

# Boonah State High School



## 2026 Enrolment Package

Student Name: \_\_\_\_\_

Current School: \_\_\_\_\_

Current Year Level: \_\_\_\_\_

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

**To complete the enrolment process please:**

- Book an enrolment interview (<https://eq.sobs.com.au/pt3/parent.php?schoolid=70637>)

- My Enrolment Interview:
- Date: \_\_\_\_\_
- Time: \_\_\_\_\_

**If applicable please bring the following documents:**

- If your child has not attended a state school previously, please ensure that you bring their Birth Certificate to be sighted by the enrolling officer
- Custody or Legal Orders pertaining to your student
- Report cards if enrolling from a Private, Catholic or interstate school
- Evidence of immigration status

**Please ensure you bring all completed paperwork to your enrolment interview**

**Places requiring signatures are marked in yellow**



'To strive is to grow'

## Enrolment Agreement

This enrolment agreement sets out the responsibilities of the student, parent or carers and staff about the education of students enrolled at Boonah State High School.

### Responsibility of student to:

- attend school on every school day for the educational program in which they are enrolled, on time, ready to learn and take part in school activities to the best of their ability
- at all times act with respect and show tolerance towards other students and staff
- work hard and comply with requests or directions from the teacher and Principal
- follow school procedures and guidelines school rules as outlined in the Student Code of Conduct
- wear the school uniform and participate in presenting a positive school spirit through their personal appearance
- respect the property and rights of others
- cooperate with and support other members of the school community
- care for the school environment and its surroundings
- Phone, earbuds & smartwatches away for the day

### Responsibility of Parents/Carers to:

- ensure your child attends school on every school day for the educational program in which they are enrolled
- inform the school of student absences and reasons for absences in a timely manner
- treat school staff with respect
- respect the authority of school staff thereby supporting their efforts to educate and assist your child to achieve maturity, self-discipline and self-control
- not allow your child to bring dangerous or inappropriate items to school and report issues that may affect the health and safety of students
- abide by the school's instructions regarding access to school grounds before, during and after school hours
- advise the Principal if your child is in the care of the state or you are the carer of a child in the care of the state
- keep the school informed of any changes to the student's details, such as address and phone number
- participate in the school community
- support the Student Code of Conduct
- model and promote responsible behaviour and tolerance towards others
- advise the Principal in there are current Custody Orders in place for your child and provide copies to the school

### Responsibility of school staff to:

- provide quality education in a supportive, professional environment
- support and promote the school's vision and values
- maintain confidentiality
- encourage and support student participation
- model, promote and reinforce school procedures and guidelines
- develop and promote positive, consistent classroom management strategies
- promote positive interactions within the community
- practice equitable behaviours
- use resources to maximize benefits to student/school community
- engage in professional development

I accept the policies of Boonah State High School as outlined on the school website and in the student planner.

Student Name

Student Signature

Date

Parent Name

Parent Signature

Date

Principal/Delegate

Principal/Delegate Signature

Date



# 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

<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>	
<b>For prospective mature age students, proof of identity supplied and copied*</b>	<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"> <li>• current driver's licence; or</li> <li>• adult proof of age card; or</li> <li>• current passport.</li> </ul>	

APPLICATION DETAILS				
Has the prospective student ever attended a Queensland state school?	<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 <sup>st</sup> Phone contact number*	Work/home/mobile	Work/home/mobile
2 <sup>nd</sup> Phone contact number*	Work/home/mobile	Work/home/mobile
3 <sup>rd</sup> Phone contact number*	Work/home/mobile	Work/home/mobile
Email		
Occupation		
What is the occupation group of the parent/carer?	<input type="checkbox"/> (Please select the parental occupation group from the list provided at the end of this form. If parent/carer 1 is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the last occupation. If parent/carer 1 has not been in paid work in the last 12 months, enter '8')	<input type="checkbox"/> (Please select the parental occupation group from the list provided at the end of this form. If parent/carer 2 is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the last occupation. If parent/carer 2 has not been in paid work in the last 12 months, enter '8')
Employer name		
Country of birth		
Does parent/carer 1 or parent/carer 2 speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify _____ Needs interpreter? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify _____ Needs interpreter? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is the parent/carer an Australian citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the parent/carer a permanent resident of Australia?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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

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

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

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

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

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

**NOTE:** A permanent resident will have a visa grant notification with an indefinite stay period indicated.

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

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

**PROSPECTIVE STUDENT'S PREVIOUS EDUCATION / ACTIVITY**

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

**RELIGIOUS INSTRUCTION\***

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

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

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

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

☐ Yes ☐ No

If 'Yes', please nominate the religion:

**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 <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

**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)			
<b>Family Court Orders*</b>			
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	____ / ____ / ____
<b>Other Court Orders*</b>			
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	____ / ____ / ____

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/carer details

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

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

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

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

**Defence Forces** commissioned officer

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Labourers and related workers**

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

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

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

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

## State schools standardised medical condition category list

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

# Application to enrol in a Queensland state school

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

## Entitlement to enrolment

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

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

## Prospective student

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

## Parent's occupation and education

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

## Court Orders

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

## Name on enrolment form

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

## Gender

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

## Religious Instruction

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

It has become a Federal Government requirement that all people undergoing Vocational Educational Training (VET) must now apply for a USI (Unique Student Identifier). This includes all school students as well as adult learners.

This process can only be completed online. The school requires a USI for all students to be awarded any Vocational Educational Training (VET) certificates. The USI is linked to the National Vocational Education and Training (VET) Data Collection, and this means an individual's nationally recognised training and qualifications gained anywhere in Australia, from different training organisations, will be kept all together.

**Please follow the instructions below to create your USI number:**

Student Name: \_\_\_\_\_ Form Class: \_\_\_\_\_

Student Unique Student Identifier (USI) number: \_\_\_\_\_

## STUDENT QUICK GUIDE

### HOW TO CREATE A USI

*It should only take less than 5 minutes online!*

Go to [www.usi.gov.au](http://www.usi.gov.au)

Select 'Student Login'

Read and Agree to the Terms and Conditions

Select 'Create USI'

You will need one of the following forms of ID to create your USI such as a:

- Driver's Licence
- Medicare Card
- Passport (Australian)
- Non-Australian Passport (with Australian Visa)
- Birth Certificate (Australian)
- Certificate of Registration by Descent
- Citizenship Certificate
- ImmiCard

Follow the steps to create a USI

#### You're done!

Your USI will now be displayed on the screen and will also be sent to you for your records.

If you are enrolling in training, your training organisation will need to collect and verify your USI. To help your training organisation do this, you can select the 'Print your USI' or 'Email your USI' option from this screen. Click [here](#) for more information.

#### USI Creation—Handy Tips

Your password must be at least 9 characters long, contain a lowercase letter, an uppercase letter and a number or special character

You will only need one USI and it's yours for life!

Enter all of your name(s) as they appear on the form of ID you are using to create your USI



If you have been unsuccessful in creating your USI, click on the 'Request Help' link to create a help request and write down your HR number. The USI Office can then provide assistance.

### YOU NEED TO ACTIVATE YOUR USI ACCOUNT

If your training organisation created a USI for you, they cannot activate your USI account. You should go online to activate it as soon as possible, as this will make it easier to find your USI again in future. Activating your USI account will also enable you to view your transcript. You can activate your account by:

1. Clicking on the link that was sent to either your email address or mobile number.
2. Set up a password and two check questions.
3. You will then be able to login to your USI account.

### HOW TO UPDATE PERSONAL OR CONTACT DETAILS

You can change your personal and contact details by logging in to your USI account and selecting either 'Update Personal details' or 'Update Contact details'. You will need a current form of ID if you want to change your name(s) or date of birth.

If you have given your training organisation permission to update your details, they can make the changes for you.



## Introduction to the State School Consent Form for Boonah State High School

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

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

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

Your child's student materials:

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

## Purpose of the consent

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

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

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

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

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

## Voluntary

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

## Consent may be limited or withdrawn

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

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

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

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

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

## Media sources used

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

- School website: <https://boonahshs.eq.edu.au/>
- Facebook: <https://www.facebook.com/boonahstatehighschool>
- YouTube: Not applicable
- Instagram: <https://www.instagram.com/boonahshs/>
- Twitter: Not applicable
- LinkedIn: [linkedin.com/company/boonah-shs](https://www.linkedin.com/company/boonah-shs)
- Other: Not applicable
- Local newspapers
- School newsletter
- Traditional and online media, printed materials, digital platforms' promotional materials, presentations and displays.

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

## Duration

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

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

## Who to contact

To return a consent, express a limited consent or withdraw consent please contact **the Principal** on 07 54606 111 or email [principal@boonahshs.eq.edu.au](mailto:principal@boonahshs.eq.edu.au).

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



## State School Consent Form

### 1 IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

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

(a) Full name of individual: .....

(b) Date of birth: .....

(c) Name of school: .....

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

☐ **School Preferred** (First Name, Last Initial) ☐ Full Name ☐ First Name ☐ No Name

☐ Other Name .....

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

\*\* For school photos Full Name will be used unless a limitation is given in Section 5 below.

### 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 and school photographs;
  - promotional/advertising materials; and
  - presentations and displays.

### 4 TIMEFRAME FOR CONSENT

**School representative to complete.**

- (a) Timeframe of consent: duration of enrolment.
- (b) Further identified activities not listed in the form and letter for the above timeframe.

### 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.



# Laptop Program Connection Agreement

Boonah State High School is committed to continuing a 1:1 computer program through a BYO Laptop Program.  
All students are required to have a laptop computer as per the minimum specifications listed below.

**Chromebooks, androids, tablets, Linx & Windows co-pilot devices are not supported within the school and will not have access to connect the school's network. Ensure the operating system is NOT Windows 10S or 11S mode, Chrome OS Android or iPad OS.**

<b>Student Details</b>	<b>Student Name</b>	
	<b>Year Level</b>	
	<b>Student MIS ID</b> (eg. jsmit375)	

Many new Windows devices will come with Windows activated in "S Mode". Student BYO devices are required to disable this so that they can access applications and printers that are managed by the school.

**To ensure that the purchased device can be connected to our system, it must meet the requirements listed below.**

Specification	Standard User Minimum
<b>Operating System</b>	Windows 11 MacOS 14 (Sonoma) <b>NOT Windows 10S or 11S mode, Chrome OS Android or iPad OS</b>
<b>Software</b>	Office 365 installed. (License is provided FREE by Education QLD)
<b>Processor</b>	Intel i5/i3 11 <sup>th</sup> Gen or AMD Ryzen 3/5 3000 series or Apple M1 or higher.
<b>Graphics Process Unit</b>	Integrated graphics (e.g., Intel Iris Xe, AMD Radeon Vega, Apple M1) are sufficient for standard use
<b>RAM</b>	8GB RAM DDR4
<b>Hard Drive Size</b>	256GB SSD
<b>Battery</b>	6hrs
<b>Warranty</b>	<b>Accidental Damage Protection Strongly Recommended</b>
<b>Antivirus</b>	Windows 11 comes with built-in Anti-virus. It is not necessary to purchase an AV product for these devices.
<b>Participation Agreement</b>	<p>I have read and agree to abide by the policies outlined in these documents:</p> <ul style="list-style-type: none"><li>Boonah SHS Student Code of Conduct</li><li>Acceptable Use of School Digital Resources</li><li>Acceptable Use of Personal Electronic Devices</li><li>Online Consent Form</li></ul> <p>I am aware that non-compliance or irresponsible behaviours, as per the above policies and Student Code of Conduct, will result in consequences relative to the behaviours.</p> <p>I understand that the school is not responsible for any damage to devices and that it is <b>highly recommended that accidental damage cover is obtained.</b></p> <p>I understand that the school may remove a device from a student and send it home for repair if the school determines that continued use in its current state constitutes a health and safety risk.</p> <p>I certify that the device meets the minimum requirements for participation as outlined above. A full copy of related policies can be found on the school website <a href="http://www.boonahshs.eq.edu.au">www.boonahshs.eq.edu.au</a>.</p>

Student name

Student signature

Date

Parent name

Parent signature

Date

### Introduction to the Online Services Consent Form for Boonah State High School

Our school uses tools and resources to support student learning, including third party (non-departmental) online services hosted and managed outside of the Department of Education (the department) network. Online services, including websites, web applications, and mobile applications, are delivered over the internet or require internet connectivity. Examples may include interactive learning sites and games, online collaboration and communication tools, web-based publishing and design tools, learning management systems, and file storage and collaboration services.

This letter is to inform you about the third-party online services used in our school and how your child's information, including their personal information and work they create (student works), may be collected, used, disclosed, and published to the services (if you provide your consent for this to occur).

The Online Services Consent Form is a record of the consent provided.

### About the online services

After evaluation, the principal has deemed specific third-party online services appropriate for school use. These online services are listed on the consent form.

Third party online service providers are external to the school, and the services may be hosted onshore in Australia or offshore outside of Australia. Data (including personal information) that is entered into offshore services may not be subject to Australian privacy laws. When considering whether to provide your consent, we encourage you to read the information provided about each online service, including the *terms of use* and *privacy policy*, which outline how information and student works will be used and under what circumstances they may be shared.

### Student information

The consent obtained by the department as collected through the form covers both student personal information (e.g. name, date of birth) and school-based information (e.g., student username, email, year level) as outlined on the form.

Where permitted by the service provider, de-identified information will be used and/or efforts will be made to limit the amount of personal information disclosed to, and stored within online services (e.g., when registering accounts only mandatory information such as student username and student email address will be disclosed).

### Student works

Student works might include materials such as student projects, assignments, portfolios, images, video or audio. Where student works will be created within, stored or published to the online service (in some cases, published information or student works will be viewable by the public), this will be indicated in 'additional consent requirements' in Section 5 of the Online Services Consent Form.

### Parent information

Where your personal information (e.g. parent email, name, contact details) will be disclosed to the online service, this will be indicated in the 'additional consent requirements' in Section 5 of the Online Services Consent Form.

### Purpose of the consent

Third party online services are used for various purposes. The purpose of use for each service is outlined in Section 5 of the Online Services Consent Form. For example, teachers may use online services with students to support curriculum delivery, complete learning activities and assessment, facilitate class collaboration, and create and publish class work (e.g. projects, assignments, portfolios).

The Online Services Consent Form records your consent for your child to register for an account, use, and, where specified, publish their work to these services. The form also collects your consent for school staff to collect, store, and transfer personal information to online services in order to manage school operations and communicate with parents and students.

## Voluntary consent provision

It is not compulsory to provide consent. If your consent is not given, this will not adversely affect any learning opportunities provided by the school to your child.

## Consent may be limited or withdrawn

You may limit your consent by providing consent for some, but not all, online services listed on the form.

Requests to limit consent in relation to how the 'Information covered by this consent form' and the 'Approved purpose' (Section 2 and 3 of the form) are applied to a specific service, will be treated as "do not consent", as the school cannot guarantee correct implementation of individual requests.

You can withdraw your consent at any time by notifying the school in writing (by email or letter). The school will confirm the receipt of your request via email if you provide an email address. After a notice to withdraw consent is received, the school will not be able to make any 'new' collection, use, disclosure and publication of the information or student work.

Due to the nature of the internet, it may not be possible for all copies of information (including images and student works that have already been disclosed or published) to be deleted or restricted from use if you request it. The school may remove content that is under its direct control, however, information and student works that have already been disclosed and published cannot be deleted, and the school is under no obligation to communicate changes to your child's consent circumstances to online service providers.

## Duration of consent

The consent applies for the period of time specified on the form. You may review and update your consent at any time by notifying the school in writing (by email or letter).

There may be circumstances where the school issues a new consent form to seek additional consent e.g. in the event that new online services are identified for use.

## Who to contact

To return the form, express a limited consent, withdraw consent or ask questions regarding consent, please contact: The Principal. Telephone: 07 5460 6111 Email: [principal@boonahshs.eq.edu.au](mailto:principal@boonahshs.eq.edu.au)

## Privacy Notice

The Department of Education (the department) is collecting the personal information you provide on this form in order to obtain consent regarding the use of online services. This information and completed form will be stored securely and managed in accordance with the *Information Privacy Act 2009* and the *Education (General Provisions) Act 2006*. Personal information collected on this form may also be used by or disclosed to third parties by the Department where authorised or required by law. If you wish to access or correct any of the personal information on this form, or discuss how it has been dealt with, please contact your student's school in the first instance.

This form is to be completed by:

- Parent/carer\*
- Student over 18 years or
- Student with independent status.

\*Where a student who is under 18 years is able to consent, they may also provide consent in addition to the parent.

## 1. Identify the person to whom the consent relates

Full name of student: \_\_\_\_\_

## 2. Information covered by this consent form

- a) The consent collected by the form covers the following student personal information (identifying attributes):

- Student name (first name and/or last name)
- Sex/Gender
- Date of Birth, age, year of birth

**AND** the following school-based information (generally, non-identifying attributes\*):

- |                           |              |
|---------------------------|--------------|
| • Student school username | • Year Group |
| • Student school email    | • Class      |
| • Student ID number       | • Teacher    |
| • School                  | • Country    |

*\*In cases where registration and/or use requires a combination of school-based information (non-identifying) and personal information, or a combination of school-based information, the school-based information may become identifiable.*

- b) If an online service collects, uses, discloses and/or publishes student works, parent information or additional student information (such as photographs of students), not listed above (Section 2a.), the school will specify it as part of the *additional consent requirements* on the form. Examples may include:

- student assessment
- student projects, assignment, portfolios
- student image, video, and/or audio recording
- sensitive information (e.g., medical, wellbeing)
- name and/or contact details (e.g. email, mobile phone number) of student's parent.

## 3. Approved purpose

This form records your consent for the collection, use, disclosure and publication of the information listed in item 2 above, and any information or student works listed under the 'additional consent requirements', and to transfer this information and works within Australia and outside of Australia (in the case of offshore services) to the online service providers for the following purposes:

- For your child to register an account for the online services.
- For your child to use the online services in accordance with each service's terms of use and privacy policy (including service provider use of the information in accordance with their terms of use and privacy policy).
- For the school to:
  - administer and plan for the provision of appropriate education, training and support services to students
  - assist the school and departmental staff to manage school operations and communicate with parents and students.

## 4. Timeframe for consent

The consent granted by this form is for the duration of the student's current phase of learning (i.e. Years P-3, 4-6, 7-9 and 10-12). Consent is obtained upon enrolment and renewed when students move into a new phase of learning (e.g. minimum every four years).

## 5. Consent for online services

Service name:	Adobe Creative Cloud (Including Adobe Express)	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://creativecloud.adobe.com/; https://creativecloud.adobe.com/				
Purpose of use:	Creative Cloud is a suite of over 20 desktop and web-based design applications used for graphic design, video editing, web development, photography and animation.				
Terms of use:	https://www.adobe.com/au/legal/terms.html; https://www.adobe.com/au/legal/licenses-terms/adobe-gen-ai-user-guidelines.html				
Privacy policy:	https://www.adobe.com/au/privacy/student-policy.html; https://www.adobe.com/au/privacy/policy.html				

Service name:	ArcGIS Online	Data hosting:	Onshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://www.arcgis.com/index.html				
Purpose of use:	The purpose of this website is to provide access to students at Boonah SHS with geographical data and ability to transform data into maps and layers.				
Terms of use:	https://www.esri.com/en-us/legal/overview				
Privacy policy:	https://trust.arcgis.com/en/privacy/privacy-tab-intro.htm				
Additional consent is being sought for the following reasons: (as per Section 2b)	<input type="checkbox"/> Student image, video, and/or recording are <a href="#">Choose an item</a> <input checked="" type="checkbox"/> Student works are stored. <input type="checkbox"/> The following additional student personal information is disclosed: <a href="#">Insert data types</a> <input type="checkbox"/> The following parent personal information is disclosed: <a href="#">Insert data types</a> <input checked="" type="checkbox"/> Student information is able to be viewed by the public. <input type="checkbox"/> Parent information is able to be viewed by the public. <input type="checkbox"/> Other: <a href="#">Insert reason</a>				

Service name:	Canva	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://www.canva.com/en_gb/				
Purpose of use:	Canva is a versatile tool that can be used to create a wide range of materials, including posters, flyers, social media graphics, and presentations.				
Terms of use:	https://www.canva.com/policies/terms-of-use/				
Privacy policy:	https://www.canva.com/policies/privacy-policy/				
Additional consent is being sought for the following reasons: (as per Section 2b)	<input type="checkbox"/> Student image, video, and/or recording are <a href="#">Choose an item</a> <input checked="" type="checkbox"/> Student works are stored. <input type="checkbox"/> The following additional student personal information is disclosed: <a href="#">Insert data types</a> <input type="checkbox"/> The following parent personal information is disclosed: <a href="#">Insert data types</a> <input type="checkbox"/> Student information is able to be viewed by the public. <input type="checkbox"/> Parent information is able to be viewed by the public. <input type="checkbox"/> Other: <a href="#">Insert reason</a>				

Service name:	Corella	Data hosting:	Onshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://corella.ai.qld.gov.au/chat				
Purpose of use:	The Queensland Department of Education's generative AI tool. Corella, is equipped with cutting-edge technology. Corella is a powerful generative AI tool that can help students to complete tasks, generate ideas, and assist with a range of goals.				
Terms of use:	https://education.qld.gov.au/Pages/corella-terms-conditions.aspx				
Privacy policy:	https://education.qld.gov.au/Pages/corella-privacy-statement.aspx				

Service name:	ClassDojo	Data hosting:	Offshore: California, USA	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://www.classdojo.com/				
Purpose of use:	Class Dojo connects teachers, students and parents to build online classroom communities, enabling daily sharing of photos, videos, and messages. Teachers can use this application for classroom tools (e.g., classroom noise monitor, timer, random student selector and group generator, and classroom directions), reward systems, student digital portfolios and to share classroom updates and student work.				
Terms of use:	http://www.classdojo.com/terms				
Privacy policy:	https://www.classdojo.com/privacy/				
Additional consent is being sought for the following reasons: (as per Section 2b)	Parent/carer consent is required as: <input checked="" type="checkbox"/> Student personal information is disclosed to register an account <input checked="" type="checkbox"/> Student personal information is collected, used or disclosed through use of the service <input checked="" type="checkbox"/> Student images, video, work and/or results are uploaded and published to the service <input checked="" type="checkbox"/> The service provider requires parent consent for users under 18 to register an account and/or use the service				

Service name:	ClickView Australia Pty Ltd	Data hosting:	Onshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://www.clickview.com.au/				
Purpose of use:	The purpose of this website is to provide curriculum-related video and interactive content				
Terms of use:	https://www.clickview.com.au/terms-and-conditions/				
Privacy policy:	https://www.clickview.com.au/privacy-policy/				

Service name:	Data Wrapper	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://www.datawrapper.de/				
Purpose of use:	Transformation and visualisation of data				
Terms of use:	https://www.datawrapper.de/terms				
Privacy policy:	https://www.datawrapper.de/privacy				
Additional consent is being sought for the following reasons: (as per Section 2b)	<input type="checkbox"/> Student image, video, and/or recording are <a href="#">Choose an item</a> <input checked="" type="checkbox"/> Student works are stored. <input type="checkbox"/> The following additional student personal information is disclosed: <a href="#">Insert data types</a> <input type="checkbox"/> The following parent personal information is disclosed: <a href="#">Insert data types</a> <input type="checkbox"/> Student information is able to be viewed by the public. <input type="checkbox"/> Parent information is able to be viewed by the public. <input type="checkbox"/> Other: <a href="#">Insert reason</a>				

Service name:	Education Perfect	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	http://www.educationperfect.com				
Purpose of use:	Education Perfect allows teachers to create 'learning journeys' for classes and individual students. Teachers can choose from a range of curriculum aligned resources and review analytics to understand student progress				
Terms of use:	<a href="https://www.educationperfect.com/standard-terms-and-conditions/">https://www.educationperfect.com/standard-terms-and-conditions/</a> <a href="https://www.educationperfect.com/platform-terms-of-use/">https://www.educationperfect.com/platform-terms-of-use/</a>				
Privacy policy:	<a href="https://www.educationperfect.com/privacy-policy/">https://www.educationperfect.com/privacy-policy/</a>				
Additional consent is being sought for the following reasons: (as per Section 2b)	<input type="checkbox"/> Student image, video, and/or recording are <a href="#">Choose an item</a> <input checked="" type="checkbox"/> Student works are stored. <input type="checkbox"/> The following additional student personal information is disclosed: <a href="#">Insert data types</a> <input type="checkbox"/> The following parent personal information is disclosed: <a href="#">Insert data types</a> <input checked="" type="checkbox"/> Student information is able to be viewed by the public. <input type="checkbox"/> Parent information is able to be viewed by the public. <input type="checkbox"/> Other: <a href="#">Insert reason</a>				



Service name:	Imalert Food Safety Training	Data hosting:	Onshore	<div><input type="checkbox"/></div> <div>I give consent</div>	<div><input type="checkbox"/></div> <div>I do not give consent</div>
Url:	https://www.imalert.com.au/foodsafety/				
Purpose of use:	Hospitality/food service tailored training modules, each designed to meet specific learning needs				
Terms of use:	https://www.imalert.com.au/foodsafety/terms-conditions				
Privacy policy:	https://www.imalert.com.au/foodsafety/policy				

Service name:	IXL	Data hosting:	Offshore	<div><input type="checkbox"/></div> <div>I give consent</div>	<div><input type="checkbox"/></div> <div>I do not give consent</div>
Url:	http://au.ixl.com				
Purpose of use:	IXL is a learning platform covering English, maths and science curriculums. It provides diagnostic information and learning analytics that allow teachers to create a personalised action plan for each learner.				
Terms of use:	<a href="http://au.ixl.com/termsofservice">http://au.ixl.com/termsofservice</a>				
Privacy policy:	<a href="http://au.ixl.au/privacypolicy">http://au.ixl.au/privacypolicy</a>				
Additional consent is being sought for the following reasons: (as per Section 2b)	<div><input type="checkbox"/> Student image, video, and/or recording are <a href="#">Choose an item</a></div> <div><input checked="" type="checkbox"/> Student works are stored.</div> <div><input type="checkbox"/> The following additional student personal information is disclosed: <a href="#">Insert data types</a></div> <div><input type="checkbox"/> The following parent personal information is disclosed: <a href="#">Insert data types</a></div> <div><input type="checkbox"/> Student information is able to be viewed by the public.</div> <div><input type="checkbox"/> Parent information is able to be viewed by the public.</div> <div><input type="checkbox"/> Other: <a href="#">Insert reason</a></div>				

Service name:	Jacaranda, textbook and online learning materials publishing	Data hosting:	Onshore	<div><input type="checkbox"/></div> <div>I give consent</div>	<div><input type="checkbox"/></div> <div>I do not give consent</div>
Url:	https://www.jacplus.com.au/				
Purpose of use:	The purpose of this website is to provide a digital portal for Jacaranda’s teaching and learning resources.				
Terms of use:	https://www.jacplus.com.au/jsp/general-nav/terms/terms.jsp				
Privacy policy:	https://www.jacplus.com.au/jsp/general-nav/copyright/privacy_policy.jsp				
Additional consent is being sought for the following reasons: (as per Section 2b)	<div><input type="checkbox"/> Student image, video, and/or recording are <a href="#">Choose an item</a></div> <div><input checked="" type="checkbox"/> Student works are stored.</div> <div><input type="checkbox"/> The following additional student personal information is disclosed: <a href="#">Insert data types</a></div> <div><input type="checkbox"/> The following parent personal information is disclosed: <a href="#">Insert data types</a></div> <div><input type="checkbox"/> Student information is able to be viewed by the public.</div> <div><input type="checkbox"/> Parent information is able to be viewed by the public.</div> <div><input type="checkbox"/> Other: <a href="#">Insert reason</a></div>				

Service name:	Oxford Digital	Data hosting:	Onshore	<div><input type="checkbox"/></div> <div>I give consent</div>	<div><input type="checkbox"/></div> <div>I do not give consent</div>
Url:	https://www.oxforddigital.com.au/				
Purpose of use:	Oxford Digital provides digital learning resources for primary and secondary students and educators. It offers interactive materials, eBooks, videos, and assessment tools designed to enhance learning. This assessment includes Oxford Digital Secondary and Oxford Owl.				
Terms of use:	https://www.oxforddigital.com.au/terms.html				
Privacy policy:	https://www.oxforddigital.com.au/privacy.html				



Service name:	Primezone Academy	Data hosting:	Onshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://primezone.edu.au/				
Purpose of use:	Agricultural studies- lessons and short courses				
Terms of use:	<a href="https://primezone.edu.au/privacy-policy/">https://primezone.edu.au/privacy-policy/</a>				
Privacy policy:	<a href="https://primezone.edu.au/privacy-policy/">https://primezone.edu.au/privacy-policy/</a>				
Additional consent is being sought for the following reasons: (as per Section 2b)	<input type="checkbox"/> Student image, video, and/or recording are <a href="#">Choose an item</a> <input checked="" type="checkbox"/> Student works are stored. <input type="checkbox"/> The following additional student personal information is disclosed: <a href="#">Insert data types</a> <input type="checkbox"/> The following parent personal information is disclosed: <a href="#">Insert data types</a> <input type="checkbox"/> Student information is able to be viewed by the public. <input type="checkbox"/> Parent information is able to be viewed by the public. <input type="checkbox"/> Other: <a href="#">Insert reason</a>				

Service name:	Stile Education	Data hosting:	Onshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://stileeducation.com/au/				
Purpose of use:	Stile is a curriculum-based learning platform tailored for science education. It encompasses lesson plans, assessments, learning activities, quizzes and collaboration tools for students to work together. Teachers can access assessment analytics of student progress and provide feedback throughout lessons.				
Terms of use:	https://stileeducation.com/au/other/terms/				
Privacy policy:	https://stileeducation.com/au/other/privacy/#privacy-policy--stile				

Service name:	Tinkercad	Data hosting:	Onshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://www.tinkercad.com/				
Purpose of use:	Tinkercad is a free 3D design, electronics, and coding application.				
Terms of use:	https://www.autodesk.com/company/legal-notices-trademarks/terms-of-service-autodesk360-web-services/terms-of-service-for-tinkercad				
Privacy policy:	https://prismic-io.s3.amazonaws.com/tkv3/b8d327a5-6b2a-481e-92aa-2d5b75a9d139_2020.03.18+-+Tinkercad+DPA+%28non-US%29.pdf; https://prismic-io.s3.amazonaws.com/tkv3/b8d327a5-6b2a-481e-92aa-2d5b75a9d139_2020.03.18+-+Tinkercad+DPA+%28non-US%29.pdf				

Service name:	Writer's Toolbox	Data hosting:	Onshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://app.writerstoolbox.com/account/login/				
Purpose of use:	Differentiated program for student writing improvement				
Terms of use:	<a href="https://www.writethatessay.org/writers-toolbox/terms-and-conditions-privacy-policy/">https://www.writethatessay.org/writers-toolbox/terms-and-conditions-privacy-policy/</a>				
Privacy policy:	<a href="https://www.writethatessay.org/writers-toolbox/terms-and-conditions-privacy-policy/">https://www.writethatessay.org/writers-toolbox/terms-and-conditions-privacy-policy/</a>				
Additional consent is being sought for the following reasons: (as per Section 2b)	<input type="checkbox"/> Student image, video, and/or recording are <a href="#">Choose an item</a> <input checked="" type="checkbox"/> Student works are stored. <input type="checkbox"/> The following additional student personal information is disclosed: <a href="#">Insert data types</a> <input type="checkbox"/> The following parent personal information is disclosed: <a href="#">Insert data types</a> <input type="checkbox"/> Student information is able to be viewed by the public. <input type="checkbox"/> Parent information is able to be viewed by the public. <input type="checkbox"/> Other: <a href="#">Insert reason</a>				

Print name of student:

\_\_\_\_\_

Name of consentor:

\_\_\_\_\_

Signature or mark of consentor:

\_\_\_\_\_

Date:

\_\_\_\_\_

Signature or mark of student\*:

\_\_\_\_\_

Date:

*\*Where a student who is under 18 years is able to consent, they may also provide consent in addition to the parent.*

## 6. Consent and agreement

Person giving consent – I am (tick the applicable box):

- ☐ parent/carer of the person identified in Section 1
- ☐ the person identified in Section 1 (if student is over 18 years or has independent status)

*I have read the explanatory letter, or it has been read to me. I have had the opportunity to ask questions about it and any questions that I have asked, have been answered to my satisfaction. By signing below, I consent for the information outlined in Section 2 and any additional consent requirements outlined in Section 5 to be disclosed to the online services in accordance with the purpose outlined in Section 3 and for the timeframe specified in Section 4*

### SPECIAL CIRCUMSTANCES

The section below must be completed, if the form is:

- b) required to be read aloud (whether in English or in an alternative language or dialect) to the person giving consent and/or
- c) when the person giving consent is an independent student under the age of 18.

### → WITNESS - for consent from an independent student or where the explanatory letter and the form were read

*I have witnessed the signature or mark of an independent student, or the accurate reading of the explanatory letter and the Online Services Consent Form was completed in accordance with the instruction of the person giving consent. The person giving consent has had the opportunity to ask questions. I confirm that the person giving consent have given consent freely and I submit the person understood the implications.*

Print name of witness: \_\_\_\_\_

Signature of witness: \_\_\_\_\_ Date: \_\_\_\_\_

### → Statement by the person taking consent – when it is read

*I have accurately read aloud the explanatory letter and the Online Services Consent Form to the person giving consent, and to the best of my ability made sure that the person understands that the following will be done:*

- *The identified information will be used in accordance with the Online Services Consent Form*
- *The school will cease using the information from the date that the school receives a written withdrawal of consent.*

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

*A copy of the explanatory letter has been provided to the person giving consent.*

Print name and role of person taking the consent: \_\_\_\_\_

Signature of person taking the consent: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Financial Responsibility</b>	<p>All expenses incurred by the student, including but not limited to excursions, camps, and Student Resource Scheme, are 100% the financial responsibility of the <b>enrolling</b> parent. Invoices are generated in the name of the parent with the financial responsibility and I acknowledge that students will be unable to participate in activities or events unless payment has been received by the advertised due date.</p> <p>It is also acknowledged that where participation fees are overdue this may result in my student/s not being able to attend optional school activities eg camps, excursions or Senior Formal.</p> <p><b>Enrolling Parent Name:</b> _____</p>	
<b>Internet Usage</b>	<p>I give permission for my child access the Schools ICT Network as per the Acceptable Use of School Digital Resources.</p>	<b>Yes / No</b>
<b>Variation to School Routine</b>	<p>I give permission for my student to leave the school grounds with teacher supervision when necessary for curriculum based and sporting activities within the Boonah township area. This permission is limited to activities during the timetabled period for the relevant class.</p>	<b>Yes / No</b>
<b>Chaplaincy – Non Religious Activities</b>	<p>I give permission for my student to participate in voluntary student activities without religious, spiritual and/or ethical content.</p>	<b>Yes / No</b>
<b>Participation in Science Practical Experiments</b>	<p>I give permission for my student to participate in practical experiments, which may include observing or completing dissections of animals.</p>	<b>Yes / No</b>
<b>SMS Absences</b>	<p>Please provide the preferred SMS contact for absence notifications.</p> <p><b>Preferred Name:</b> _____</p> <p><b>Preferred Number:</b> _____</p>	
<b>Sporting House</b>	<p><b>Only applicable</b> if you currently have an enrolled sibling at Boonah SHS.</p> <p><b>**Unless there is a sibling association with Boonah SHS, house allocation will be made according to current house numbers for the relevant birth year.</b></p>	<p>Sibling Sport House</p> <p>Wahlmurr Toowoona Punchagin Dooarydin</p>

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 Parent name

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 Parent signature

---

 Date

## Boonah State High School Inherent Risk Activities

Boonah State High School offers students the opportunity to participate in practical components for many of the curriculum classes, as well as three **ALL** school sporting events every year. These classes and events are assessed by each faculty for the Inherent Risk Level associated with participation and are classified according to the table below.

### INHERENT RISK LEVEL

Assessed risk level	Description of risk level	Actions
Low	If an incident were to occur, there would be little likelihood that an injury would result.	Undertake the activity with the existing controls in place.
Medium	If an incident were to occur, there would be some chance that an injury requiring first aid would result.	Additional controls may be needed.
High	If an incident were to occur, it would be likely that an injury requiring medical treatment would result.	Controls will need to be in place before the activity is undertaken.
Extreme	If an incident were to occur, it would be likely that a permanent, debilitating injury or death would result.	Consider alternatives to doing the activity. Significant control measures will need to be implemented to ensure safety.

The following Inherent Risk Level Activity Consent Form is to be completed and indicates Parent/Carer consent for student participation in these activities. The completed consent form is for the duration of enrolment at Boonah State High School.

Before students participate in practical classes that require notification of Inherent Risk, a comprehensive information letter and detailed Inherent Risk Level table will be sent to parents/carers. Please ensure this information is understood and if you have any concerns regarding your student participation, please contact the school.

Examples of practical classes components or school events requiring notification of Inherent Risk:

Swimming in pools	Javelin	Woodwork
Snorkelling in pools	High jump	Metalwork
Weight lifting and weight training	Sewing	Engineering
Discus	Cooking/Hospitality	Agriculture
Science	Practical Art	Get Active Day Activities

Boonah State High School holds three **ALL** school sporting events for the duration on enrolment.

### **Swimming Carnival**

All the inherent risk level for swimming events is HIGH. However, qualified & experienced HPE staff supervise all students.

### **Cross Country/ Get Active Day**

The inherent risk level for Cross Country/ Get Active Day Run is HIGH due to participants (competitive event) running outside the school grounds for part of the run.

Non-competitive students will take part in the House Lap Challenge (run/walk).

Some of the activities for the Get Active Day are also considered high risk. Eg: Carnival rides like Mechanical bucking bull, inflatable obstacle course, tug of war, etc

### **Athletics Carnival: Field Day and Track Day**

The inherent risk level for the following Athletics events (on Field Day only) is HIGH:

- Discus
- Javelin
- High Jump

Students that nominate will spend a half day on the Field Day in their age group rotating around the school participating and competing in a range of field events. The Track day is open to all students and it is expected that students should be able to participate to their ability level in ALL events.

**Clothing:** Students must have a hat, water bottle, sunscreen and suitable clothing to ensure there is appropriate sun protection at these events. Students may wear house colour appropriate clothing. All students must wear appropriate footwear.

## Inherent Risk Activity Consent Form Boonah State High School

### Privacy Statement

The Department of Education is collecting the personal information in this form in order to:

- obtain consent for the named child/student to participate in the named off-site activity;
- help coordinate the off-site activity;
- respond to any injury or medical condition that may arise during or as a result of the off-site activity; and
- update school records where necessary.

The information will only be accessed by authorised departmental staff. The information will not be disclosed to any other person or agency unless we have your consent or we are required or authorised by law to do so e.g. in compliance with relevant [Queensland Chief Health Officer's Directions](#).

### Activity risks and insurance

The Department of Education does not have personal accident insurance cover for children/students. If a child/student is injured as a result of an accident or incident while participating in the activity, all costs associated with the injury, including medical costs are the responsibility of the parent/carer. Some incidental medical costs may be covered by Medicare. If the parent/carer has private health insurance, some costs may also be covered by your provider. Any other costs must be covered by the parent/carer. It is up to the parent/carer to decide the type/s and level of private insurance they wish to arrange to cover their child. Please take this into consideration in deciding whether or not to allow the child/student to participate in this activity

### Consent

By signing this form, I agree to all the following statements:

- I have read all of the information contained in this form in relation to the activity (including any attached material)
- I am aware that the department does not have personal accident insurance cover for children/students.
- I give consent for the named **child/student**, \_\_\_\_\_ to participate in the identified activities.
- I will pay to the school the costs detailed in this consent form for the child/student's participation in the excursion.
- I agree to and understand the refund policy as it applies to this excursion (see Excursion costs)
- In the event of an accident or illness, school staff may obtain or administer any medical assistance or treatment the child/student may reasonably require, including contacting their doctor.
- I accept liability for all reasonable costs incurred by the department in obtaining such medical assistance or treatment (including any transportation costs) and undertake to reimburse the department the full amount of those costs.
- I have provided the school with all relevant details of the child/student's medical or physical needs on registration/enrolment and where relevant have updated this information.
- I give consent for child/student contact information to be shared in relation to this activity in compliance with relevant [Queensland Chief Health Officer's Directions](#).

<b>Parent/Carer/Student*</b>	Name:		
	Phone number:		
	Email address:		
	Signature:		Date:
Emergency contact information for the duration of this activity	Name:		
	Phone number/s:		

### Additional medical information

The school collected medical information about your student at enrolment. This information is stored electronically in OneSchool. Please give full details of any new or updated medical information which may affect your student's full participation in the activity described in the form.

## Student Resource Scheme Conditions

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The purpose of the Boonah State High School Resource Scheme is to ensure that all students are provided with the necessary resources for a quality education and to save parents/caregivers money and the need to shop for textbooks and resources. The scheme is resourced through an annual parent contribution fee of approximately \$240.00 per student and a Queensland Government textbook and resource allowance received in bulk by the school. The Resource Scheme operates under the policy and guidelines of Education Queensland and is fully endorsed by the Boonah State High School Parents and Citizens Association.

**The scheme provides the following resources for a set fee of approximately \$240.00, it is not available in part.** Families NOT in the scheme will need to provide all items covered by the scheme, a detailed list of which will be provided by the Business Manager upon request.

### The Student Resource Scheme provides for:

- Textbooks – personal issue, class sets and online access
- Reproduced class materials which complement and/or substitute for textbooks
- Library books
- Student and Classroom consumables
- School Digital Resource Network Support
- Student Laptop Program Network Support
- Student Planner

### Items not provided by the Student Resource Scheme:

- Items outlined in the *Materials List*
- School camps, excursions, competitions, trips
- Some materials provided in practical subjects where the completed item may become the property of the student (e.g. Industrial Arts, Home Economics, Art). In this case either the finished products remain the property of the school or contribution will be requested to enable the student to keep the finished product, these amounts will be determined prior to the unit commencing.
- Personal items (e.g. pens, pencils, USBs, calculator, materials required for home assignment work)
- School Magazine

### Conditions of the Scheme

- Students will supply their own personal requirements – as outlined in the *Materials List*.
- Books issued to students are to be kept in good condition.
- Students are responsible for up to the full cost of books that are negligently damaged or lost before any further issues can be made.
- The Resource Centre should be immediately notified of the loss of any textbook.
- All textbooks provided under the scheme remain the property of the scheme and must be returned to the Resource Centre when a student leaves or at the end of the school year.
- Books and resources provided under the scheme cannot be issued to students whose parents/caregivers choose not to participate.

### Is the scheme compulsory?

Parents/caregivers who do not wish to participate in the scheme should indicate **NO** on the Resource Scheme Agreement and return it to the office. These parents/caregivers will receive reimbursement from the school to the value of the Government Allowance for their child. However, they are expected to provide all necessary textbooks and resources for their student as detailed on the lists provided with this form.

## Invitation

The textbook and resource scheme are discussed at a meeting of the Parents and Citizens Association prior to the school year. Parents/caregivers are invited to attend this meeting and express their opinions. A vote is taken at this meeting each year as to the continuation of the Scheme.

The Scheme is not compulsory but does provide real savings and benefits for the school, parents and most importantly students.

## How do I participate in the scheme?

- Complete the Student Resource Scheme Agreement
- Make the required payment in full or arrange a meeting with the Business Manager to discuss payment plan options. A receipt will be issued.
- If a student enrolls at the school after first term, a pro-rata fee will apply based on the number of school weeks remaining in the year. An invoice will be issued on enrolment.
- If the student leaves other than at the end of the year, a pro-rata refund is available based on the number of school weeks remaining in the year. The amount of the calculated refund will be reduced by the recommended retail price for resources lost or damaged by the student.
- Fees are due end of Term 1 or within 10 weeks of enrolment for students starting after Term 1 Week 3. Payment plan arrangements can extend the due date until the end of Term 3.

## Payment Methods

- BPoint can be accessed via **ANY** Computer or Smart Phone. Payments accepted via Mastercard or VISA and is a secured payment method. Parents can log into: [www.bpoint.com.au/payments/dete](http://www.bpoint.com.au/payments/dete). Once you have logged in you will need the information from the school invoice to complete the BPOINT payment page.
- Qparents – parents who are registered for Qparents can pay their invoices directly through the app.
- Direct Deposit: Please contact Boonah SHS for Direct Deposit details.
- In person at the Student Reception counter, open 8:15am – 12:15pm Tuesday to Friday

## Parents/caregivers experiencing financial difficulty

Please contact the school if financial hardship exists so that arrangements can be made to accommodate special circumstances. All discussions will be held in confidence.

## Non-Participation in SRS

Parents choosing not to participate in the scheme will be expected to provide all resources for their student for the commencement of the school year as per the school website or available from the school office.

Your participation in the scheme will ensure that your student has the resources which they need to support their learning. I strongly urge your participation in this scheme.

Yours sincerely



Dan Marrone  
Principal



# Student Resource Scheme - Participation Agreement Form

## The Student Resource Scheme

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

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

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

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

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

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

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

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

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

For further information please see the 'parents and carers' site for general information on [School fees and charges](#).

## Payment

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

## Participation

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

<b>School Name</b>	<b>Boonah State High School</b>
<b>Form Return Date</b>	
<b>Student Name</b>	
<b>Year Level</b>	
<b>Parent Name</b>	
<b>Parent Signature</b>	
<b>Date</b>	

## Privacy Statement

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



# Terms and Conditions

## Definition

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

## Purpose of the SRS

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

## Participation in the SRS

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

## Non-Participation in the SRS

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

## The Resources

19. SRS funds received by the school will only be expended on student resources outlined in the school’s SRS and will not be expended on other items or used to raise funds for other purposes.
20. In return for payment of the participation fee, the SRS will provide the participating student with the entire package of resources for the specified participation fee. It is not available in parts unless specifically provided for by the school in the fee structure.
21. The resources, as determined and advised by the school may be:
  - retained by the student and used at their discretion; or

- used/consumed by the student in the classroom; or
- hired to the student for their personal use for a specified period of time.

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

## Payment Arrangements

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

## Debt Management

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

## Parents’ Experiencing Financial Hardship

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

# Additional Information

## Textbook and Resource Allowance (TRA)

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