



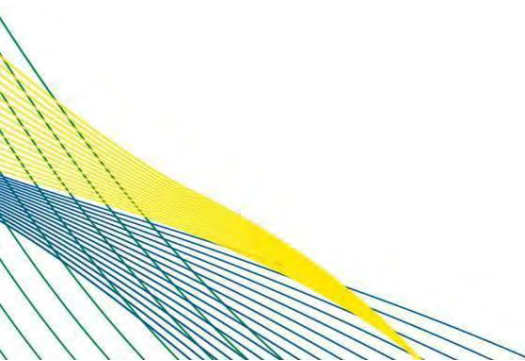
2024 Year 10 Enrolment

| | |
|-----------------|--|
| STUDENT NAME | |
|-----------------|--|

| | | | | |
|---------------|----------|-------------|-------|---------|
| OFFICE USE | | | | |
| Date Received | | Received By | | |
| House | Language | SRS | Media | Program |
| | | | | |

Before returning please check have you completed the following:

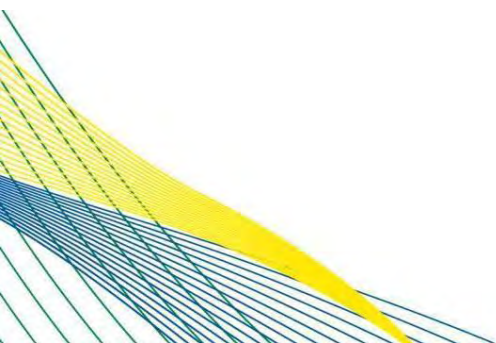
| | | |
|---|--|--|
| Is this student - out of home care Yes / No - If yes please check for all required paperwork | | |
| Copy of most recent report card | | |
| Copy of birth certificate sighted | | |
| Enrolment Management – FORM 1 (2 forms proof of residency) | | |
| Application for enrolment completed and signed | | |
| SRS Participation Form completed and signed | | |
| Enrolment Agreement completed and signed | | |
| Student Agreement completed and signed | | |
| Responsible Use Agreement completed and signed | | |
| USI Form | | |
| Media Consent Form 11 | | |





Contents of enrolment book. Please note Forms 1 – 8 & 17

| | |
|--|---|
| Form 1 * | Enrolment Management Check Sheet |
| Form 2 * | 9 Pages Application for student enrolment |
| Form 3* | Student Resource Scheme |
| Form 5 * | Enrolment Agreement |
| Form 6 * | Student Agreement – Network & Internet usage policy |
| Form 7 * | Responsible use agreement |
| Form 8 * | USI Form |
| Form 11* | Media Consent |
| | |
| | |
| The following forms only need to be completed if required. | |
| Form 12 A | Administration of Medication |
| Form 12 B | Consent to Administer Medication |
| Form 14 | ILC Referral Form |
| Form 15 | ESL Support – English Second Language |
| Form 22 | Instrumental Music Application |
| | |
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| | |
| | |
| | |



Dear Parent / Carer

A warm welcome to Narangba Valley State High School. I know the move to secondary school or a move to a new school can be daunting for all family members and I thank you for showing trust in our school. We are a school with established traditions and a reputation for excellence. The staff of Narangba Valley State High School are committed, passionate professionals.

Narangba Valley SHS is an outstanding school with a proven track record of high academic & sporting achievement. We are a provider of amazing specialisations through academies and excellence programs. We are very proud of the achievements of all students, whether they are aiming for university, vocational training, or employment. Our school has a regular attainment of 100% QCE, so we know we are preparing all our students for a bright future.

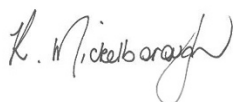
Our mission in this school is to develop Inspired, Innovative and Resilient learners who are prepared to 'challenge the future' in a changing, dynamic world.

We also work hard at developing responsible citizens through our core values of Respect, Integrity and Commitment. We have high expectations of our students, knowing that this will bring out their best.

Research says students benefit from a strong partnership between the school and the family. Our caring, supportive, and very dedicated staff work professionally to ensure that the programs at the school provide education of a high standard. Staff continue to add to and extend the innovative programs at the school to ensure the inclusion of latest technologies and curriculum developments.

We encourage families to contact staff members if there are ever any concerns or questions. Our staff are always willing to answer your questions, and of course, we will be having our various information evenings for parents and carers.

Welcome to Narangba Valley State High School.



Kyrra Mickelborough

Principal

2024 STUDENT RESOURCE SCHEME INFORMATION

Dear Parent/Carer

Included in this Enrolment Pack is the **Student Resource Scheme Participation Form**. This form is standardised throughout state schooling and is for the **duration of your student's enrolment at the school**.

A parent/carer's participation or non-participation in the scheme will continue as per their previously completed Participation Agreement Form. **A parent/carer can opt in or out of the scheme in subsequent years by completing another Participation Agreement Form.**

As a service to assist parents/carers with the cost of providing educational resources, Narangba Valley State High School has chosen to operate a Student Resource Scheme (the Scheme). The purpose of the Scheme is to provide parents/carers with a cost effective alternative to purchasing textbooks, resources, consumables and/or materials from elsewhere, through reduced prices gained from the school's bulk purchasing processes. Our scheme is reviewed and approved by the P & C Association annually.

A Student Resource Scheme enables a parent/carer to enter into written agreement with the school that, in return for payment of a specified annual participation fee, provides for the participating student's temporary use of prescribed textbooks and other resources and/or for the purchase by the parent of consumables and materials for the student's use. Participation in the Scheme is voluntary, and no obligation is placed on a parent/carer to participate. A parent/carer's decision to participate is based on consideration of the value afforded by the Scheme. The Narangba Valley State High School Scheme provides excellent value for money. A comprehensive list of what the Student Resource Scheme participation fee provides for your student is available from our [school website](#). **2024 breakdowns and costing will be available later in the year.** The breakdowns and costing will be similar to 2023. **Please refer to your student's timetable to enable you to reference the resources provided for your student according to the subjects studied.**

Points for your attention:

*A parent/carer who chooses **NOT** to participate in the scheme is responsible for providing the student with all items that would otherwise be provided to the student by the scheme as detailed on the [Year 10 Student Resource Scheme Breakdown](#) to enable the student to engage with the curriculum.*

As the scheme operates for the benefit of participating parents/carers and is funded solely from participation fees, resources provided by the scheme will not be issued to students whose parents/carers choose not to participate in the scheme.

Whilst the cost of providing instruction, administration and facilities for the education of a student at a state school is met by the State, a parent/carer is directly responsible for providing the student with text books and other resources for a student's use while attending school. The Student Resource Scheme is separate to and distinct from a request for a voluntary financial contribution. Assistance is provided in the form of a Textbook and Resource Allowance which is paid once a calendar year through the school. This is to offset fees associated with participation in the school's Student Resource Scheme. Current allowance rates are available from <https://education.qld.gov.au/about-us/budgets-funding-grants/grants/parents-and-students/textbook-resource-allowance>.

Please ensure you have read the full terms and conditions relating to the Student Resource Scheme located on the back of the Participation Form. All parents/carers are required to complete the relevant section (both participants and non-participants) indicating your preference. **Participants of the Student Resource Scheme are required to fulfil their full financial obligations.**

If possible, we ask for all parents/carers to pay fees before the commencement of the 2024 school year so that resources may be purchased early and discounts secured through early payment and bulk ordering. All students will then have the opportunity of accessing their resources when they commence the school year.

Invoices and a full breakdown of resources provided for 2024 will be issued later in the year. Invoices and information will be issued early in Term 1 for Student Resource Scheme Elective Subjects that attract an additional charge. Anyone experiencing financial difficulty at this time and wishing to pay the Student Resource Scheme over an extended period of time are asked to make an appointment with the Business Manager (Finance) in the school Administration building or phone the school on 3385 4555 and arrange a time to speak with the Business Manager (Finance).

Lisa Harriss

Business Manager



Narangba Valley State High School

Harris Avenue, NARANGBA Qld 4504

Phone: (07) 3385 4555 Fax: (07) 3385 4500

Email: the.principal@narangbavalleyshs.eq.edu.au

Web: narangbavalleyshs.eq.edu.au

QParents

Secure online parent portal



QParents

Great news: Narangba Valley State High School will soon be providing our parent community with the opportunity to register for QParents.

The QParents web and mobile application provides 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.

QParents allows parents to connect instantly with their child's school to access and manage their child's student information, including:

- Academic report cards
- Class timetables
- Viewing and updating personal student details, including medical conditions and address
- Enrolment details
- Upcoming events list showing school events, excursions and incursions.

QParents will assist both staff and parents in sharing and responding to information in an efficient and effective way.

It won't replace the traditional ways you communicate with our school, but it will provide another way to communicate with us.

The benefits of QParents

Convenience and time savings for parents

- Parents can view or update their child's details
- Secure 24/7 online access.
- Available anytime, anywhere — access QParents on your smart phone, tablet or computer on a web browser or using the app (iPhone or Android).

Greater transparency of information

- Improves accountability between parents and schools by providing parents with timely access to their child's information online.
- Allows parents to engage more deeply in their child's schooling.

Improved administration efficiencies for schools

- Allows schools to streamline their administrative processes and cut down on printing.

What is a QParents Account Owner (QPAO)?

The school will nominate parents or legal guardians for each student to be QParents Account Owners (QPAOs). QPAOs will be able to register for QParents to access and manage the student's information online, view the student's information and submit requests to update some of the student's details.

QPAOs will also be able to invite other people (such as another family member), to view the student's information. Once invited, these people can register for QParents as "delegated viewers". A delegated viewer can see the student's details, but cannot make updates.

Registering for QParents

You will receive an invitation email or letter from us containing your unique invitation code (date to be advised). Simply follow the instructions in that email or letter to complete the QParents account registration process. Initial registration and addition of students to your account must be done on a desktop or laptop computer. Once registered, you will then be able to access QParents using your mobile device (via web browser or by downloading the iPhone or Android App).

If you do not want to register, you may advise us not to send you any more invitations, and your child's student information will not be available to anyone through QParents. Or, if you want another parent to be the QPAO, you can advise us and we will send them an invitation email or letter with their own unique invitation code.

Identity verification

To obtain full access to student information, as part of their QParents registration users must complete an identity verification process. QParents offers two options for identity verification – online and offline.

For fully online verification (the fastest option), you will need to verify 100 points of the following identity documents online:

| | | | |
|------------------------------|--------|-------------------------------------|--------|
| Australian Passport | 50 pts | Australian Marriage Certificate | 40 pts |
| Australian Driver Licence | 50 pts | Australian Citizenship Certificate | 40 pts |
| Australian Birth Certificate | 50 pts | Change of Name Certificate | 40 pts |
| Medicare Card | 20 pts | Australian Visa (foreign passports) | 20 pts |

If you cannot verify 100 points of the above ID documents online, you may still register for QParents, but you will need to attend the school to verify documentation in person after you have registered online.

Full instructions on how to verify your documents and what you may need to bring to the school will be provided as part of the invitation and registration process.

If you don't have sufficient documents, or are unsure, you may still be able to register. Please contact the school or 13 QGOV to discuss your options.

For more information regarding the online identity verification process, see:

<https://qparents.qld.edu.au/#/identityInformation> .

Please note that QParents does not maintain copies or records of any identity documents used for account verification, either online or offline.

Where does the information about my child come from?

All of the information that is presented in QParents comes from the IT system that is used by all Queensland state schools. Schools will continue to manage student information in this system, and this information will be extracted and presented in QParents.

Will my child's information be secure?

Yes. QParents is a secure portal that meets strict industry standards. Only people with the right to access information about their child will be given an account; no one else.

If you don't want to register for QParents, your account will not be created and your child's information will not be made available through QParents.

Help and contact information

For more information see <https://qparents.qld.edu.au/#/about>

For help, visit <https://qparents.qld.edu.au/#/help> or call 13 QGOV (13 74 68)

QParents

Registration Process for parents

Please note: Your registration progress cannot be saved. Before you begin your registration, you will need to have on hand:

1. Your QParents invitation email
2. Documents for identity verification (see item 1)
3. Your child/children's EQID (Education Queensland identification number) (see item 3)

5

You will now need to enter details from your identity documents.

1. Select the first document you will use.
2. Enter the requested details—they can be found on your identity document. When you have done this, click 'Submit details'. (see item 2)
3. Repeat steps 1 and 2 until you have reached 100 points. Then click 'Finish'.
4. If you can't reach 100 points, you may click 'Not enough ID?' to continue your registration. You will need to attend the school to present your ID.

1 Click on the link in the QParents invitation email.

Register as a QParents Account Owner

Dear John

You have been nominated as the QParents Account Owner for Janie Citizen by Purple State School.

To register for QParents you will need:

1. Your unique invitation code
2. 100 points of identification to verify your identity online
3. Your child's (or children's) EQID(s)



2 You will be taken to the QParents portal with your unique invitation code already entered. Click 'Next'.

Invitation code

Please enter your unique QParents invitation code.

Invitation code

XXXXXXXXXX

Next >

3 Read the Privacy Statement and the QPAO terms and conditions. If you agree to these, tick the 'Read and understood' check-boxes for both and click 'Accept'.

4 Select 'Yes' if you are the person linked to the code you entered, and 'No' if this is your first time registering a QParents account. Then click 'Verify identity'.

Invitation code

This invitation code is registered to **John Citizen**.
If this is not you, you must NOT proceed with the registration process.

Is this you?

Yes No

Yes No



Verify your identity

To verify your legal identity, you will need to provide 100 points of ID using a combination of identity document types from the list below.

50% VERIFIED

1 Select which sources of identification you wish to use from the list below.

TELL ME MORE

- Driver's Licence (50 points)
 - Select your State
 - NSW QLD SA VIC WA ACT
 - NT TAS
- Medicare Card (20 points)
- Australian Passport (50 points)
- Australian Citizenship Certificate (40 points)
- Australian Birth Certificate (50 points)
- Australian Marriage Certificate (40 points)

NOT ENOUGH ID?

¹ Having trouble completing your verification?

2 Start entering the details below.

Click 'Submit Details' after each source is entered.

TELL ME MORE

Please provide your QLD driver's licence details so we can confirm them with the QLD Government. Your licence details will be submitted to the Australian Government Document Verification Service.

MANDATORY FIELD

First name * Middle name * First name *

Date of birth (DD/MM/YYYY) *

I agree that my above information is checked with the issuer or Official Record Holder

SUBMIT DETAILS

Item 1: ID

The following documents can be used to verify your identity online. Each identity document is worth a certain number of points. To complete online registration you will need to verify 100 points of documents.

| | |
|-------------------------------------|--------|
| Australian Passport | 50 Pts |
| Australian Driver Licence | 50 Pts |
| Medicare Card | 20 Pts |
| Australian Birth Certificate | 50 Pts |
| Australian Marriage Certificate | 40 Pts |
| Australian Citizenship Certificate | 40 Pts |
| Change of Name Certificate | 40 Pts |
| Australian Visa (foreign passports) | 20 Pts |

Do you have a QParents login?

Yes No





Item 2: ID HELP

If you are having trouble verifying a birth certificate or marriage certificate, the following tips might help:

1. You must be referring to a full birth certificate, not an extract.
2. Make sure you enter your name as it appears on the birth or marriage certificate, even if your name has changed.
3. Click on the question mark ⓘ next to the field you are having trouble with to see an example document.
4. Please see our help guide if you are still having trouble:
<http://qparents.qld.edu.au/#/help>

6 You should now create your account. Make sure you use the 'Create an Account' form on the left of the screen.

1. Enter the email address you want to use with QParents. It should be one you check regularly.
2. Enter a password of your own choice. It must be at least eight characters long and contain at least one number and one special character.
3. Enter your password again.
4. Enter your mobile phone number.

Create an account

| | |
|-----------------------|--------------------------|
| Email address | <input type="text"/> |
| Password | <input type="password"/> |
| Confirm your password | <input type="password"/> |
| Mobile phone number | <input type="text"/> |

[Cancel >](#)

[Submit >](#)

7 An email is sent to the email address you entered in Step 6. Click on the link in this email to verify your email address and activate your account. The email must be verified within 30 days of registration, or you will need to register again.

You are taken to the QParents login page. Log in using your email address and the password you chose in step 6.

Login

Email address

Password

[Login >](#)

8

You now need to add your students. Enter the EQID (see item 3), school year, and school name, then click 'submit'. If you have been nominated as the QPAO for another child, click 'Add another student' and repeat this process. Once you have added all your students, your registration and account set-up is complete.

Details of student to be added

EQID
What is this?

Year level
Which year level should I select?

School
Which school should I select?

[< Back](#)

[Submit >](#)

Item 3: EQID

Every school student has an EQID. It consists of 10 numbers and one letter. You can find it on your child's student ID card (the numbers under the barcode), report cards, or school invoices, among other documents. Please contact the school directly if you cannot find your student's EQID.

9

A final check is conducted at your child's school before approval. You will be notified by email when this check is complete and will then have access to all of the features in QParents.

Enjoy!



FORM 1

| | |
|-------------------------------|-----------|
| Student Name | |
| School most recently attended | |
| Name of parents | |
| Residential address | |
| | Postcode: |

Please complete all of the sections below that are relevant to your application.

Admissions Criteria – Tick the relevant criteria and provide information as required.

Resides within the Local Catchment Area (Please confirm that you reside in the local catchment area by referring to <http://www.ggso.qld.gov.au/maps/edmap/?ll=-27.413487,153.01737&z=14&map=roadmap&layerset=current&type=primary&force=1>)

Please attach documentary evidence as required –

One from primary source and one from secondary source

Primary Source

- ◇ Current lease agreement, or rates notice. Or unconditional sales agreement

Secondary Source

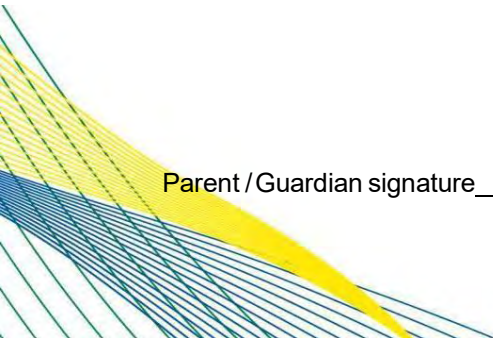
- ◇ Copy of utility bill
- ◇ Copy of other formal document showing this same address and parent’s or legal guardian’ Subject to Principal approval
- ◇ Sibling of student as described in

Admissions Policy

Please provide siblings details below:

Current NVSHS Student Name: _____ Year level in 2023 _____

Parent / Guardian signature _____ Date _____



Application for student enrolment form

INSTRUCTIONS

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

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

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

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

PRIVACY STATEMENT

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

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

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

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

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

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

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

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

| EVIDENCE OF PROSPECTIVE STUDENT'S IMMIGRATION STATUS (to be completed if this person is NOT an Australian citizen)* | |
|---|--|
| <input type="checkbox"/> Permanent resident | Complete passport and visa details section below |
| <input type="checkbox"/> Student visa holder | Date of arrival in Australia ____ / ____ / ____ Date enrolment approved to: ____ / ____ / ____ |
| | 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> | Do you want the prospective student to participate in religious instruction? |
| | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | If 'Yes', please nominate the religion: |

PROSPECTIVE STUDENT ADDRESS DETAILS*

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

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

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

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

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

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

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

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

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

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

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

COURT ORDERS* (continued)**Family Court Orders***

Are there any current orders made pursuant to the *Family Law Act 1975* concerning the welfare, safety or parenting arrangements of the prospective student?

Yes No

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

Commencement date

____ / ____ / ____

End date

____ / ____ / ____

Other Court Orders*

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

Yes No

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

Commencement date

____ / ____ / ____

End date

____ / ____ / ____

APPLICATION TO ENROL*

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

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

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

Office use only

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

Parental occupation groups for use with parent/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.

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 | Narangba Valley State High School |
| Form Return Date | |
| Student Name | |
| Year Level | Year 10 2024 |
| 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.





Enrolment Agreement

This enrolment agreement sets out the responsibilities of the student, parents or carers and the school staff about the education of students enrolled at Narangba Valley State High School.

Responsibility of student to

- attend school regularly, on time, ready to learn and take part in school activities.
- act at all times with respect and show tolerance towards other students and staff.
- work hard and comply with requests or directions from the teacher and school staff.
- abide by school rules, meet homework requirements and wear school's uniform.
- respect the school environment.

Responsibility of parents to

- attend open evenings for parents.
- let the school know if there are any problems that may affect your child's ability to learn.
- inform school of reason for any absences.
- treat school staff with respect and tolerance.
- support the authority and discipline of the school enabling your child to achieve maturity, self-discipline and self-control.
- abide by school's policy regarding access to school grounds before, during and after school hours.
- advise Principal if your child is in the care of the state or you are in the care of a child in the care of the state.
- inform school if your child's living arrangements change and provide written details of new home address and phone number.

Responsibility of school to

- develop each individual student's talent as fully possible.
- inform parents and carers regularly about how their children are progressing.
- 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.
- take reasonable steps to ensure the safety, happiness and self-confidence of all students.
- be open and welcoming at all reasonable times and offer opportunities for parents and carers to become involved in the school community.
- clearly articulate the school's expectations regarding the responsible behaviour plan for students and the school's dress code policy.
- ensure that parents and carers are aware of the school's insurance arrangements and accident cover for students.
- advise parents and carers of extra-curricular activities operating at the school in which their child may become involved.
- ensure that the parent / carer is aware of the school's record-keeping policy including the creation of a transfer note should the student enrol at another school.
- set, mark and monitor homework regularly in keeping with the school's homework policy.
- contact parents and carers as soon as is possible if the school is concerned about the child's school work, behaviour, attendance or punctuality.
- deal with complaints in an open, fair and transparent manner.
- consult parents on any major issues affecting students.
- treat students and parents with respect and tolerance.



I accept the rules and regulations of Narangba Valley State High School as stated in the school policies that are available to me as follows:

- Responsible Behaviour Plan for Students
- Student Dress Code
- Homework Policy
- School Charges and voluntary contributions.
- Student usage of internet, intranet and extranet.
- Absences
- School Excursions.
- Complaints management,
- Consent to use Copyright Material, Image, Recording or Name.
- Appropriate Use of Mobile Telephones and other Electronic Equipment by Students.

I acknowledge that information about the school's current programs and services has been explained to me.

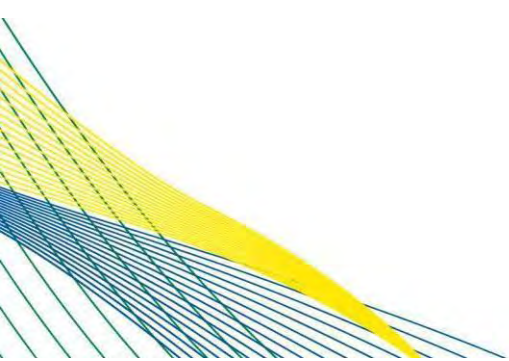
SCHOOL POLICY AND PROCEDURES AGREEMENT

I _____ (student name) hereby agree to abide by all school policies and procedures of Narangba Valley State High School. This includes all uniform and jewellery policies.

Signed _____ (student)

I _____ (parent/ guardian) support actively Narangba Valley State High School policies and procedures and will ensure my child meets these expectations.

Signed _____ (parent / guardian)





FORM 6 (2 Pages)

Network and Internet Usage Policy

STUDENT AGREEMENT

Narangba Valley State High School encourages students to become familiar with the use of Information and Communication Technology. This agreement must be signed by students and parents / guardians and returned in order for the student to have access to the school's network and Internet services.

Student Name: _____

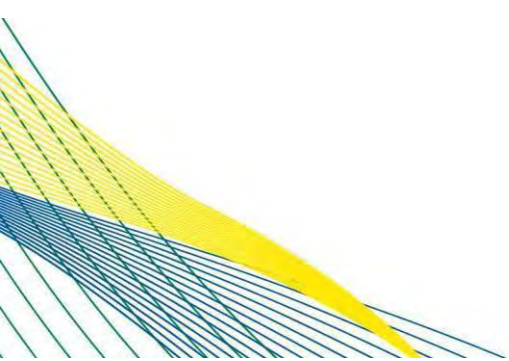
I understand that the school's computer network can connect me to useful information. I have read the Network and Internet Usage Policy Agreement below. I hereby agree that while having access to the schools computer network and that while using the Internet and other information technology services.

I WILL

- Use my Network and Internet access solely for educational purposes.
- Observe all copyright laws, including those relating to computer software.
- Respect the rights and privacy of other users.
- Report any obscene or offensive material I encounter.
- If accidentally come across something that is illegal, dangerous or offensive, I will:
 - Clear my screen immediately.
 - Immediately and quietly inform my teacher.
- Remove work that is no longer required, at regular intervals from the network.
- Care for the equipment provided and operate all components appropriately.

I also agree that I WILL NOT

- Reveal any private information.
- Attempt to retrieve, view or disseminate any obscene, offensive, pornographic or illegal material.
- Send offensive, racist, sexist or inappropriate messages.
- Send anonymous or falsely addressed electronic mail.
- Bring Narangba Valley SHS into disrepute in any way whatsoever.
- Allow anyone else to use my login or give my password to anyone else.
- Use or tamper with another student's account in any way.
- Download or print information without permission.
- Use chat channels without permission.
- Use my Internet access for business purposes, political purposes or for financial gain.
- Tamper with the school's network in any way.
- Attempt to bypass security.



**Student**

I have read and understand the agreement and agree to adhere to all of the guidelines. I further understand that any violations of this agreement will result in the immediate suspension of my network and Internet access during ALL CLASSES and OUT OF CLASS ACCESS TIMES, and that as a result of such violations further disciplinary measures may be taken.

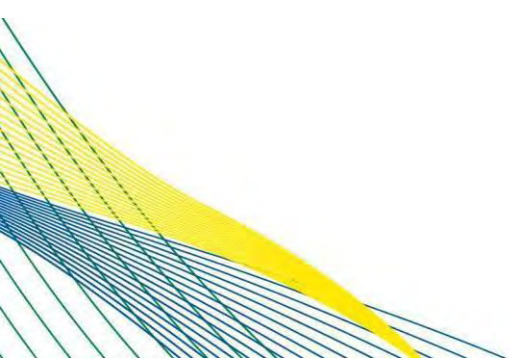
Signature of Student _____ Date _____

Parent / Guardian

I _____ am the parent / guardian of the above-named student. I have read and understand the above agreement. I give permission for my son / daughter to use the network and internet services provided by Narangba Valley State High School and understand that he / she is required to follow the above guidelines. I understand that students who break the agreement may be prevented from using the school's computers and accessing the network and internet services.

I also understand that there is a potential for my son / daughter to access information on the internet that is inappropriate for school students. I accept that while teachers will always exercise their duty of care, appropriate use is the student's responsibility.

Signature of Parent _____





FORM 7

RESPONSIBLE USE AGREEMENT

The following is to be read and completed by both the STUDENT and PARENT/CAREGIVER:

- I have read and understood the BYOx Charter. - This document is located on our website–
- <https://narangbavalleyshs.eq.edu.au/supportandresources/formsanddocuments/documents/bring%20your%20own%20device/student-byox-charter-guide-for-parents-and-students.pdf>
- I have read the school Responsible Behaviour Plan - This document is located on our website-
- I agree to abide by the requirements outlined by both documents.
- I am aware that non-compliance or irresponsible behaviour, as per the intent of the BYOx Charter and the Responsible Behaviour Plan, will result in consequences relative to the behaviour.

Student name (please print) _____

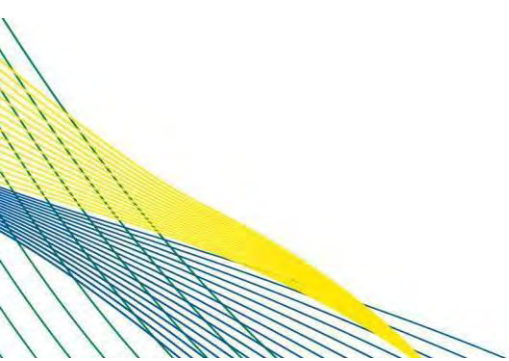
Year _____

Student ID Number _____

Student's signature _____ Date _____

Parent / Guardian name (please print) _____

Parent / Guardian signature _____ Date _____





FORM 8

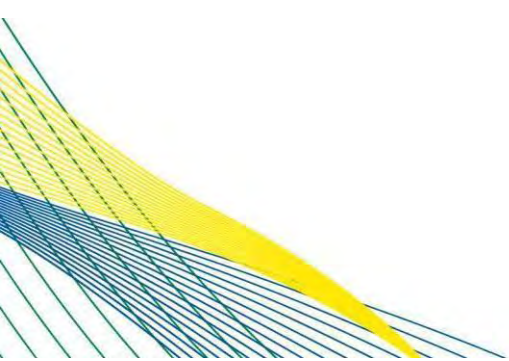
If you already have a USI number, do not create another one. Please provide the existing USI below.

| | | | | | | | | | | |
|--|--|------------------------------------|--|--|------------------------------------|---------------|--|--|------------|---|
| Step 1 | <p>A USI is for life! You only have to create it once.</p> <p>If you have done training since 2015, you probably have a USI. If you are unsure, go to <u>Find my USI</u> page to check.</p> <p>You will need to provide identification to create a USI.</p> <p>One of the following are acceptable forms of ID</p> <ul style="list-style-type: none"> • Australian Passport • Non-Australian Passport • Australian Birth Certificate • Australian Drivers Licence • Medicare Card • Certificate of Registration by Decent • Citizenship Certificate • ImmiCard | | | | | | | | | |
| Step 2 | Go to: https://www.usi.gov.au/ | USI Helpdesk – 1300 857 536 | | | | | | | | |
| Step 3 | Click 'Create my USI' under the student heading | | | | | | | | | |
| Step 4 | Click on 'Create a USI' | | | | | | | | | |
| Step 5 | Agree to the terms and conditions > Next | | | | | | | | | |
| Step 6 | Click 'Create USI' and complete all necessary information until you reach step 7. | | | | | | | | | |
| Step 7 | Set your USI Account password and questions for security. | | | | | | | | | |
| Step 8 | Your USI will now be displayed on the screen. | | | | | | | | | |
| Step 9 | <p>Write down this number</p> <ol style="list-style-type: none"> 1. By completing the form at the bottom of this page. 2. In a safe place or enter into your phone for safe keeping. You will need to give this number to any future training providers you enrol with. 3. Please ensure your handwriting is clear and the letters / numbers are easy to decipher e.g.S and5 can look similar when hand written. | | | | | | | | | |
| Step 10 | <p>Complete and sign the form below. Please double check all details are correct.</p> <p>Your USI will also be sent to the email address you provided in your application form.</p> <p style="text-align: center;"><i>Please complete the section below</i></p> <table border="1" style="width: 100%;"> <tr> <td style="width: 35%;">Students Full Name (exactly as is it appears on birth cert)</td> <td style="width: 30%;"></td> <td style="width: 35%; text-align: center;">Please write your USI number below</td> </tr> <tr> <td>Date of Birth</td> <td></td> <td rowspan="2"></td> </tr> <tr> <td>Year Level</td> <td style="text-align: center;">7</td> </tr> </table> <p style="text-align: center;"><i>I hereby give permission for Queensland Government to verify my USI as indicated above</i></p> | | Students Full Name (exactly as is it appears on birth cert) | | Please write your USI number below | Date of Birth | | | Year Level | 7 |
| Students Full Name (exactly as is it appears on birth cert) | | Please write your USI number below | | | | | | | | |
| Date of Birth | | | | | | | | | | |
| Year Level | 7 | | | | | | | | | |

Student Name

Student Signature

Date



Narangba Valley State High School

— Respect, Integrity & Commitment —



Introduction to the State School Consent Form (attached) for Narangba Valley State High School.

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

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

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

Your child's student materials:

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

Purpose of the consent

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

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

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

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

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

Voluntary

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

Consent may be limited or withdrawn

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

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

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



Harris Avenue, NARANGBA Qld 4504 | PO Box 382 Burpengary Qld 4505 | Phone: (07) 3385 4555
Email: the.principal@narangbavalleyshs.eq.edu.au | Web: narangbavalleyshs.eq.edu.au

INSPIRATION | INNOVATION | RESILIENCE

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://narangbavalleyshs.eq.edu.au>
- Facebook: [<https://www.facebook.com/Narangba-Valley-State-High-School-618737518223522/>]
- YouTube: <https://www.youtube.com/channel/UCGDIH7N9j32LBJ6LHr3UaZg>
- Instagram: https://www.instagram.com/valley_hi/
- 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 **Enrolment/ enrolment@narangbavalleyshs.eq.edu.au**.

Relevant Deputy Principal (Year Level) should be contacted if you have any questions regarding consent. Please retain this letter for your records and return the signed consent form.

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.

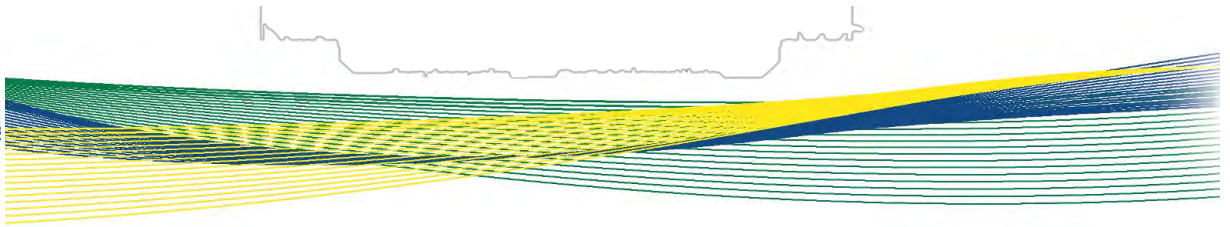
Print name and role of person taking the consent

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.



Instrumental Music Expression of Interest Form

Narangba Valley State High School's Instrumental Music Program is a vibrant and exciting co-curricular component of school life. Each student participates in a weekly lesson and rehearsal in an ensemble which caters to their musical ability. Performances are likely to include school events, tours/camps, competitions, festivals and local shows. There is a yearly SRS contribution to this program of \$50.00 per student.

Instrumental Music students are highly regarded in the school community. Most ensemble members are Gold Level students and all participants make lasting friendships across all year levels. Students are taught by qualified Instrumental Music Teachers and learn from the Department of Education Instrumental Music Curriculum.

There are a limited number of school instruments available for students to loan from the school. The instruments will be on loan to a particular student for a varying length of time, depending on their size and cost. Larger instruments, e.g. bass clarinet, euphonium, tuba, double bass, baritone saxophone, will be available for longer periods to an individual student.

Please note that the Instrumental Music Program at Narangba Valley State High School **does not include piano, guitar or voice.**

If you are interested in your child being involved in Instrumental Music at Narangba Valley State High School, please complete the form below and return to the Instrumental Music Teacher.

| | |
|--------------------|-------------|
| Student Name: | Year Level: |
| Parent/Carer Name: | Home Phone: |
| Email: | Mobile: |

| For Students with prior musical experience: | | | |
|---|--|-----------------|--------------------|
| Instrument | Tutor Book | Own Instrument? | Previous school |
| e.g. Trumpet | Standard of Excellence Book 2. Page 17 | Yes | Narangba Valley SS |
| | | | |
| | | | |

| For Students with no prior musical experience pick your 3 favoured instruments from the list below: | | |
|---|--|--|
| | | |

Woodwind: Flute, oboe, clarinet, bassoon, saxophone **Brass:** Trumpet, French horn, trombone, euphonium, tuba
Percussion: Tuned and untuned percussion (mallet instruments e.g. xylophone & drums) **Strings:** Violin, viola, cello, double bass

I consent to my child participating in the NVSHS Instrumental Music program if accepted. I agree to pay the \$50 SRS Resource Fee (and SRS Hire of Equipment Fee of \$60 if using a school instrument) if accepted into the program.

Parent/Carer Name: _____

Signature: _____

Date: _____



Administration of medications in Queensland state schools: Information for parents/carers and health practitioners

This information sheet provides advice for parents/carers and their child's health practitioner/s regarding the documentation required for Queensland state schools to safely administer medication to students while they are at school or school-related activities.

All medications you provide for the school to administer to your child must be prescribed by a qualified health professional who is authorised to prescribe medications under the Health (Drugs and Poisons) Regulation 1996 (Qld) e.g. doctor, dentist, optometrist. State schools refer to these professionals as 'prescribing health practitioners' (practitioners).

A blank *Medication order to administer 'as-needed' medication at school* is provided on the last page.

Information for parents/carers

1. For all medications

For medication to be administered during school hours and/or during school-related events, provide the school with:

- a completed Consent to administer medication form.
- the medication with an attached pharmacy label, in its original container, with intact packaging.

2. Where no additional information is required from your practitioner

If your child requires medication at a routine time (e.g. 11am every day), the pharmacy label attached to the medication provides the school with the instructions from the doctor/dentist needed to safely administer the medication. Examples of routine medication include Ritalin, antibiotics, eye/ear drops, enzyme tablets and ointments.

No other written information from the prescribing health practitioner is required.

3. Where you will need additional written information from your practitioner

As well as using the pharmacy label instructions, the school will need additional written information from the prescribing health practitioner if your child:

- a. **requires medication as an emergency response.** Depending on your child's health condition, your doctor will need to complete:
 - an Asthma Action Plan and/or
 - an Anaphylaxis Action Plan and/or
 - written instructions if your child has more complex health needs.
- b. **requires insulin.** Your doctor will need to complete a medication order for insulin.
- c. **requires medication 'as-needed' (but not as an emergency response).** Your health practitioner will need to complete a *Medication order to administer 'as-needed' medication at school* (see page 3).
- d. **has their dosage changed from that on the pharmacy label.** Your health practitioner will need to write a letter for the school explaining the changes. To assist the school in safely administering the medication to your child, you are encouraged to have your pharmacist update the pharmacy label attached to the medication with the new dosage as soon as possible.

Information for prescribing health practitioners

Queensland state schools administer medications authorised by a qualified health practitioner (registered with the Australian Health Practitioner Regulation Agency) to support students' health needs if it is deemed that the administration of this medication is essential during school hours or school-related activities.

No further information or medical authorisation is required by the school where prescription medications are to be administered at a routine time during the day, have been dispensed by a pharmacist, and there is sufficient information on the pharmacy label to enable safe administration.

However, if you are prescribing medication as described below, please complete the relevant documentation and provide it to the parent/carer (or to the student if they are 18 years of age or older).

1. Emergency medication

Where medication is to be taken as an emergency response for asthma or anaphylaxis, please complete:

- an Asthma Action Plan and/or
- an ASCIA Anaphylaxis Action Plan.

2. Insulin

Due to the complexity of diabetes management, the school will require:

- a medication order for insulin (which provides medical authorisation) and
- a diabetes management plan developed by yourself and/or the diabetes treating team.

3. As-needed medication

Where medication is to be taken as needed in response to a student's symptoms (e.g. toothache, migraine), the school requires clear instructions to enable non-medically trained school staff to safely administer the medication.

The school will require:

- specific written instructions e.g. where school staff are required to administer medication as part of a health procedure (e.g. administration of medication through a gastrostomy tube) or
- a completed *Medication order to administer as-needed medication at school* (see page 3).

If you make subsequent changes to the student's medication dosage, or if instructions change from that described in a *Medication order to administer 'as-needed' medication at school* you have completed, please:

- update this medication order, initial and date the changes (if they are minor) or
- complete a new medication order.

4. Over-riding pharmacy label instructions

Where a student has been prescribed medication, but the medication dosage requirements change from that printed on the pharmacy label (e.g. from 1 tablet of Ritalin to ½ tablet of Ritalin), the school needs additional written information that includes all of the following:

- the name of the student
- the name of the medication
- the dosage change and the date the change is to be implemented from
- the prescribing health practitioner's signature and date, and
- attached evidence of the medical practice i.e. on a letterhead or stamp/sticker.

Please encourage the parent/carer to have their pharmacist update the pharmacy label attached to the medication with the new dosage as soon as possible.

Privacy Statement

The Department of Education (DoE) is collecting this personal information for the purpose of enabling school staff to administer medication to the student listed below while at school or during school-related activities. This information will only be accessed by authorised departmental employees. In accordance with section 426 of the *Education (General Provisions) Act 2006* (regarding student's personal information) and the *Information Privacy Act 2009* (parent/carer's personal information) this information will not be disclosed to any other person or body unless you have given DoE permission or DoE is required or authorised by law to disclose the information.

Medication order to administer 'as-needed' medication at school

The following information will be used by Queensland state school staff to support the administration of 'as-needed' medication to the student named below at school or during school-related activities (e.g. camps, excursions).

| Prescribing health practitioner to complete <u>all</u> sections below: | | | |
|--|--|--|--|
| Student name | | Date of birth | |
| Medication | | Dosage and route | |
| This medication is to be administered as: <i>(please select one or both)</i> | | | |
| .. an emergency response | | .. a non-emergency response | |
| Administer the medication when these signs and symptoms occur: | | | |
| The maximum number of dosages allowed over a 24-hour period are: | | | |
| The minimum length of time allowed between dosages is: | | | |
| The expected response the student would have after having this medication administered is: | | | |
| If there is no response in approximately ____ minutes, take the following action [e.g. call ambulance]: | | | |
| Please note: The school will notify the parent/carer if the student displays any suspected side effects following administration. | | | |
| Please indicate if additional information is attached (if required): YES <input type="checkbox"/> NO <input type="checkbox"/> | | | |
| Name of prescribing health practitioner: | | Medical practice stamp/sticker: | |
| | | | |
| Signature of prescribing health practitioner: | | | |
| | | | |
| Date: | | | |
| | | | |
| Review date of this medication order: | | | |
| | | | |

Consent to administer medication

PLEASE NOTE:

For medication to be administered at school or during school-related activities, there must be medical authorisation for the student to have that medication, and the medication must be in its original container with intact packaging.

Examples of medical authorisation include:

- a pharmacy label with both the student's and doctor's name on it;
- a signed letter from a doctor;
- a medication order from a dentist;
- an Action Plan signed by a doctor or nurse practitioner.

See below for examples of health conditions, medications and associated documentation:

| Health condition/ reason for medication | Example of medication | Documentation completed by doctor or other prescribing health practitioner |
|---|---|--|
| Asthma | Asthma puffer | <i>Asthma action plan</i> |
| Anaphylaxis | EpiPen | <i>ASCI Anaphylaxis Action Plan</i> |
| Diabetes | Insulin injection, insulin pump | Department of Education <i>Medication order to administer 'as-needed' medication at school</i> or medication order or <i>diabetes management plan</i> or other written instructions from prescribing health practitioner |
| Other types of emergency medication e.g. for seizures | Midazolam | Department of Education <i>Medication order to administer 'as-needed' medication at school</i> |
| Medication required 'as needed' for minor or non-emergency symptoms | Ointment for skin allergies, antihistamines | Department of Education <i>Medication order to administer 'as-needed' medication at school</i> |
| Changes to dosage (e.g. from ½ to 1 tablet) | Ritalin | Written instructions from prescribing health practitioner (e.g. doctor) |

1. To request that the school administer medication to a student

- 1) Complete Section A (page 2).
- 2) Provide the school with the medication in the original container with intact packaging.
- 3) Provide the written medical authorisation (e.g. completed pharmacy label, medication order, action plan) completed and signed by the prescribing health practitioner.
- 4) Make an appointment with the principal/delegate if:
 - the student requires medication as an emergency response;
 - you would like the student to self-administer their medication;
 - the student has complex health support needs or requires other support strategies; or
 - you have any concerns about the student's health which may affect their schooling.

2. To request a student self-administer their medication

- 1) Complete Section A (page 2) and Section B (page 3).

Consent to administer medication

Privacy Statement

The Department of Education (DoE) is collecting this personal information for the purpose of enabling school staff to administer medication to the nominated student, or to support a student to self-administer their medication while at school or during school-related activities. This information will only be accessed by authorised departmental employees. In accordance with section 426 of the *Education (General Provisions) Act 2006* (regarding student's personal information) and the *Information Privacy Act 2009* (parent/carer's personal information) this information will not be disclosed to any other person or body unless DoE has been given permission or is required or authorised by law to disclose the information.

Section A: Complete the details below:

NOTE: This form only collects information for one (1) medication. If more than one medication is required, please complete a separate form for each medication.

| | | | |
|--------------------------|--|----------------------|--|
| Student name | | Date of birth | |
| Parent/carer name | | Phone number | |

- I consent to the following medication being administered (as per the instructions on the pharmacy label and/or any additional written instructions) to the student named above during school or school-related activities.
- I authorise school staff to contact the prescribing health practitioner or pharmacist (as listed on the medication's pharmacy label or in other relevant medical authorisation) for the purpose of seeking specific advice or clarification on the administration of this medication to this student.

| | |
|---------------------------|--|
| Name of medication | |
|---------------------------|--|

I confirm that the medication provided to the school (as listed above):

- is medically authorised (e.g. has been prescribed by a doctor, dentist, optometrist or nurse practitioner)
- is in the original dispensed container with intact packaging
- has the student's and doctor's names on the pharmacy label (if there is no other written evidence of medical authorisation)
- is current/in-date (The expiry date of the medication is __/__/____).

| The medication is required: | | If Yes to any questions, complete the following: |
|--|---|---|
| (a) routinely (e.g. 11am every day) | <input type="checkbox"/> No <input type="checkbox"/> Yes ⇒ | Administer at __: __ am/pm on the following days: (<i>circle the day/s required</i>) Monday Tuesday Wednesday Thursday Friday |
| (b) for a short time only (e.g. only for 2 weeks) | <input type="checkbox"/> No <input type="checkbox"/> Yes ⇒ | Start date: __/__/____ End date: __/__/____ |
| (c) to manage a health condition by following a current action plan or health plan | <input type="checkbox"/> No <input type="checkbox"/> Yes ⇒ | Is the medication for: <input type="checkbox"/> asthma <input type="checkbox"/> anaphylaxis <input type="checkbox"/> diabetes <input type="checkbox"/> epilepsy <input type="checkbox"/> cystic fibrosis <input type="checkbox"/> other (<i>describe</i>) |
| (d) 'as needed' to treat minor or non-emergency symptoms | <input type="checkbox"/> No <input type="checkbox"/> Yes ⇒ | <input type="checkbox"/> I understand that before the school administers this medication, if they are not aware of when this medication was most recently given to this student, I will be contacted to provide this information. |

Has this student previously shown any side effects after taking this medication? **Yes** **No**

If **Yes**, describe: _____

| | | | |
|---------------------------------------|--|-------------|--|
| Parent/carer/student signature | | Date | |
|---------------------------------------|--|-------------|--|

If the student is to self-administer this medication, also complete **Section B**

NOTE: Controlled drugs cannot be self-administered.

FORM 12B – (3 Pages)

Section B: Details for student self-administration of medication:

In all cases and at any time, the principal/delegate may disallow student self-administration for health and/or safety reasons.

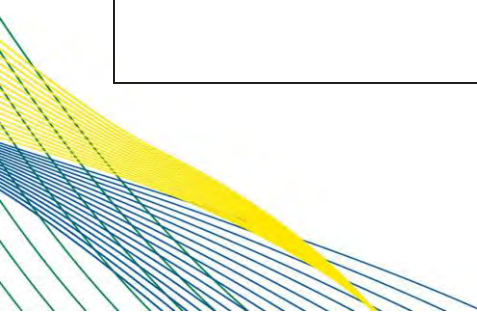
| | | | |
|--|--|----------------------|--|
| Student name | | Date of birth | |
| <ul style="list-style-type: none"> I confirm that the student is confident, competent and can safely administer the right dose of their own medication at the right times. I confirm that the student can store their medication securely. I authorise school staff to contact the prescribing health practitioner, health team or pharmacist (as listed on the medication's pharmacy label or in other relevant medical authorisation) for the purpose of seeking specific advice or clarification on the administration of this medication by this student. | | | |
| Health condition | | | |
| <input type="checkbox"/> Asthma - secondary school students only | <input type="checkbox"/> I approve for the student to self-administer their asthma medication. NOTE: The school will need a copy of the student's <i>Asthma Action Plan</i> if it varies from the standard asthma first aid response | | |
| Health condition | I seek approval from the principal/delegate for the student to self-administer: | | |
| <input type="checkbox"/> Asthma | <input type="checkbox"/> their asthma medication (<i>following a current action plan/health plan</i>) | | |
| <input type="checkbox"/> Anaphylaxis | <input type="checkbox"/> their adrenaline auto-injector (<i>following a current action plan/health plan</i>) | | |
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> their medication (<i>following a current health plan</i>) | | |
| <input type="checkbox"/> Cystic fibrosis | <input type="checkbox"/> their medication (<i>following a current health plan</i>) | | |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> their medication (<i>following a current health plan</i>) | | |
| Parent/carer/student signature | | Date | |



FORM 14

Individual Learning Centre Referral

| | | | |
|--|--------------------------|-----|--------------------------|
| Student Name | | | |
| Date of Birth | | | |
| Previous School | | | |
| Parent Name | | | |
| Contact Details | | | |
| Email Address | | | |
| Diagnosed disabilities Information | | | |
| Does your student have a diagnosed medical or learning condition associated with their Learning Support needs? E.g. Dyslexia, diabetes, mental health issues, ASD, ID, VI, PI, HI, SLI, | | | |
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| If yes please provide details. | | | |
| Reports attached | <input type="checkbox"/> | Yes | <input type="checkbox"/> |
| | | No | <input type="checkbox"/> |
| Would you like a member of the ILC team to contact you regarding your students support needs? | | | |
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Further information / concerns: | | | |
| | | | |





FORM 15

ENGLISH SECOND LANGUAGE

Please complete this form so that the school can identify students who may be able to receive support from the ESL coordinator.

Student Name _____

Date of Birth _____

Year Level _____

Previous School _____

Parent Name _____

Contact Details _____

Email Address _____

1. Does the student speak a language other than English at home? Yes No

2. Does one or both of the parents speak another language at home? Yes No

3. Was one or both parents born in English – Speaking country? Yes No

4. Was the student born in a non – English speaking country? Yes No

5. Has the student spent two years or more living overseas where English is not the main language?
Yes No

6. Was the student born in Australia, but the family speaks another language at home for some or all of the time?
Yes No

7. Is the student fee paying on a “dependent Visa
If yes please specify? Yes No

