Malanda State High School

A Place to Excel

Enrolment Application Forms
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.

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.

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 and Training (DET) is collecting the information on this form for the purposes outlined in the Education (General Provisions) Act 2006 (EGPA 2006), and in particular for:

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

This collection is authorised by ss. 115 and 426 of the EGPA 2006. DET 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 (QCA). Personal information from this form will also be supplied to Centrelink in compliance with ss. 104 and 196 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, sex 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.

ENTITLEMENT TO ENROLMENT

Under the EGPA 2006, an applicant for enrolment at a state school must be enrolled if they are entitled to enrolment. While not exhaustive, the following matters may affect an applicant’s entitlement to enrolment at a state school:

- failure to adequately complete this enrolment form
- if the school has an 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 applicant is not of correct age for enrolment (relates to Preparatory Year and Years 1 to 6)
- the applicant has been excluded or cancelled from enrolment or is subject to suspension from a state school at the time of the application
- the school is a state school and the applicant does not meet the criteria for enrolment in a special school
- the school principal reasonably believes that the applicant presents an unacceptable risk to the safety or wellbeing of members of the school community (application is referred to Director-General)
- the proposed enrolment requires approval as part of a flexible arrangement under s. 183 of the EGPA 2006, and the arrangement has no 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 applicant must obtain approval from the Chief Executive via Education Queensland International (EQI) to enrol).

<table>
<thead>
<tr>
<th>Office use only</th>
<th></th>
<th></th>
<th>Roll Class</th>
<th>EQ ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date enrolled</td>
<td>/</td>
<td>Year level</td>
<td>Birth certificate/passport sighted, number recorded and ECB confirmed</td>
<td>Yes No</td>
</tr>
<tr>
<td>Independent student</td>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the prospective student over 18 years of age at the time of enrolment?</td>
<td>Yes No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>If yes, is the prospective student exempt from the mature age student process?</td>
<td>Yes No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>If no, has the prospective mature age student consented to a criminal history check?</td>
<td>Yes No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School house team</td>
<td></td>
<td>EAUD support</td>
<td></td>
<td>Yes No</td>
</tr>
<tr>
<td>FTE</td>
<td>Associated unit</td>
<td>Visa and associated documents sighted</td>
<td>Yes No</td>
<td></td>
</tr>
<tr>
<td>EQI category</td>
<td>SV = student visa</td>
<td>TV = temporary visa</td>
<td>DS = dependent - parent on student visa</td>
<td></td>
</tr>
</tbody>
</table>

Queensland Government

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13/04/2017
# PROSPECTIVE STUDENT DEMOGRAPHIC DETAILS

<table>
<thead>
<tr>
<th>Legal family name*</th>
<th>Preferred given names</th>
</tr>
</thead>
<tbody>
<tr>
<td>(as per birth certificate)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Legal given names*</th>
<th>Preferred given names</th>
</tr>
</thead>
<tbody>
<tr>
<td>(as per birth certificate)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sex*</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of birth*</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Copy of birth certificate available to show school staff*</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolment may not be approved without enrolment staff sightling 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. For international students approved for enrolment by EQI, a passport or visa will be acceptable.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>For prospective mature age students, proof of identity supplied and copied*</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prospective mature age students must provide photographic identification which proves their identity:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• current driver's licence; or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• adult proof of age card; or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• current passport.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

# APPLICATION DETAILS

<table>
<thead>
<tr>
<th>Has the prospective student ever attended a Queensland state school?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>If yes, provide name of school and approximate date of enrolment.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>What year level is the prospective student seeking to enrol in?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please provide the appropriate year level.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Proposed start date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please provide the proposed starting date for the prospective student at this school.</td>
</tr>
</tbody>
</table>

| Does the prospective student have a sibling attending this school or any other Queensland state school?  | Yes | No |
|----------------------------------------------------------------------------------------------------------------|
| If yes, provide name of sibling, year level, date of birth, and school |

<table>
<thead>
<tr>
<th>Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year Level</td>
</tr>
<tr>
<td>Date of birth</td>
</tr>
<tr>
<td>School</td>
</tr>
</tbody>
</table>

# PROSPECTIVE STUDENT ADDRESS DETAILS

<table>
<thead>
<tr>
<th>Principal place of residence address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address line 1</td>
</tr>
<tr>
<td>Address line 2</td>
</tr>
<tr>
<td>Suburb/town</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mailing address (if it is the same as principal place of residence, write 'AS ABOVE')</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address line 1</td>
</tr>
<tr>
<td>Address line 2</td>
</tr>
<tr>
<td>Suburb/town</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Email</th>
</tr>
</thead>
</table>

# FAMILY DETAILS

<table>
<thead>
<tr>
<th>Parents/carers</th>
<th>Parent/carer 1</th>
<th>Parent/carer 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family name*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Given names*</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title</th>
<th>Mr</th>
<th>Mrs</th>
<th>Ms</th>
<th>Miss</th>
<th>Dr</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sex</td>
<td>Male</td>
<td>Female</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Relationship to prospective student*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Is the parent/carer an emergency contact?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

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<table>
<thead>
<tr>
<th>FAMILY DETAILS (continued)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Parents/carers</strong></td>
</tr>
<tr>
<td>1st Phone contact number*</td>
</tr>
<tr>
<td>2nd Phone contact number*</td>
</tr>
<tr>
<td>3rd Phone contact number*</td>
</tr>
<tr>
<td>Email</td>
</tr>
<tr>
<td>Employer name</td>
</tr>
<tr>
<td>Occupation</td>
</tr>
<tr>
<td>What is the occupation group of the parent/carer?</td>
</tr>
<tr>
<td>Country of birth</td>
</tr>
<tr>
<td>Country of residence</td>
</tr>
<tr>
<td>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)</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Needs interpreter?</td>
</tr>
<tr>
<td>Is the parent/carer an Australian citizen?</td>
</tr>
<tr>
<td>Is the parent/carer a permanent resident of Australia?</td>
</tr>
<tr>
<td>Address line 1</td>
</tr>
<tr>
<td>Address line 2</td>
</tr>
<tr>
<td>Suburb/town</td>
</tr>
<tr>
<td>State</td>
</tr>
<tr>
<td>Mailing address (if it is the same as principal place of residence, write 'AS ABOVE')</td>
</tr>
<tr>
<td>Address line 1</td>
</tr>
<tr>
<td>Address line 2</td>
</tr>
<tr>
<td>Suburb/town</td>
</tr>
<tr>
<td>State</td>
</tr>
<tr>
<td>Parent/carer school education</td>
</tr>
<tr>
<td>What is the highest year of primary or secondary school parent/carer 1 has completed? (For people who have never attended school, mark 'Year 9 or equivalent or below')</td>
</tr>
<tr>
<td>Year 9 or equivalent or below</td>
</tr>
<tr>
<td>Year 10 or equivalent</td>
</tr>
<tr>
<td>Year 11 or equivalent</td>
</tr>
<tr>
<td>Year 12 or equivalent</td>
</tr>
<tr>
<td>Parent/carer non-school education</td>
</tr>
<tr>
<td>What is the level of the highest qualification parent/carer 1 has completed?</td>
</tr>
<tr>
<td>Certificate I to IV (including trade certificate)</td>
</tr>
<tr>
<td>Advanced Diploma/Diploma</td>
</tr>
<tr>
<td>Bachelor degree or above</td>
</tr>
<tr>
<td>No non-school qualification</td>
</tr>
</tbody>
</table>
### PROSPECTIVE STUDENT ORIGIN DETAILS

<table>
<thead>
<tr>
<th>Origin</th>
<th>Queensland/interstate/overseas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Origin type</td>
<td>Childcare centre or kindergarten/Prep/primary/secondary/VET/other</td>
</tr>
<tr>
<td>Previous school/other location</td>
<td></td>
</tr>
<tr>
<td>Previously employed</td>
<td>Yes  No</td>
</tr>
</tbody>
</table>

### INDIGENOUS STATUS

<table>
<thead>
<tr>
<th></th>
<th>No</th>
<th>Aboriginal</th>
<th>Torres Strait Islander</th>
<th>Both Aboriginal and Torres Strait Islander</th>
</tr>
</thead>
</table>

### RELIGION – RELIGIOUS INSTRUCTION*

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

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

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

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

- Yes
- No

If 'Yes', please nominate the religion:

### COUNTRY OF BIRTH*

<table>
<thead>
<tr>
<th>In which country was the prospective student born?</th>
<th>Australia</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other (please specify country)</td>
<td></td>
</tr>
<tr>
<td>Date of arrival in Australia</td>
<td></td>
</tr>
<tr>
<td>Is the prospective student an Australian citizen?</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>No (if no, evidence of the prospective student's immigration status to be completed)</td>
</tr>
</tbody>
</table>

### PROSPECTIVE STUDENT LANGUAGE DETAILS

<table>
<thead>
<tr>
<th>Does the prospective student speak a language other than English at home?</th>
<th>No, English only</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes, other – please specify</td>
</tr>
</tbody>
</table>

### EVIDENCE OF PROSPECTIVE STUDENT'S IMMIGRATION STATUS (to be completed if this person is NOT an Australian citizen)*

<table>
<thead>
<tr>
<th></th>
<th>Complete passport and visa details section below</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent resident</td>
<td>Date of arrival in Australia / / Date enrolment approved to: / /</td>
</tr>
<tr>
<td>Student visa holder</td>
<td>EQI receipt number:</td>
</tr>
<tr>
<td>Temporary visa holder</td>
<td>Complete passport and visa details section below</td>
</tr>
<tr>
<td>Other, please specify</td>
<td>Temporary visa holders must obtain an 'Approval to enrol in a state school' from EQI</td>
</tr>
</tbody>
</table>

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

NOTE: A permanent resident will have a passport with a permanent residency visa inside wording 'Holder(s) permitted to remain in Australia indefinitely'.

For prospective students arriving in Australia as refugee or humanitarian entrants, either PLO 66 Immigration issued card or 'Document to travel to Australia' with 'stay indefinite' recorded must be sighted by the school.

<table>
<thead>
<tr>
<th>Passport number</th>
<th>Passport expiry date</th>
<th>Visa number</th>
<th>Visa expiry date (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visa sub class</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### EMERGENCY CONTACT DETAILS

<table>
<thead>
<tr>
<th>Name</th>
<th>Emergency contact</th>
<th>Emergency contact</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Relationship (e.g. aun) |**

<table>
<thead>
<tr>
<th>1st phone contact number*</th>
<th>Work/home/mobile</th>
<th>Work/home/mobile</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd phone contact number*</td>
<td>Work/home/mobile</td>
<td>Work/home/mobile</td>
</tr>
<tr>
<td>3rd phone contact number*</td>
<td>Work/home/mobile</td>
<td>Work/home/mobile</td>
</tr>
</tbody>
</table>

### PROSPECTIVE STUDENT MEDICAL INFORMATION

**Privacy Statement**
The Department of Education and Training (DET) 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. DET 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 DET 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 medication during school hours, an Individual Health Plan, Including Emergency Health Plan if relevant, or Authority to Administer Medication Form will need to be completed each year and retained at the office.

**No known medical conditions**

<table>
<thead>
<tr>
<th>Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of Medical Condition categories provided)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of Medical Condition categories provided)</td>
</tr>
<tr>
<td>Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of Medical Condition categories provided)</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>No</td>
</tr>
</tbody>
</table>

**Name of prospective student’s medical practitioner (optional)**

<table>
<thead>
<tr>
<th>Contact number of medical practitioner</th>
</tr>
</thead>
</table>

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)? (answer only if medical practitioner details have been provided above)

**Yes** | **No**

**Medicare card number (optional)**

<table>
<thead>
<tr>
<th>Position Number</th>
</tr>
</thead>
</table>

**Cardholder name (if not in name of prospective student)**

<table>
<thead>
<tr>
<th>Private health insurance membership number (leave blank if company name is not provided)</th>
</tr>
</thead>
</table>
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 care; in a supported independent living arrangement; in a safe house; and in residential care.

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

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?

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>If yes, what are the dates of the court order? Please provide a copy of the court order.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commencement date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>End date</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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?

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>If yes, what are the dates of the court order? Please provide a copy of the court order.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commencement date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>End date</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TRAVEL DETAILS

Mode of transport to school

Walk | Car | Bus | Bicycle | Train

Other

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.

<table>
<thead>
<tr>
<th></th>
<th>Parent/carer 1</th>
<th>Parent/carer 2</th>
<th>Prospective student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>/ /</td>
<td>/ /</td>
<td>/ /</td>
</tr>
</tbody>
</table>

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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/ships 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/shotel, 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 stocker].
  - Assistant/aide [trainee 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, sheepman, wool/hide classer, farmhand, horse trainer, nurseryman, garden worker, 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.
<table>
<thead>
<tr>
<th>Medical Condition Category List</th>
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<td>Artificial feeding - Other</td>
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<td>Asthma</td>
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<td>Asthma - student self-administers medication</td>
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<td>Attention-deficit/hyperactivity disorder (ADHD)</td>
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<td>Ear/hearing disorders - Other</td>
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<td>Heart/cardiac conditions - Heart valve disorders</td>
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<td>Mental Health - Depression</td>
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<td>Mental Health - Other</td>
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<td>Muscle/bone/musculoskeletal disorders - spasticity (Baclofen Pump)</td>
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<td>Travel/motion sickness</td>
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<tr>
<td>Other</td>
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</tbody>
</table>
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 7).

Entitlement to enrolment
Under the Education (General Provisions) Act 2006 (Qld) a state school must enrol an applicant if they are entitled to enrolment. While not exhaustive, a list of matters which may affect an applicant’s entitlement to enrolment are included on the front cover of the enrolment form.

Questions which must be answered*
The Application for Student Enrolment Form contains a number of questions marked with an (*) which must be answered. These include – Prospective student demographic details, Prospective student address details, Family details, Religion – Religious Instruction, Country of birth, Emergency contact details, Prospective student medical information, Court orders and the Application to enrol. These questions and 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.

Parent’s occupation and education
All parents across Australia, no matter which school their child attends, are being 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.

Sighting of birth certificate
Schools are required to sight a prospective student’s birth certificate. An alternative to a birth certificate will be considered where it is not possible to obtain a birth certificate (e.g. person born in a country without a birth registration system – passport or visa documents will suffice). Prospective mature age students that provide appropriate photographic proof of identity do not need to present a birth certificate.

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 school 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).

Evidence of Prospective Student’s Immigration Status
This section is required to be completed when a prospective student is not an Australian citizen and information is required to be recorded about their passport and visa.

Medical information and emergency contacts
A prospective student’s medical condition, symptoms, management and medication/s must be documented. Medical conditions may include (but are not limited to) seizures/epilepsy, fainting, diabetes, asthma, heart problems, anaphylaxis and allergies (such as food or insect stings). Parents must indicate if they are an emergency contact. Three additional emergency contacts are also required.

Religion – Religious Instruction
Applicants are asked if they would like the prospective student to participate in religious instruction. From Year 1, the prospective student may participate in religious instruction if it is available.
If you tick ‘No’ or if the nominated religion is not represented within the school’s religious instruction program, the prospective student will receive other instruction in a separate location during the period arranged for religious instruction.
Parents/carers may change these arrangements at any time by notifying the principal in writing.

Office use
This section is to be completed by the school and will assist in documenting specific details in relation to enrolment, including confirmation of the sighting of documentary evidence such as a prospective student’s birth certificate, passport or visa and prospective student’s mature age status.
Malanda State High School
Internet and School Computer Network

Information to Parents/Carers

Please read the *Malanda State High School Computer Network and Internet Acceptable Use Policy* document.

The policy requires a signed consent form (attached) before students will be given their personal internet account to use for *educational purposes only*. This will enable more timely access as well as an enhanced ability to monitor and track student usage.

Please ensure that the conditions for internet access are understood and discussed with your student before signing the form and returning the form with the other enrolment documents. It is emphasised that internet access will not be available to your child if this form is not returned.
Malanda State High School
Computer Network and Internet Acceptable Use Policy

Introduction
The computers, computer network, internet access at Malanda SHS are provided at considerable expense by Education Queensland and our school for use by students and teachers to provide students with valuable computing skills. The network is also useful in enhancing the study of a wide range of curriculum areas. It is therefore of great importance that for students to get the greatest possible educational benefit of the resources, the computers are used for school use and not as a source for storing and playing games and music and other inappropriate usage.

Internet Use
The Department of Education provides a managed and filtered Internet access system that provides access to useful educational sites with every effort made to block access to any inappropriate sites. At the school level students will have a student user name and password to access the World Wide Web. As the school has to pay for its Internet usage, all students are provided with a nominal amount of access time each year at the school's expense for general school use. When this time is used up it is the student's responsibility to see the MIS Administrator to follow the process to have their account unlocked. While every effort is made to ensure that the Internet is used for the benefit of student's education it is ultimately up to the student to use the access responsibly.

Guidelines
In order to ensure smooth system operations, the System Administrators have the authority to monitor all accounts while endeavoring to maintain privacy and security. Part of this monitoring may include tracking of sites visited by students. In view of the above, students are expected to follow the following guidelines.

Internet use - Students
- must not tell other students their Internet user name or password or use other students' user names and passwords.
- must not access the Internet during school lessons unless the teacher gives them permission.
- must not download computer games, computer programs, zip files and other similar files.
- must not download music, sound, video and image files unless the classroom activity requires it and the teacher gives them permission.
- must not access material that would generally be considered illegal, dangerous or offensive. For example: pornography; racist or foul jokes; instructions on explosives etc. (this list is not exhaustive).
- must not reveal their or anyone else's home address or phone number via e-mail.
- must not accept invitations sent via e-mail to meet people or open suspicious e-mail.
- must not send unsolicited, offensive, illegal or dangerous e-mail to others.
- must advise the supervising teacher of any illegal, offensive or dangerous material sent to them via e-mail or accidentally accessed on the Internet.

General computer use - Students
- must not tell other students their computer network user name or password or use other students' user names and passwords
- must not store or run computer games, computer programs, zip files and other similar files on the school computer network.
- must not store music, sound, video and image files on the school computer network unless the classroom activity requires it and the teacher gives them permission.
- must not play music files during class time unless the classroom activity requires it and the teacher gives them permission.
- must not interfere with computer software or other files stored on the local computer or the network server computer.
- must not use iPods, and other technology devices from home in the school computers unless they have permission from their teacher.
- must not interfere with or damage school computer hardware and facilities including network cables, mice, keyboards, monitors and computer furniture.
- must use the printers responsibly so as not to use paper and printer toner excessively.

Failure to follow the guidelines will result in:
- computer access limited to certain hours of the week and/or limited to use of certain computers.
- computer or Internet access totally restricted for a set period of time or indefinitely.

Parents will be advised of students' misuse and any action taken by the school depending on the severity of the misuse.
Malanda State High School  
Internet and School Network Agreement Form

Student

I have read and understood Malanda State High School’s Computer Network and Internet Acceptable Use Policy and agree to abide by guidelines provided.

While using the Internet, if I accidentally come across something that is illegal, dangerous or offensive, I will:

a) clear any offensive pictures or information from my screen; and
b) immediately, quietly, inform my teacher.

I will not reveal home addresses or phone numbers – mine or anyone else’s.

I will not use the Internet to annoy or offend anyone else.

I understand that if the school decides I have broken these rules, appropriate action will be taken. This may include the loss of Internet and/or School Network Access for some time.

Student’s name ___________________________ Home Group __________ (eg. 10 B)

Student’s Date of Birth ___________________________

Student’s EQ. ID. Number ___________________________ (Obtain from school office)

Student’s signature ___________________________ Date __________

Parent or Guardian

I understand that the use of the school network and the Internet can provide students with valuable learning experiences.

I also understand that it gives access to information on computers around the world: that the school cannot control what is on those computers; and that a very small part of that information can be illegal, dangerous or offensive.

I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information will depend finally upon responsible use by students.

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

Parent /Guardian’s name ______________________________________________

Parent /Guardian’s signature ___________________________ (Date) __________

Student’s Internet account will not be processed if all information is not supplied.
1. PARTICULARS – PARENT / CARER TO COMPLETE

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

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

2. PARTICULARS – SCHOOLS TO COMPLETE

Description of what is to be created, used, retained or reproduced:
(Image or recording includes photographs, videos, film or sound recordings of the Individual)
☐ Individual’s image  ☒ Individual’s recording  ☒ Individual’s copyright material

Description of copyright material, image, recording or other personal information:
☐ sound recording  ☒ artistic work  ☒ written work  ☒ film  ☒ name  ☒ photograph / image
other: [Print]

Where will this information be used (e.g. on the website, newsletter or brochure etc).
☐ newsletter (uploaded to the web) ☒ printed promotional material  ☒ advertising  ☒ website
☐ displays ☒ competitions  ☐ year books / annuals  ☒ local media
other: [Print]

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

For the duration of Enrolment at Malanda State High School

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

☐ School websites: malandashs.eq.edu.au

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

☐ School Facebook page: https://www.facebook.com/MalandaStateHighSchool/
The school Facebook page is publicly accessible by all internet users. The school may share information, photographs and videos related to the school’s programs, activities and initiatives with users through its Facebook page.

☐ School YouTube Channel: [INSERT WEB ADDRESS]
The school YouTube channel is publicly accessible by all internet users. The school may share videos related to the school’s programs, activities and initiatives with users through its YouTube channel. The school does not permit users to download its videos uploaded to its YouTube channel. However third party applications may be used to overcome the school’s settings.

☐ School Twitter Profile: [INSERT WEB ADDRESS]
The school Twitter profile is publicly accessible by all internet users. The school may share information, photographs and videos related to the school’s programs, activities and initiatives with users through its Twitter profile.

☐ Other:

Provide a short description, and the website address, of the other website/s: [Print]

3. LIMITATIONS ON CONSENT – PARENT/CARER TO COMPLETE

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

IT IS NOT COMPULSORY FOR YOU TO PROVIDE THIS CONSENT - If you decide not to provide consent, this will not adversely affect academic achievement, or any relationships with teachers or the school.
4. DETAILS

Name of Individual

Address of Individual

Name of School (at which the Individual is enrolled, employed or volunteers)

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

Date

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

Date

Name of signing parent or guardian

Address of signing parent or guardian

5. CONSENT GIVEN

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

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

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

6. PURPOSE

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

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

7. DURATION

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

If you do wish to revoke or modify this consent in relation to any further uses of the individual's personal information or Individual work, the Individual or the Signatory should send a notice in writing to the person nominated in Section 6 of this Consent Form. After that notice is received, the Department and the State will still be able to continue the existing uses, but will not be able to make any further new use of the Individual's personal information or Individual work.

The Signatory acknowledges that where material is uploaded to a Social Media website or other website:
- the use and contractual obligations may be perpetual and irrevocable; and
- it may not be possible to ensure that all copies of the material are deleted or cease to be used, and the Department and the State will not be responsible for doing so.

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

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

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

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

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

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

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

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

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

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

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

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

What is personal information?

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

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

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

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

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

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

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

Privacy

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

The purpose of this scheme is to ensure that all students have the necessary resources for their education, and to save parents/caregivers money and the need to shop for school books.

The Malanda State High School Parents and Citizens Association requests of parents/caregivers a contribution of $250.00 per student per year for 2019 and will apply a $30.00 discount if your students fees are paid before the end of February, 2019.

Parents/caregivers are encouraged to participate in the scheme by signing the Student Participation Agreement Form and Payment Arrangements Form. Invoices will be issued early in Term 4 for current students and early Term 1 for new students and subject charges if applicable.

In return for a hiring charge of $250.00, the scheme provides
- Student diary
- Student ID card
- hire of all textbooks and class sets
- all printed class notes and booklets
- student photocopy allowance of $5 per Term
- basic materials for Manual Arts, Visual Arts and Home Economics
- materials used for classroom projects
- for further information refer to the Student Resource Lists per year level
- Specialist software, internet access
- Library Resources, digital video equipment
- Laboratory resources
- Peninsula and Tableland Sports affiliation fees for all students, sunscreen, sports equipment

The scheme provides this package for a set charge. It is not available in part.

The following conditions apply to the scheme:

- Students will supply their own personal requirements – as outlined in the Student Resource Lists
- Books issued to students are to be kept in good condition.
- Students may be responsible for up to the full cost of books that are negligently damaged or lost before any further issues can be made.
- The office should be immediately notified of the loss of any textbook.
- All textbooks provided under the scheme remain the property of the scheme and must be returned when a student leaves or if the student is no longer enrolled in the subject.
- All scheme monies received by the school on behalf of the Parents and Citizens Association will be banked in the school’s general account, which is subject to annual audit.
- If a student starts at the school after first term or a student is on alternative timetable the charge is reduced on a pro-rata basis.
- If a student leaves the school having paid the charge, a pro-rata refund will be made. The refund is based on the full charge being government Allowance and parent/caregiver charge, less the cost of consumed materials and/or the cost of replacing lost or damaged textbooks.
- Books and resources provided under the scheme cannot be issued to students whose parents/caregivers choose not to participate and have not signed the Agreement Form.
- The Principal may refuse to admit a student to the scheme if there are hire payments overdue from the previous year.
- Should consumable charges be outstanding or a payment plan not be negotiated or in operation at the end of Term 1, those students may not be permitted to participate in practical classes where consumables are required or non-curricular activities.

Parents/caregivers who do not wish to participate in the scheme should complete the Student Resources Participation Agreement form with the " NO" box ticked and return to the school office. These parents/caregivers are expected to provide all necessary textbooks and resources for their students.
Some parents/caregivers share the financial responsibility of the costs associated with their child’s education. The school’s student and financial management program, OneSchool, is able to accommodate a nominated percentage split of invoices between identified parents/caregivers for school fees, excursions and other activities. Please complete the details below if you wish to share financial responsibility between parents/caregivers, indicating the percentage share (e.g. 50% per parent).

### Student Details

<table>
<thead>
<tr>
<th>1(^{st}) Student’s Name:</th>
<th>Roll Class:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2(^{nd}) Student’s Name:</td>
<td>Roll Class:</td>
</tr>
<tr>
<td>3(^{rd}) Student’s Name:</td>
<td>Roll Class:</td>
</tr>
<tr>
<td>4(^{th}) Student’s Name:</td>
<td>Roll Class:</td>
</tr>
</tbody>
</table>

### Parents’/Caregivers' Details and Consent

It is usually the residing parent’s responsibility for payment of all accounts for the enrolled student/s. If this is not the case please detail how invoices and their respective payments will be split.

<table>
<thead>
<tr>
<th>Parent/Caregiver’s Full Name</th>
<th>Relationship to Student</th>
<th>% Share of Costs</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Must = 100%

Please Note: To allow the school to process this, it would be expected for both consenting parents/caregivers to sign.

### Office Use Only

Date Entered in OneSchool:

Officer’s Signature:
Student Resource Scheme
Participation Agreement Form

Participation
The scheme is designed to offset the cost to you of the provision of educational resources associated with your child’s education. These resources enhance your child’s educational experience and assist them to fully engage with the curriculum. The scheme may be split into two components:

1. a whole of school component which is common to all students depending on their year level; and
2. specific goods and services consumed by your child which are related to individual subjects undertaken by your child

☐ Yes I wish to participate in the Student Resource Scheme in ______ (Year). I have read and understand the Terms and Conditions of the scheme (see reverse) and agree to abide by them and to pay the participation fee in accordance with the selected payment arrangement below.

☐ No I do not wish to participate in the Student Resource Scheme in ______ (Year). I have read and understand the Terms and Conditions of the scheme (see reverse) and agree to abide by them, particularly paragraphs 12 and 38.

Please refer to the accompanying Subject Requirements List and/or Year Level Requirements List for fee details.

<table>
<thead>
<tr>
<th>Student Given Name</th>
<th>Student Surname</th>
<th>Yr Level</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<tr>
<td>2.</td>
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<tr>
<td>3.</td>
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<tr>
<td>4.</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

Parent Details

Name: ____________________________

Parent Signature: ____________________________

Date: ____________________________

Payment Arrangement

☐ Now: I wish to make full payment now as a single payment of the total amount above.

☐ Instalments: I wish to make instalment payments, during the first two weeks of the first three terms, in the following proportion of the total amount: Term 1: $_____; Term 2: $_____; Term 3: $_____; or as negotiated with the school: ____________________________

I agree to make payments by the due dates and I understand that any failure to make payments by these dates may result in debt recovery action being undertaken including, where warranted, referral to an external debt collection agency at my expense. I understand my student will not be permitted to participate in optional school activities if my payment arrangement falls into arrears.

School Use Only: negotiated instalments approved: ____________________________ Position: ____________________________

Payment Method

I wish to make payment by: ☐ QParent/BPOINT* ☐ BPAY** ☐ EFTPOS (Credit/Debit Card)

☐ Centrepay Deduction*** ☐ Cheque ☐ Cash

* Online through QParents/BPOINT or see your school’s website
When paying by BPOINT, please use the Customer Reference Number (CRN) and invoice number printed on the invoice received from the school. If unsure of your CRN, please contact the school.

** Following return of this completed form to the school, an invoice, which will include BPAY details will be provided

*** Payment by Centrepay deduction can be arranged through the school office
Privacy Statement
The Department of Education and Training, through the school, is collecting your personal information in accordance with section 61 of the Education (General Provisions) Act 2006 in order to administer the Student Resource Scheme in an efficient, effective and secure manner. The information will only be accessed by school employees administering the scheme. Some of this information may be disclosed by the school to others 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 and Training is authorised or required by law to make the disclosure.

Purpose of the Scheme
1. In accordance with the Education (General Provisions) Act 2006, 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.
2. Parents are directly responsible for providing textbooks and other personal resources for their children while attending school. In recognition that these costs can be high, the school operates a Student Resource Scheme (the “scheme”) that enables a parent to enter into an agreement with the school that, for a specified annual participation fee, provides for the temporary use by the parent of prescribed textbooks and/or other resources, and/or the purchase of consumables and materials for the student.
3. A Student Resource Scheme is separate to and distinct from a request for a voluntary financial contribution.

Benefits of the Scheme
4. The purpose of the scheme is to provide the parent with a cost effective alternative to purchasing textbooks and/or resources elsewhere, through reduced prices gained from the school’s bulk purchasing practices.
5. The scheme also ensures that students have consistent personal resources for their education, and saves the parent time and money in sourcing the prescribed material elsewhere.
6. The scheme is not used to raise funds for other purposes, and revenue collected through the scheme is applied only to the operation of the scheme.

Participation in the Scheme
7. Participation in the scheme is voluntary, and there is no obligation on a parent to participate in the scheme. A parent’s decision to participate or not is based on consideration of the value afforded to them by the scheme.
8. The completed and signed Participation Agreement Form should be returned to the school by the advertised date to indicate participation or non-participation in the scheme.
9. If a parent chooses to participate in the scheme and completes the Participation Agreement Form, a fee will be due and payable by the parent for the items provided by the scheme to the student.
10. Payment of the participation fee is a requirement for continued participation in the scheme. An unpaid fee will be subject to the school’s debt collection processes.
11. A parent who does not wish to participate in the student resource scheme shall elect to withdraw his or her child from the school by completing the Participation Agreement Form and returning it to the Administration Office. Arrangements will be made for the student of students in Years 7 to 12 or of secondary education age to be paid the value of the Textbook and Resource Allowance for each of their eligible children.
12. A parent 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 Level Requirements List and/or Subject Requirements List, to enable the student to engage with the curriculum.

Parents and Citizens’ Association Support of the Scheme
13. The operation of the Student Resource Scheme is discussed annually at a meeting of the Parents and Citizens’ Association. Parents are extended an invitation to attend this meeting and provided with an opportunity to express their opinions. A vote is taken at this meeting on supporting the operation of the scheme.

Textbook and Resource Allowance
14. The Queensland Government provides financial assistance to parents of students in Years 1 to 10 of secondary education age, attending State and approved non-State schools, to offset the costs of textbooks and other resources. Assistance is provided in the form of a Textbook and Resource Allowance which is paid once a calendar year through the school. Parents have the option to receive the allowance directly from the school or as an offset of fees associated with participation in the school’s Student Resource Scheme. This option is made available to each parent annually by the school. Current availability rates are available from http://education.qld.gov.au/schools/parents/funds/govschsch/scab.txt.html

Payment Arrangements
15. Payment of the participation fee may be made by EFTPOS (Debit Card; MasterCard; Visa; American Express where accepted by the school), cheque, or cash.
16. Payment may be made through the QParents portal using a credit card. Payment will be directed from the QParents portal to BPOINT where remaining outstanding invoice information may be selected.
17. When paying by BPOINT, please use the Customer Reference Number (CRN) and Invoice number printed on the invoice received from the school. If unsure of your CRN, please contact the school.
18. Payment of the participation fee may be made in whole or by instalments as indicated on the Participation Agreement Form or for another amount approved by the Principal.
19. For payments made in person by cash, cheque or credit/debit card, a receipt will be provided to the payer. Where payments are received by other methods, a receipt will be provided on request. All receipts and invoices on the school should be retained by the parent for future reference and possible taxation purposes.

Parent Experiencing Financial Difficulties
20. A parent wishing to participate in the Student Resource Scheme and experiencing financial hardship is encouraged to contact the principal to discuss how their financial obligations can be met throughout the school year, or to negotiate options that may be available to accommodate their individual circumstances. Centrelink deduction is a payment option offered by the school. All discussions will be held in the strictest confidence.
21. The onus of proof of being so affected is on the parent, and might include a current Health Care Card or other evidence to establish financial hardship.
22. Any concessions given to this participation fee will be at the discretion of the Principal.

Terms and Conditions of Participation in the Scheme
23. Payment of the prescribed fee implies acceptance of the Student Resource Scheme including the Terms and Conditions irrespective of whether or not the signed form has been returned.
24. For the purposes of the scheme, where a student is living independent of either parent, refers to independent living arrangements and conditions to “parent” is a reference to the independent student.
25. Where a parent chooses to join the scheme and completes a Participation Agreement Form, an annual participation fee will be due and payable by the parent to the Student Resource Scheme.
26. In return for payment of the participation fee, the scheme will provide the participating student with textbooks and/or resources, consumables and materials as listed on the Year Level Requirements List and/or Subject Requirements List as being provided by the scheme, when due for the student’s use.
27. Payment of the participation fee is to be made according to the payment arrangement option indicated by the parent on the Participation Agreement Form, or as otherwise approved by the Principal:
28. Non-payment of the participation fee by the designated payment date(s) will generate a reminder notice to the parent from the school at intervals of 30 days overdue and 60 days overdue. The Parent may thereafter undertake debt recovery action for the overdue participation fee including, where warranted, referral to an external debt collection agency. This may result in extra costs being incurred by the parent.
29. Without limiting any other action the Principal may take in accordance with these terms and conditions, subject to 26 above, the Principal may withdraw a student’s participation in the scheme due to non-payment of a participation fee, and/or may require the return of items provided by the scheme for the temporary use of the student, and/or may withhold the giving of any further items under the scheme until the debt is paid.
30. The Principal may refuse to admit a student to the scheme where participation fees are overdue from the previous year’s scheme.
31. Where participation fees are overdue, the Principal has the discretion to exclude a student from an optional school activity.
32. The scheme provides the entire package for the specified participation fee, and is not available in parts unless specifically provided for by the school in the fee structure.
33. All textbooks and resources provided for temporary use by the scheme remain the property of the scheme and shall be returned at the end of the course or school year or when the student leaves the school, whichever is the earlier. Where an item is not returned, the parent will be responsible for payment to the scheme of the replacement cost of the item. Failure to make payment may result in debt recovery action being undertaken.
34. Textbooks and other resources provided for temporary student use by the scheme shall be kept in good condition by the student. The school Administration Office shall be notified immediately of the loss or negligent damage to any issued item. Where an issued item is lost or negligently damaged, parents will be responsible for payment to the scheme of the replacement cost of the item. Failure to make payment may result in debt recovery action being undertaken.
35. The parent is responsible for supplying the student with any additional student materials that are not provided by the Student Resource Scheme, as indicated on the Year Level Requirements List and/or Subject Requirements List or otherwise specified by the school.
36. If a student enters the scheme after the first week of school, a pro-rata participation fee will apply, calculated on a 40-week school year basis.
37. If a student, having paid a participation fee, leaves the school during the year, a pro-rata refund will be made to the parent for the participation fee paid, less the cost of consumed materials and the replacement cost of scheme items that are lost or negligently damaged and not returned, plus the pro-rata textbook and Resource Allowance calculated on a 40-week school year basis.
38. As the scheme operates for the benefit of participating parents and is funded solely from participation fees, resources provided by the scheme will not be issued to students whose parents choose not to participate in the scheme.
Dear Parents and Carers of Students,

In an effort to improve the quality of safety education in the practical subjects at Malanda High School we have implemented several WH&S procedures that are linked closely to those of industry practices. There is important workplace safety information that parents and students need to be aware of. Please take the time to read it. Under Sections 28 – 36 of the Workplace Health and Safety Act both teachers and students have obligations. Teachers are obligated to provide students with WH&S instruction, workplace demonstrations and close supervision of safe working practices within all practical work areas.

It is extremely important for parents to be aware of their students’ obligations to be safe around themselves and others. Failure of students to comply means that departmental WH&S concerns may exclude them from the practical subjects.

Malanda SHS cannot allow any student who demonstrates the potential to injure themselves or others to actively participate in practical subjects. Extreme precautions are taken to create the safest possible environment for students.

The Department of Education and Training considers the inherent risk level for many of the experiences in this course to be classified as HIGH - defined as – Likely chance of a serious accident or incident requiring medical treatment.

The project work in the Manual Arts course will involve use of power tools and equipment that will be used for cutting, sanding, turning, drilling, chiselling and similar processes in completing the practical exercise.

The Home Economics course will involve students cutting with knives, using stoves and heating elements. Care must be taken to avoid burns by hot objects or liquids.

The Agriculture course involves working with plants, animals and machinery. Each of these areas has their own risks which must be managed by students. A detailed list will be sent home with the students when they commence the class.

Malanda State High School requires that parental permission be obtained before a student can participate in a course utilizing equipment rated at this level.

Please consider this carefully. Be aware of the safety rules and conditions of participation and then sign if you are prepared to allow your child to participate in this course.

Should you have any further questions, we invite you to contact the school.

Yours Sincerely,

Principal
Mr G Toshach
SAFETY

The Practical subjects have developed safety rules and a range of consequences for breaches of these rules. A laminated poster listing our safety rules and their consequences is displayed on the door inside each classroom. Teacher instruction is provided to all students regarding our safe working environment and our culture of safety. Students should become very familiar with their obligations regarding safety in practical subjects.

GENERAL CLASSROOM RULES

- Follow the SAFETY RULES and BE SAFE.
- USE your manners.
- Make sure you understand the instructions – ask questions.
- Make sure you get the training you need to be safe to do the job.
- RESPECT yourself, ALL other users AND the classroom.
- Leave the classroom CLEAN, NEAT, TIDY and in good working condition.

RISK ASSESSMENT

Hazard identification and risk assessment needs to be something that you do all the time. You can assist in maintaining a safe working environment by:

- Looking for hazards.
- Assessing the risk from these hazards.
- Taking action to prevent accidents. Action may include:
  - Stopping work.
  - Removing the hazard.
  - Minimising the hazard.
  - Reporting the hazard

STUDENT PARTICIPATION AND SAFETY CONTRACT

I ________________________________ (student) have read and understood the classroom safety rules and conditions of participation and I agree to abide by them to the best of my ability. I am aware that if I breach these regulations I could be excluded from all practical classrooms for the safety of myself and others.

Student’s Signature: ______________________________
Date: _____ /_____ / _____

I ________________________________ (parent/guardian) have read and understood the classroom safety rules and conditions of participation and agree to the enforcement of them for my child’s safety. I am aware that if my child breaches the rules, my child could be excluded from all practical classrooms due to the danger they pose to themselves and others. I give permission for my child to participate in this course which requires the use of equipment as described previously.

Parent/Carer’s Signature: ______________________________
Date: _____ /_____ / _____

Note: This Safety Contract will be retained on file by the School for a period of two (2) Years.
MALANDA STATE HIGH SCHOOL

Our Uniform

Our school is a uniform school and has very high expectations in terms of student dress. The great majority of our students come to school properly dressed in the school uniform. The uniform is devised by our Parents & Citizens Association.

It is always timely to reflect in an ongoing way why a uniform is so important to our school. First, a uniform is cost-effective for parents. Having a couple of uniforms means your child is completely attired to attend school every day. There is no need for a wide range of clothes, no room for fashion trends to make those clothes out-of-date in a year or so. Uniforms are designed to wear and to last.

New students to the school are helped to settle in more quickly because they look like the rest of the student body in their uniforms. A sense of belonging is more rapidly achieved. The wearing of uniforms also helps with the detection of truancy. Any students leaving the school at unusual times are quickly detected by staff, neighbours, shopkeepers and police who ring us if they notice anything unusual.

Student's safety is enhanced by both the wearing of uniforms and "bans" on certain clothing items which students often wear outside of school. We insist on shoes that fully cover the feet to minimise tripping and to protect the feet from spillage of hot and dangerous substances or sharp implements in kitchens or workshops. Excessive jewellery is not acceptable because of possible injury in sport, physical education, lunch-time activity or around machinery.

In today's schools, protection against outsiders entering the school is a very real consideration. There are people who would like to come into our grounds during school time for the wrong reasons. Our students must always be in uniform, and legitimate visitors wear visitors' badges. Outsiders are immediately detected in a school with a high standard of uniform.

There are strong equity reasons supporting the wearing of a uniform. Regardless of family income, students look the same when they walk through the gate; there is no competition or disadvantage in terms of how they are dressed. One of our roles is to prepare the students for the world of work and so wearing a uniform and having a clean and tidy appearance is part of this preparation. Many students will work for companies or government agencies that require employees to wear a uniform.

The image of our school is enhanced when our student body is well turned out. Many parents and community members assess the quality of a school by the standard of student dress – and certainly our school always seeks to project itself as a school that is always focussed on quality structures and cultures. We at Malanda High believe that such a focus inevitably guarantees better outcomes and results for all our students.

Finally, the reasons for having a school uniform and requiring it to be worn are based on common sense. It has nothing to do with social engineering, restricting human rights or individuality. Thank you to all those parents who support us with the uniform every day – your support and co-operation are greatly appreciated.

Principal
Gary Toshach
Malanda SHS Dress Code 2019

Malanda High is a 'uniform school'. The school uniform has been devised and endorsed by parents, students and teachers. The wearing of the correct school uniform is regarded very highly as it determines the perception of the school held by many members of the community and reflects school pride and discipline. All students and parents are encouraged to cooperate in ensuring that the correct school uniform is worn in the correct way.

1. The requirements of the school's Dress Code are as follows:

   **Tops:**
   - **Girls**: School Polo Shirt
   - **Boys**: School Polo Shirt

   **Undershirt (Plain Royal Blue, Red, Yellow, White)**
   - **Girls**: Royal blue or shorts
   - **Boys**: Royal blue shorts

   **Bottoms:**
   - **Girls**: Royal blue track pants
   - **Boys**: Royal blue track pants

   *(All of the above items except undershirts are sold at the school Tuck Shop, including the school jacket below. Jeans are not considered to be an acceptable component of the uniform.)*

   **Footwear:**
   - Shoes with impervious uppers, socks
   *(No thongs, sandals or fabric covered shoes are permitted)*

   **Headwear:**
   - School Hat or broad brimmed hat

   **Winter additions:**
   - School jacket, plain royal blue jumpers, scarfs (as per undershirt colours)

   **Please Note:** Elected School Captains and the Student Council Executive will be required to purchase some parts of the senior formal uniform from the beginning 2019.

(a) Year 12 students are granted the privilege of wearing their Senior Polo Shirt. They also design their own winter jersey. This garment must reflect official school colours.

(b) Students who represent the school either at Regional or State level in sporting events can wear this uniform for their year of representation, plus one year (due to the significant parental cost involved). Curriculum or other officially recognised events such as School Musicals are permitted to wear their team T-shirt, jacket or track suit for the year of issue only.

2. The Administration and teachers of the school have been delegated the responsibility by parents to ensure the correct wearing of the uniform.

3. The wearing of jewellery is not encouraged however students may wear discreet pieces of jewellery which do not pose a safety, security, health or morality issue for the school. Discrete jewellery would include a simple fine chain, ring, bangle or earrings.

4. Correct footwear must be worn in all situations. If students are unable to wear the correct footwear, they must bring a note of explanation from home. They must report to the office at the beginning of the day and an appropriate programme will be arranged.

5. To minimise sun damage to skin, students are to wear adequate protective head coverings and sunscreen during sport, physical education lessons and when playing outside for extended periods. Students who wish to wear additional non-uniform protective clothing during sport, HPE and sports carnivals (ie long sleeved shirts) are encouraged to do so. Hats are preferred to caps.

6. If, on a particular day, students cannot wear the full correct uniform, a note from parents/guardian explaining the reason for lack of correct uniform must be presented to the Office before school and replacement clothing will be issued by the office. The student’s clothing will be retained by the office and will be returned at 3pm in exchange for the borrowed uniform.

7. On Free Dress Days, students have a choice to dress in school uniform or casual clothing. However the casual clothing must be clean, safe, modest, in good condition and must not advertise inappropriate slogans, words or illustrations. All clothing including footwear must conform to the safety requirements of the school.
Social/Emotional Survey

Dear Parent/Caregiver

At Malanda State High School we believe that with our guidance and expertise every child is capable of achieving beyond their expectations. As part of our program of developing Individual Learning Plans for every child we seek your assistance. We have the data on your child's progress in Reading, Writing, Mathematics, Science, Physical Education, Music and The Arts. However to ensure that we can deliver appropriate curriculum at the appropriate level for your child we would also like to know something about their strengths, interests, hobbies and how well they get along with others.

Could you please complete the following brief survey about your son or daughter and return it to the Head of Student Support (Junior) – Mrs Stacey Stremouchiw your class teacher during your student's enrolment interview.

<table>
<thead>
<tr>
<th>Student:</th>
<th>Class:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

1. **Confidence & Getting Along** (which words best describe your child? check the ones that apply)

- [ ] Happy most of the time
- [ ] Mature for his/her age
- [ ] Thinks “I can do it”
- [ ] Accepts others
- [ ] Will share with others
- [ ] Willing to try new things
- [ ] Immature
- [ ] Difficulty making friends
- [ ] Thinks “I can’t do it”
- [ ] Joins in conversations
- [ ] Makes friends easily
- [ ] Has friends out of school
- [ ] Is tolerant
- [ ] Plays team sports
- [ ] Is shy

**Comments:**

2. **Persistence – which words best describe your child? (check the ones that apply)**

- [ ] Independence is developing
- [ ] Doesn’t give up on new tasks
- [ ] Can work in groups
- [ ] Needs constant encouragement to finish work
- [ ] Puts in a good effort
- [ ] Gives up sometimes
- [ ] Likes approval from an adult
- [ ] Not Interested
- [ ] Asks for help when needed
- [ ] Tries to follow instructions
- [ ] Can’t work in groups

**Comments:**
3. Level of Concentration - which words best describe your child? (Tick the ones that apply)

- Works best alone
- Easily distracted
- Follows instructions
- Is patient
- Works best in a group
- Completes tasks
- Avoids tasks
- Lacks patience
- Stays on task most of the time
- Daydreams
- Depends on the task

Comments:

4. Home background

How does your child get along with their brothers or sisters?
Comment:

What hobbies and sports does your child enjoy?
Comment:

How organised is your child? (For example: planning, finishing jobs, looking after their belongings, being on time etc.)
Comment:

5. Medical/Health issues

- Vision
- Hearing
- Speech
- Physical
- Undergoing treatment
- Medicated

Please describe further details of the above issues if they exist:

What is your child’s coordination like?
Comment:

Are there any health issues that might affect your child’s learning at school?
Comment:

Is your child currently receiving any counselling or is he/she working with their current school guidance officer on a regular basis?
Comment:
Social/Emotional Survey

Dear Parent/Caregiver

At Malanda State High School we believe that with our guidance and expertise every child is capable of achieving beyond their expectations. As part of our program of developing Individual Learning Plans for every child we seek your assistance. We have the data on your child's progress in Reading, Writing, Mathematics, Science, Physical Education, Music and The Arts. However to ensure that we can deliver appropriate curriculum at the appropriate level for your child we would also like to know something about their strengths, interests, hobbies and how well they get along with others.

Could you please complete the following brief survey about your son or daughter and return it to the Head of Student Support (Junior) – Mrs Stacey Stremouchiw your class teacher during your student’s enrolment interview.

<table>
<thead>
<tr>
<th>Student:</th>
<th>Class:</th>
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<tbody>
<tr>
<td>Parent:</td>
<td>Date:</td>
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1. **Confidence & Getting Along** – Which words best describe your child? Tick the ones that apply.

- Happy most of the time
- Mature for his/her age
- Thinks “I can do it”
- Accepts others
- Will share with others
- Willing to try new things
- Immature
- Difficulty making friends
- Thinks “I can’t do it”
- Joins in conversations
- Makes friends easily
- Has friends out of school
- Is tolerant
- Plays team sports
- Is shy

Comments:

2. **Persistence** – Which words best describe your child? Tick the ones that apply.

- Independence is developing
- Doesn’t give up on new tasks
- Can work in groups
- Needs constant encouragement to finish work
- Puts in a good effort
- Gives up sometimes
- Likes approval from an adult
- Not Interested
- Asks for help when needed
- Tries to follow instructions
- Can’t work in groups

Comments:
3. Level of Concentration - which words best describe your child? (Tick the ones that apply)

- [ ] Works best alone
- [ ] Works best in a group
- [ ] Stays on task most of the time
- [ ] Easily distracted
- [ ] Completes tasks
- [ ] Daydreams
- [ ] Follows instructions
- [ ] Avoids tasks
- [ ] Depends on the task
- [ ] Is patient
- [ ] Lacks patience

Comments:

4. Home background

How does your child get along with their brothers or sisters?
Comment:

What hobbies and sports does your child enjoy?
Comment:

How organised is your child? (For example: planning, finishing jobs, looking after their belongings, being on time etc.)
Comment:

5. Medical/Health issues

- [ ] Vision
- [ ] Speech
- [ ] Undergoing treatment:
- [ ] Hearing
- [ ] Physical
- [ ] Medicated

Please describe further details of the above issues if they exist:

What is your child’s coordination like?
Comment:

Are there any health issues that might affect your child’s learning at school?
Comment:

Is your child currently receiving any counselling or is he/she working with their current school guidance officer on a regular basis?
Comment: