

Enrolment Application Form

STUDENT DETAILS						
Student Name						
Current School Name						
Student's Residential Address						
<input type="checkbox"/> New Enrolment		<input type="checkbox"/> Re-Enrolment		<input type="checkbox"/> Mature Age		
OFFICE USE ONLY						
School Catchment		<input type="checkbox"/> YES <input type="checkbox"/> NO		Staff Verified:		
Sibling at RPSHS		<input type="checkbox"/> YES <input type="checkbox"/> NO				
Application Date		____ / ____ / ____				
Application Source		<input type="checkbox"/> Via Email <input type="checkbox"/> Enquiry Tracker <input type="checkbox"/> Administration				
Year of Enrolment		<input type="checkbox"/> 2024			<input type="checkbox"/> 2025	
Year Level		<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> 11 <input type="checkbox"/> 12
Enrolment Start Date		____ / ____ / ____				

ENROLMENT APPLICATION CHECKLIST

Version: December 2024

Application		
Step 1: Complete application	<input type="checkbox"/> Completed Online Application through Enquiry Tracker <input type="checkbox"/> Completed Paper Application through Administration	
Applications must be completed fully and include all documents. Incomplete applications will not be processed.		
Step 2: Submit student identity document/s	<input type="checkbox"/>	Birth Certificate (staff will sight) Number: _____
	<input type="checkbox"/>	If applicable: Australian Citizenship certificate OR Australian passport (if both parents are not born in Australia)
Step 3: Submit parent/guardian identity document/s	<input type="checkbox"/>	If applicable: Current Visa for parents and student (e.g., TR, PR) – must include Arrival Stamp
	<input type="checkbox"/> Parent/Guardian Photo ID - photocopied <input type="checkbox"/> Medicare Card - photocopied	
Step 4: Submit 1 primary proof of student residence	<input type="checkbox"/>	Homeowner: Council Rates Notice – current account
	<input type="checkbox"/>	Lease holder: Rental/lease agreement – signed by real estate agency OR Original receipt from the Residential Tenancies Authority (RTA) for lodgment of the rental bond
Step 5: Submit 1 secondary proof of student residence	<input type="checkbox"/>	Utility bill with full name and student's primary address – e.g., current electricity, gas, water or internet account
	<input type="checkbox"/>	No/insufficient proof of address: Complete Statutory Declaration – witnessed, signed, and stamped by a Justice of the Peace (JP) clearly identifying prospective student's primary residential address
Step 6: Submit student reports	<input type="checkbox"/>	Most recent school report – contact your student's school for report
	<input type="checkbox"/>	Most current NAPLAN report (Year 3, 5, 7 or 9)

Additional documents

Step 6 – Submit required school consent forms and agreements (all forms must be completed with a yes or no answer)	<input type="checkbox"/>	Completed and signed State School Consent
	<input type="checkbox"/>	Completed and signed Third Party Website Consent
	<input type="checkbox"/>	Completed and signed Student Resource Scheme
	<input type="checkbox"/>	Completed and signed Internet Access and Publishing
	<input type="checkbox"/>	Completed and signed Unique Student Identifier
	<input type="checkbox"/>	Completed and signed Chaplaincy Program
	<input type="checkbox"/>	Completed and signed Instrumental Music Program (if no, please leave blank)
	<input type="checkbox"/>	Completed and signed State School Nursing Services (only if medical condition)
	<input type="checkbox"/>	Completed and signed Laptop4Rent Agreement

Step 7 – Submit student medical information	<input type="checkbox"/>	If applicable: Provide medical management plan – e.g.: Asthma Action Plan, Anaphylaxis Action Plan AND/OR evidence of diagnosis/conditions
Step 8 – Submit court order/s	<input type="checkbox"/>	If applicable: Current out-of-home-care, family or other court orders

Administrative use only – Interview and enrolment confirmation

1. OneSchool:	2. Interview type required:	3. Interview details:	4. Enrolment finalised:
<input type="checkbox"/> Student enrolled on OneSchool. <input type="checkbox"/> Check for Support Plan	<input type="checkbox"/> Group (2025 Year 7) <input type="checkbox"/> Deputy (Current 7 - 12) <input type="checkbox"/> Other:	Interview scheduled Staff member: Date: Time:	<input type="checkbox"/> Interview completed <input type="checkbox"/> Enrolment agreement signed.

Student Support

STUDENT SUPPORT DETAILS (Complete as appropriate and provide details/reports with application)					
Has the student been identified with any of the following:			Diagnosed	Verified	
• Hearing Impairment			<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
• Speech Language Impairment			<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
• Physical Impairment			<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
• Intellectual Disability			<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
• Autistic Spectrum Disorder			<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
• Vision Impairment	<input type="checkbox"/> Glasses only		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
• Attention Deficit Hyperactivity Disorder / Attention Deficit Disorder			<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Has the student received learning support in the past?			<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Details					
Has the student received support from a Special Education Program ?			<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Details					
Does the student have English as a Second Language or EAL/D ?			<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Details – What is/are their native language(s)?					
Has the student received speech language support in the past?			<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Details					
Has the student been identified as gifted & talented ?			<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Details					
Does the student play a musical instrument?			<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Details					
Is the student in the care of Department of Child Safety - DOCS ?			<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Details					
Any other relevant information in relation to the support of the student ?			<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Details					
RECENT TESTS					
Hearing Test	<input type="checkbox"/> YES <input type="checkbox"/> NO	Date: __/__/__	Eye Test	<input type="checkbox"/> YES <input type="checkbox"/> NO	Date: __/__/__
MEDICAL HISTORY - Has your student seen any of the following?					
	CONTACT NAME		PHONE		
<input type="checkbox"/> Guidance Officer					
<input type="checkbox"/> Speech Language Pathologist					
<input type="checkbox"/> Optometrist					
<input type="checkbox"/> Audiologist					
<input type="checkbox"/> Paediatrician					
<input type="checkbox"/> Psychologist					
<input type="checkbox"/> Occupational Therapist					
<input type="checkbox"/> Physiotherapist					
Other (please specify):					

Enrolment Agreement

This enrolment agreement sets out the responsibilities of the student, parents or carers and the school staff about the education of students enrolled at Redbank Plains State High School.

Responsibility of student to:

- attend school on every school day for the educational program in which they are enrolled, on time, ready to learn and take part in school activities
- act at all times with respect and show tolerance towards other students and staff
- work hard and comply with requests or directions from the teacher and principal
- abide by school rules/expectations as outlined in the school's Responsible Behaviour Plan for Students, including not bringing items to school which could be considered as weapons (e.g. dangerous items such as knives)
- meet homework requirements and wear school's uniform (if applicable)
- respect the school property.

Responsibility of parents to:

- ensure your child attends school on every school day for the educational program in which they are enrolled
- advise the school as soon as possible if your child is unable to attend school and reason/s why (e.g. child is sick)
- attend open meetings for parents
- let the school know if there are any problems that may affect your child's ability to learn
- ensure your child completes homework regularly in keeping with the school's homework policy
- treat all school staff with respect
- support the authority of school staff thereby supporting their efforts to educate your child and assist your child to achieve maturity, self-discipline and self-control
- not allow your child to bring dangerous or inappropriate items to school
- abide by school's instructions regarding access to school grounds before, during and after school hours
- advise principal if your child is in out-of-home care
- keep school informed of any changes to your contact details or your child's details, such as home address, email address and phone number
- ensure the school is aware of any changes to your child's medical details.

Responsibility of school staff to:

- design and implement engaging and flexible learning experiences for individuals and groups of students
- inform parents and carers regularly about how their children are progressing
- design and implement intellectually challenging learning experiences which develop language, literacy and numeracy
- create and maintain safe and supportive learning environments
- support personal development and participation in society for students
- foster positive and productive relationships with families and the community
- inform students, parents and carers about what the teachers aim to teach the students each term
- teach effectively and to set high standards in work and behaviour
- clearly articulate the school's expectations regarding the Responsible Behaviour Plan for Students and the Student Dress Code policy
- ensure that parents and carers are aware that the school does not have personal accident insurance 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, sports programs)
- set, mark and monitor homework regularly in keeping with the school's homework policy

- contact parents and carers as soon as possible if the school is concerned about the child's school work, behaviour, attendance or punctuality
- notify parents of an unexplained absence of their child as soon as practicable on the day of the student's absence (allowing time for parents to respond prior to the end of the school day)
- deal with complaints in an open, fair and transparent manner in accordance with departmental policy, [Customer complaints management](#).
- treat students and parents with respect.

I accept the rules and regulations of the Redbank Plains State High School as stated in the school policies that have been provided to me as follows:

General Information for Students and Parents/Caregivers which includes:

- ☐ [Student Dress Code](#)
- ☐ [Assessment Policy](#)
- ☐ [Resource Hire Scheme conditions](#)
- ☐ [Attendance and Absences](#)
- ☐ [School Excursions](#)
- ☐ [Complaints Management](#)
- ☐ [Accident cover for students](#)
- ☐ [School Network and Internet Policy](#)
- ☐ [Student Policy for Mobile Phones and other Electronic Devices](#)
- ☐ [USI Creation, Senior School collection and verification program](#)

Forms for enrolment including:

- ☐ Application for Enrolment
- ☐ Resource Hire Agreement
- ☐ Student Network and Internet Access
- ☐ Subject Selection Form
- ☐ Consent to use Copyright Material, Image, Recording and Name
- ☐ Consent Form for Voluntary Student Participation in Program of Chaplaincy Services
- * Likely consequences for unacceptable behaviour by students
- * [Responsible Behaviour Plan](#) for students offered to parents and advice website access.
- * Stationery List and Subject Charges Resource Information acknowledge:

I acknowledge and agree:

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

Student Signature:

Parent/Carer Signature:

On behalf of Redbank Plains SHS:.....

Application for Enrolment Form

INSTRUCTIONS

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

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

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

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

PRIVACY STATEMENT

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

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

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

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

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

PROSPECTIVE STUDENT DEMOGRAPHIC DETAILS

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

APPLICATION DETAILS

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

INDIGENOUS STATUS

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

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

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

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

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

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

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

Passport and visa details (to be completed for a prospective student who is NOT an Australian citizen). NOTE: A permanent resident will have a visa grant notification with an indefinite stay period indicated.

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

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

PROSPECTIVE STUDENT'S PREVIOUS EDUCATION / ACTIVITY

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

RELIGIOUS INSTRUCTION*

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

If you tick 'No' or if the nominated religion is not represented within the school's religious instruction program, the prospective student will receive other instruction in a separate location during the period arranged for religious instruction.

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

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

☐ Yes ☐ No

If 'Yes', please nominate the religion:

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PROSPECTIVE STUDENT ADDRESS DETAILS*

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

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

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

PROSPECTIVE STUDENT MEDICAL INFORMATION (including allergies)*

Privacy Statement

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

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

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

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

COURT ORDERS*

Out-of-Home Care Arrangements*

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

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

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

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

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

☐ Yes ☐ No

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

Commencement date

____/____/____

End date

____/____/____

Other Court Orders*

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

☐ Yes ☐ No

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

Commencement date

____/____/____

End date

____/____/____

APPLICATION TO ENROL*

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

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

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

Office use only

Enrolment decision

Has the prospective student been accepted for enrolment? ☐ 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

Parental occupation groups for use with parent/carers details

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Defence Forces senior Non-Commissioned Officer.

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

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

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

Skilled office, sales and service staff:

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

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

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

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

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

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

Office assistants, sales assistants and other assistants:

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

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

Assistant/aid [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.

Student & Parent LAPTOP RENTAL Agreement Form

The following is to be read and completed by both the STUDENT and PARENT/CAREGIVER:

The Laptop4Rent Handbook is on the school website: <https://redbankplainsshs.eq.edu.au/curriculum/bring-your-own-device>

STUDENT AGREEMENT	STUDENT PARTICIPATION			
	<p>I wish to participate in the Redbank Plains State High School Laptop Rental Program.</p> <p>I have read and understood the Laptop4Rent Handbook. I agree to abide by the guidelines outlined in the document.</p> <p>I acknowledge my responsibility to use the laptop in accordance with these rules and understand the consequences should I fail to abide by these rules.</p>			
	Student Name:			
	Student Year Level:			
	School Email (if known):			
	Student Signature:			Date:

PARENT/CAREGIVER AGREEMENT	LAPTOP RENTAL PROGRAM			
	<p>I give permission for my child to participate in the Redbank Plains State High School Laptop Rental Program. I have read the Laptop4Rent Handbook and understand my responsibilities.</p> <p>I understand my child will participate in the rental program for the length of time they are enrolled at Redbank Plains State High School and that it is my responsibility to opt out if my student changes to the BYOX program.</p> <p>I agree to abide by it and pay all costs that may occur should the laptop and / or its accessories be lost or damaged.</p>			<p>Yes No</p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p>Yes No</p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p>Yes No</p> <p><input type="checkbox"/> <input type="checkbox"/></p>
	PAYMENT ARRANGEMENT – ANNUAL FEE OF \$200			
	<input type="checkbox"/>	<p>I agree to pay the full annual fee of \$200. <i>*This amount will be payable each school year until my student has graduated, exited the school or a personal laptop has been provided. You can opt out at any time. Price is based on current costs and may change. *</i></p> <p>#Any unreturned laptops will have computrace activated and reported to QPS.</p>		
	<input type="checkbox"/>	<p>I give permission to have deductions made from my Centrepay/BPoint payment plan.</p>		
	<p>I understand that any failure to make payments may result in the cancellation of my child's participation in the Laptop Rental Program.</p>			
	Parent / Caregiver's Name:			
	Parent / Caregiver's Signature:			Date:

OFFICE USE ONLY			
Finance check <input type="checkbox"/>	Student Office to invoice <input type="checkbox"/>	Invoice paid <input type="checkbox"/>	Form to IT:
Date laptop is issued to student:			
Designated school representative name:		Signature of school representative:	

State School Consent

Introduction to the State School Consent Form for Redbank Plains State High School.

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

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

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

Your child's student materials:

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

Purpose of the consent

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

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

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

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

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

Voluntary

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

Consent may be limited or withdrawn

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

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

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

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

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

Media sources used

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

- ☐ School website: <https://redbankplainsshs.eq.edu.au>
- ☐ Facebook: <https://www.facebook.com/RPSHS/>
- ☐ YouTube: n/a
- ☐ Instagram: <https://www.instagram.com/redbankplainsshs/>
- ☐ Twitter: <https://twitter.com/rpshs>
- ☐ Other: n/a
- ☐ Local newspaper
- ☐ School newsletter
- ☐ Traditional and online media, printed materials, digital platforms' promotional materials, presentations and displays.

The State School Consent Form does not extend to P&C run social media accounts or activities, or external organisations.

Duration

The consent applies for the period of enrolment or another period as stated in the State School Consent Form, or until you decide to limit or withdraw your consent.

During the school year there may be circumstances where the school or Department of Education may seek additional consent.

Who to contact

To return a consent, express a limited consent or withdraw consent please contact Student Services.

Student Services should be contacted if you have any questions regarding consent.

State School Consent Form

1 IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

- Parent/carer to complete
- Mature/independent students may complete on their own behalf (if under 18 a witness is required).

(a) Full name of individual:

(b) Date of birth:

(c) Name of school:

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

☐ Full Name ☐ First Name ☐ No Name ☐ Other Name

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

2 PERSONAL INFORMATION AND MATERIALS COVERED BY THIS CONSENT FORM

(a) Personal information that may identify the person in section 1:

- ▶ Name (as indicated in section 1) ▶ Image/photograph ▶ School name
- ▶ Recording (voices and/or video) ▶ Year level

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

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

3 APPROVED PURPOSE

If consent is given in section 6 of the form:

- The personal information and materials (as detailed in section 2) may be recorded, used and/or disclosed (published) by the school, the Department of Education (DoE) and the Queensland Government for the following purposes:
 - Any activities engaged in during the ordinary course of the provision of education (including assessment), or other purposes associated with the operation and management of the school or DoE including to publicly celebrate success, advertising, public relations, marketing, promotional materials, presentations, competitions and displays.
 - Promoting the success of the person in section 1, including their academic, sporting or cultural achievements.
 - Any other activities identified in section 4(b) below.
- The personal information and materials (as detailed in section 2) may be disclosed (published) for the above purposes in the following:
 - the school's newsletter and/or website;
 - social media accounts, other internet sites, traditional media and other sources identified in the 'Media Sources' section of the explanatory letter (attached);
 - year books/annuals;
 - promotional/advertising materials; and
 - presentations and displays.

4 TIMEFRAME FOR CONSENT

School representative to complete.

- (a) Timeframe of consent: duration of enrolment.
- (b) Further identified activities not listed in the form and letter for the above timeframe: If additional consent is required for specific events, parents/carers will be contacted accordingly.

5 LIMITATION OF CONSENT

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

G CONSENT AND AGREEMENT

► **CONSENTER-** I am (tick the applicable box):

- ☐ parent/carer of the identified person in section 1
☐ the identified person in section 1 (if a mature/independent student or employee including volunteers)
☐ recognised representative for the Indigenous knowledge or culture expressed by the materials

I have read the explanatory letter, or it has been read to me. I have had the opportunity to ask questions about it and any questions that I have asked have been answered to my satisfaction. By signing below, I consent to the school recording, using and/or disclosing (publishing) the personal information and materials identified in section 2 for the purposes detailed in section 3. By signing below, I also agree that this State School Consent form is binding. For the benefit of having the materials (detailed in section 2) promoted as DoE may determine, I grant a licence for such materials for this purpose. I acknowledge I remain responsible to promptly notify the school of any third party intellectual property incorporated into the licensed materials. I accept that attribution of the identified person in section 1 as an author or performer of the licensed materials may not occur. I accept that the materials licensed may be blended with other materials and the licensed materials may not be reproduced in their entirety.

Print name of student

Print name of consenter

Signature or mark of consenter Date

.....

Signature or mark of student (if applicable) Date

.....

SPECIAL CIRCUMSTANCES

If the form is required to be read out (whether in English or in an alternative language or dialect) to a parent/carer or Individual student; or when the consenter is an independent student and under 18 the section below must be completed.

► **WITNESS - for consent from an independent student or where the explanatory letter and State School Consent Form were read**

I have witnessed the signature of an independent student, or the accurate reading of the explanatory letter and the State School Consent Form was completed in accordance with the instruction of the potential consenter. The individual has had the opportunity to ask questions. I confirm that the individual has given consent freely and I understand the person understood the implications.

Print name of witness

Signature of witness

Date

► **Statement by the person taking consent -when it is read**

I have accurately read out the explanatory letter and State School Consent Form to the potential consenter, and to the best of my ability made sure that the person understands that the following will be done:

1. the identified materials will be used in accordance with the State School Consent Form
2. reference to the identified person will be in the manner consented
3. in accordance with procedures DoE will cease using the identified materials from the date DoE receives a written withdrawal of consent.

I confirm that the person was given an opportunity to ask questions about the explanatory letter and State School Consent Form, and all the questions asked by the consenter have been answered correctly and to the best of my ability. I confirm that the individual has not been coerced into giving consent, and the consent has been given freely and voluntarily.

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

Print name and role of person taking the consent

Signature of person taking the consent

Date

Privacy Notice

The Department of Education (DoE) is collecting your personal information on this form in order to obtain consent for the use and disclosure of the student's personal information. The information will be used and disclosed by authorised school employees for the purposes outlined on the form. Student personal information collected on this form may also be used or disclosed to third parties where authorised or required by law. This information will be stored securely. If you wish to access or correct any of the personal student information on this form or discuss how it has been dealt with, please contact your student's school in the first instance.

Uncontrolled copy. Refer to the Department of Education Policy and Procedure Register at <http://ppr.det.qld.gov.au/> to ensure you have the most current version of this document. Page 4 of 4



**Queensland
Government**

Third Party Website Consent

The Department of Education and Training is collecting your personal information on this form in order to obtain consent for disclosure of a student's personal information to facilitate registration and use of third-party web-based software identified on the form. The information will be used and disclosed by authorised school employees for the purposes outlined on the form.

Student personal information collected on this 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.

Dear Parent/Guardian,

The use of web based educational resources has risen steadily over the last decade and are increasingly being used by teachers across Queensland to improve student learning outcomes. Our school and teachers make decisions about the best technology to meet the needs of our students. Sometimes it is beneficial for students to utilise services provided by third party web-based providers.

Redbank Plains State High School wishes to utilise the third-party web-based service provider/s listed below to aid students learning. For your student to use the service the teacher will need to register them as a user. Registering with these providers requires student personal information to be disclosed to the provider of the service. In the case of the services outlined below they are private companies that are hosted onshore in Australia. Registration may include disclosing the following information about your student:

- Student Name,
- Student ID,
- Age,
- Year group,
- Class Teacher and
- Student email

We need your permission for the registration and use of these sites by your student. **Note:** *It is not compulsory for you to provide this consent — If you decide not to provide consent, this will not adversely affect academic achievement, or any relationships with teachers or the school.* Before you complete this consent form it is important that you understand the reasons that these websites collect this information, what will be done with it, who else may have access to it and where the data is stored. This information can be found in the hyperlinks below referring to each website's terms and conditions and / or privacy policy.

Please read these and ensure that you understand the implications of using this service before giving your consent. If you have any queries around the storage of student's information, please feel free to contact on Christina Taege on 34321222.

Below are the third-party web-based service provider/s:

Name of Provider: Australian Council for Educational Research (ACER)

Type of Service: ACER is a recognised international leader in the development and provision of high-quality assessment and reporting tools and services for schools, universities, and TAFE institutes. Educators can purchase and administer online assessments including PAT Maths, Reading, Spelling, Vocabulary, Grammar and Punctuation, Science through this service.

Website: <https://oars.acer.edu.au/>

Terms of Use: <https://oars.acer.edu.au/terms-conditions>

Privacy Policy: <https://www.acer.org/privacy>

File Storage: This service stores information onshore (i.e., within Australia), but it is outside the Department's network. This information is not protected by departmental policies or procedures.

Name of Provider: Career Tools

Type of Service: This service provides customised career information websites for schools. An optional student career planning and communication portal provides students with activities to develop career plans and create resumes, letters and ePortfolios to share online.

Website: <https://careertools.com.au>

Terms of Use: <https://www.careertools.com.au/privacyinfo>

Privacy Policy: <https://www.careertools.com.au/privacy-policy>

File Storage: Dedicated Australian Server located in Sydney.

Name of Provider: Code.org

Type of Service: The purpose of this website is to learn drag and drop programming through tutorials and exercises.

Website: <https://code.org/>

Terms of Use: <https://code.org/tos>

Privacy Policy: <https://code.org/privacy>

File Storage: Student works are stored and published. The following additional student personal information is disclosed: Student Name.

Name of Provider: Compass

Type of Service: The purpose of this website is to provide teachers a platform to upload files, manage attendance, monitor student progress, roll marking, reporting and SMS/email alerts and notifications

Website: <https://www.compass.education/>

Terms of Use: <https://sites.google.com/compass.education/policies/terms-of-use>

Privacy Policy: <https://sites.google.com/compass.education/policies/privacy>

File Storage: Dedicated Australian Server located in Melbourne.

Name of Provider: Education Perfect

Type of Service: 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.

Website: <https://educationperfect.com>

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/>

File Storage: This service stores information onshore (i.e., within Australia).

Name of Provider: Essi Money

Type of Service: The ESSi Money game supports students to explore the concepts of earning, saving, spending and investing in an educational and fun way.

Website: <https://financialbasics.org.au/educator-hub/essi-money/>

Terms of Use: <https://financialbasics.org.au/terms-conditions/>

Privacy Policy: <https://financialbasics.org.au/privacy-policy/>

File Storage: This service stores information within Australia.

Name of Provider: Grok Learning and Grok Academy

Type of Service: Online platform for learning programming and computational thinking skills.

Website: <https://groklearning.com/>

Terms of Use: <https://groklearning.com/policies/terms/>

Privacy Policy: <https://groklearning.com/policies/privacy/>

File Storage: This service stores information onshore (i.e., within Australia).

Name of Provider: JacPlus

Type of Service: The purpose of this website is to provide a digital bookshelf for educational books.

Website: <https://jacplus.com.au/>

Terms of Use: <https://jacplus.com.au/jsp/general-nav/terms/terms.jsp>

Privacy Policy: https://jacplus.com.au/jsp/general-nav/copyright/privacy_policy.jsp

File Storage: This website stores information in Australia but is outside the department's IT network. This information would not be covered by the department or government security policies. Information may also be stored in America or India.

Name of Provider: Microsoft Forms

Type of Service: The purpose of this website is to provide teachers the ability to create customised quizzes, surveys, questionnaires and polls for educational use in their classrooms. While on the department's network, teachers will be able to embed their forms via their OneNote Class Notebook.

Website: <https://www.microsoft.com>

Terms of Use: <https://www.microsoft.com/en-us/legal/intellectualproperty/copyright/default.aspx>

Privacy Policy: <https://privacy.microsoft.com/en-gb/privacystatement>

File Storage: This service stores information in the United States of America (USA). These information privacy and protection laws differ substantially from Queensland and Australian law.

Name of Provider: myfuture

Type of Service: The purpose of this website is to allow students to gather information of various industries, career pathways and educational institutes that provide the courses. Students can fill out questionnaires and suggested careers are provided.

Website: <https://myfuture.edu.au/>

Privacy Policy: <http://myfuture.edu.au/footer/privacy-policy>

File Storage: This website stores information in Australia but is outside the department's IT network. This information would not be covered by the department or government security policies.

Name of Provider: Tinkercad (Autodesk. Inc)

Type of Service: The purpose of this website is to provide users with practical hands-on experience with TinkerCAD to build literacy in design and 3D drawing.

Website: <https://tinkercad.com>

Terms of use: <https://www.autodesk.com/legal-notices-trademarks/terms-of-service-autodesk360-webservices/terms-of-service-for-tinkcad>
Privacy Policy: <http://tinkercad.com/privacy>
File Storage: Student works are stored and published. The following additional student personal information is disclosed: Student Name.

Name of Provider: QTAC

Type of Service: The QTAC website provides senior students with tertiary course information and the ability to submit an application.

Terms of Use: <https://www.qtac.edu.au/>

Privacy Policy: <https://www.qtac.edu.au/about-us/policies>

File Storage: This service stores information onshore (i.e., within Australia), but it is outside the Department’s network. This information is not protected by departmental policies or procedures.

As a parent or guardian of this student, I have read the terms of use and privacy policy of each of the websites listed. I understand that my student’s personal information will be provided to these third-party software providers for the purpose of my student’s registration and use of the software programs and that this information may be stored outside of Australia. Please circle your response in the box below and sign.

Tools	
Australian Council for Educational Research (ACER)	Y/N
Career Tools	Y/N
Code.org	Y/N
Compass	Y/N
Education Perfect	Y/N
Grok Learning and Grok Academy	Y/N
JacPlus	Y/N
Microsoft Forms	Y/N
myfuture	Y/N
Tinkercad (Autodesk. Inc)	Y/N
QTAC	Y/N

Student Name

Year Level

Parent/Guardian’s Name

Parent/Guardian’s Signature

Date

Please complete this form either giving consent or not giving consent, and then have your child return this to their Access teacher as soon as possible.

Student Resource Scheme



Student Resource Scheme

Participation Agreement Form

Version 1.1

For Secondary School Curriculum

REDBANK PLAINS STATE HIGH SCHOOL

Participation

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

The School has developed a Redbank Plains State High School SRS for our Junior and Senior Students.
For more information regarding the SRS please see www.redbankplainsshs.eq.edu.au

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

☐ **YES - SRS only, will supply own laptop**

☐ **YES - SRS and school rental laptop**

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

I wish to make payment each year by:

- ☐ A single payment for the full year's fee
- ☐ Term instalments (paid over the first 3 terms)
- ☐ An instalment plan as negotiated with the school (e.g. via direct debit, centrepay or other payment method)

[please contact Student Office to arrange payment plan]

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

☐ **No**

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

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

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

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

Student Details

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

Student name: _____

Year level: _____

Parent name: _____

Parent signature: _____

Date: _____

School use only:

Instalment Plan Details

Payment Option: Direct Debit / Centrepay / _____ (Circle applicable option)

Payment Amount: _____ Frequency: Weekly / Fortnightly / Monthly

Negotiated instalments: _____ Approved by: _____

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 <http://ppr.qed.qld.gov.au/corp/finance/accounts/Pages/Debt-Management.aspx>.

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.



USI (Unique Student Identifier)

Information for parents and students

Since 1 January 2015, the Australian Government has required all students studying Vocational Education and Training (VET) to have a Unique Student Identifier (USI). This includes students who are studying VET in schools.

There is no cost to the student. The USI will allow students to access their enrolment and achievement record for all VET learning online which will also help to prevent the loss of VET records.

Registered Training Organisations (RTO) must have a valid USI for a student before issuing a qualification or Statement of Attainment. This includes school RTOs.

What is a USI?

- A USI is a reference number. It is made up of numbers and letters.
- Creating a USI is free.
- It creates a secure online record of your nationally recognised training that you can access anytime and anywhere, and it's yours for life.
- The USI is linked to the National Vocational Education and Training (VET) Data Collection, and this means an individual's nationally recognised training and qualifications gained anywhere in Australia, from different training organisations, will be kept all together.

Why do students need a USI?

Students will need a USI:

- so that an RTO is able to issue a statement of attainment, or certificate, for nationally recognised accredited training
- for online access to their record of enrolment and achievement for VET learning
- to provide evidence of their accredited VET, for example when applying for a job or further study
- Students must have a USI prior to enrolment and commencing a qualification
- Students who cannot provide the RTO with a USI will not be awarded the Certificate or Statement of Attainment (SOA)

Who applies for a USI?

- A student can apply for a USI – check with their VET Teacher on how to apply or at the Australian Government USI website - create your USI.
- The student must then provide the USI details to their school or they will not receive a statement of attainment or qualification.
- If the student already has a USI number created, they must provide it to the school.
- If your student doesn't have a USI, signing this form gives permission for the school to sit with your student and help with the creation of the USI number. A copy of their Birth certificate (Australian), Passport, or current Medicare card must be provided to the school to help assist with this process, (if not already held by school).

I agree to:

- ☐ Provide USI already created
- ☐ I give permission for RPSHS to create my student's USI

_____(Parent Signature)

Media Permission Form

PERMISSION FOR STUDENT INTERNET ACCESS AND PUBLISHING

Name of Student: _____

Student ID No: _____ Year Level: _____

Name of Parent/Caregiver: _____

I have read and understand the **School's Network and Internet Acceptable Use Policy** and grant permission for the student above to access the school's computer network and the Internet for educational purposes directly related to studies at Redbank Plains State High School. I further grant permission for my student's work to be published on the school's Intranet and World Wide Web site. I understand that the work will appear with a copyright notice. My student's work will not be identified by family name, address or phone number.

Signature of Parent or Caregiver: _____ Date: _____

STUDENT AGREEMENT TO ABIDE BY NETWORK AND INTERNET POLICY

Access to the network is a privilege not a right. Failure to comply with the guidelines will result in sanctions such as loss of network access, further disciplinary action and/or police investigation. The system administrator reserves the right to access student files at any time without notice.

I have read and understand the Network and Internet Acceptable Use Policy of Redbank Plains State High School for the school computer network and Internet in all classroom and extra-curricular use.

I agree to abide by the rules.

Signature of Student: _____ Date: _____

Request for New Computer Account and Password

Name: _____ Student No. _____

Year Level: _____ Year the student will finish Year 12

New Password: _____

Date: _____

When selecting password – please select a word with at least 6 letters and use all lower case

This account and password is required for you to be able to use the computers in this school. This form needs to be completed and returned to enable your account to be set up.

Office Use Only:

Entered on Server:

Password

Account Set Up

Initials: _____

Date: _____

Chaplaincy Program

VOLUNTARY STUDENT PARTICIPATION

Student Details	
Last Name	
First Name	

Parent/Caregiver Details	
Last Name	
First Name	

Voluntary Student Activities Free of Religious, Spiritual and/or Ethical Content

The school community provides a Chaplaincy Program endorsed by the school's Parents and Citizens' Association that is available to all students on a voluntary basis. The chaplains are involved in a range of activities which happen at this school that are free of religious, spiritual and/or ethical content. These activities, which include performances at major break, mentoring program, breakfast program and informal discussions are available to all students on a voluntary basis unless a parent or caregiver requests in writing that this is not to occur for their student.

Please tick one of the boxes below

- ☐ I give my consent for my student to participate in these activities
☐ I do not give my consent for my student to participate in these activities

Chaplains may also be involved in activities with religious, spiritual and/or ethical content and additional consent is sought from parents/caregivers for these specific activities.

Voluntary Student Activities with Religious, Spiritual and/or Ethical Content

These activities are available to students on a voluntary basis if a parent or caregiver has given consent in writing.

The following activities with religious, spiritual and/or ethical content are provided at the school through the chaplaincy program – one-to-one meeting with chaplain/s for religious and spiritual support, prayer meetings, groups visiting school for performances, e.g. Christian band.

Please tick one of the boxes below

My student

- ☐ has my consent to participate on a voluntary basis in activities within the program of chaplaincy services which have religious, spiritual and ethical content. I understand that this consent is inclusive of all such activities and remains operational unless I advise the school otherwise in writing.
- ☐ does not have my consent to participate on a voluntary basis in activities within the program of chaplaincy services which have religious, spiritual and ethical content.

I understand that where I agree, my student can participate in the chaplaincy program. This information will be passed on to the school chaplains.

Parent's/Caregiver's Signature: _____ Date: _____

Instrumental Music Program - Application

Redbank Plains State High School provides Instrumental Music lessons for **Woodwind, Brass, and Percussion** instruments. These lessons are provided **free of charge**. When students are ready for the Concert/Marching Band, they will be required to purchase a band shirt and hat.

Lessons are offered to students who have studied an instrument in Primary School and to students who would like to begin learning an instrument in Year 7. These lessons are separate to subject choices and are on a rotating timetable.

The following instruments are offered at Redbank Plains State High School:

Woodwind		Brass	Percussion
Flute	Alto Saxophone	Trumpet	Percussion lessons include tuned and untuned percussion and drum kit
Clarinet	Tenor Saxophone	Trombone	
Bass Clarinet	Baritone Saxophone	Tuba	
Oboe		French Horn	
		Euphonium	

If you are interested in learning an instrument at Redbank Plains State High School, please complete the form below and return it with your enrolment form.

Please contact Nicolee Clarkson or Nykea Chambers if you have any further inquiries.

Nicolee Clarkson – Head of Department – The Arts
Email nclar48@eq.edu.au

Nykea Chambers – Instrumental Music Teacher
Email ncham30@eq.edu.au

Instrumental Music - Application Form 2024

Student's Surname: _____ Student's Given Name: _____

Parent's/Caregiver's Surname: _____ Parent's/Caregiver's Given Name: _____

Address: _____

Parent's/Caregiver's Phone No. _____ Email: _____

First preference instrument (choose from the list above): _____

Second preference instrument (choose from the list above): _____

Please complete the following questions:

1. Have you learnt this instrument before? Yes / No
2. If yes, how long have you been learning? _____ years
3. Do you own your own instrument? Yes / No
4. Do you wish to loan a school instrument? Yes / No
5. Please list any musical activities or groups you have been or are currently involved with:

Confirmed enrolments

Year 7 Enrolment for the following year - Upon acceptance after a successful enrolment application and interview, students commencing Year 7 will start on the first day of the new school year. All Year 7 students commencing the following year, are invited to Transition Day - held during Term 4 each year.

Year 7-12 Enrolments starting the same year - If a student is commencing the current school year, the administration team will advise their commencement date in consultation with the family. Students are to arrive wearing their full school uniform and report to Student Office (Administration Building) by 8.30am. Students will receive their timetable, have their photo taken, do a tour of the school and be escorted to their first class.

Transition Day (Year 7 Only)

All future enrolled Year 7 students are invited to come and spend the day at Redbank Plains State High School prior to attending the school full-time. Students will learn how to find their way around the school, and get to know the names and faces of other Year 7 students, their teachers and various support staff here to help them next year.

To attend Transition Day, students must have completed an enrolment interview. Students will spend the whole day at the school - 8:55am until 3pm.

Students are to wear their primary school uniform on Transition Day. They will also need a water bottle, a hat, a notebook and pen. Students' morning tea and lunch are catered for so they do not need to bring food.

Transport to and from Transition Day is to be organised by parents/caregivers.