

# Charters Towers Central State School

*Our mission is to provide for children an education which allows them to develop individually as valued citizens*



## *Application for Student Enrolment*

### *Confidential*

#### **INSTRUCTIONS**

Please refer to the *Application to enrol in a Queensland State School* information on page 3 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:

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

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

YEAR LEVEL: \_\_\_\_\_

**This student is a re-enrolment**

*School*

*Expectations:*

*I am Safe*

*I am Respectful*

*I am a Learner*

## 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 enrolment in a state school:

- if the school has a School Enrolment Management Plan or an Enrolment Eligibility Plan (enrolment is subject to an eligibility and 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.

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

Office Use Only					
Enrolment Decision		Has the prospective student been accepted for enrolment? <input type="checkbox"/> Yes <input type="checkbox"/> No (applicant advised in writing)			
		If no, indicate reason: <input type="checkbox"/> Does not meet School EMP or Enrolment Eligibility Plan requirements <input type="checkbox"/> Prospective student is mature age and school is not a mature age state school <input type="checkbox"/> Does not meet Prep age eligibility requirement <input type="checkbox"/> Prospective student is subject to suspension from a state school at the time of enrolment application <input type="checkbox"/> Does not meet requirements for enrolment in a state special school <input type="checkbox"/> Does not have an approved flexible arrangement with the school <input type="checkbox"/> School does not offer year level prospective student is seeking to be enrolled in <input type="checkbox"/> Prospective student has no remaining semester allocation of state education			
Date Enrolled		Year Level		Roll Class	EQ ID
Independent Student	<input type="checkbox"/> Yes <input type="checkbox"/> No	Birth Certificate/Passport Sighted, number recorded and DOB confirmed		Number: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is the prospective student over 18 year of age at the time of enrolment?		<input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, is the prospective student exempt from the mature age student process?		<input type="checkbox"/> Yes <input type="checkbox"/> No			
If no, has the prospective mature age student consented to a criminal history check?		<input type="checkbox"/> Yes <input type="checkbox"/> No			
School House/Team		EAL/D Support		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> To be determined	
FTE		Associated Unit		Visa and Associated Documents sighted	Yes <input type="checkbox"/> No <input type="checkbox"/>
EQI Category			SV – student visa TV – temporary visa DS – dependant – parent on student visa EX – exchange student DE – distance education		

### PROSPECTIVE STUDENT DEMOGRAPHIC DETAILS

<b>Legal Family Name*</b> (as per birth certificate)			
<b>Legal Given Names*</b> (as per birth certificate)			
<b>Preferred Family Name</b>		<b>Preferred Given Names</b>	
<b>Gender*</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Date of Birth</b>	
<b>Copy of Birth Certificate available to show school staff*</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Enrolment may not be approved without enrolling staff sighting the prospective student's birth certificate. An alternative to birth certificate will be considered where it is not possible to obtain a birth certificate (e.g. prospective student born in country without birth registration system. Passport or visa documents will suffice). This does not include failure to register a birth or reluctance to order a birth certificate.</p> <p>The requirement to sight the birth certificate does not apply where the prospective student has been previously enrolled in a state school and a birth certificate has been sighted.</p> <p>For international students approved for enrolment by EQI, a passport or visa will be acceptable.</p>	

### 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 enroll in?		Please provide the appropriate year level.		
Proposed start date	/ /	Please provide the proposed starting date for the 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

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

### FAMILY DETAILS

Parents/Carers	Parent/Caregiver 1	Parent/Caregiver 2
<b>Family Name*</b>		
<b>Given Names*</b>		
<b>Title</b>	<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
<b>Sex</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female
<b>Relationship To Prospective Student*</b>		
<b>Is the parent/carer an emergency contact?*</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>1<sup>st</sup> Phone contact number*</b>	Work/home/mobile	Work/home/mobile
<b>2<sup>nd</sup> Phone contact number*</b>	Work/home/mobile	Work/home/mobile
<b>3<sup>rd</sup> Phone contact number*</b>	Work/home/mobile	Work/home/mobile
<b>Email</b>		
<b>Occupation</b>		
<b>What is the occupation group of the parent/caregiver?</b>	<input type="checkbox"/> (Please select the parental occupation group from the list provided on page 9 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 on page 9 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')
<b>Employer Name</b>		
<b>Country of Birth</b>		
<b>Does the 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)</b>	<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

**STUDENT FAMILY DETAILS (continued)**

Parents/Carers	Parent/Caregiver 1	Parent/Caregiver 2
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
Address Line 1		
Address Line 2		
Suburb/Town	State	Postcode
Mailing address (if it is the same as home address, 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 primary or secondary school the parent/carer 1 has completed? (for persons who have never attended school, mark 'Year 9 or equivalent or below')	What is the <i>highest</i> year of primary or secondary school the parent/carer 2 has completed? (for persons 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 <i>highest</i> qualification the parent/carer 1 has completed?	What is the <i>highest</i> qualification the 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 ___/___/___
Is the prospective student an Australian citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No (If no, Evidence of 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 _____
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**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 _____			
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"/> Home Education
Please provide name and address of education provider/activity provider/			

### RELIGIOUS INSTRUCTION \*

<p>From Year 1, the prospective student may participate in Religious Instruction if it is available.</p> <p>If you tick 'No' or if the nominated religion is not represented within the school's religious instruction program, the prospective student will receive other instruction in a separate location during the period arranged for religious instruction.</p> <p>Parents/carers may change these arrangements at any time by notifying the principal in writing.</p>	<p><b>Do you want the prospective student to participate in religious instruction?</b></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>If 'Yes', please nominate the religion:</b></p> <p>_____</p>
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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 home address, write 'AS ABOVE')			
Address Line 1			
Address Line 2			
Suburb/Town	State	Postcode	

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

	Emergency Contact	Emergency Contact
Name		
Relationship (eg Aunt)		
1 <sup>st</sup> Phone contact number*	Work/home/mobile	Work/home/mobile
2 <sup>nd</sup> Phone contact number*	Work/home/mobile	Work/home/mobile
3 <sup>rd</sup> Phone contact number*	Work/home/mobile	Work/home/mobile

### 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	

#### Family Court Orders \*

Are there any current orders made pursuant to the <i>Family Law Act 1975</i> concerning the welfare, safety or parenting arrangements of the prospective student?	<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.	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?	<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.	Commencement date	___/___/___
	End date	___/___/___

**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 sighted 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.

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

**Education Queensland Standardised Medical Condition Category List:**

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

**APPLICATION TO ENROL \***

I hereby apply to enrol my child at Charters Towers Central State School

I understand that supplying false or incorrect information on this 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/Caregiver 1	Parent/Caregiver 2
Signature		
Date		



## Parental Occupation Groups for use with Parent / Caregiver details

<p><b>Group 1: <u>Senior management in large business organisation, government administration and defence, and qualified professionals</u></b></p> <p><b>Senior executive/manager/department head</b> in industry, commerce, media or other large organisation.</p> <p><b>Public service manager</b> (Section head or above), regional director, health/education/police/fire services administrator</p> <p><b>Other administrator</b> [school principal, faculty head/dean, library/museum/gallery director, research facility director]</p> <p><b>Defence Forces</b> Commissioned Officer</p> <p><b>Professionals</b> generally have degree 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.</p> <p style="padding-left: 20px;"><b>Health, Education, Law, Social Welfare, Engineering, Science, Computing</b> professional</p> <p style="padding-left: 20px;"><b>Business</b> [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]</p> <p style="padding-left: 20px;"><b>Air/sea transport</b> [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller]</p>
<p><b>Group 2: <u>Other business managers, arts/media/sportspersons and associate professionals</u></b></p> <p><b>Owner/manager</b> of farm, construction, import/export, wholesale, manufacturing, transport, real estate business</p> <p><b>Specialist manager</b> [finance/engineering/production/personnel/industrial relations/sales/marketing]</p> <p><b>Financial services manager</b> [bank branch manager, finance/investment/insurance broker, credit/loans officer]</p> <p><b>Retail sales/services manager</b> [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]</p> <p><b>Arts/media/sports</b> [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official]</p> <p><b>Associate professionals</b> generally have diploma/technical qualifications and support managers and professionals.</p> <p style="padding-left: 20px;"><b>Health, Education, Law, Social Welfare, Engineering, Science, Computing</b> technician/associate professional</p> <p style="padding-left: 20px;"><b>Business/administration</b> [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]</p> <p style="padding-left: 20px;"><b>Defence Forces</b> senior Non-Commissioned Officer</p>
<p><b>Group 3: <u>Tradesmen/women, clerks and skilled office, sales and service staff</u></b></p> <p><b>Tradesmen/women</b> generally have completed a 4 year Trade Certificate, usually by apprenticeship. <u>All tradesmen/women are included in this group.</u></p> <p><b>Clerks</b> [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]</p> <p><b>Skilled office, sales and service staff.</b></p> <p style="padding-left: 20px;"><b>Office</b> [secretary, personal assistant, desktop publishing operator, switchboard operator]</p> <p style="padding-left: 20px;"><b>Sales</b> [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]</p> <p style="padding-left: 20px;"><b>Service</b> [aged/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]</p>
<p><b>Group 4: <u>Machine operators, hospitality staff, assistants, labourers and related workers</u></b></p> <p><b>Drivers, mobile plant, production/processing machinery and other machinery operators.</b></p> <p><b>Hospitality staff</b> [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper]</p> <p><b>Office assistants, sales assistants and other assistants.</b></p> <p style="padding-left: 20px;"><b>Office</b> [typist, word processing/data entry/business machine operator, receptionist, office assistant]</p> <p style="padding-left: 20px;"><b>Sales</b> [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]</p> <p style="padding-left: 20px;"><b>Assistant/aide</b> [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]</p> <p><b>Labourers and related workers</b></p> <p style="padding-left: 20px;"><b>Defence Forces</b> ranks below senior NCO not included above</p> <p style="padding-left: 20px;"><b>Agriculture, horticulture, forestry, fishing, mining worker</b> [farm overseer, shearer, wool/hide Glasser, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]</p> <p style="padding-left: 20px;"><b>Other worker</b> [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]</p>

# CHARTERS TOWERS CENTRAL STATE SCHOOL

*Our mission is to provide for children an education which allows them to develop individually as valued citizens.*



39 – 47 High Street, Charters Towers Qld 4820

PO Box 64, Charters Towers Qld 4820

Phone: (07) 4756 2333

Student Absentee Line: (07) 4756 2366

Email: [admin@charters Towers Central SS.eq.edu.au](mailto:admin@charters Towers Central SS.eq.edu.au)

Website: [www.charters Towers Central SS.eq.edu.au](http://www.charters Towers Central SS.eq.edu.au)

Principal: Mr Tony Franklin

19/06/19

## Introduction to the State School Consent Form (attached) for Charters Towers Central State School

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

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

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

Your child's student materials:

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

### Purpose of the consent

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

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

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

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

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

### Voluntary

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

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

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

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

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

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

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

## **Media sources used**

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

- School website: [www.charterstowerscentralss.eq.edu.au](http://www.charterstowerscentralss.eq.edu.au)
- Facebook: [www.facebook.com/ChartersTowersCentralSS/](http://www.facebook.com/ChartersTowersCentralSS/)
- YouTube: **N/A**
- Instagram: **N/A**
- Twitter: **N/A**
- Other: **Promotional Material**
- 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:

**Administration Officer**  
[admin@charterstowerscentralss.eq.edu.au](mailto:admin@charterstowerscentralss.eq.edu.au)  
**07 4756 2333**

The Administration Officer should be contacted if you have any questions regarding consent. Please retain this letter for your records and return the signed consent form.



# Charters Towers Central State School 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: **Charters Towers Central State School**

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

- Full Name       First Name       No Name       Other Name .....

*\*Please note, if no selection is made, only the Individual's first name will be used by Charters Towers Central State School. However, Charters Towers Central State 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 at Charters Towers Central State School.**  
 (b) Further identified activities not listed in the form and letter for the above timeframe: **Charters Towers Show, Annual School Awards / Presentation Evening**

## 5 LIMITATION OF CONSENT

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

**6 CONSENT AND AGREEMENT**

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

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

I have read the explanatory letter, or it has been read to me. I have had the opportunity to ask questions about it and any questions that I have asked have been answered to my satisfaction. By signing below, I consent to the school recording, using and/or disclosing (publishing) the personal information and materials identified in section 2 for the purposes detailed in section 3.

By signing below, I also agree that this State School Consent form is binding. For the benefit of having the materials (detailed in section 2) promoted as DoE may determine, I grant a licence for such materials for this purpose. I acknowledge I remain responsible to promptly notify the school of any third party intellectual property incorporated into the licensed materials. I accept that attribution of the identified person in section 1 as an author or performer of the licensed materials may not occur. I accept that the materials licensed may be blended with other materials and the licensed materials may not be reproduced in their entirety.

Print name of student .....

Print name of consenter.....

Signature or mark of consenter.....

Date .....

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

Date .....

**SPECIAL CIRCUMSTANCES**

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

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

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

Print name of witness .....

Signature of witness .....

Date .....

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

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

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

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

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

Print name and role of person taking the consent .....

Signature of person taking the consent .....

Date .....

**Privacy Notice**

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

Entered into OneSchool      Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_      Signed: \_\_\_\_\_

## COMPUTER USE POLICY

Introduction: Charters Towers Central State School acknowledges that the World Wide Web has become a fundamental tool in information retrieval. Telecommunication technology has impacted greatly on the way we access and communicate information. Access to the Internet allows students to explore web sites, databases, libraries, bulletin boards and many other resources. It also allows students to communicate with other people all around the world. The Internet service is available to students for "limited educational purpose". This means that the Internet will only be used for classroom activities, professional and personal development and high-quality activities.

The School: In addition to this policy, the Internet service we provide has filter software installed to censor offensive material. Charters Towers Central State School cannot be responsible for every student while they are using the Internet. However, we will ensure that all staff are familiar with the policy and will always seek to deliver adequate supervision. It is also the responsibility of the students to understand and follow the procedures set in place should they access such a site.

Under no circumstances are students to access web-based email (eg. Hotmail) other than that provided by the school.

Parents and Guardians: Parents and guardians share the responsibility with the school to discuss the need for acceptable use of the Internet and encourage their child to adhere to the guidelines as set out below.

Students should understand:

Computers and other information technology resources at Charters Towers Central State School are intended primarily for use in learning.

Every student is given a computer account to allow access to the school's computer network and this is private to the user.

No student may interfere with another account.

When using "global" systems, such as the Internet, it is impossible for the school to filter out or screen all material which is controversial, inappropriate or offensive. Although there will be strict supervision during Internet access, each student must also take RESPONSIBILITY to ensure they do not initiate access to such material or to distribute such material by copying, storing or printing.

I agree that I will use information technology resources appropriately and legally as detailed below:

- ❖ I will take of information technology resources.
- ❖ I will take care not to damage computer/iPad equipment or furniture.
- ❖ I will never eat or drink near any school owned computer/iPad or equipment.
- ❖ I will follow teacher/teacher aide directions precisely, with relation to the operations of computers/iPads. This includes directions to log off and cease activity.
- ❖ I will be considerate of others users.
- ❖ I will not use the internet to annoy or offend anyone else.
- ❖ I will keep my password secret.
- ❖ I will not attempt to use or otherwise interfere with another student's account or folder under any circumstances.
- ❖ I will not reveal my personal address or phone number or those of other students or staff in any electronic communications.
- ❖ I will use the Internet for educational purposes only.
- ❖ I will not look for anything that is illegal, dangerous or offensive.
- ❖ If I accidentally come across something that is illegal, dangerous or offensive, I will:
  - a) Clear any offensive pictures or information from my screen; and
  - b) Immediately and quietly inform my teacher.
- ❖ I understand that if the school decides I have broken these rules, appropriate action will be taken. This may include loss of my computer/iPad/Internet access for some time.

## COMPUTER USE AGREEMENT

### STUDENT

I accept that...

Breaking this agreement will result in my being taken off the network temporarily or permanently depending on the seriousness of the offence and that this may be recorded on my student record. For more serious matters, where a criminal offence occurs, further disciplinary and/or legal action may be taken.

I have read, understood and will follow the conditions and rules as set out in the school's Computer Use Policy. I further understand that there will be consequences (including loss of network privileges) if I should cause any harm or abuse any of these conditions.

YES I Agree

NO I Do Not Agree

### PARENT/CAREGIVER

Computer Use Policy:

As the parent or caregiver of this student, I have read the Computer Use Policy. I understand that the computer/iPad resources at Charters Towers Central State School are designed for educational purposes and that any violations of the conditions as set out in the policy can lead to loss of privileges. I also understand that theft or damage to equipment will mean that the student's parent or caregiver will pay the cost of replacement parts or repairs.

YES I Agree

NO I Do Not Agree

### INTERNET ACCESS:

As parent/caregiver of this student, I understand that it is impossible for the school to fully restrict access to controversial material on global information systems such as the Internet. I also understand that while the school will take appropriate measures to limit access to offensive, illegal or dangerous material, ultimately, it is each student's responsibility not to initiate access to such material. I hereby give permission for my child to be given access to electronic communication networks including the Internet.

YES I Give My Consent

NO I Do Not Give My Consent

## ENROLMENT AGREEMENT – CHARTERS TOWERS CENTRAL STATE SCHOOL

This enrolment agreement sets out the responsibilities of the student, parents or carers and the school staff about the education of students enrolled at Charters Towers Central State 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 activities and take part in school activities
- act at all times with respect and tolerance towards other students and the staff
- work hard and comply with requests or directions from the staff
- abide by school rules 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
- respect the school property.

### Responsibility of parents/carers to:

- ensure your child attends school on every day for the educational program in which they are enrolled
- attend meetings of the school that relate to your child
- let the school know if there are any problems that may affect your child's ability to learn
- inform the school of student absences and reasons for absences in a timely manner
- treat 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 the school's instructions regarding access to school grounds before, during and after school hours
- advise Principal if your student is in the care of the State
- keep school informed of any changes to student's details, such as student's home address and phone number.

### Responsibility of school staff to:

- design and implement engaging and flexible learning experiences for individuals and groups
- 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
- foster positive and productive relationships with families and the community
- inform students, parents and carers about what the teachers aim to teach students each term
- teach effectively and to set the highest standards in work and behavior
- 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 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, behavior, attendance or punctuality
- deal with complaints in an open, fair and transparent manner in accordance with departmental procedure, Complaints Management – State Schools
- treat students and parents with respect.

I acknowledge:

- That I have read and understood the responsibilities of the student, parents/carers and the school staff outlined above; and
- The rules and regulations of Charters Towers Central State School as stated in the school policies and procedures as provided in the School's Handbook and found at its website [www.charterstowerscentralss.eq.edu.au](http://www.charterstowerscentralss.eq.edu.au) may impact on my child's enrolment and activities within this school.

I understand and am aware that the following school policies and procedures may impact on my child's enrolment and activities within this school:

- Responsible Behaviour Management Plan (School Handbook)
- Student Dress Code (School Handbook)
- Truancy and Return of Work Policy (School Handbook)
- Student usage of Internet, Intranet and Extranet (School Handbook)
- Grievance Management (School Handbook)
- Parent Notice for Religious Instruction (School Handbook)
- Consent to use Copyright Materials, Image, Recording and Name (School Handbook)
- Appropriate use of Mobile Telephones and other Electronic Equipment by Students (School Handbook)

### SIGNATURES

	Signature	Date
Student		
Parent/Caregiver 1		
Parent/Caregiver 2		
Principal		

