

Student Name: _____

Year Level: _____ Class: _____



A better place to be

BROWNS PLAINS

STATE SCHOOL

ENROLMENT FORMS

To be completed and returned to BPSS

Version 8 May 2021

Enrolment Instructions

Dear Parent/Carer

Thank you for choosing Browns Plains State School for your child and family. I am excited to welcome you to our school community. To make Browns Plains State School 'a better place to be' we are Always Learning, Always Respectful and Always Safe so we look forward to working in partnership with you and your family.

Please find enclosed the enrolment forms to be completed for your child to be enrolled at Browns Plains State School.

The enrolment process for 2021 will be as follows:

1. Collect an enrolment pack from the Browns Plains State School Administration Office
2. Provide the original copy **of your child's birth certificate for sighting and a photocopy of any proof of residency document** to the school office.
3. **Complete and return the Enrolment Forms** booklet (this booklet) to the Browns Plains SS administration office.
4. Attach a **copy of your child's most current report card if enrolling in Year 1- Year 6 if enrolling from interstate or a non-state school**
5. **Attend an interview** with your child and a member of our Leadership Team.

Should you have any questions about the enrolment process, please contact our school office.

Regards



Mrs Wuanita Meyrick

Principal

07 3809 6222

admin@brownsplainsss.eq.edu.au

1-29 Mayfair Drive, Browns Plains QLD 4118

www.facebook.com/brownsplainsstateschooleq

www.brownsplainsss.eq.edu.au

Enrolment Residency Form

Office Use Only

Date
Lodged: _____

Student
No.: _____

1. Student Details

Family Name	
Given Names	
Residential Address	

2. Parent/Carer Details

	Parent/Caregiver 1	Parent/Caregiver 2
Family Name		
Given Names		
Relationship to student		
Residential Address (If Different from above)		

3. Year Level Student enrolling into:

Prep ☐ Year 1 ☐ Year 2 ☐ Year 3 ☐
 Year 4 ☐ Year 5 ☐ Year 6 ☐

4. Type of enrolment

☐ Living within catchment ☐ Living out of catchment

5. Residency Documents:

All parents/carers who wish to enrol their child at Browns Plains State School, must provide photocopies of one (1) of the following documents in the applicant's name and address of enrolment application:

- ☐ Rates Notice
- ☐ Signed Unconditional House Contract
- ☐ Rental Agreement - signed by real estate agency
- ☐ Rental Bond Receipt
- ☐ Registration on a State or Federal Electoral Roll
- ☐ Driver's Licence
- ☐ Bank Account Statement
- ☐ Electricity or Gas Account
- ☐ Other _____

If applicable:

- ☐ Visa/Passport showing Visa category

Application for student enrolment form

INSTRUCTIONS

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

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

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

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

PRIVACY STATEMENT

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

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

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

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

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

PROSPECTIVE STUDENT DEMOGRAPHIC DETAILS

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

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

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

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

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

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

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

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

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:

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		

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

Parental occupation groups for use with parent/carers details**Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals**

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

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

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

Defence Forces commissioned officer

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

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

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

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

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

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

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

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

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

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

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

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

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

Defence Forces senior Non-Commissioned Officer.

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

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

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

Skilled office, sales and service staff:

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

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

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

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

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

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

Office assistants, sales assistants and other assistants:

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

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

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

Labourers and related workers

Defence Forces ranks below senior NCO not included above

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

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

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

State schools standardised medical condition category list

Acquired brain injury
Allergies/Sensitivities
Anaphylaxis
Airway/lung/breathing - Oxygen required (continuously/periodically)
Airway/lung/breathing - Suctioning
Airway/lung/breathing - Tracheostomy
Airway/lung/breathing - Other
Artificial feeding - Gastrostomy device (tube or button)
Artificial feeding - Nasogastric tube
Artificial feeding - Jejunostomy tube
Artificial feeding - Other
Asthma
Asthma – student self-administers medication
Attention-deficit /Hyperactivity disorder (ADHD)
Autism Spectrum Disorder (ASD)
Bladder and bowel - Urinary wetting, incontinence
Bladder and bowel - Faecal soiling, constipation, incontinence
Bladder and bowel - Catheterisation (continuous, clean intermittent)
Bladder and bowel - Stoma site, urostomy, Mitrofanoff, MACE, Chair
Bladder and bowel - Other
Blood disorders - Haemophilia
Blood disorders - Thalassemia
Blood disorders - Other
Cancer/oncology
Celiac 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.

Enrolment Agreement – Browns Plains 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 Browns Plains 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 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 Student Code of Conduct, 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/carers 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/carers
- 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 Student Code of Conduct 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/carers of an unexplained absence of their child as soon as practicable on the day of the student's absence (allowing time for parents/carers 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](#)
- treat students and parents/carers with respect.

- ☐ Student Code of Conduct
- ☐ Student Dress Code
- ☐ Parent and Community Code of Conduct
- ☐ Homework Policy
- ☐ School charges and voluntary contributions
- ☐ [Advice for state schools on acceptable use of ICT facilities and devices](#)
- ☐ Absences
- ☐ School excursions
- ☐ Complaints management
- ☐ [Religious instruction policy statement](#)
- ☐ [Chaplaincy and student welfare worker services – policy statement](#)
- ☐ Department insurance arrangements and accident cover for students
- ☐ [Obtaining and managing student and individual consent](#)
- ☐ School instructions for school access

I acknowledge:

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

Name of Student		
Student Signature	Parent/Carer Signature	On behalf of Browns Plains State School



1. PARTICULARS – PARENT / CARER TO COMPLETE

Name to be used in association with the individual's personal information, image, recording or copyright material: (to be completed by parents/carer)

☐ Full name ☐ First name only ☐ No name ☐ Other: [Print]

2. PARTICULARS – SCHOOLS TO COMPLETE

Description of what is to be created, used, retained or reproduced:

(Image or recording includes photographs, videos, film or sound recordings of the Individual)

☒ Individual's image ☒ Individual's recording ☒ Individual's copyright material

Description of copyright material, image, recording or other personal information:

☒ sound recording ☒ artistic work ☒ written work ☒ film ☒ name ☒ photograph / image

other: [Print]

Where will this information be used (e.g on the website, newsletter or brochure etc).

☒ newsletter (uploaded to the web) ☒ printed promotional material ☒ advertising website

☒ displays ☒ competitions ☒ year books / annuals ☒ local media

other:

What is the timeframe for the individual's consent (e.g. is it for duration of enrolment? What date or dates?):

During Enrolment at Browns Plains State School

Which of the websites below will the individual's personal information or individual work be published on (i.e. permanently published to the public):

☒ School websites: <https://brownsplainsss.eq.edu.au>

The school websites are publicly accessible by all internet users. The school may share information, photographs and videos related to the school's programs, activities and initiatives with users through its websites.

☒ School Facebook page: www.facebook.com/brownsplainsstateschooleq

The school Facebook page is publicly accessible by all internet users. The school may share information, photographs and videos related to the school's programs, activities and initiatives with users through its Facebook page.

☐ School YouTube Channel: N/A

The school YouTube channel is publicly accessible by all internet users. The school may share videos related to the school's programs, activities and initiatives with users through its YouTube channel. The school does not permit users to download its videos uploaded to its YouTube channel. However third party applications may be used to overcome the school's settings.

☐ School Twitter Profile: N/A

The school Twitter profile is publicly accessible by all internet users. The school may share information, photographs and videos related to the school's programs, activities and initiatives with users through its Twitter profile.

☐ Other:

Provide a short description, and the website address, of the other website/s: N/A

3. LIMITATIONS ON CONSENT – PARENT/CARER TO COMPLETE

The Individual or Signatory wishes to limit the consent in the following way:

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



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.

DETAILS

Name of Individual

Address of Individual

Name of School (at which the Individual is enrolled, employed or volunteers) **Browns Plains State School**

Signature of the Individual (if over 18 years of age, or if under 18 years of age and capable of understanding and giving this consent)

Date

/ /

Signature of the parent or guardian (required if the Individual is under 18 years)

Date

/ /

Name of signing parent or guardian

Address of signing parent or guardian

5. CONSENT GIVEN

On behalf of the individual identified in Section 4 of this Consent Form (the Individual), the person or persons signing this Consent Form (the Signatory)* grant consent to the Department of Education and Training (the Department), to a State School and to any other Department or Agency of the State of Queensland (the State) to use, record and disclose the Individual's:

- name, image, recording and any other identifying information specified in the Particulars section of this Consent Form (personal information); and
- copyright material, including their written, artistic or musical works or video or sound recordings specified in the Particulars section of this Consent Form (Individual work).

*Note: If the Individual is under 18 years of age, the Signatory must be a parent or guardian of the Individual. The Individual must also sign if he or she is under 18 and able to give and understand the consent. If the Individual is 18 or older, the Signatory and the Individual will be the same person.

6. PURPOSE

This consent only applies to any use, recording or disclosure of the Individual's personal information or Individual work, in connection with the Department or the State, for the following purposes:

- any activities engaged in during the ordinary course of the provision of education and training (including assessment) or other purposes associated with the operation and management of the Department or the Individual's school;
- public relations, promotion, advertising, media and commercial activities. This only includes via the internet and Social Media Websites if the relevant website is identified as a permitted website for the purposes of this consent in the Particulars section of this Consent Form;
- where the material is uploaded to a Social Media website or other website:
 - any purpose, commercial or otherwise, required by the operators of the website as a condition of uploading the personal information or Individual work; and
 - transfer of the personal information outside of Australia in the course of the operation of the website.
- use by the media in relation to the Individual's participation in school activities or community events, including, for example, dramatic or musical performances, sporting activities and award ceremonies; and
- any other activities identified in the Particulars section of this Consent Form.

7. DURATION

If the Department, the State or another person permitted by them is using the Individual's personal information or Individual work, or has entered into contractual obligations in relation to the Department's material that incorporates the Individual's personal information or Individual work, the consent will continue in relation to that material until the use is complete or until the contractual obligations come to an end. It is not possible for the Signatory or the Individual to withdraw the Individual's personal information or Individual work or revoke this consent in relation to such existing uses of that material.



**Queensland
Government**

State School Consent Form

to use, record or disclose copyright material, image, recording, name or personal information

If you do wish to revoke or modify this consent in relation to any further new uses of the Individual's personal information or Individual work, the Individual or the Signatory should send a notice in writing to the person nominated in Section 9 of this Consent Form. After that notice is received, the Department and the State will still be able to continue the existing uses, but will not be able to make any further new use of the Individual's personal information or Individual work.

The Signatory acknowledges that where material is uploaded to a Social Media website or other website:

- the use and contractual obligations may be perpetual and irrevocable; and
- it may not be possible to ensure that all copies of the material are deleted or cease to be used, and the Department and the State will not be responsible for doing so.

8. DEFINITIONS

- 'Use' includes:
 - to create, make copies of, reproduce, modify, adapt or retain in any form, including by camera, video, digital recorder, webcam, mobile phone or any other device; and
 - to distribute, publish or communicate in any form, including in newsletters and other print media, television and the internet and Social Media websites, in whole or in part, and to permit other persons to do so.
- The Department or the State will not pay the Signatory or the Individual for giving this consent or for the use of the Individual's personal information or Individual work.
- This Consent Form revokes and replaces all previous consent forms in relation to the use of the Individual's personal information or Individual work.
- This Consent Form is a legally binding and enforceable agreement between the Signatory and the Department or the State.
- Nothing in this Consent Form limits the rights that the Department or the State reserve in relation to the use of the Individual's personal information, Individual work or other intellectual property under any other law.
- The 'Department' and the 'State' include the officers and employees of the Department and the State engaged in performing services for the Department and the State.
- 'Social Media Website' includes any website operated by a third party which facilitates the uploading and sharing of user generated content, including social and professional networking websites, web forums, blogs and wikis.
- This consent extends to the Department and the State:
 - disclosing the Individual's personal information and Individual work to the Department's and the State's agents, contractors and volunteers for the purpose of performing services for the Department and the State; and
 - permitting those persons to use, record and disclose such material to the same extent as the Department and the State are entitled to deal with the Individual's personal information and Individual work.

9. NOTE

The Department will use its best endeavours to ensure the person signing this Consent Form is authorised to do so, but takes no responsibility for circumstances in which it is misled as to the identity or authority or ability of a person to provide consent.

If you require a copy of this signed Consent Form, or if you wish to revoke this consent, please contact the Principal of the school at which the Individual is enrolled or works or send a request in writing to the District Office.

10. INFORMATION

What is this consent for?

This Consent Form authorises the Department and the State to use the Individual's personal information and copyright material, together with information about the Individual's participation in Departmental and State initiatives, for any use by the Department and the State associated with the purposes identified in Section 6 of this Consent Form. The consent covers the entire or partial use of the Individual's personal information and copyright material in conjunction with other words and images.

For example, the Individual's personal information and copyright material may appear in school newsletters, magazines, websites (including Social Media Websites) and other school, departmental or State publications, as well as in television advertising, videos, brochures, forms, public relations displays, annual reports, press advertising, internal documents such as manuals, websites, certificates and strategic plans, and posters and other promotional material. There may also be occasions on which the Department may approve the media, such as local newspapers and television stations, using information and copyright material in relation to the Individual (for example, where the Individual is involved in dramatic or musical performances, sporting activities or award ceremonies).

Websites

Individuals and Signatories should be aware that publication of an Individual's personal information and Individual work on Social Media Websites is similar to publication in newsletters, magazines, brochures, etc; however publication on Social Media Websites is publication of that material to the world at large.

Individuals and Signatories should be aware that the publication of an Individual's personal information and Individual work, by the Department or the State, on a Social Media Website typically constitutes a permanent and publicly available record of that material. This means that anyone may be able to copy and use an Individual's personal information and Individual work that has been published on a Social Media Website for any purpose and without the consent or knowledge of the Department, the State or the Individual. Individuals or Signatories should not grant their consent to the Department or the State to use an Individual's personal information or Individual work in connection with a Social Media Website if the Individual or Signatory does not agree to the material being permanently available to the public.

If an Individual's personal information or Individual work is published on a Social Media Website, that material will be governed by the privacy policy and terms of use of the relevant Social Media Website. The Department or State cannot reasonably control how an Individual's personal information or Individual work is used by third parties once the material has been published on a Social Media Website.



What is copyright material?

An Individual's copyright material may include written work (e.g. stories and poems), paintings, pictures, drawings, designs, photographs, videos, films, music, performance, recordings, computer programs, websites, sculptures, fashion, metal- or wood-works made by them or to which they contributed. In the case of students, it includes, but is not limited to, work that they create in the course of their studies during the time they are enrolled at a State school. These materials may form part of their academic assessment or be part of their studies generally and may attract copyright.

The Department understands that students and volunteers generally own the intellectual property rights in the material they create and that this Consent Form is not meant to transfer the Individual's ownership of the intellectual property in their copyright material.

This Consent Form does not provide for copyright consent in relation to copyright works an Individual creates in the course of employment (whether or not the material is created in normal work hours or using departmental facilities or equipment). Where copyright material is created by a State employee while performing their duties under the terms of their employment, the copyright is owned by the State as the employer (section 35 *Copyright Act 1968*). There are limited exceptions to this including, for example, where the copyright material is created by an employee pursuant to a prior agreement with the employer.

Generally, the deciding factor is whether the employee is performing their official duties. In addition, section 176 of the *Copyright Act 1968* applies where the work was created by or under the direction or control of the State. However, moral rights may still apply to copyright material created by an employee. The *Queensland Public Sector Intellectual Property Principles* provide further information on intellectual property. If as an employee you have any further queries about the ownership of the intellectual property in respect of the works you create you should contact the Legal and Administrative Law Branch.

What is personal information?

Personal information includes information or opinions, whether true or not, about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion. This includes the Individual's name, image or video or sound recording. It also includes the Individual's educational information such as the Individual's assessment and results, and health information and court orders provided to the Department, where such information may enable the Individual to be identified.

What happens to the Consent Form once it is completed and signed?

The Consent Form is retained by the Department and it will be placed on the Individual's file and/or the project file. The Individual or Signatory may request a copy of the signed form by contacting the Principal of the school.

What if I give my consent and later change my mind?

This consent will be in effect from the date the Consent Form is signed. The Department and the State will then start using the Individual's personal information and Individual work to create material incorporating the Individual's personal information and Individual work and entering into contractual obligations in relation to that material.

If you wish to later modify or revoke this consent, the Individual or the Signatory should send a notice in writing to the person nominated in Section 2 of this Consent Form. After that notice is received, the Department and the State will not make any new additional use of the Individual work, but any existing uses will continue.

Where the Department or another person uploads material to a Social Media Website or other website, it may need to accept contractual obligations that are perpetual and irrevocable. It may not be possible to ensure that all copies of the material are deleted or cease to be used, and the Department and the State cannot take responsibility for doing so.

Privacy

The consent to the recording, use and disclosure of the Individual's personal information and Individual work is required in accordance with the *Copyright Act 1968* (Cth), the *Education (General Provisions) Act 2006* and the *Information Privacy Act 2009*. Personal information will be stored securely. The Department will only disclose the Individual's personal information in accordance with your consent, except where authorised or required by law. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, or if you have a concern or complaint about the way the Individual's personal information has been collected, used, stored or disclosed, please contact the school.

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



Third Party Website Consent

Privacy Notice

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.

Browns Plains State School wishes to utilise the third party web based service providers 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 and outside of Australia. Outside of Australia means that data that is entered to register for these sites will be stored on servers that are not based in Australia and therefore are not bound by Queensland's privacy laws. Registration may include disclosing the following information about your student:

- Student First Name, Student Last Name, Student ID, Age, Gender, Date of birth, Year group, Class group, Class Teacher, Student departmental email, student password

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 **Mrs Meyrick** on 3809 6222 or principal@brownsplainsss.eq.edu.au

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.

The next page is a list of the third party web based service providers used at school.

Browns Plains State School

Name of Provider: Reading Eggs (3p Learning)

Type of Service: The purpose of this website is to promote and provide access to a product designed to develop a student's ability to read English.

Website: <http://www.readingeggs.com.au> **Terms of Use:** <http://readingeggs.com.au/terms> **Privacy Policy:** <http://readingeggs.com.au/privacy>

File Storage: Cloud based storage on Amazon Web Services (AWS). Some information may be disclosed to overseas storage facilities. USA information privacy and protection laws differ substantially from Queensland and Australian law.

Name of Provider: Mathletics (3P Learning)

Type of Service: The purpose of this website is to provide maths games and activities to support the learning of maths concepts and skills. Users can compete against other registered users through challenges to earn points and achieve high scores.

Website: www.mathletics.com.au **Terms of Use:** www.3plearning.com/terms-conditions **Privacy Policy:** www.3plearning.com/privacy-policy

File Storage: Cloud based servers in USA. USA information privacy and protection laws differ substantially from Queensland and Australian law.

Name of Provider: Acer Online Assessment and Reporting (OARS)

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: Onshore (in Australia)

Name of Provider: Renaissance (Star test)

Type of Service: The purpose of this website is to provide a platform that delivers products with an aim to provide accelerated learning for reading and maths.

Website: <https://www.renaissance.com.au/> **Terms of Use:** <https://www.renaissance.com/terms-of-use/> **Privacy Policy:** <http://www.renaissance.com/privacy-policy/>

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

Name of Provider: Studyladder

Type of Service: Provides students access to differentiated learning activities across all subject areas.

Website: <https://www.studyladder.com.au> **Terms of Use:** <https://www.studyladder.com.au/about/terms> **Privacy Policy:** <https://www.studyladder.com.au/about/privacy>

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

Name of Provider: Seesaw

Type of Service: The purpose of this website is to capture student work in a digital 'portfolio'.

Website: <http://web.seesaw.me> **Terms of Use:** <https://app.seesaw.me/about/terms> **Privacy Policy:** <https://app.seesaw.me/about/privacy>

File Storage: This service stores information in the United States of America (USA).

Name of Provider: Vivo

Type of Service: Positive reward system for students. Student use school based point system to accrue prizes.

Website: <https://www.vivoclass.com.au/> **Terms of Use:** <https://vivoclassau.zendesk.com/hc/en-au> **Privacy Policy:** <https://www.vivoclass.com.au/skills/privacy-policy.html>

File Storage: Cloud based servers in Australia

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:** 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: Offshore (outside of Australia)

Third Party User Consent Form

Please complete this page

As a parent or guardian, 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.

Student name:	
Year level:	
Class:	

Please circle your choice

Reading Eggs (3P Learning)	Consent / Do not consent
Mathletics (3P Learning)	Consent / Do not consent
Acer Online Assessment and Reporting	Consent / Do not consent
Renaissance	Consent / Do not consent
SeeSaw	Consent / Do not consent
Studyladder	Consent / Do not consent
Vivo	Consent / Do not consent
Education Perfect	Consent / Do not consent

Parent name:	
Parent signature:	
Date:	



Acceptable Usage Agreement for ICT Facilities

Information and communication technology (ICT), including access to and use of the internet and email, are essential tools for schools in the provision of innovative educational programs. Schools are constantly exploring new and innovative ways to incorporate safe and secure information and communication technology (ICT) use into the educational program.

Acceptable/appropriate use/behaviour by a student

- assigned class work and assignments set by teachers
- developing appropriate literacy, communication and information skills
- conducting general research for school activities and projects
- communicating or collaborating with other students, teachers, or experts for school work
- accessing online references such as dictionaries, encyclopaedias, etc.
- researching and learning through the department's eLearning environment

Unacceptable/inappropriate use/behaviour by a student

- download, distribute or publish offensive messages or pictures
- bullying/harassing others or use obscene or abusive language
- deliberately waste printing and internet resources
- damage computers, printers or network equipment
- commit plagiarism or violate copyright laws
- ignore teacher directions for the use of social media, online email and internet chat
- knowingly download viruses or any other unauthorised programs
- sharing passwords/log-on details
- trespassing in another person's files, home drive or email

The principal reserves the right to restrict student access to the school's ICT facilities and devices if access and usage requirements are not met or are breached. However restricted access will not disrupt the provision of the student's educational program.

Parent or Guardian

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

I also understand that it gives access to information on computers around the world; that the school cannot control what is on those computers; and that a very small part of that information can be illegal, dangerous or offensive. I accept that, while teachers will exercise their duty of care, protection against exposure to harmful information should depend finally upon responsible use by students.

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

Student's name: **Year:** **Username:**
(Please print)

Student's signature: **Date:** / /

Parent's/Carer's name:
(Please print)

Parent's/Carer's signature: **Date:** / /



Browns Plains Student Dress Code Agreement

As part of the enrolment process to Browns Plains State School, parents and students agree to abide by the Student Dress Code Policy. The student dress code consists of an agreed standard and items of clothing that are standards of acceptable or reasonable dress to be worn when:

- attending or representing their school
- traveling to and from school
- engaging in school activities out of school hours

Student dress codes reflect school community standards and balance the rights of individual students with the best interests of the whole school community. They are consistent with health and safety considerations and anti-discrimination legislation. Student dress codes offer gender neutral uniform options for students.

Browns Plains State School uniform includes:

- Unisex Polo shirt with school logo and bottle green shorts (boys and girls)
- OR Dress - checkered with green collar and school logo (girls)
- Bottle green broad brim or slouch hat
- Bottle green zip up jacket or pull-over jumper
- White socks
- Black fully enclosed shoes or joggers (no ballet flats or canvas slip on shoes)

All items of uniform must be clean, presentable and in good repair.

Jewelry can present a safety risk and is restricted to sleepers or small plain studs. Cultural necklaces may be worn if covered by the student's shirt with a buttoned up collar. No rings, bracelets (except for a medical condition) or piercings other than in the ears can be worn.

Nail polish, other than a clear polish, is not to be worn at school.

Hair should be worn neatly. Hair that is collar length or longer should be tied up with bottle green or black hair ties. Drastic hairstyles (such as mohawks or tracks) and brightly coloured hair should not be worn.

Undershirts are permitted to be worn, however they are not to be visible under the school shirt. In very cold weather, a bottle green or black skivvy/thermal may be worn (including long sleeve).

Appropriate disciplinary consequences (such as detention) can be applied in response to a student's non-compliance to wearing the appropriate school uniform. If for any reason, there are circumstances where the correct uniform is not being worn, alternative arrangements for a set period of time may be arranged upon receipt of written request from parents.

I agree to abide by the conditions of the Browns Plains State School Student Dress Code as part of the enrolment agreement.

Student Signature	Parent/Carer Signature	On behalf of Browns Plains State School

What is Positive Behaviour for Learning (PBL):

Positive Behaviour for Learning (PBL) is an evidence-based whole school approach to establish the social culture needed for schools to be effective learning environments for all students. PBL aids in building and supporting academic and social success for all students. In 2016 Browns Plains State School Staff made a commitment to implement PBL.

PBL assists schools to teach students expected social behaviours and, when implemented with integrity, it is an effective strategy for preventing school-based behaviour problems including violence and bullying.

PBL applies data-based decision making to improve student discipline, academic and social and emotional learning outcomes.

PBL Effectiveness:

Implementation of PBL with integrity in schools is associated with:

- ❖ reductions in the frequency of behaviour incidents and school disciplinary absences
- ❖ increases in teaching time
- ❖ improved school climate and staff well-being
- ❖ improved social and academic outcomes for students
- ❖ improved effectiveness of individual interventions

Teaching expected behaviours:

The Teaching Matrix (found on the next page) outlines the explicit behaviours relating to our three school expectations. This forms a common language and definition of appropriate behaviour across the whole school. Each fortnight a behaviour from the matrix is explicitly taught, practiced and reinforced across the whole school. Lessons are taught during last session Monday and practiced and reinforced during the fortnight. You can find the focus behaviour in the newsletter to discuss and reaffirm the expected behaviour at home.



VIVO is an online, formal reward system used to recognise, reinforce and monitor appropriate learning behaviours across the whole school. It is designed to increase the quantity and quality of positive interactions across the school community by recognising and reinforcing desired behaviours by providing immediate feedback and

a small reward.

Teachers incorporate VIVO in their individual class reward system, for a consistent whole school approach.

The desired behaviours are categorised into our 3 PBL foundations of:



VIVO Shop:

Each point can be saved and spent in the VIVO Shop. Here they will find a picture of each item, a brief description and a price in VIVOS.

Prizes available include craft items, books, small toys, sports equipment, experiences such as VIP seating at assembly & creating beaded projects.

PBL Teaching Matrix



I am:	In all areas	Classroom and all learning spaces	Covered areas and toilets	Playground
	I am on time I follow instructions I am organised and ready to learn with all required equipment I am an active learner I model good behaviour to other students I demonstrate a positive attitude I use acceptable strategies to problem solve	I am an active listener I give my best effort to all tasks	I move quietly around the school during class time. I only eat in eating areas and eat my healthy food first	
	I show respect to others and school routines I follow the school dress code I interact appropriately with others at all times I respect property and the environment I use appropriate and respectful language I keep my hands to myself	I raise my hand for permission to speak I respect others' right to work and learn	I stay on paths and out of the gardens I respect privacy and personal space of others I keep areas clean and tidy	I play fairly and model good sportsmanship I share the space and take turns
	I am safe at all times, including travelling to and from school I use appropriate equipment and objects responsibly I ask permission to leave any setting I wear appropriate clothing I use self-control at all times by keeping my hands feet and body to myself I report problems	I walk in classrooms I enter and exit rooms in an orderly manner and with permission from staff I walk quietly in lines with my class I line up quietly at bell times I use online resources safely and appropriately	I walk on concrete I eat my own food I use equipment and toilets appropriately I sit while eating in the correct area	I play safely I play appropriate games I play in the correct area



Thank you for completing your section of the enrolment application.

The following two sections will be completed by the school's enrolment officer before booking your interview and then by the school leadership team member who conducts your interview.

You are welcome to review, however please do not mark any pages.



OFFICE USE ONLY: Enrolment Checklist (Enrolment Officer)

Please complete and sign this form prior to booking an interview. Please tick **ALL** of the appropriate checklist items.

Prior to booking interview

- ☐ Ensure all forms are complete
- ☐ Birth certificate sighted B/C Number _____
- ☐ Photocopy of Visa/passport (if applicable)
- ☐ Photocopy of Court Orders or Temporary Protection Orders (if applicable)
- ☐ Photocopy of previous semester report card (Year 1 – 6 ONLY enrolling from non-state school or interstate)
- ☐ Is an interpreter needed for the interview? Yes / No (If yes please advise Leadership Team member who will be conducting the interview)

Student Enrolment Form to be checked

- ☐ Application for Student Enrolment form

*** All sections of the form MUST be completed***

- Parent's occupation and education
 - **Do not leave this section blank OR list as unknown.** If they are currently studying please record as 'Unemployed (student)'
- Sighting of birth certificate
 - Schools are required to sight a child's birth certificate or an appropriate alternative (e.g. passport or visa documents).
- Name on enrolment form
 - A child should be enrolled under their legal name as per their birth certificate. There is provision to also record a child's preferred family name for use on internal school documents such class rolls.
- Evidence of Student's Immigration Status
 - This section is required to be completed for all students who are not an Australian citizen and requires information about a student's passport and visa.
- Medical information and emergency contacts
 - A child's medical condition, symptoms, management and medication/s must be documented. Parents must indicate if they are an emergency contact. Three additional emergency contacts are also required.
- Religion – Religious Instruction
 - Parents/carers are asked to identify a child's religion. Parents can list 'no religion' or 'no religion nominated'.
- Court Orders
 - Any court orders concerning the welfare, safety or parenting arrangements of children should be provided.

Admin Officer

Date

OFFICE USE ONLY: Enrolment Checklist (Interviewer)

During Interview

- ☐ Determine that the student is not on suspension or pending exclusion from previous QLD school
- ☐ Clearly outline behavioural guidelines for our school
- ☐ Clearly outline dress code for our school – Refer back into enrolment package
- ☐ SchoolZine permission form – outline main form of communication, complete and provide to admin
- ☐ Request to Administer Medication at School – Routine or Emergency medication (if applicable have parent complete and provide to admin)
- ☐ Clearly outline attendance (Every day at school counts, application for exemption from schooling if absence for any reason is above 10 consecutive days, daily absence text messages / providing reason).
- ☐ School Resource Scheme – explain (including mathematics and reading eggs), however if opt out then all resources need to be provided (provided to admin who will also provide copy to finance)
- ☐ Media Consent – Refer back into enrolment package
 - Provide brief overview of the purpose of the document. *“The consent form permits the school to use student materials, image, sound or other recording or name”* Ensure parent has signed document correctly.
 - **Any changes to the consent must be directly reported to the Deputy Principal as soon as possible after the interview.**
- ☐ Internet Access Agreement – Refer back into enrolment package
Student Network and Computer Use Agreement – Provide brief overview of the purpose of the document *“To maximise the benefits that come from using a networked computer system with internet access while minimising the risks to self and others”*.
 - **Highlight 3 key points –**
 - **Login Integrity** – Do not share your password.
 - **Network security and student safety** – illegal, offensive, dangerous or harmful data/files/images/texts are not permitted. Suspicious behaviours on the network or internet to be reported immediately to a staff member.
 - **Internet and email use** – Internet and email is solely for educational purposes only.
- ☐ Parent and student understands the above, confirm agreement and the document is signed correctly by **both** parent and student. *(Please tick to confirm)*
- ☐ Enrolment Agreement – Refer back into enrolment package
This document sets out the responsibilities of the student, parents or careers and the school staff about the education of students enrolled at Browns Plains State School.

Highlight the following-

Student responsibilities – attendance, respect and tolerance, work hard and follow directions, abide by school rules, complete homework requirements, wear uniform with pride and respect school environment.

The policies and documents that support these are listed at the bottom. If you sign this document you agree to abide by these expectations. Document to be signed by both student and parent.

- ☐ Parent and student understands the above, confirm agreement and the document is signed correctly by **both** parent and student. *(Please tick to confirm)*

1. Information Provided

- ☐ Parent Handbook
- ☐ Responsible Behaviour Plan for Students
- ☐ School Locker brochure
- ☐ Online Reading & Maths Program brochure with School Resource Scheme paperwork
- ☐ OSHC flyer
- ☐ Homework Statement of Intent (Year 1 – 6 ONLY)
- ☐ Every Day Counts information

Additional Prep Specific Enrolment Requirement

Forms To Be Completed

- ☐ PEDS response form

Other Documentation to be collected (originals need to be sighted)

- ☐ Transition Statement (if applicable)
- ☐ Pre-Prep Information Request Form (if applicable and no Transition Statement provided)
- ☐ Medical or Specialist Reports (eg OT, vision, hearing, speech etc)

Information Provided

- ☐ Prep Handbook
- ☐ Every day counts pamphlet
- ☐ Get Set for Prep pamphlet
- ☐ Prep starting pack

Interviewer Signature

Date



Additional Information

Leadership Team member to complete during interview

Name: _____ Year: _____ Date: _____

Topic	Comment	
Academic strengths/weaknesses (including if the G&T, learning support, ICP, etc)		
Cultural: <ul style="list-style-type: none"> • language spoken at home (by child and by parents) • ESL support • Passport/Visa • Years in Australia • Interpreter needed? 	Check enrolment form matches – any additions/amendments inform admin	
Special talents/ Strengths/ Interests		
Has your child been assessed for: <ul style="list-style-type: none"> • Learning difficulty • A disability • Been through a verification process Does your child have a Guidance file? (have they ever work with a Guidance Officer)	Yes/No Yes/No Yes/No Yes/No	
Has your child ever seen one of the following: <ul style="list-style-type: none"> • Pediatrician • Speech pathologist • Ear nose and throat specialist • Occupational therapist • Physiotherapist • Psychologist • Other 	Yes/No Yes/No Yes/No Yes/No Yes/No Yes/No Yes/No	

<p>Behaviour:</p> <ul style="list-style-type: none"> • Classroom • Playground • Suspension / Exclusion 	
<p>Any difficulties/ food allergies/ areas of concern that might affect schooling?</p> <p>Any medication being taken on a regular basis OR in an emergency? (medication guidelines)</p>	<p><i>Check enrolment form matches – any additions/amendments inform admin</i></p>
<p>Are there any custody arrangements?</p> <p>Is there any legal documentation to support this?</p> <p>Copies provided?</p>	
<p>Other considerations?</p>	

Enrolment Interview completed by: _____



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