

STUDENT DETAILS	
Student Family Name:	
Student Given Name:	
Entry Year Level:	
Financial Responsibility Parent Name:	

Please note: We require all of the below documentation before processing your application. All applications require supporting documents to validate enrolment:

✓ **Proof of Identity**

- The child's Birth Certificate to be sighted and number recorded on enrolment form

✓ **If Born outside of Australia**

- Passport
 Visa or Australian Citizenship Certificate

✓ **Immunisation details**

- This can be downloaded from the MyGov website

✓ **Proof of Address**

If you own the property:

- Current Ipswich City Rates Notice **OR**
 Current electricity bill

If you rent the property:

- Current signed Lease agreement **OR**
 Current electricity bill **OR**
 Confirmation from electricity provider of connection to the property

✓ **Child Care / Kindergarten if enrolling in Prep**

- Transition statement if in child care/ attending a Kindergarten

✓ **Previous School if Enrolling in Year 1 to Year 6**

- 2 most recent Report Cards

✓ **Enrolment Interview**

- Booked Date: _____ Time: _____

Leadership Team Member: _____

Camira State School
 184 – 202 Old Logan Road, Camira QLD 4300
 Phone: 07 3381 4888
 Email: admin@camirass.eq.edu.au



Principal

Kylie Bruce

Deputy Principal (Prep – Yr 2)

Amber Bartels

Deputy Principal (Yr 3 – Yr 6)

Chantel Collie

Head of Inclusive Education

Emma Milburn

Head of Department-Curriculum (Prep – Yr 2)

Jake Porteous

Head of Department-Curriculum (Yr 3 – Yr 6)

Lindy Du Plooy

Application for student enrolment form

INSTRUCTIONS

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

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

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

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

PRIVACY STATEMENT

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

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

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

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

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

PROSPECTIVE STUDENT DEMOGRAPHIC DETAILS

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

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

INDIGENOUS STATUS

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

FAMILY DETAILS

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

FAMILY DETAILS (continued)

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

COUNTRY OF BIRTH*

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

PROSPECTIVE STUDENT LANGUAGE DETAILS

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

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

	Complete passport and visa details section below	
<input type="checkbox"/> Student visa holder	Date of arrival in Australia _____	Date enrolment approved to: _____
	EQI receipt number: _____	
<input type="checkbox"/> Temporary visa holder	Complete passport and visa details section below. Temporary visa holders must obtain an 'Approval to enrol in a state school' from EQI	
<input type="checkbox"/> Other, please specify _____		

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

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

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

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

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

PROSPECTIVE STUDENT'S PREVIOUS EDUCATION / ACTIVITY

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

RELIGIOUS INSTRUCTION*

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Yes No

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

Commencement date

End date

Other Court Orders*

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

Yes No

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

Commencement date

End date

APPLICATION TO ENROL*

I hereby apply to enrol my child or myself at

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

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

Office use only

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

Parental occupation groups for use with parent/carer details

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

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

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

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

Defence Forces commissioned officer

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

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

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

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

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

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

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

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

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

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

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

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

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

Defence Forces senior Non-Commissioned Officer.

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

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

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

Skilled office, sales and service staff:

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

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

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

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

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

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

Office assistants, sales assistants and other assistants:

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

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

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

Labourers and related workers

Defence Forces ranks below senior NCO not included above

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

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

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

State schools standardised medical condition category list

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

Application to enrol in a Queensland state school

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

Entitlement to enrolment

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

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

Prospective student

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

Parent's occupation and education

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

Court Orders

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

Name on enrolment form

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

Gender

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

Religious Instruction

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



Camira State School

OLD LOGAN ROAD, CAMIRA, QLD 4300
Phone: (07) 3381 4888 Fax: (07) 3381 4800 www.camirass.eq.edu.au

Introduction to the Online Services Consent Form for Camira State School

Our school uses tools and resources to support student learning, including third party (non-departmental) online services hosted and managed outside of the Department of Education network.

Online services, including websites, web applications, and mobile applications, are delivered over the internet or require internet connectivity. Examples may include interactive learning sites and games, online collaboration and communication tools, web-based publishing and design tools, learning management systems, and file storage and collaboration services.

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

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

About the online services

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

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

Student information

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

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

Student works

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

Parent information

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

Purpose of the consent

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

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

It should be noted that, in some instances, the school may be required or authorised by the *Education (General Provisions) Act 2006* (Qld) or by law to record, use or disclose the student's personal information or materials without consent.

Voluntary consent provision

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

Consent may be limited or withdrawn

You can withdraw your consent at any time by notifying the school in writing (by email or letter). The school will confirm the receipt of your request via email if you provide an email address.

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

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

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

Duration of consent

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

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

Who to contact

To return the form, express a limited consent, withdraw consent or ask questions regarding consent, please contact **the Administration office**.

Online Services Consent Form

Privacy Notice

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

This form is to be completed by:

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

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

1. IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

Full name of student _____

2. INFORMATION COVERED BY THIS CONSENT FORM

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

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

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

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

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

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

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

3. APPROVED PURPOSE

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

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

4. TIMEFRAME FOR CONSENT

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

5. CONSENT FOR ONLINE SERVICES

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

Service name:	Mathletics	Data hosting:	Onshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	www.mathletics.com.au				
Purpose of use:	The purpose of this website is to provide maths games and activities to support the learning of maths concepts and skills. Users can compete against other registered users through challenges to earn points and achieve high scores.				
Terms of use:	https://www.3plearning.com/terms/				
Privacy policy:	https://www.3plearning.com/privacy/				

Service name:	Reading Eggs	Data hosting:	Onshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	www.readingeggs.com.au				
Terms of use:	https://readingeggs.com.au/terms				
Privacy policy:	https://readingeggs.com.au/privacy				
Purpose of use:	The purpose of this website is to promote and provide access to a product designed to develop a student's ability to read English. These products are designed to engage students with interactive learning systems. These products allow students to compete internationally using a point based system.				

Service name:	StudyLadder	Data hosting:	Onshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	www.studyLadder.com.au				
Terms of use:	https://www.studyLadder.com.au/about/terms				
Privacy policy:	https://www.studyLadder.com.au/about/privacy				
Purpose of use:	The purpose of this website is to provide students with an online learning platform for all subjects.				

Service name:	Mathseeds	Data hosting:	Onshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	http://mathseeds.com.au				
Terms of use:	https://readingeggs.com.au/terms				
Privacy policy:	https://readingeggs.com.au/privacy				
Purpose of use:	The purpose of this website is to provide an online interactive platform to teach students math.				

Service name:	Class DOJO	Data hosting:	Onshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	http://www.classdojo.com				
Terms of use:	https://www.classdojo.com/en-gb/terms/				
Privacy policy:	https://www.classdojo.com/en-gb/privacy/				
Purpose of use:	The purpose of this website is to help teachers improve student behaviour and engagement while keeping parents and caregivers in the loop.				

Service name:	Typing Club	Data hosting:	Onshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	www.typingclub.com				
Terms of use:	https://www.typingclub.com/terms.html				
Privacy policy:	https://www.typingclub.com/privacy.html				
Purpose of use:	The purpose of this website is to provide typing skill tutorials to improve touch typing.				

Service name:	Nearpod	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	www.nearpod.com				
Terms of use:	https://nearpod.com/terms-conditions				
Privacy policy:	https://nearpod.zendesk.com/hc/en-us/articles/360049188592				
Purpose of use:	The purpose of this website is to engage students in media and to make lessons interactive.				

6. CONSENT AND AGREEMENT

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

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

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

Print name of student: _____

Print name of consentor: _____

Signature or mark of consentor: _____

Date: _____ / _____ / _____

Signature or mark of student*: _____

Date: _____ / _____ / _____

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

SPECIAL CIRCUMSTANCES

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

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

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

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

Print name of _____

witness:

Signature of _____

witness:

Date: / / _____

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

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

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

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

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

Print name and role of person taking the consent: _____

Signature of person taking the consent: _____

Date: / / _____



INTERNET ACCESS AGREEMENT

CAMIRA STATE SCHOOL

INTERNET ACCESS AGREEMENT - STUDENTS

I understand that the Internet can connect me to useful information stored on computers around the world. While I have access to the Internet from Camira State School

- I will always gain permission from a teacher before using the Internet.
- I will only use it for educational purposes.
- I will always be courteous and use appropriate language.
- I will not look for anything illegal, dangerous or offensive.
- If I accidentally come across offensive pictures of information I will immediately
 - a. Exit from that site
 - b. 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 will not download material or join mailing lists without permission.
- I will respect the privacy of others and not trespass on work folders belonging to somebody else.
- I will not copy and claim the work of someone else as my own.
- I will respect the expensive equipment provided for my use by not vandalising, disrupting or harming the equipment.

I understand that if the school decides that I have broken these rules, appropriate action will be taken. This may include loss of Internet access and / or contacting my parents.

Student Name: _____ **Class:** _____

Student Signature: _____ **Date:** _____

INTERNET ACCESS AGREEMENT - PARENT / GUARDIAN

I understand that the Internet can provide students with valuable learning experiences.

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

I believe _____ (name of student) understands his / her responsibility and I hereby give 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 access for some time and / or contacting me.

I do / do not (*please circle*) give permission for my child to participate in using the Internet for research and Internet based projects.

Parent or Guardian's Name: _____

Signature _____



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:

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:

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: Social Media

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

DATE FROM: For the duration of enrolment. Parent to notify of any changes.

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: https://camirass.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: www.facebook.com.au/camirastateschool

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: NOT APPLICABLE

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: NOT APPLICABLE

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:

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) **Camira State School**

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 (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 new 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 9 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 Website' 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.

Uncontrolled Copy. Refer to the Department of Education Policy and Procedure Register at <http://ppr.det.qld.gov.au> to ensure you have the most current version of this document.

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.



CAMIRA STATE SCHOOL

I accept the expectations and policies of Camira State School as stated in the following documents that I have read and accessed online at <https://camirass.eq.edu.au/enrolments/forms>

ENROLMENT AGREEMENT

We agree to support the following policies:

Student Code of Conduct (CSS Website)

Attendance Policy

The Use of Personal Technology Devices at School

Dress Code Policy

Homework Policy

Initial

We have sighted and signed the following documents:

Student Internet Access Agreement

Media Consent Form

Initial

We agree to follow the school expectations:

Be Respectful

Be Responsible

Be Resilient

Initial

Note: if you have any queries about the policies please make an appointment with administration to discuss any questions you may have.

Student: _____ Date: ____ / ____ / ____

Parent/Guardian: _____ Date: ____ / ____ / ____



ENROLMENT AGREEMENT

Responsibility of student to:

- attend school on every school day for the educational program in which they are enrolled, on time, ready to learn and take part in school activities
- act at all times with respect and show tolerance towards other students and staff
- work hard and comply with requests or directions from the teacher and principal
- abide by school expectations as outlined in the school's Student Code of Conduct
- meet homework requirements and wear school's uniform
- respect the school property.

Responsibility of parents to:

- ensure your child attends school on every school day for the educational program in which they are enrolled
- attend open meetings for parents
- let the school know if there are any problems that may affect your child's ability to learn
- ensure your child completes homework regularly in keeping with the school's homework policy
- inform school of student absences and reasons for absences in a timely manner
- treat school staff with respect
- support the authority of school staff thereby supporting their efforts to educate your child and assist your child to achieve maturity, self discipline and self control
- not allow your child to bring dangerous or inappropriate items to school
- abide by school's instructions regarding access to school grounds before, during and after school hours
- advise Principal if your student is in the care of the State
- keep school informed of any changes to student's details, such as student's home address and phone number.

Responsibility of school staff to:

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



CAMIRA STATE SCHOOL

RECEIPT OF NEWSLETTER BY E-MAIL

Please choose 1 option only

- Please forward the newsletter by e-mail to the address below

Our e-mail address is:

(please print clearly)

Student name: _____

Student year level: _____

Parent Name: _____

Parent Signature: _____

OR

- I do not have access to e-mail and require a paper copy.

Parent Name: _____

Parent Signature: _____

NEWSLETTER PERMISSION



CAMIRA STATE SCHOOL

ATTENDANCE POLICY

At Camira State School we expect that all students will attend school every day. The school has high expectations around attendance as referenced in the School Strategic Plan.

As stated by the Department of Education, every student is required to attend school on every school day of their education program unless they have a reasonable excuse, such as illness.

Parents/Carers are requested to contact the school administration or call the student absence line on **3381 4860** to inform the school of your child's absence, duration and reason for absence. If no contact is made by a parent or carer by 9:00am a text message will be sent from the school to the parent contacts listed on the school records asking for confirmation of the student's absence and reason for absence.

UNEXPLAINED ABSENCES

Any absence that is unexplained will be followed up by a member of Administration. Parents will be contacted via phone, text message or letter to explain the child's absence.

Any student absent for 3 days or more will be contacted by a member of the Leadership Team to discuss the extended absence.

LATE ARRIVAL / EARLY DEPARTURE

Students are required to be in class for the start of learning at **8:50am**. Any student who arrives after 9:00am is required to attend the Student Services window to obtain a late slip prior to going to the classroom.

Students who have an appropriate reason to leave school prior to 2:50pm require a parent or carer to attend the Student Services window to obtain an early departure slip to give to a staff member. No child will be released from a classroom without a parent/carer producing this slip. This ensures the safety of all students in our care.

ATTENDANCE POLICY



ATTENDANCE POLICY

WHY DOES ATTENDANCE MATTER?

Every day counts

Every day counts... because children achieve better when they attend school all day, every day

Every day counts... because going to school means getting a better chance at life

Every day counts... because school helps children build social and emotional skills such as communication, teamwork and resilience

Every day counts... because going to school is a legal requirement

What the law says

Under the law, you must make sure your child is enrolled and attends school on ALL school days unless you have a reasonable excuse.

You must not keep your child away from school for minor reasons.

Under the law, schools must monitor attendance of students and follow up with parents and caregivers any unexplained absences.

What you can expect from the school

- Monitoring of student attendance
- Letting you know if your child is not at school
- Following-up any unexplained absences as soon as practicable, but within three days of any unexplained absence
- Effective teaching strategies to engage your child in learning
- Strategies to help you to encourage your child to go to school

Support for families

If your child does not want to go to school, or is missing school without your knowing, contact your school immediately for assistance and support.



PERSONAL TECHNOLOGY DEVICES

CAMIRA STATE SCHOOL

PERSONAL TECHNOLOGY DEVICES AT SCHOOL

Many students own and bring technological devices such as phones and iPads to school. Students are required to hand these devices in to the office before school and collect them when the school day has finished. This will ensure the safety and security of the devices throughout the schoolday.

Students who do not follow the process of handing technological devices in to school may have their device confiscated until a parent or carer can collect the device.



CAMIRA STATE SCHOOL

DRESS CODE POLICY

Dress Code

Our school has a Student Dress Code which has the full support and endorsement of the P and C and our school community. The school dress code complies with the Education (General Provisions) Act 2006, Part 10, Sections 360 – 363.

The school uniform should be worn with pride by students at all times and full compliance with the dress code is expected. The Student Dress Code is referred to in the Responsible Behaviour Plan for Students in accordance with the Education (General Provisions) Act 2006.

To maintain a high standard of pride, to assist students to feel part of our school community and for safety, students are expected to comply with the dress code.

The school uniform consists of:

- CSS polo
- CSS cargo shorts or skirt
- CSS wide brimmed or bucket hat
- CSS navy jumper
- White socks
- Predominantly black shoes

In addition:

- Uniforms should be clean and tidy
- Shoes should be fully enclosed. Thongs and sandals of any type are not appropriate for school due to safety factors. Boots or hightops, roller shoes or shoes with a high heel are also **NOT** permitted.
- Permitted jewellery: one pair of sleepers or studs, a watch, religious/medical medallions only
- Natural hair colour and style, long hair on or past the shoulders, should be tied back. Hair should not obscure student's view or impact their ability to learn. No mohawks, tracks or bright colours are acceptable. Staff will provide guidance to students on this matter.
- Hair Accessories – bows, ribbons, hair ties should be in school colours only: Navy, Red, Pale Blue.

DRESS CODE POLICY



CAMIRA STATE SCHOOL

UNIFORM PRICE LIST

Girls Uniform

POLO: NAVY/SKY PANEL with EMBLEM

SKORT: NAVY BLUE with EMBLEM

BUCKET HAT: NAVY BUCKET RED TRIM with EMBLEM

SLOUCH HAT: NAVY SLOUCH with EMBLEM

JACKET: NAVY ZIP FLEECE with EMBLEM



Short Sleeve Navy Polo Top



Navy Skort



Navy Fleece Jacket

Boys Uniform

POLO: NAVY/SKY PANEL with EMBLEM

SHORTS: NAVY CARGO with EMBLEM

BUCKET HAT: NAVY BUCKET RED TRIM with EMBLEM

SLOUCH HAT: NAVY SLOUCH with EMBLEM

JACKET: NAVY ZIP FLEECE with EMBLEM



Navy Cargo Shorts



Navy Slouch Hat



Navy Bucket Hat

UNIFORM PRICE LIST

Camira State School uniforms are available to purchase from our onsite uniform shop. Opening hours are:

Monday 8am – 10:30am
Thursday 2pm – 4:30pm

Online ordering is also available at
<https://www.wearitto.com.au/schools/camira-state-school>

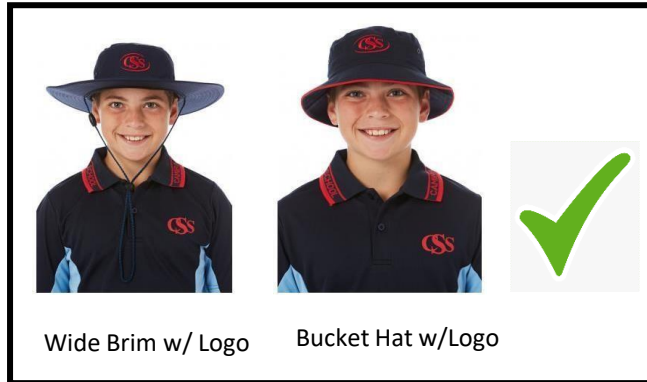


CAMIRA STATE SCHOOL

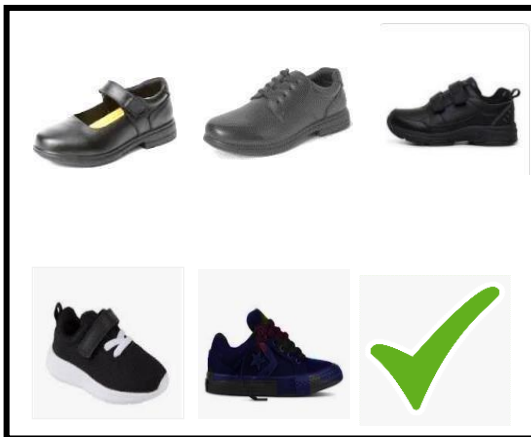
Acceptable Uniform Items

UNIFORM LIST – APPROPRIATE ITEMS

SCHOOL HATS



BLACK SCHOOL SHOES



WHITE MID-RISE SOCKS



WINTER CLOTHING



UNIFORM PRICE LIST AND ORDER FORM 2023



Student Name:
 Parent Name:
 Year and PC Group:
 Contact Number:

UNIFORM SHOP HOURS
CAMIRA STATE SCHOOL
Term 1 to 3: Monday 8.00m to 10.30 am Thursday 2.00 pm to 4.30 pm First 2 weeks of Term 1 trading at 3 days per week.
Term 4: Monday 8.00am to 10.30am Tuesday 8.00am to 10.30am Thursday 2.00pm to 4.30pm
 Phone: (07) 3381 4888 Email: camirass@wearitto.com.au

Visit our website to see how you can shop online and view our delivery options www.wearitto.com.au *all prices are subject to change

UNIFORM						
ITEM	CODE	PRICE*	SIZE	TAKEN	ORDER	TOTAL
Polo	411687362	\$33.95				
Shorts	411684211	\$31.95				
Skort	411684651	\$30.00				
Fleecy Zip-Up Jacket	411687611	\$39.95				
Fleecy Pant	411688607	\$33.00				

MISC UNIFORM						
ITEM	CODE	PRICE*	SIZE	TAKEN	ORDER	TOTAL
Bucket Hat	41168BUCK	\$17.95				
Slouch Hat (Prep)	41168SLOUC	\$22.95				
School Bag	41168PAK	\$49.50				
Hair Accessory		From \$7.90				

Total no. of items: **Taken:** **Ordered:** **Payment total:**

Payment Details

We accept Cash, EFTPOS or Credit Card. We **do not** accept cheques. Phone orders during shop hours are welcome.

• Cash
 Total Amount
 Credit Card no.
 Cardholder Name: (Please print)
 Expiry Date:
 Cardholder's signature

• EFTPOS
 \$

• Credit Card

CCV:

CAMIRA STATE SCHOOL

HOMEWORK POLICY

Rationale

At Camira SS homework is an expectation for all students. The setting of homework takes into account the need for Camira students and their families to have a balanced lifestyle. Homework should include sufficient time for family, recreation and cultural activities.

Homework:

- is purposeful and meaningful to the students
- supports the development of independence and responsibility
- is varied and differentiated to individual learning needs
- reinforces core learning, consolidates, revises and/or applies students' classroom learning
- establishes routines
- reinforces home/school partnerships

Homework Overview – Suggested time/task allocations

Year Level	Time per Day	Tasks
Prep	10-15 mins	Home Reader Sightwords Number work
Year 1-2	15-20 mins	Home Reader Sightwords/Spelling Number work
Year 3-4	15-20 mins	Reading Spelling Number work
Year 5-6	20-25 mins	Reading Spelling Number work

Responsibilities

Teacher

- Implement the policy correctly
- Establish a homework routine with students
- Set purposeful, differentiated and relevant tasks
- Establish and maintain open communication with parents and students
- Monitor and correct homework regularly

Student

- Be aware of homework expectations
- Accept responsibility for completion and return of homework within set timeframe
- Seek assistance from teacher when difficulties arise
- Follow up on feedback made by teacher
- Organise time management e.g. cultural, sporting, family, leisure

Parents

- Read to, talk to and involve your child in homework tasks
- Encourage your child to organise their time and take responsibility for their learning
- Help your child to complete tasks by discussing key questions or directing them to resources
- Assist your child to balance the amount of time spent completing homework and other recreational activities
- Contact the relevant teacher to discuss any concerns about the nature of homework and their children's approach to homework
- Ensure homework is completed and returned to school on time

HOMEWORK POLICY





Bottom Oval



3 / 4 Adventure Playground



Junior Playground



1 / 2 Outdoor Learning Area