



MAPOON CAMPUS ENROLMENT APPLICATION

NAME: _____

ENROLMENT YEAR LEVEL: PP P 1 2 3 4 5 6
(Please circle)

COMMENCEMENT YEAR: _____

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WESTERN CAPE COLLEGE

Mapoon Campus



our children...their future

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

ENROLMENT CHECKLIST

FOR PARENTS & STUDENTS

| <i>An enrolment interview cannot occur until all required documentation is completed and provided to the College</i> | | |
|---|-----------------------|-----------------|
| | PARENT CHECKLIST √ | OFFICE USE ONLY |
| <input type="checkbox"/> New Enrolment <input type="checkbox"/> Re-Enrolment <i>Re-enrolment and repeating students must be approved by Principal</i> | | |
| Application for Student Enrolment | | |
| Additional information for the enrolment | | |
| Enrolment Agreement – <i>all sections must be completed and signed by the Parent/Guardian and student</i> | | |
| State School Consent Form (Media Consent) | | |
| Internet Access Agreement – <i>all sections must be completed and signed by the Parent/Guardian and student</i> | | |
| Medical Conditions: Provide doctor's letter, Health or Action plans | | |
| Financial Commitments Form <i>(completed and signed)</i> <input type="checkbox"/> Student Resource Scheme Agreement <input type="checkbox"/> Centrepay Deduction <i>(if applicable)</i> | | |
| Permission Consent forms <i>(completed and signed)</i> <input type="checkbox"/> Activity Consent – General <input type="checkbox"/> Activity Consent – Practical Subjects <input type="checkbox"/> Online Service Consent form | | |
| BYOX User Agreement form <i>(completed and signed)</i> | | |
| Birth Certificate <i>(please provide a certified copy if the original is not available)</i> | | |
| Student's School Report <i>(most recent copy if coming from interstate or a private school only)</i> | | |
| Relevant Legal Guardianship documentation <i>(if applicable)</i> , eg custody, foster care, etc. <i>(only certified copies of Court Orders are acceptable)</i> | | |
| Passport and Visa – <i>if born overseas (please provide a certified copy)</i> | | |

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:

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

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

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

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

PROSPECTIVE STUDENT DEMOGRAPHIC DETAILS

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

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

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

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

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

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

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

| EVIDENCE OF PROSPECTIVE STUDENT'S IMMIGRATION STATUS (to be completed if this person is NOT an Australian citizen)* | |
|---|--|
| <input type="checkbox"/> Permanent resident | Complete passport and visa details section below |
| <input type="checkbox"/> Student visa holder | Date of arrival in Australia ____ / ____ / ____ Date enrolment approved to: ____ / ____ / ____ |
| | 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*

| | |
|--|--|
| <p>From Year 1, the prospective student may participate in religious instruction if it is available.</p> <p>If you tick 'No' or if the nominated religion is not represented within the school's religious instruction program, the prospective student will receive other instruction in a separate location during the period arranged for religious instruction.</p> <p>Parents/carers may change these arrangements at any time by notifying the principal in writing.</p> | <p>Do you want the prospective student to participate in religious instruction?</p> <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | <p>If 'Yes', please nominate the religion:</p> |
| | |

PROSPECTIVE STUDENT ADDRESS DETAILS*

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

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

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

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

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

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

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

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

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

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

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

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

| COURT ORDERS* (continued) | | |
|---|--|-----------------|
| Family Court Orders* | | |
| Are there any current orders made pursuant to the <i>Family Law Act 1975</i> concerning the welfare, safety or parenting arrangements of the prospective student? | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| If yes, what are the dates of the court order? Please provide a copy of the court order. | Commencement date | ___ / ___ / ___ |
| | End date | ___ / ___ / ___ |
| Other Court Orders* | | |
| Are there any other current court orders, such as a domestic violence order, concerning the welfare, safety or parenting arrangements of the prospective student? | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| If yes, what are the dates of the court order? Please provide a copy of the court order. | Commencement date | ___ / ___ / ___ |
| | End date | ___ / ___ / ___ |

| 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 - Thalassemia |
| 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.

Additional information for the enrolment of (Student name)
 (Information about your student for administration use only at Western Cape College)

Other sibling(s) in family:

Year Level: PREP 01 02 03 04 05 06 07 08 09 10 11 12 (Please circle year)

| Given Names | Surname | Date of Birth | M/F | Attends this College? |
|-------------|---------|---------------|-----|-----------------------|
| | | | | Y / N |
| | | | | 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: _____

Any other information: _____

Newsletter Subscription

Weipa Campus Newsletter is published electronically through Schoolzine and is distributed to subscribers via their nominated email address.

Please use my email to subscribe me to the Western Cape College Weipa Campus online newsletter.

_____@_____

QParents

Western Cape College encourages our families to register for QParents.

The QParents' website and mobile application provide a more convenient, easier way for parents and legal guardians of Queensland state school students to interact with their child's school. Parents will have secure, online access to their child's student information - anytime, anywhere, through a smartphone, tablet or computer.

Please forward me information on registering for QParents.

Additional medical information *(please tick if applicable)*

- | | | |
|---------------------------------------|--|--|
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Asthma action plan provided | <input type="checkbox"/> Previous significant injuries |
| <input type="checkbox"/> Anaphylactic | <input type="checkbox"/> Anaphylactic action plan provided | <input type="checkbox"/> Previous significant operations |
| <input type="checkbox"/> Allergies | <input type="checkbox"/> Allergy plan provided | <input type="checkbox"/> Other <i>(please provide details below)</i> |

Details:

Previous known support given *(please tick if applicable)*

- | | | |
|---|---|--|
| <input type="checkbox"/> Learning Support | <input type="checkbox"/> Paediatrician | <input type="checkbox"/> Hearing Assessment/ Reports |
| <input type="checkbox"/> Speech Language Therapy | <input type="checkbox"/> Early Childhood Development Program | <input type="checkbox"/> Child in Care |
| <input type="checkbox"/> Physiotherapy / Occupational Therapy | <input type="checkbox"/> Child Youth Mental Health or other mental health involvement | <input type="checkbox"/> Other health professional |
| <input type="checkbox"/> English as a Second Language/Dialect | <input type="checkbox"/> Educational Support Plan | |

Details:

Contact person (including phone):

Payment of College fees:

- I am responsible for 100% of **all College fees**

Parent name: _____ Parent signature: _____

OR for shared payments *(eg. non-residential parent) – individual invoices will be created for each person below.*

- I am responsible for% of **all College fees**

Parent name: _____ Parent 1 signature: _____

- I am responsible for% of **all College fees**

Parent name: _____ Parent 2 signature: _____



WESTERN CAPE COLLEGE

Uniform Policy

RATIONALE:

Western Cape College is a uniform school. The Western Cape College, Weipa Campus Parents and Citizens' Association, representing the parents of this school, has decided to support the wearing of a school uniform.

We believe that the wearing of uniform assists in developing a sense of belonging to the school. The pride in wearing the uniform will add to the school tone. It will encourage positive attitudes that will carry over into the classroom and other learning environments such as the workforce where uniforms are common and non-negotiable. It provides identification of students travelling to and from school. The parents support the uniforms, and it is an expectation that all students wear the correct school uniform. This is our expectation, and we urge all parents to support the accepted standard of dress as detailed below by ensuring that their students wear the correct and appropriate Western Cape College uniform.

If for any reason your child is out of uniform on a particular day, you will need to send a note with your student to be taken to their appropriate class teacher or the Administration Office.

Covered Footwear:

The Education Department and Workplace Health and Safety instructions clearly state that students' footwear must provide adequate protection and cover the entire feet. **The only acceptable footwear is fully enclosed shoes.** Footwear such as thongs, sandals, crocs and open work shoes shall NOT be worn. Students who do not comply will be required to change footwear in order to gain access to specialist rooms. Enclosed footwear is also important for safety requirements in the school grounds as well.

Male/Female Day Uniform:

- Shirts:** Royal blue and grey with College logo
- Shorts:** WCC shorts. (Logos, boardies or similar are unacceptable)
- Seniors Shirt (Yrs 11-12 only):** is in a different style to the day uniform
- Year 6 Leadership Shirt:** is in a different style to the day uniform
- Year 12 Senior Shirt:** is in a different style to the day uniform

Male/Female House Uniform:

Weipa Campus:

Weipa has three Houses. Your child will be notified of their House in the first few weeks of school - all siblings are in the same House.

- DUYFKEN:** Royal blue/red.
- EVANS:** Blue/maroon.
- FLINDERS:** Green/gold.
- House Shorts:** WCC shorts. (Logos, boardies or similar are unacceptable)

Mapoon Campus:**Sports Shirt:** Green with black motif.**Sports Shorts:** WCC shorts. (Logos, boardies or similar are unacceptable)**Formal Uniform:**

A prerequisite for students representing the College on formal occasions (including assemblies, academic events and leadership events) is to wear the formal uniform.

Male – Navy blue trousers or shorts, white shirt with WCC logo, WCC tie, black closed in shoes and white socks.

Female – Navy skirt, white blouse with WCC logo, WCC tie, black closed in shoes and white socks.

Representative Uniform:

Students must wear the Representative Uniform when they are travelling to and from Weipa for extra-curricular activities.

Male and Female: Representative shirt and WCC shorts.

Personal Protective Equipment (PPE):

It is a prerequisite for students participating in specialist subjects to wear Personal Protective Equipment (PPE) as part of the uniform. This change has been introduced to ensure student safety.

Subjects requiring PPE:

| Year 10 | |
|---|--|
| ITD- Auto | Long Sleeve High Vis WCC Shirt Steel Toe Safety Boots |
| ITD- Engineering | Long Sleeve High Vis WCC Shirt Steel Toe Safety Boots Long Cotton Drill Work Pants |
| ACV-Certificate I in Conservation and Land Management | Long Sleeve High Vis WCC Shirt Steel Toe Safety Boots Long Cotton Drill Work Pants |
| Year 11 and 12 | |
| Cert II in Automotive Vocational Preparation | Long Sleeve High Vis WCC Shirt Steel Toe Safety Boots |
| Cert II Engineering Pathways | Long Sleeve High Vis WCC Shirt Steel Toe Safety Boots Long Cotton Drill Work Pants |
| Cert II Construction Pathways | Long Sleeve High Vis WCC Shirt Steel Toe Safety Boots |
| Certificate II in Conservation and Land Management | Long Sleeve High Vis WCC Shirt Steel Toe Safety Boots Long Cotton Drill Work Pants |

NOTE: Damaged or defaced uniform items will need to be cleaned or repaired. If for any reason cleaning does not remove the damage, the item will need to be replaced by parents or caregivers.

Hats:

In line with Education Queensland's policy and legislation, hats (broad-brimmed, bucket or legionnaire) are required and are essential for all students. **HAT + SHOES = PLAY.**

Purchasing Information:

Weipa Campus Day and Sports Uniforms, hats, Seniors School shirts, Formal Uniforms, Representative shirts and the WCC long sleeved high vis work shirts can be purchased from the College's Uniform shop or online via [FlexiSchools](#). Personal Protective long cotton drill work pants and steel toed boots for specialist subjects can be purchased from Weipa Traders in the Heritage Shopping Complex, Weipa.

Swimming:

All WCC students are encouraged to wear a swim shirt whilst participating in College swimming lessons.

Jewellery:

It is the expectation of Western Cape College that students learn safely in a variety of different teaching environments. WCC expects the support of parents to ensure the highest safety standards by making sure that students' wear minimal jewellery while at school.

Some jewellery and fashion items are unacceptable in a variety of situations as they pose a workplace health and safety risk to the student.

Students may wear a wristwatch, signet ring, a simple neck chain and plain sleepers or studs.

In an instance where student jewellery is identified as a potential risk, the expectation is that the student will remove the item. Students are responsible for the storage of items removed.

Out of Uniform:

- Student to report to appropriate homeroom teacher, class teacher or to the administration office at the commencement of the school day.
- Provide a note from home explaining the variation to uniform and the period for which this condition will exist.
- Students must carry the signed and dated out of uniform note or ID Attend slip for the remainder of each out of uniform day to show to teachers during and between classes.
- If the student follows all protocols, no other action should be necessary.
- If no note is provided details will be entered on OneSchool as a record.
- Several unexplained breeches of uniform will result in follow up contact with parents to source an appropriate school uniform.
- Further non-compliance by the student may result in disciplinary action.
- Students may also be asked to go home and change into their school uniform after a phone call home.

Endorsed: 2 December 2019

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 for the educational program in which they are enrolled, on time, ready to learn and take part in College activities
- act at all times with respect and show tolerance towards other students and staff
- work hard and comply with requests or directions from the teacher and principal
- abide by College rules as outlined in the College's Student Code of Conduct, including not bringing items to College which could be considered as weapons (eg dangerous items such as knives)
- meet homework requirements and wear College's uniform
- respect College property.

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
- ensure your child completes homework regularly in keeping with the College's homework policy
- inform the College of student absences and reasons for absences in a timely manner
- 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
- not allow your child to bring dangerous or inappropriate items to College
- 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
- keep the College informed of any changes to student's details, such as student's home address and phone number.

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
- inform students, parents and carers about what the teachers aim to teach the students each term
- 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

| I accept the rules and regulations of Western Cape College as stated in the policies that have been provided to me as follows and show my acceptance by initialing either yes or no. | Yes | No |
|---|-----|----|
| Student Code of Conduct: I have access to a copy of the Student Code of Conduct on the College website and accept the conditions of the Agreement. I understand that breaches of this policy may result in disciplinary action. | | |
| Internet Use Agreement: I understand and accept the conditions of the Internet Use Agreement. I understand that breaches of this policy may result in disciplinary action. | | |
| Student Dress Code / Uniform Policy: I understand and agree to abide by the Dress Code and Uniform Policy. | | |
| Privacy Statement: I have access to the Education Queensland Privacy Statement available on the website. | | |
| College Policies: I have access to the College website and can view College policies, eg <i>Absences, Complaints Management, Use of Mobile & Electronic Devices, WCC Representative Policy</i> etc, Homework Policy, Jewellery Policy, financial obligations etc. | | |
| Permission for School Activities: <u>Excursions:</u> I hereby give permission for my student to leave the school grounds, and when necessary to travel on the transport provided, for the purpose of swimming classes, interschool sport and educational excursions, concerts, shows, films and functions. | | |
| Student Resource Scheme (SRS) Agreement: I fully understand the terms and conditions of the Western Cape College SRS. In agreeing to participate, I undertake to finalise payment of fees by the due dates each year | | |
| Insurance: I acknowledge that Western Cape College, and the Department of Education does not have Personal Accident Insurance to cover students | | |
| Transfer and/ or Departure: I understand that upon transfer or departure of the student from the College, I will give a minimum of 2 days' notice and complete a signed release form. I will return all resources and finalise outstanding financial commitments to the College. A transfer note will then be issued. | | |
| I acknowledge: That I have read and understood the responsibilities of the student, parents or carers and the College staff outlined above; and That information about the College's current rules, policies, programs and services, as outlined above has been provided and explained to me. | | |

 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/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.



EXAMPLE ONLY

*The 2024 Student Resource Scheme -
Prep will be finalised in Term 4, 2023.*

Dear Parents/Guardians

2023 STUDENT RESOURCE SCHEME – PREP

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

The student resource scheme is calculated by compiling a list of daily consumables used by students and the cost of providing enhanced hands on learning in curriculum areas for everyday learning.

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 new 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.

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

Cost of the SRS

\$165.00

If you have opted to pay the SRS by term instalments, you will receive an invoice for the full amount. The first instalment of \$55.00 will be due in Week 5 of Term 1 with instalments of \$55.00 due in Week 5 of Terms 2 and 3.

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:

Amanda Allender, Associate Principal Primary

Email: admin@westerncapecollege.eq.edu.au

Phone: 07 4090 6444

The Curriculum Student Resource Scheme Inclusions

The Curriculum Student Resource Scheme (SRS) is made up of two components. These are general items and subject specific costs. The tables below detail these SRS inclusions.

| General Items | Resource | Type of Resource | Acquisition cost | Value (to parent) |
|--------------------|---|------------------|------------------|-------------------|
| General Items | Administration of the Scheme | Hired | | \$10.00 |
| | Reproduced class workbooks, worksheets and teacher prepared material which complement and/or substitute textbooks | Owned | \$50.00 | \$35.00 |
| Grand Total | | | \$50.00 | \$45.00 |

| Subject | Resource | Type of Resource | Acquisition cost | Value (to parent) |
|---------------------------|---|------------------|------------------|-------------------|
| Numeracy | | | \$119.00 | \$20.00 |
| | Equipment & resources to support numeracy activities - MAB Blocks, Counters | Hired | \$20.00 | \$5.00 |
| | Individual subscriptions to IT software - Mathletics | Hired | \$99.00 | \$15.00 |
| Science / STEM | | | \$20.00 | \$10.00 |
| | Equipment & resources to support science activities | Used | \$20.00 | \$10.00 |
| Physical education | | | \$200.00 | \$10.00 |
| | Equipment & resources to support lunch time play | Hired | \$200.00 | \$10.00 |
| Literacy | | | \$390.00 | \$20.00 |
| | Decodables (1 per week x 39 weeks) Approx. \$10.00 per book x 39 weeks | Hired | \$390.00 | \$20.00 |
| Technologies | | | \$25.00 | \$10.00 |
| | Digital and design - construction materials and consumables | Used | \$25.00 | \$10.00 |

| Social and Emotional Programs | | \$51.00 | \$40.00 |
|--------------------------------------|---|----------------|-----------------|
| | Positive programs to enhance student wellbeing - LaSeR, Rewards Days | Used | \$20.00 \$15.00 |
| | Positive programs to enhance student wellbeing - Individual subscriptions to IT software-The Resilience Project and Handbook | Owned | \$31.00 \$25.00 |
| The Arts | | \$60.00 | \$10.00 |
| | Visual Arts: General art supplies (consumables) - paint, brushes, card, stencils, clay, paper, craft glue, rollers, etc | Used | \$15.00 \$2.50 |
| | Drama: Equipment & resources to enhance drama - various costumes and props | Used | \$15.00 \$2.50 |
| | Dance: Equipment & resources to enhance dance - various costumes and props | Used | \$15.00 \$2.50 |
| | Music: Equipment & resources to enhance music | Used | \$15.00 \$2.50 |

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.





WESTERN CAPE
COLLEGE

PAYMENT OPTIONS AVAILABLE

| PAYMENT METHOD | DETAILS |
|---|---|
| BPoint | <p>Online:</p> <ul style="list-style-type: none">• Visit www.bpoint.com.au/payments/dete or phone 1300 276 468• Follow the prompts• Biller code 1002534• You will find all the information needed on your invoice/statement (CRN & invoice number) <p>Please note: You must have an active credit card to commence BPOINT - VISA or Mastercard.</p> |
| Internet Banking Direct Deposit | <p>Bank Account Name: Western Cape College BSB Number: 064-835 (CBA) Account Number: 1013-4235 Reference Details: Please record STUDENT EQ ID NO (which can be found on the invoice/statement)</p> |
| Centrepay | <p>Centrepay is a free direct bill-paying service offered to Centrelink customers receiving payments from Centrelink. The service allows you to nominate an amount to be deducted and forwarded directly to the school to cover school fees.</p> <p>Please contact the Finance team for more information.</p> |
| BPoint / Direct Debit Payment Plan | <p>Call the office to find out how to set this up.</p> <p>BPOINT is an online payment system which provides a secure and efficient method of collecting payments.</p> <p>It's very easy to do and takes only a couple of minutes.</p> |

Western Cape College
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.

Peter Linnehan
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.

Specifically in relation to email and Internet usage, I will:

- clear any offensive pictures or information from my screen by turning the screen off; 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)



2024

Introduction to the Online Services Consent Form for Western Cape College Prep – Year 2

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 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 personal information and works, may be recorded, 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 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 works will be used and under what circumstances they may be shared.

Student information

The consent collected by 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 and stored within online services (e.g., when registering accounts, only mandatory information will be disclosed).

Student works

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 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 accounts, use, and, where specified, publish their work to these services. The form also collects your consent for school staff to collect, store, and transmit information to online services in order to manage school operations and communicate with parents and students.

It should be noted that, in some instances, the school may be required or authorised 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.

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 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.

You may also 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.

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 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 **Western Cape College Main Administration on 07 4090 6444**.

Online Services Consent Form

Privacy Notice

The Department of Education is collecting the personal information on this form in order to obtain consent regarding the use of online services. This information and completed form will be stored securely. 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.

(*Note: 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

a) 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
- Student school email
- Student ID number
- School
- Year Group
- Class
- Teacher
- 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 records, 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 recording, 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

For each online service listed below, please indicate your choice to **give consent** or **not give consent** for the information outlined in Section 2 to be disclosed to the online service in accordance with the purpose outlined in Section 3, and for the timeframe specified in Section 4.

| | | | | | |
|-----------------|---|---------------|----------|--|---|
| Service name: | Reading Eggs | Data hosting: | Offshore | <input type="checkbox"/> I give consent | <input type="checkbox"/> I do not give consent |
| Url: | https://readingeggs.com.au/ | | | | |
| Purpose of use: | Reading Eggs is a Primary school online literacy education program | | | | |
| Terms of use: | https://readingeggs.com.au/terms | | | | |
| Privacy policy: | https://readingeggs.com.au/privacy | | | | |

| | | | | | |
|-----------------|--|---------------|----------|--|---|
| Service name: | Mathletics | Data hosting: | Offshore | <input type="checkbox"/> I give consent | <input type="checkbox"/> I do not give consent |
| Url: | https://www.mathletics.com/au/ | | | | |
| Purpose of use: | Mathletics is a web based platform which encourages independent learning and the development of math skills through activities, games, and challenges. Teachers can review students' progress and set activities which are aligned to the Australian Curriculum. | | | | |
| Terms of use: | https://www.3plearning.com/terms/ | | | | |
| Privacy policy: | https://www.3plearning.com/privacy/ | | | | |

| | | | | | |
|-----------------|---|---------------|----------|--|---|
| Service name: | Study Ladder | Data hosting: | Offshore | <input type="checkbox"/> I give consent | <input type="checkbox"/> I do not give consent |
| Url: | https://www.studyladder.com.au/ | | | | |
| Purpose of use: | Studyladder is a web based online learning tool that includes Mathematics, English, Science, NAPLAN, theme based learning and Information & Communication Technology subjects for students. | | | | |
| Terms of use: | https://www.studyladder.com.au/about/terms | | | | |
| Privacy policy: | https://www.studyladder.com.au/about/privacy | | | | |



| | | | | | |
|-----------------|--|---------------|----------|--|---|
| Service name: | Homework Hound | Data hosting: | Offshore | <input type="checkbox"/> I give consent | <input type="checkbox"/> I do not give consent |
| Url: | https://www.homeworkhound.com.au/ | | | | |
| Purpose of use: | Homework Hound is an online learning service, which allows teachers to personalise English and Mathematics homework based on year level and learning needs. The service generates reports on student progress, which can be shared with parents. | | | | |
| Terms of use: | https://www.homeworkhound.com.au/terms-conditions | | | | |
| Privacy policy: | https://www.homeworkhound.com.au/privacy-policy | | | | |

| | | | | | |
|-----------------|---|---------------|----------|--|---|
| Service name: | Teach Your Monster to Read | Data hosting: | Offshore | <input type="checkbox"/> I give consent | <input type="checkbox"/> I do not give consent |
| Url: | https://www.teachyourmonstertoread.com/ | | | | |
| Purpose of use: | to provide a reading-related teaching tool (game) designed to teach children between the ages of 3 and 8 to read. | | | | |
| Terms of use: | https://www.teachyourmonstertoread.com/legals | | | | |
| Privacy policy: | https://www.teachyourmonstertoread.com/privacy-policy | | | | |

| | | | | | |
|-----------------|---|---------------|----------|--|---|
| Service name: | Prodigy Math Game | Data hosting: | Offshore | <input type="checkbox"/> I give consent | <input type="checkbox"/> I do not give consent |
| Url: | https://www.prodigygame.com/main-en/ | | | | |
| Purpose of use: | Prodigy is a game based learning platform to engage students in maths. | | | | |
| Terms of use: | https://www.prodigygame.com/main-en/terms-and-conditions/ | | | | |
| Privacy policy: | https://www.prodigygame.com/main-en/privacy-policy/ | | | | |

| | | | | | |
|---|---|---------------|----------|--|---|
| Service name: | SeeSaw | Data hosting: | Offshore | <input type="checkbox"/> I give consent | <input type="checkbox"/> I do not give consent |
| Url: | https://web.seesaw.me/ | | | | |
| Purpose of use: | A digital portfolio that enables students to create, reflect on, and share their learning process in conjunction with teachers and family members.. Teachers can share photos, videos, links and files in private messages to family members or announcements to the whole class. | | | | |
| Terms of use: | https://web.seesaw.me/terms-of-service | | | | |
| Privacy policy: | https://web.seesaw.me/privacy | | | | |
| Additional consent is being sought for the following reasons: (as per Section 2b) | <input checked="" type="checkbox"/> Student image, video, and/or recording are stored and published . <input checked="" type="checkbox"/> Student works are stored and published . <input type="checkbox"/> The following additional student personal information is disclosed: <input type="checkbox"/> The following parent personal information is disclosed: <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: | | | | |



| | | | | | |
|--|---|---------------|----------|--|---|
| Service name: | ClassDOJO | Data hosting: | Offshore | <input type="checkbox"/> I give consent | <input type="checkbox"/> I do not give consent |
| Url: | https://www.classdojo.com/en-gb | | | | |
| Purpose of use: | ClassDojo connects teachers with students to build online classroom communities which can be shared with parents. Teachers can use this application for classroom tools, reward systems, student digital portfolios. | | | | |
| Terms of use: | https://www.classdojo.com/en-gb/terms/ | | | | |
| Privacy policy: | https://www.classdojo.com/en-gb/privacy/ | | | | |
| Additional consent is being sought for the following reasons: (as per Section 2b) | <input checked="" type="checkbox"/> Student image, video, and/or recording are stored and published . <input checked="" type="checkbox"/> Student works are stored and published . <input type="checkbox"/> The following additional student personal information is disclosed: <input type="checkbox"/> The following parent personal information is disclosed: <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: | | | | |



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.

Print name of student: _____

Print name of consenter: _____

Signature or mark of _____

consenter:

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

SPECIAL CIRCUMSTANCES

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

A) required to be read aloud (whether in English or in an alternative language or dialect) to the person giving consent **and/or:**

B) 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: ____/____/____





WESTERN CAPE COLLEGE

Mapoon Campus



our children...their future

Dear Parent/Carer

GENERAL EXCURSION CONSENT 2024

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 excursion;
- help coordinate the excursion;
- respond to any injury or medical condition that may arise during or as a result of the excursion; 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](#).

Throughout 2024, students will be participating in educational excursions, swimming classes, interschool sporting carnivals (swimming, cross country, athletics) and training, concerts, shows, films, events and functions at range of external locations in Weipa including, but not limited to, the WASP, Kumrumja Centre, Andoom Oval and the Storm Surge Shelter.

If you wish for your child to participate in these activities, please complete the **attached** Excursion Consent Form and return all pages (including this page) to the main Administration Office as soon as possible.

If you require further information, please contact the Administration Office on 07 4090 6444.

Kind regards

Dan Tonon
College Principal
Enc

EXCURSION CONSENT FORM General Activity Consent 2024

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 excursion (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, _____ <insert child's name> to participate in the identified excursion.
- 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 excursion in compliance with relevant [Queensland Chief Health Officer's Directions](#).

| | | | |
|--|-----------------|--|-------|
| Parent/Carer/Student* | Name: | | |
| | Phone number: | | |
| | Email address: | | |
| | Signature: | | Date: |
| Emergency contact information for the duration of this excursion | Name: | | |
| | Phone number/s: | | |

Additional medical information

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

You may also wish to provide the following information:

Name of child's medical practitioner: _____ Telephone No.: _____
 Medicare No.: _____
 Private Health Insurance Company (if applicable): _____ Membership No.: _____

*Students that are independent, mature-age or over 18 years of age may provide their own consent and be responsible for all related costs.