



WEIPA CAMPUS ENROLMENT APPLICATION

NAME: _____

ENROLMENT YEAR LEVEL: P 1 2 3 4 5 6
 7 8 9 10 11 12
 (Please circle)

COMMENCEMENT YEAR: _____

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Dear Parent / Guardian

Welcome to Western Cape College. We look forward to your child becoming a part of our College community.

Please ensure that the following documents are presented to the College Administration Office with your completed enrolment package. Your child's enrolment at Western Cape College cannot be processed without these required documents. Certified copies of these documents are acceptable if the original is not available.

- ☐ Birth Certificate
- ☐ Passport and Visa (if your child was born overseas)
- ☐ Legal guardianship documentation (*if applicable*)

If you have any questions regarding your child's enrolment, please feel free to contact the Administration Office between 8:00am and 3:30pm. We wish you and your family a long and happy association with Western Cape College.



Dan Tonon
College Principal

Application for student enrolment form

INSTRUCTIONS

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

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

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

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

PRIVACY STATEMENT

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

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

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

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

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

PROSPECTIVE STUDENT DEMOGRAPHIC DETAILS

Legal family name* (as per birth certificate)			
Legal given names* (as per birth certificate)			
Preferred family name		Preferred given names	
Gender*	☐ Male ☐ Female	Date of birth*	____ / ____ / ____
Copy of birth certificate available to show school staff*	☐ Yes ☐ No	Enrolment may not be approved without enrolling staff sighting the prospective student's birth certificate. An alternative to birth certificate will be considered where it is not possible to obtain a birth certificate (e.g. prospective student born in country without birth registration system. Passport or visa documents will suffice). This does not include failure to register a birth or reluctance to order a birth certificate. The requirement to sight the birth certificate does not apply where the prospective student has been previously enrolled in a state school and a birth certificate has been sighted. For international students approved for enrolment by EQI, a passport or visa will be acceptable.	
For prospective mature age students, proof of identity supplied and copied*	☐ Yes ☐ No	Prospective mature age students must provide photographic identification which proves their identity: - current driver's licence; or - adult proof of age card; or - current passport.	

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

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

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

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

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

PROSPECTIVE STUDENT LANGUAGE DETAILS	
Does the prospective student speak a language other than English at home?	☐ No, English only ☐ Yes, other – please specify _____

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

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

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

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

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

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

PROSPECTIVE STUDENT'S PREVIOUS EDUCATION / ACTIVITY

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

RELIGIOUS INSTRUCTION*

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

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

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

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

PROSPECTIVE STUDENT MEDICAL INFORMATION (including allergies)***Privacy Statement**

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

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

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

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

COURT ORDERS***Out-of-Home Care Arrangements***

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

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

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

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

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

Commencement date

/ /

End date

/ /

Other Court Orders*

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

☐ Yes ☐ No

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

Commencement date

/ /

End date

/ /

APPLICATION TO ENROL*

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

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

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

Office use only

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

Parental occupation groups for use with parent/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.

ENROLMENT AGREEMENT

This Enrolment Agreement sets out the responsibilities of the student, parents or carers and the College staff about the education of students enrolled at Western Cape College Weipa Campus.

Responsibility of student to:

- attend College on every school day on time, ready to learn and take part in school activities
- act at all times with respect and show tolerance towards all students, staff and property of the College
- work hard and comply with requests or directions from the teacher and principal
- abide by College rules as outlined in the College's Student Code of Conduct, including adhering to the College's Uniform Policy

Responsibility of parents to:

- ensure your child attends College on every school day for the educational program in which they are enrolled
- attend open meetings for parents
- let the College know if there are any problems that may affect your child's ability to learn
- treat College staff with respect
- support the authority of College staff thereby supporting their efforts to educate your child and assist your child to achieve maturity, self-discipline and self-control
- abide by the College's instructions regarding access to College grounds before, during and after College hours
- advise Principal if your student is in the care of the State

Responsibility of College staff to:

- design and implement engaging and flexible learning experiences for individuals and groups
- inform parents and carers regularly about how their children are progressing
- design and implement intellectually challenging learning experiences which develop language, literacy and numeracy
- create and maintain safe and supportive learning environments
- support personal development and participation in society
- foster positive and productive relationships with families and the community
- teach effectively and to set the highest standards in work and behaviour
- clearly articulate the College's expectations regarding the Student Code of Conduct and the College's Dress Code Policy
- ensure that parents and carers are aware that the College does not have personal accident insurance cover for students
- advise parents and carers of extra-curricular activities operating at the College in which their child may become involved (for example, Program of Chaplaincy Services, sports programs)
- set, mark and monitor homework regularly in keeping with the College's Homework Policy
- contact parents and carers as soon as is possible if the College is concerned about the child's school work, behaviour, attendance or punctuality
- deal with complaints in an open, fair and transparent manner in accordance with departmental procedure, Complaints Management – State Schools
- treat students and parents with respect

Student Signature

Parent / Guardian Signature

**Enrolment Interview by
WCC Weipa Campus Admin**

STATE SCHOOL CONSENT FORM

Introduction to the State School Consent Form (attached) for Western Cape College

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://westerncapecollege.eq.edu.au/>
- Facebook: <https://www.facebook.com/WesternCapeCollege>
- YouTube: https://www.youtube.com/channel/UCcg_uz7rECOW8xmeslkcDpQ
- Instagram: N/A
- Twitter: N/A
- LinkedIn: N/A
- Other: N/A
- Local newspaper
- School newsletter
- Traditional and online media, printed materials, digital platforms' promotional materials, presentations and displays.

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

Duration

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

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

Who to contact

To return a consent, express a limited consent or withdraw consent please contact admin@westerncapecollege.eq.edu.au.

The WCC Administration Office should be contacted if you have any questions regarding consent.

State School Consent Form

1 IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

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

(a) Full name of individual:

(b) Date of birth:

(c) Name of school:

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

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

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

** 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/carers 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/carers 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.

Dear Parents/Guardians

2026 STUDENT RESOURCE SCHEME – YEAR 7

This letter includes important information about the fees and inclusions for the SRS. If you have previously opted in to the SRS your participation is assumed for the remainder of your child's enrolment, unless you inform the school otherwise by completing a new participation agreement form. If you are a new parent to the school, this information will assist you in making a decision as to whether you wish to participate in the SRS.

What is provided by the Queensland Government?

The Queensland Government supports children's education by providing funding for instruction (teachers), facilities (school grounds and buildings, internet), and administration (staff to run the school). Funding for schools does not extend to individual student resources such as textbooks, equipment for personal use, and many items used by the student in the classroom.

The SRS helps parents to source these resources. The school can purchase resources at lower rates due to its bulk buying power. Resources such as textbooks or musical instruments that will be used over a period of time are hired to students to further reduce costs for families. Participating in the SRS also offers a convenient way for parents to source the items that their child needs for school and ensures that all students have access to the same standard of resources.

The types of resources that will be included are:

- **Owned by the student** – e.g. student diary – once provided, these items are retained by the student and used at their discretion.
- **Hired to the student** for a specific duration of time – e.g. textbooks or musical instruments – these items will need to be returned to the school in reasonable condition at the end of the hire period or if the student leaves the school.
- **Used in class** – e.g. stationery, timber, material, workbooks – these items will be used in class. Finished products that are created from these resources will generally come home with the student.

The Fee

A flat fee for curriculum student resource scheme costs has been applied across all students within the Year 7 cohort. All Year 7 students complete a similar curriculum throughout their school year.

If you are not satisfied that the SRS fee represents good value for money based on the inclusions (over the page), you may choose not to participate in the SRS. If that is the case, please complete a Participation Agreement Form, indicating that you no longer wish to participate. If you choose not to participate, you will be provided with a detailed list of resources that you will need to provide for the student.

The TRA

The Department of Education provides a Textbook and Resource Allowance (TRA) to assist parents with the cost of textbooks and other education resources for eligible Years 7 to 12 students.

For those students who are eligible to receive the TRA, the TRA will be applied to reduce the cost of participation as shown in the table below. Thus the SRS invoice you receive will be the full cost of participation in the SRS minus the TRA already held at the school.

Please be aware that there may be two lines of charges on your invoice indicating the GST inclusive and GST exclusive fees depending on the resources supplied by the SRS.

Cost Breakdown

The diagrams below reflect how the TRA has been deducted from the SRS fee for eligible students who have opted in to the Curriculum SRS.

Cost of SRS		TRA		SRS fee due
\$630.00	—	\$164.00	=	\$466.00

Payment Arrangement

Several payment options including a single payment for the full year's fee or term instalments are available. An instalment plan can also be negotiated with the school. If you have opted to pay the SRS by term instalments, you will receive an invoice for the full amount. The first instalment of \$156.00 will be due in Week 5 of Term 1 with instalments of \$155.00 due in Week 5 of Terms 2 and 3.

Any unpaid invoices will be managed according to the [department's Debt Management Procedure](#) and may result in the student being excluded from the scheme and/or from participating in non-curricular activities until payment is made.

Payment Method

SRS payments can be made by QParents/BPOINT, EFTPOS (Credit/Debit Card), Centrepay.

- Payment may be made through the QParents portal using a credit card. Payment will be directed from the QParents portal to BPOINT where relevant outstanding invoice information may be selected.
- When paying by BPOINT, please use the Customer Reference Number (CRN) and invoice number printed on the invoice received from the school. If unsure of the CRN, please contact the school.
- Centrepay Deductions are available to pay the SRS fees. Use Centrepay to make regular deductions from your Centrelink payment. Centrepay is a voluntary and easy payment option available to Centrelink customers. Go to humanservices.gov.au/Centrepay for more information on how to set up your Centrepay deductions.

Other Optional SRS Program

Instrumental Music Program (for Years 5-12 students who are accepted into the program)

Program Resources	Resource	Type of Resource	Value (to parent)
Instrumental Music Program	Covers departmental costs for music, including: • New sheet music and teaching resources • Photocopying and printing • Purchase and maintenance of music equipment	Used	\$80.00
Instrumental Music Hire	Use of school musical instruments	Hired	\$110.00

** If students are able to supply their own instruments, the relevant hire levy will not apply.*

Financial Difficulty

If you would like to participate, but are experiencing financial difficulties, please contact the school to arrange an appointment to discuss options. Any information that you provide will be confidential.

Release of Resources

Resources will not be distributed until the full or first payment has been paid to the school. Any unpaid invoices will be managed according to the department's Debt Management Procedure and may result in the student being excluded from the scheme and/or from participating in extra-curricular activities until payments are made.

Return of Hired Resources

A repair or replacement cost will be charged to the parent for any items that are damaged or not returned.

Contact Us

If you have any queries regarding the SRS and its inclusions, please contact and arrange an appointment with:

Sarah Tonon, Deputy Principal Junior Secondary
 Phone: 07 4090 6444
 Email: admin@westerncapecollege.eq.edu.au

The Curriculum Student Resource Scheme Inclusions

The Curriculum Student Resource Scheme (SRS) is made up of two components. The components are general items and resources for core and elective subjects. The tables below detail the SRS inclusions for these components.

General Items	Resource	Type of Resource	Acquisition cost	Value (to parent)
General Items	Positive programs to enhance student wellbeing - Rewards	Used	\$20.00	\$10.00
	Printing Credit (\$10/year)	Owned	\$10.00	\$10.00
	Annual Subscriptions: TrackED, Education Perfect, Clickview, Adobe, Faronics Insight	Hired	\$840.00	\$68.00
	Regional / District Sport Affiliation Fee	Used	\$6.00	\$6.00
Grand Total			\$876.00	\$94.00

Subject	Resource	Type of Resource	Acquisition cost	Value (to parent)
English			\$80.00	\$44.00
	Text - Are we there yet?	Hired	\$25.00	\$5.00
	Text - The Little Refuge	Hired	\$20.00	\$4.00
	Curriculum Supplies / Consumables used to enhance lesson delivery (e.g. posterboard, scissors, glue, highlighters, coloured markers, coloured paper)	Used	\$15.00	\$15.00
	Teacher prepared reference worksheets and resources	Used	\$20.00	\$20.00
Maths			\$82.00	\$45.00
	Teacher prepared reference worksheets and resources	Used	\$20.00	\$20.00
	Curriculum Supplies / Consumables used to enhance lesson delivery (calculator, ruler, show me boards, graph paper, coloured card, stationery, coloured pencils)	Used	\$62.00	\$25.00
Science			\$85.00	\$60.00
	Curriculum Supplies / Consumables used to enhance lesson delivery (calculator, rulers, show me boards, pH indicators, PPE, chemicals, experiment consumables)	Used	\$65.00	\$40.00

Subject	Resource	Type of Resource	Acquisition cost	Value (to parent)
	Teacher prepared worksheets and resources	Used	\$20.00	\$20.00
HASS			\$35.00	\$35.00
	Curriculum Supplies / Consumables used to enhance lesson delivery (e.g. posterboard, scissors, glue, highlighters, coloured markers, coloured paper)	Used	\$15.00	\$15.00
	Teacher prepared reference worksheets and resources	Used	\$20.00	\$20.00
HPE			\$125.00	\$40.00
	Teacher prepared reference worksheets and resources	Used	\$15.00	\$15.00
	Curriculum Supplies / Consumables used to enhance delivery during practical lessons	Used	\$110.00	\$25.00
ITD			\$75.00	\$65.00
	Teacher prepared reference worksheets and resources	Used	\$5.00	\$5.00
	Curriculum Supplies / Consumables used to enhance delivery during practical lessons (materials used for student works)	Used	\$55.00	\$55.00
	PPE resources to enhance curriculum delivery during practical lessons (safety glasses, earmuffs etc.)	Owned	\$15.00	\$5.00
Food & Textiles			\$144.50	\$132.00
	Teacher prepared reference worksheets and resources	Used	\$5.00	\$5.00
	Curriculum Supplies / Consumables used to enhance delivery during practical lessons (ingredients and materials used in cooking and textiles lessons)	Used	\$124.50	\$124.50
	PPE resources to enhance curriculum delivery during practical lessons (apron, hair net, gloves)	Owned	\$15.00	\$2.50
The Arts			\$210.00	\$85.00
	Teacher prepared reference worksheets and resources	Used	\$30.00	\$30.00

Subject	Resource	Type of Resource	Acquisition cost	Value (to parent)
	Curriculum Supplies / Consumables used to enhance delivery during practical lessons (Coloured Pencils, Coloured Texters, Water Colour Paint Set, Glue, Scissors & assorted costumes)	Used	\$180.00	\$55.00
Digital Technologies			\$3,100.00	\$30.00
	Curriculum Supplies / Consumables used to enhance delivery during practical lessons	Hired	\$3,100.00	\$30.00

Student Resource Scheme - Participation Agreement Form

The Student Resource Scheme

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

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

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

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

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

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

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

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

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

Payment

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

Participation

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

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

Privacy Statement

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



Terms and Conditions

Definition

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

Purpose of the SRS

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

Participation in the SRS

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

Non-Participation in the SRS

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

The Resources

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

- hired to the student for their personal use for a specified period of time.

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

Payment Arrangements

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

Debt Management

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

Parents’ Experiencing Financial Hardship

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

Additional Information

Textbook and Resource Allowance (TRA)

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



SRS AND SUBJECT FEE PAYMENT ARRANGEMENT FORM

Student Details

Student Name		Year Level	
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Payment Options:

Payment Options	Instalments	Amounts	Option Selected
1. A single payment for the full year's fee	Instalment 1:	\$	☐
2. Term instalments (paid over the first 3 terms) <i>Example SRS: Term 1 - \$100.00, Term 2 - \$100.00, Term 3 - \$90.00 = \$290.00</i>	Instalment 1: Week 5 Instalment 2: Week 5 Instalment 3: Week 5	\$ \$ \$	☐
3. An instalment plan as negotiated with the school (*):	\$(Amount)/Fortnight	\$	☐

- ☐ **QPARENTS** – Secure online portal, to pay invoices and view payment history.
- ☐ **BPOINT** – Please ensure you retain your school invoice as this will show your Customer Reference Number and Invoice Number required for payments. Visit: www.bpoint.com.au/payments/dete or phone 1300 276 468 Biller Code 1002534
- ☐ **DIRECT DEPOSIT** – Direct to school bank account:
- ☐ **CENTREPAY** – Please complete a Centrepay Deduction Form.

Parent Responsible for Fees: Please indicate which parent/carer will receive invoices and who is responsible for payment.

I am responsible for 100% of all College Fees

Parent name		Signature	
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OR I am responsible for 50% of all College Fees

Parent name		Signature	
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Parent name		Signature	
-------------	--	-----------	--

Do you wish to become a Western Cape College P&C member? ☐ Yes / ☐ No

Other sibling(s) in family:

Given Name/s	Surname	Date of Birth	Attends this College?
			☐ Y / ☐ N
			☐ Y / ☐ N
			☐ Y / ☐ N

Parent not living with student who is to receive copies of reports and newsletters (if applicable):

Mailing Title/Name:			
Mailing Address:			
Suburb/Town:		Post Code:	
Email:		Mobile No.:	
Other information:			

Acceptable use Education Queensland's Information, Communication and Technology (ICT) Network and Systems

In accordance with DET Policy, students and parents or guardians are required to complete an Internet Access Agreement as shown below if they wish to use the Internet at the College. Please note use of this network in an appropriate or illegal matter will be followed up accordingly.

This permission will remain current while the student is enrolled at Western Cape College Weipa unless otherwise revoked.

Dan Tonon
College Principal

Student:

I understand that the College's ICT Network provides me with access to a range of essential learning tools, including the Internet. I understand that the Internet can connect me to useful information stored on computers from around the world.

While I have access to the College's ICT Network:

- I will only use it for educational purposes
- I will not undertake or look for anything that is illegal, dangerous or offensive; and
- I will not reveal my password or allow anyone else to use my College account.

If I accidentally find something that is illegal, dangerous or offensive, I will:

- Clear any offensive pictures or information from my screen or ICT devices; and
- Immediately and quietly inform my teacher.

In the same instance, I will not:

- reveal home addresses or phone numbers – mine or that of any other person; or
- use the College's ICT Network (including the Internet) to annoy or offend anyone else.

I understand that if the College decides I have broken the rules for using its ICT Network, appropriate action will be taken, which may include loss of access to the Network (including the Internet) for some time.

(Student's name)

(Student's signature)

(Date)

Parent or Guardian:

I understand that the College provides my child with access to the College's ICT Network (including the Internet) for valuable learning experiences.

In regard to Internet access, I understand that this will give my child access to information on computers from around the world; that the College cannot control what is on those computers; and that a small part of that information can be illegal, dangerous or offensive.

I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend finally upon responsible use by my child. Additionally, I will ensure that my child understands and adheres to the College's appropriate behaviour requirements and will not engage in inappropriate use of the College's ICT Network.

I believe _____ (Name of student) understands this responsibility, and I hereby give my permission for him/her to access and use the College's ICT Network (including the Internet) under the College rules. I understand that students breaking these rules will be subject to appropriate action by the College. This may include loss of access and usage of the College's ICT Network for some time.

(Parent/Guardian's name)

(Parent/Guardian's signature)

(Date)

It is strongly recommended that students have access to their own device in the classroom through the BYOx Program. This will enable teachers to enhance the students' learning through the use of today's technology while aiming to encourage a sense of ownership and responsibility of the device. Students wishing to enter into the BYOx Program must complete the charter agreement and ensure they understand the contents of this policy.

In order for the student to have access to the school network and support from our ICT staff, the device must meet the recommended specifications which can be found on the BYOx Agreement form. If you are unsure if the device meets these requirements, please request assistance from our school technicians. Please be aware that very limited support will be available for Apple devices, including some school software not being compatible with the device.

Students are responsible for ensuring their device is fully charged before school, there will be no charging allowed in classrooms, due to work place health and safety issues. Students must use it exclusively for educational purposes as directed by teachers, and keeping it secure. Additionally, students must maintain up-to-date antivirus and security software and follow the school's rules regarding internet use and digital conduct. The school will utilize the 'Onboarding' system, which is designed to make this process safe, secure and mostly automatic for most devices. Students will receive information about this system when they enrol in the BYOx program. For initial onboarding assistance, WCC ICT Support Staff will be available, and students can reach out to the school's ICT Support for any additional help needed with connecting their devices.

Heavy duty plastic lockers will be available for students to put their laptops into. These lockers have no charging capability and it is recommended that students do not leave their laptop at school overnight. To ensure security and privacy, the school will not be liable for any loss, theft, or damage of personal devices. Internet access at school is subject to filtering to ensure a safe online environment. Students receive instruction on Cybersafety as part of the curriculum. At home, it is the responsibility of parents or guardians to implement appropriate content filters on internet services. The school does not take responsibility for the consequences of internet use outside of school. Additionally, Microsoft Families should not be used, as it has known compatibility issues with the onboarding software.

The level of IT support provided by the school for device repairs varies depending on where the device was purchased, the applicable warranties, and the nature of the issue. For devices purchased through Dell, if the problem is a general hardware failure, such as the device not turning on, the school can usually arrange for the device to be logged for repair and serviced on-site. However, if the issue involves accidental damage, such as a cracked screen, parents will typically need to contact their insurance provider under "Accidental Damage Protection" policies. In such cases, parents can seek advice from the school technician. It is highly recommended to purchase additional accidental damage protection (ADP) with any new device. All devices purchased directly through Dell are offered a 3-year warranty protection.

It is the student's responsibility to back up their laptop data regularly. For work completed at school, students have the option to save their files to the school's servers, which ensures that their data is stored securely within the school's network. Additionally, students can utilize their school-provided OneDrive accounts to save files to the cloud. This cloud storage solution allows students to access their documents and projects from both school and home, as long as they have an internet connection. By using these storage options, students can help ensure that their work is safeguarded against data loss and can be easily accessed from any location.

The school can provide a limited number of loaner devices for short-term use while students' personal machines are being repaired. These loaner devices are intended to ensure that students can continue their work and access necessary resources during the repair period. The availability of these devices may be limited, and they are typically distributed on a first-come, first-served basis. To request a loaner device, students should contact the school's IT support team as soon as possible to check availability and make arrangements. It's important to note that loaner devices are intended for temporary use and should be returned promptly once repairs are completed.

If you require more information about our BYOx Program, please email BYOxInfo@westerncapecollege.eq.edu.au or phone our ICT Support on (07) 4090 6444.

When purchasing a device online or at the store, please be aware of the school's minimum specifications. These specifications relate to the suitability of the device to enable class activities, meet student needs and promote safe and secure access to the department's network.

We suggest purchasing a laptop directly through the Dell website (www.dell.com). If you already own a laptop, it can be brought to school as a learning device. Please make sure it meets the recommended requirements.

Recommended Requirements for Device	Recommended Inclusions
- Windows 11 Operating System 8GB RAM - Pentium Silver N6000, Intel i3 CPU or equivalent - Internal SSD 128GB or greater - Wi-Fi connectivity (802.11n – minimum with 802.11ac – recommended) - Battery – at least 6 hours working life - Ports: USB, audio in/out, in-built microphone, VGA or HDMI, camera	- Office 365 (free download for students) - Case and bag for protection - Windows defender (free) or Norton Anti-Virus - Warranty and accidental damage protection

Please be aware:

- ❖ Our school is a Windows supported school, limited support will be available for Apple devices.
- ❖ Google Chromebooks are not supported
- ❖ Avoid Intel i7/Ryzen 7 CPU processors (they are powerful and the battery won't last the school day)

Locker Hire

Lockers will be available for students to place their laptops in. This way the school can ensure a level of protection and storage for laptops during lunch times when the laptops won't be in use.

Fee Provision of BYOx Program

To participate in the BYOx program, parents and/or caregivers are required to make a contribution to offset the costs involved in the setup, support, and software licenses for the device. This cost is included in the Student Resource Scheme. The items below are included as part of the BYOx package:

Item	Annual cost per student
Access to filtered Internet connection within the school	Included
Access to the School printing system	Included
Locker use	Included

If you have any questions regarding the BYOx program, please contact our IT staff: byoxinfo@westerncapecollege.eq.edu.au

BYOx USER AGREEMENT

The following is to be read and completed by both the STUDENT and PARENT/CAREGIVER. By signing this agreement, I hereby agree to the following:

- I have read and understood the BYOx Parent Handbook at:
<https://westerncapecollege.eq.edu.au/curriculum/subjects-and-programs/byox>
- I agree to abide by the guidelines outlined in the document.
- I am aware that non-compliance or irresponsible behaviour, as per the intent of the BYOx document, will result in consequences relative to the behaviour.
- I accept responsibly for any loss, theft or damage that may occur to the device within the school and have insured the device.
- I agree to be invoiced **\$20 annually** as part of the Student Resource Scheme for my child to access the BYOx Program, plus the cost of any optional software and additional printing.

Student Name: _____ Year: _____

Student Signature: _____ Date: / /

Parent/Caregiver Name: _____

Parent/Caregiver Signature: _____ Date: / /

IT Representative Name: _____

IT Representative Signature: _____ Date: / /