutting and garnishing tools, mandoline slicers

Low Risk: Activities involving the use of non-electrical equipment eg Whisks, spoons etc

It is extremely important for parents to be aware of their child's obligations to also be safe around themselves and others. Failure of students to comply with health and safety requirements, may mean that they may be excluded from Hospitality practical activities for a period of time.

If you wish your child to participate in Hospitality utilising the resources as identified, please complete the consent details on the form below, and return within 1 week.

Sally Munns

HOD Technology & Design

Lisa Veney

Principal

I understand my **son / daughter** _____ is undertaking practical activities in Hospitality which may involve the use of specific equipment and processes designated by Education Queensland as having some risk.

I DO / DO NOT (circle) give permission for my child to use processes designated **HIGH, MEDIUM & LOW** risk.

This permission is granted for Years 10 - 12 (inclusive). If there are any changes to the permission during this time it is the responsibility of the parent / guardian to advise the school in writing.

Note that signing this permission is a requirement of being enrolled in the subject and failure to return the permission form will result in your child having to select an alternative subject. Should you require any further information, please contact the school on 07 4955 9222.

Please list any medical conditions and how they will affect your child's ability to use any particular equipment or process.

Please also list any food allergies that your child may have:

Condition / Allergy: _____ **Effect:** _____

Condition / Allergy: _____ **Effect:** _____

This permission is granted for Years 7 – 10 (inclusive). If there are any changes to the permission during this time it is the responsibility of the parent / guardian to advise the school in writing

Note that signing this permission is a requirement of being enrolled in the subject and failure to return the permission form will result in your child having to select an alternative subject. Should you require any further information, please contact the school on 07 4955 9222

Please list any medical conditions and how they will affect your child's ability to use any particular equipment or process.

Please also list any food allergies that your child may have:

Parent / Guardian Signature: _____ **Date:** _____ / _____ / _____

Privacy notice. The Department of Education is collecting the personal information requested in this form in order to: obtain lawful consent for your child to participate in the activity; help coordinate the activity; respond to any injury or medical condition that may arise during, or as a result of the activity; and update school records where necessary. The information will only be accessed by authorised school staff and will be dealt with in accordance with the confidentiality requirements of, as applicable, s.426 of the Education (General Provisions) Act 2006 (Qld), the Information Privacy Act 2009 (Qld), and/or the Privacy Act 1988 (Cwlth). The information will not be disclosed to any other person or agency unless the disclosure is authorised or required by law, or you have given the department permission for the information to be disclosed.

Dear Parent / Caregiver

Your child has elected to study at least one ITD practical subjects offered at Pioneer State High School while they are in **Year 10, 11, 12**. These courses require the students to be instructed on the use of a variety of materials and equipment in the production of their work. A number of resources and processes have been designated by Education Queensland to have a potential high or extreme risk of injury associated with their use.

As part of our risk assessment process, parent consent is sought for activities that are designated HIGH and EXTREME, including relevant medical information for students, before permitting them to use the ITD resources indicated below.

Extreme Risk: eg Compound mitre (drop) saw, panel table saw, metal cutting bandsaw, metal cut-off saw, vehicle hoist, nail guns, angle grinder, guillotine.

High Risk: eg Welding (Oxy, MIG, TIG, MMA, Spot), lathes (metal, wood), bandsaw (wood), cold saw, power hacksaw, router (plunge, table), electric plane, belt sander, jigsaw, thicknesser, biscuit jointer, drill press, grinder (fixed), milling machine, metal shears, trolley jack, jack hammer.

Low / Medium: eg Hand tools, portable equipment (i.e. cordless tools), pan brake, hydraulic press, concrete mixer, air-compressor, sanders (orbital sheet, disk), metal benders (hydraulic pipe, rollers), soldering iron, strip heater, hot wire poker.

Possible Exposure to: Toxic timbers & wood dusts including MDF & formaldehyde, plastics, spray painting lacquers, thinners & solvents, fibreglass & resins, oils, compressed air & pneumatic tools.

Students may choose not to use equipment they do not feel confident with. Similarly, students who do not demonstrate appropriate maturity or fail to complete safe operational training will be restricted in their use. Failure of students to comply with health and safety requirements, may mean that they may be excluded from ITD practical activities for a period of time.

ITD Subjects utilising some or all of these resources and processes include **Years 10, 11 & 12** - Building and Construction Skills, Industrial Technology Skills, Furnishing Skills, Materials Specialisations 1 & 2. Students provide their own, and must wear long sleeve high-vis shirts, long pants, work boots and safety glasses.

If you wish your child to participate in their selected ITD subject/s, utilising the resources as identified, please complete the consent details on the form below, and return within 1 week.



Sally Munns

HOD Industrial Technology & Design



Lisa Veney

Principal

I understand my **son / daughter** _____ is undertaking practical activities in ITD subjects which may involve the use of specific ITD machinery, power tools or processes designated by Education Queensland as having some risk.

I DO / DO NOT (circle) give permission for my child to use processes designated **EXTREME, HIGH, MEDIUM & LOW** risk.

This permission is granted for Years 10 – 12 (inclusive). If there are any changes to the permission during this time it is the responsibility of the parent / guardian to advise the school in writing.

Note that signing this permission is a requirement of being enrolled in the subject/s and failure to return the permission form will result in your child having to select an alternative subject. Should you require any further information, please contact the school on 07 4955 9222.

Please list any medical conditions and how they will affect your child's ability to use any particular machine, power tool or manufacturing process.

Condition: _____ **Effect:** _____

Condition: _____ **Effect:** _____

Parent / Guardian Signature: _____ **Date:** _____ / _____ / _____

Privacy notice. The Department of Education is collecting the personal information requested in this form in order to: obtain lawful consent for your child to participate in the activity; help coordinate the activity; respond to any injury or medical condition that may arise during, or as a result of the activity; and update school records where necessary. The information will only be accessed by authorised school staff and will be dealt with in accordance with the confidentiality requirements of, as applicable, s.426 of the Education (General Provisions) Act 2006 (Qld), the Information Privacy Act 2009 (Qld), and/or the Privacy Act 1988 (Cwlth). The information will not be disclosed to any other person or agency unless the disclosure is authorised or required by law, or you have given the department permission for the information to be disclosed.

Student Resource Scheme - Participation Agreement Form

The Student Resource Scheme

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

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

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

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

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

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

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

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

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

Payment

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

Participation

- ☐ **YES I wish to participate in the Student Resource Scheme.** I have read and understand the Terms and Conditions of the scheme (see reverse) and agree to abide by them and to pay the annual participation fee in accordance with the selected payment arrangement. I understand that I can opt out of participation in the SRS in any year by completing a new Participation Agreement Form.
- ☐ **NO I have read the terms and conditions and I do not wish to participate in the Student Resource Scheme.** I understand I must provide my child with all items that would otherwise be provided by the SRS as detailed in the information provided by the school. I understand that I can choose to join the SRS in future years by completing a new Participation Agreement Form.

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

Privacy Statement

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



**Queensland
Government**

Terms and Conditions

Definition

1. Reference to a “parent” is in accordance with the definition in the *Education (General Provisions) Act 2006* and refers equally to an independent student.

Purpose of the SRS

2. In accordance with the *Act*, the cost of providing instruction, administration and facilities for the education of students enrolled at state schools who are Australian citizens or permanent residents, or children of Australian citizens or permanent residents, is met by the State.
3. Parents are directly responsible for providing textbooks and other personal resources for their children while attending school.
4. The SRS enables a parent to enter into an agreement with the school to provide the resources as advised by the school for a specified annual participation fee.

Participation in the SRS

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

Non-Participation in the SRS

15. Parents who choose not to participate in the SRS are responsible for providing their student with all items that would otherwise be provided by the SRS to enable their student to engage with the curriculum.
16. The school will provide non-participating parents with a list of resources the parents are required to supply for their child.
17. All items included in the SRS must be able to be independently sourced, purchased and supplied by parents who choose not to participate in the SRS.
18. As the SRS operates for the benefit of participating parents and is funded from participation fees, SRS resources will not be issued to students whose parents choose not to participate in the SRS.

The Resources

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

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

Payment Arrangements

28. Payment of the participation fee may be made in whole, as per a nominated payment plan, or for another amount as approved by a Principal.
29. Payment of the participation fee must be made as per the payment methods nominated by the school.
30. Any concessions relating to the participation fee will be at the discretion of the Principal.

Debt Management

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

Parents’ Experiencing Financial Hardship

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

Additional Information

Textbook and Resource Allowance (TRA)

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

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 of 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

Please book an enrolment interview with the Deputy Principals and bring the following documentation

	Y	N
The latest available School Report Card from the prospective student's previous school (if not previously attended a state school)	☐	☐
If applicable, a copy of the current Court Order or Registered Parenting Plan that contains the limitation(s) in relation to access.	☐	☐
An original Australian Birth Certificate for the prospective student or, were 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 or diverse learning needs, please inform the school of this so a member of the school's Student Support Team can be present of the enrolment interview	☐	☐

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 of behaviour expectations:

CALM – Be safe, breathe and keep a cool head.

Keep hands off others and other's property
Enter the classroom in an orderly manner
Place bags in the bag zone inside classrooms
Be respectful of staff and peers
Act in a safe manner in all environments
Resolve conflicts responsibly and calmly
Take responsibility for your own actions

COMMUNICATE – listen, learn, take turns, ask for help

Be prepared to listen and learn
Follow all staff instructions
Use respectful language, at a reasonable volume
Report any unsafe behaviour concerns
Follow the mobile phone policy.

CARE – be kind, be on time, help others to learn.

Take every opportunity to learn
Be on time to every class
Have your equipment for every class
Look after your friends – report bullying
Represent your school positively
Wear the correct uniform every day
Look after your schools' facilities and 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
- 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 enroll 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:

- ☐ Student Code of Conduct
- ☐ Uniform Policy
- ☐ School Mobile Phone policy

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:	