



# MACGREGOR STATE SCHOOL

## 2020

### PREP ENROLMENT PACK





# MacGregor State School

370 McCullough Street  
MacGregor QLD 4109

## Welcome to MacGregor State School

From the Principal

Thank you for applying for enrolment of your child at MacGregor State School.

Our school opened in 1972. We have established a very proud reputation as a school of excellence; consistently being one of the highest performing schools in student academic, performing arts and sporting results. Our school offers programs for about 1300 students in Prep to Year 6.

Our local community supports our school through high demand for enrolment. Nearly 70% of our students identify with a non-English speaking cultural background. A copy of our Enrolment Catchment Boundary Map, our Enrolment forms and processes are on our school website.

Our school has successfully introduced the Australian National Curriculum from Prep to Year 6. We focus on improving all students' outcomes in English, Maths and Science using 21st century teaching strategies and technologies. To accelerate learning all our classrooms have access to internet connected devices.

We recognise that our students have a full range of gifts and talents that we seek to develop. We have full uniform and high expectations on behaviour. At our school we believe that the education of our children is a partnership involving both the home and the school. We aim to work in a positive partnership with parents to develop every child to their full potential.

Further details on our school are available on our school website or contact our Enrolment Officer on 07 3323 4333.

Kind regards

**Lee Gerchow**  
**Principal**



# MACGREGOR STATE SCHOOL

## General Information

At MacGregor State School we are an Enrolment Managed School. This means you must live within our “catchment area” in order to have automatic enrolment into this school. You can view the catchment area map on our website to check your address.

**If you reside in our “catchment area”**, your enrolment is automatic into MacGregor State School. When submitting enrolment forms, please come prepared with the correct documentation, otherwise the enrolment process cannot proceed.

### **Proof of Residency – In Catchment Enrolment**

Our school continues to experience high demand for enrolment. To ensure all our local “in catchment” students are able to attend our school, our Enrolment Management Plan provides clear direction on how enrolment applications will be managed.

Our Enrolment Officers must be very detailed in their checking of documentation of student’s principal place of residence by asking for:

- Utility bills (e.g. water bill) or a series of bills at for the same address over a sequential period to demonstrate continued/ongoing residency
- Electoral Roll verification letter
- Mobile phone statement (*with current address details*)
- Driver’s Licence (*with current address details*)
- Bank statement (*with current address details; financial details are not required*)
- Tax Assessment Notice (*financial details are not required*)
- Documents demonstrating recent change of address / re-location to within the school’s catchment area (e.g. proof of sale or termination of lease for the previous principal place of residence in a different catchment).

If any of these documents are not provided, then a properly sworn Statutory Declaration from the enrolling parent or legal guardian attesting that the student’s principal place of residence is the place nominated in the enrolment application will be required.

*Applicants should note that a false statement/assertion about the student’s principal place of residence may amount to an offence and may be reported to police. The Principal may repeal a decision to enrol a student in such circumstances. Any enrolment application received supported only by a Statutory Declaration, will be conditionally accepted until reviewed and approved by the Principal.*

### **Out of catchment enrolments**

Out of catchment students applying for enrolment at this school are placed on a waiting list, and if a place becomes available will be assessed in order of receipt. Over the last three years we have been unable to make any offers for out of catchment families.

**DO NOT COMPLETE THIS ENROLEMNT PACK IF YOU RESIDE OUTSIDE OUR CATCHMENT AREA.**

Please note that enrolment applications only remain on the waiting list for the current year.

# MACGREGOR STATE SCHOOL

## Additional Information



### QPARENTS

QParents is an App available to parents, which can be downloaded to your phone, tablet or portable device. It allows parents to have direct access to important information about their child. These include, updating personal details, advising the school of absences, viewing report cards and paying financial accounts and invoices issued by the school.

#### Financial Delegation in QParents

The parent listed as **Parent/Carer 1** in the **Student Family Details** area of the **Application for Student Enrolment Form** will receive student invoices raised in their name and will also be able to make payments from their QParents account.

QParents is proving to be very popular with parents, allowing them to keep up to date with information about their child. Credit Card payments for excursions and school based activities can be paid through a secure server using the QParents App.

Please indicate below who will be the main contact for QParents:

☐ **Parent/Carer 1**

☐ **Parent/Carer 2**

***This person must have a valid email address that is active and current***



### EMAIL ACCOUNTS

Email is the preferred method of communication between home and school. It is important that current email addresses are kept updated with the school.

Important information from your child's teacher, communication from members of the Admin Team and general school notices and newsletters are emailed home to parents.

Additionally, school report cards are emailed home twice a year.

If for any reason your email address changes throughout the year, please advise the school immediately.

# MACGREGOR STATE SCHOOL

## Enrolment Agreement

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

### ***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 rules as outlined in the school's Responsible Behaviour Plan for Students, including not bringing items to school which could be considered as weapons (e.g. dangerous items such as knives)
- 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
- inform students, parents and carers about what the teachers aim to teach the students each term
- teach effectively and to set the highest standards in work and behaviour
- clearly articulate the school's expectations regarding the Responsible Behaviour Plan for Students 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 complaints in an open, fair and transparent manner in accordance with departmental procedure, Complaints Management – State Schools
- treat students and parents with respect .

## **Policies and Procedures**

Copies of policies and procedures for MacGregor State School are available on the school's website.

[www.macgregorss@eq.edu.au](http://www.macgregorss@eq.edu.au)

- ☐ Responsible Behaviour Plan for Students
- ☐ Student Dress Code
- ☐ Homework Policy
- ☐ School Charges and Voluntary Contributions
- ☐ School network usage and access statement requirement of Acceptable Use of the Department's Information, Communication and Technology (ICT) Network and Systems
- ☐ Absences
- ☐ School Excursions
- ☐ Complaints Management
- ☐ Parent Notice for Religious Instruction in School Hours
- ☐ Parent / Guardian Consent form for *Voluntary Student Participation in Program of Chaplaincy Services*
- ☐ Department insurance arrangements and accident cover for students
- ☐ Managing Consent to Use Student/Volunteer Copyright Materials and/or to Record, Use or Disclose Student Personal Information
- ☐ Appropriate Use of Mobile Telephones and other Electronic Equipment by Students
- ☐ School instructions for school access

I acknowledge:

- That I have read and understood the responsibilities of the student, parents or carers and the school staff outlined above; and
- That information about the school's current rules, policies, programs and services, as outlined above, is available on the school's website.

<b>Parent or Guardian's Signature:</b>	
<b>Student's Signature:</b>	
<b>Principal or delegate's signature:</b>	
<b>Date enrolment to commence:</b>	

**Office Use Only**

Child's Name: \_\_\_\_\_

Catchment: ☐ Yes ☐ No

No

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Gender: ☐ Male ☐ FemaleHas the child enrolled in a Queensland State School before? ☐ Yes ☐ No

# 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. 155 and 428 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 (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, 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 special 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 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 applicant must obtain approval from the Chief Executive via Education Queensland International (EQI) to enrol).

Office use only					
Date enrolled	____ / ____ / ____	Year level		Roll Class	EQ ID
Independent student	<input type="checkbox"/> Yes <input type="checkbox"/> No	Birth certificate/passport sighted, number recorded and DOB confirmed			<input type="checkbox"/> Yes <input type="checkbox"/> No Number: _____
Is the prospective student over 18 years of age at the time of enrolment		<input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, is the prospective student exempt from the mature age student process?		<input type="checkbox"/> Yes <input type="checkbox"/> No			
If no, has the prospective mature age student consented to a criminal history check?		<input type="checkbox"/> Yes <input type="checkbox"/> No			
School house/team		EAL/D support			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> To be determined
FTE		Associated unit		Visa and associated documents sighted	<input type="checkbox"/> Yes <input type="checkbox"/> No
EQI category		SV – student visa TV – temporary visa DS – dependent – parent on student visa EX – exchange student DE – distance education			



**PROSPECTIVE STUDENT DEMOGRAPHIC DETAILS**

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

**APPLICATION DETAILS**

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

**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				

**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
Sex	<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



**FAMILY DETAILS (continued)**

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

**PROSPECTIVE STUDENT ORIGIN DETAILS**

Origin	Queensland/interstate/overseas		
Origin type	Childcare centre or kindergarten/Prep/primary/secondary/VET/other		
Previous school/other location			
Previously employed	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	

**INDIGENOUS STATUS**

Is the prospective student of Aboriginal or Torres Strait Islander origin?	<input type="checkbox"/> No	<input type="checkbox"/> Aboriginal	<input type="checkbox"/> Torres Strait Islander	<input type="checkbox"/> Both Aboriginal and Torres Strait Islander
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**RELIGION – RELIGIOUS INSTRUCTION\***

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

**COUNTRY OF BIRTH\***

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

**PROSPECTIVE STUDENT LANGUAGE DETAILS**

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

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

<input type="checkbox"/> Permanent resident	Complete passport and visa details section below		
<input type="checkbox"/> Student visa holder	Date of arrival in Australia ____/____/____	Date enrolment approved to: ____/____/____	
	EQI receipt number:		
<input type="checkbox"/> Temporary visa holder	Complete passport and visa details section below		
<input type="checkbox"/> Other, please specify _____	Temporary visa holders must obtain an 'Approval to enrol in a state school' from EQI		
<p>Passport and visa details (to be completed for a prospective student who is NOT an Australian citizen).</p> <p>NOTE: A permanent resident will have a passport with a permanent residency visa inside worded 'Holder(s) permitted to remain in Australia indefinitely'.</p> <p>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.</p>			
Passport number		Passport expiry date	____/____/____
Visa number		Visa expiry date (if applicable)	____/____/____
Visa sub class			

**EMERGENCY CONTACT DETAILS** (Other emergency contact details if parents/carers listed previously are not emergency contacts or cannot be contacted)\*

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

**PROSPECTIVE STUDENT MEDICAL INFORMATION** (including allergies)\*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	<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		
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)		<input type="checkbox"/> Yes <input type="checkbox"/> No	
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)		

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

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

Is the prospective student identified as residing in out-of-home care?

☐ Yes ☐ No

If yes, what are the dates of the court order? Please provide a copy of the court order and/or the Authority to Care.

Commencement date

\_\_\_/\_\_\_/\_\_\_

End date

\_\_\_/\_\_\_/\_\_\_

Contact details of the Child Safety Officer (if known)

Name

Phone number

**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

\_\_\_/\_\_\_/\_\_\_

**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.

	Parent/carer 1	Parent/carer 2	Prospective student
Signature			
Date	___/___/___	___/___/___	___/___/___



## Parental occupation groups for use with parent/carers 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 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

## 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).

## 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.

**QUEENSLAND  
OATHS ACT 1867**

**STATUTORY DECLARATION**

**MACGREGOR STATE SCHOOL ENROLMENT APPLICATION**

Applicants should note that a false statement / assertion about the student's principal place of residence may amount to an offence and may be reported to police.

The school Principal may repeal a decision to enrol a student in such circumstances.

I, \_\_\_\_\_ (Parent/ Carer Name)

do solemnly and sincerely declare that:

1. ☐ I am applying for entry to MacGregor State School under the Local Catchment category  
**OR**

☐ I am applying for entry to MacGregor State School under the Non-catchment category

On behalf of my child \_\_\_\_\_ (child's name).

2. This application is made in accordance with the *MacGregor State School Enrolment Management Plan*.

3. All documents enclosed with my application are original, true and correct.

4. The address cited in the application, namely,

- ☐ falls within the Local Catchment Area **or**  
☐ does not fall within the Local Catchment Area

as defined in the *MacGregor State School Enrolment Management Plan*.

5. This address is the Principal Place of Residence of myself and my family, including my child \_\_\_\_\_ (the applicant for entry) and that this is our permanent family arrangement.

And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the Oaths Act 1867.

Signed: \_\_\_\_\_ Declared at \_\_\_\_\_ in the state of  
Queensland this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_.

Before me \_\_\_\_\_

(Qualified Justice of the Peace or Commissioner for Declarations)

Stamp of Qualified  
Justice of the Peace  
of Commissioner for  
Declarations



# MACGREGOR STATE SCHOOL

## Internet Usage Agreement

### **INTERNET USAGE PERMISSION FORM**

The Department of Education requires us to hold a permission form for every child that will have access to the Internet. The Internet will be aimed at enhancing educational activities, research and learning.

While we are aware of some concerns regarding some of the types of information available on the Internet, children will usually be under adult supervision.

#### **PARENT OR CAREGIVER CONSENT** *(All Students Yrs Prep – 6 need parental consent)*

I understand that 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 and supervisors will always exercise their duty of care, protection against exposure to harmful information must depend finally upon responsible use by students. I understand that Departmental and school filters are in place for screening of material and these filters will prevent access to most unsuitable sites.

I agree for the school to use my child's written work (eg stories and poems), paintings, pictures, drawings, designs, photographs, videos, films, music, performance, computer programmes, web sites, sculptures, fashion or costume, or any other works for publication on the Internet. I understand that if a photo of my child is used that no identifying information will accompany it.

I believe \_\_\_\_\_ (student's full name) of \_\_\_\_\_ (Class) 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 access for some time.

\_\_\_\_\_  
Name of Parent/Caregiver

\_\_\_\_\_  
Signature of Parent/Caregiver

\_\_\_\_\_  
Date

#### **STUDENT AGREEMENT** *(Year 4-6 Students only to read and sign)*

I understand that the Internet can connect me to much useful information stored on computers around the world.

While I have access to the Internet:

- ☐ I will use it only for educational purposes
- ☐ I will not look for anything that is illegal, dangerous or offensive.
- ☐ If I accidentally come across something that is illegal, dangerous or offensive, I will –
- ☐ Clear any offensive pictures or information from my screen
- ☐ Immediately and 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 loss of my Internet access for some time.

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Date



Thursday, 7 February 2019

## Third Party Website Consent

### Privacy Notice

*The Department of Education and Training is collecting your personal information on this form in order to obtain consent for disclosure of a student's personal information to facilitate registration and use of third party web based software identified on the form. The information will be used and disclosed by authorised school employees for the purposes outlined on the form.*

*Student personal information collected on this may also be used or disclosed to third parties where authorised or required by law. This information will be stored securely. If you wish to access or correct any of the personal student information on this form or discuss how it has been dealt with, please contact your student's school in the first instance.*

Dear Parent/Guardian,

The use of web based educational resources has risen steadily over the last decade and are increasingly being used by teachers across Queensland to improve student learning outcomes.

Our school and teachers make decisions about the best technology to meet the needs of our students. Sometimes it is beneficial for students to utilise services provided by third party web based providers.

MacGregor State School wishes to utilise the third party web based service provider/s listed below to aid students learning.

Parental permission required for students to use these APPS, programs

MICROSOFT – SWAY <a href="http://www.sway.com">www.sway.com</a>	MICROSOFT – FORMS <a href="http://www.forms.office.com">www.forms.office.com</a>	
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Notification to parents that these APPS, programs may be used at school

3P LEARNING - MATHELTICS <a href="http://mathletics.com.au">mathletics.com.au</a> and <a href="http://3plearning.com">3plearning.com</a>	3P LEARNING - READING EGGS <a href="http://readingeggs.com.au">readingeggs.com.au</a> and <a href="http://3plearning.com">3plearning.com</a>	SEE SAW <a href="http://web.seesaw.me">web.seesaw.me</a>
GROK LEARNING <a href="http://groklearning.com">http://groklearning.com</a>	CLICKVIEW <a href="http://www.clickview.com.au">http://www.clickview.com.au</a>	SUNSHINE ONLINE <a href="http://www.sunshineonline.com">http://www.sunshineonline.com</a>
ACER ONLINE ASSESSMENT & REPORTING <a href="http://oars.acer.edu.au">https://oars.acer.edu.au</a>		

For your student to use the service the teacher will need to register them as a user. Registering with these providers requires student personal information to be disclosed to the provider of the service. In the case of the services outlined below they are private companies that are hosted outside of Australia. Outside of Australia means that data that is entered to register for these sites will be stored on servers that are not based in Australia and therefore are not bound by Queensland's privacy laws. Registration may include disclosing the following information about your student:

- Student Name,
- Age,
- Year group,
- Class Teacher and
- Student email

We need your permission for the registration and use of these sites by your student.

*Note: 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.*

Before you complete this consent form it is important that you understand the reasons that these websites collect this information, what will be done with it, who else may have access to it and where the data is stored. This information can be found in the hyperlinks below referring to each website's terms and conditions and/or privacy policy.

Please read these and ensure that you understand the implications of using this service before giving your consent. If you have any queries around the storage of student's information, please feel free to contact your child's teacher.

If you have any further questions, please don't hesitate to contact Mr Peter Holloway – Head of Curriculum ICT.

Please complete the attached form and return to your child's teacher. We look forward to being to use these software packages across the school with the students.

Kind regards



**GARY DAVEY**  
**DEPUTY PRINCIPAL**

### THIRD PARTY WEBSITES – PERMISSION SLIP

**Student's name:** \_\_\_\_\_ **Class:** \_\_\_\_\_

Please **indicate your choice** (or cross out which does not apply) to your child's information being provided to each of the third party providers for the provision of an educational service.

**Name of Provider:** Sway [www.sway.com](http://www.sway.com) ☐ Do Consent / ☐ Do Not Consent

**Type of Service:** The purpose of this website is to create and share interactive reports and presentations.

<b>Website:</b> <a href="https://sway.com">https://sway.com</a>	<b>Terms of Use:</b> <a href="https://www.microsoft.com/en-au/servicesagreement">https://www.microsoft.com/en-au/servicesagreement</a>
<b>Privacy Policy:</b> <a href="https://www.microsoft.com/en-au/privacystatement/default.aspx">https://www.microsoft.com/en-au/privacystatement/default.aspx</a>	<b>File Storage:</b> Cloud based servers in USA.

**Name of Provider:** Microsoft Forms [www.forms.office.com](http://www.forms.office.com) ☐ Do Consent / ☐ Do Not Consent

**Type of Service:** The purpose of this website is to provide teachers the ability to create customized quizzes, surveys, questionnaires and polls for educational use in their classrooms. While on the department's network, teachers will be able to embed their forms via their OneNote Class Notebook.

<b>Website:</b> <a href="https://forms.office.com">https://forms.office.com</a>	<b>Terms of Use:</b> <a href="https://www.microsoft.com/en-us/legal/intellectualproperty/copyright/default.aspx">https://www.microsoft.com/en-us/legal/intellectualproperty/copyright/default.aspx</a>
<b>Privacy Policy:</b> <a href="https://privacy.microsoft.com/en-gb/privacystatement">https://privacy.microsoft.com/en-gb/privacystatement</a>	<b>File Storage:</b> Cloud based servers in USA.

The following sites are online learning tools used within the class context and also accessed at home using their school login:

3P LEARNING - MATHELTICS	<a href="http://mathletics.com.au">mathletics.com.au</a> and <a href="http://3plearning.com">3plearning</a>	<input type="checkbox"/> Do Consent / <input type="checkbox"/> Do Not Consent
3P LEARNING - READING EGGS	<a href="http://readingeggs.com.au">readingeggs.com.au</a> and <a href="http://3plearning.com">3plearning</a>	<input type="checkbox"/> Do Consent / <input type="checkbox"/> Do Not Consent
SEE SAW	<a href="http://web.seesaw.me">web.seesaw.me</a>	<input type="checkbox"/> Do Consent / <input type="checkbox"/> Do Not Consent
GROK LEARNING	<a href="https://groklearning.com">https://groklearning.com</a>	<input type="checkbox"/> Do Consent / <input type="checkbox"/> Do Not Consent
CLICKVIEW	<a href="https://www.clickview.com.au">https://www.clickview.com.au</a>	<input type="checkbox"/> Do Consent / <input type="checkbox"/> Do Not Consent
SUNSHINE ONLINE	<a href="http://www.sunshineonline.com">http://www.sunshineonline.com</a>	<input type="checkbox"/> Do Consent / <input type="checkbox"/> Do Not Consent
ACER ONLINE ASSESSMENT & REPORTING	<a href="https://oars.acer.edu.au">https://oars.acer.edu.au</a>	<input type="checkbox"/> Do Consent / <input type="checkbox"/> Do Not Consent



### THIRD PARTY WEBSITES – PERMISSION SLIP (Cont.)

As a parent or guardian of this student, I have read the terms of use and privacy policy of each of the websites listed. I understand that my student's personal information will be provided to these third party software providers for the purpose of my student's registration and use of the software programs and that this information may be stored outside of Australia.

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Parent/Guardian's Name

---

Parent/Guardian's Signature

---

Date

# MACGREGOR STATE SCHOOL

## Media Consent Form

### SCHOOL CONSENT FORM

To use, record or disclose copyright material, image, recording, name or personal information



#### 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/carers)

☒ 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:

What is the timeframe for the individual's consent:

For the duration of the child's enrolment at MacGregor State School and twelve months after they have left the 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: ***www.macgregorss.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:

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:

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:

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)***MacGregor State School, 370 McCullough Street MacGregor Qld 4109*****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**\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
DD MM YYYY**Signature of the parent or guardian** (required if the Individual is under 18 years)**Date**\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
DD MM YYYY**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, Training and Employment (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.

**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.

**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.

**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.

**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.



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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.

# MACGREGOR STATE SCHOOL

## English as an Additional Dialect and/or Language (EAL/D)

*Please complete this form if a language other than English is spoken at home.*

<b>Personal Information</b>	
Given Name: _____	Preferred Name: _____
Family Name: _____	Date of Birth: _____
Country of Birth: _____	Date arrived in Australia: _____

<b>Language spoken at home</b>			
<input type="checkbox"/> English	<input type="checkbox"/> Mandarin	<input type="checkbox"/> Cantonese	<input type="checkbox"/> Hindi
<input type="checkbox"/> Sinhalese	<input type="checkbox"/> Vietnamese	Other: _____	

<b>Resident Status</b>	
<input type="checkbox"/> Permanent (copies of Passport required)	<input type="checkbox"/> Temporary (copies of Passport required) Visa Sub Class No. _____ Expiry ____/____/____

<b>Last School Attended</b>	
<input type="checkbox"/> Australia	Previous school: _____ Year level: _____
<input type="checkbox"/> Overseas	Country: _____ Year levels studied: _____ to _____ Siblings enrolled at MacGregor State School: (from eldest to youngest) <div style="margin-top: 10px;">           1. _____ Class: _____            2. _____ Class: _____            3. _____ Class: _____            4. _____ Class: _____         </div>

<b>Parents Place of Birth:</b>	
Mother: _____	Father: _____

**First Language Spoken:**

Mother: \_\_\_\_\_

Father: \_\_\_\_\_

**Ways of support:**

*Your child may be supported for their English for up to three years in one of the following ways depending upon their ESL needs:*

- *Withdrawn individually or in a small group by an EAL/D teacher or aide.*
- *Supported by an EAL/D teacher or aide in the mainstream classroom.*
- *Monitored cooperatively by staff and the classroom teacher.*

*These levels of support may change at any time during the support period at the discretion of the EAL/D and classroom teacher to best suit your child's developing English needs.*

**For EAL/D office use only:**

**Please tick the box and initial once each step is completed.**

- |   |   |
|---|---|
| <input type="checkbox"/> Eligible for EAL/D support _____     | <input type="checkbox"/> Visa checked _____ |
| <input type="checkbox"/> EAL/D box ticked on One School _____ |   |
| <input type="checkbox"/> Assessed by EAL/D teacher _____      |   |
| <input type="checkbox"/> Data entered _____                   |   |
| <input type="checkbox"/> Form filed in year/class level _____ |   |

**Comments:**

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**Office Use Only**

**Class:** \_\_\_\_\_ **EQ ID:** \_\_\_\_\_ **Date of Enrolment** \_\_\_\_/\_\_\_\_/\_\_\_\_

### RELIGIOUS INSTRUCTION

Dear Parent/Carer

We would like to inform you about the Religious Instruction (RI) arrangements in 2019. If you wish to make any changes to your current preferences regarding your child's participation in RI or other instruction, please complete the bottom section of this form. If there are no changes to be made, there is no need to complete this form or return it to school. Queensland state schools embrace a multitude of cultural, religious and non-religious beliefs. Under the *Education (General Provisions) Act 2006*, schools are to provide RI each week if approached by a faith group seeking to provide RI and students of that faith attend school.

RI informs students about the beliefs and values of a particular religion. It is delivered by volunteers of a faith group using instructional materials approved by that faith group.

All RI instructors must hold a blue card and participate in compulsory Student Protection and Code of Conduct training. RI instructors are only entitled to deliver the RI program outlined below. A school staff member will be present during the delivery of RI.

Participation in RI is not compulsory. Any student (except Prep students) may participate in RI if a parent has given consent and indicated a religion on the *Application for Student Enrolment Form* or in other written advice to the Principal. A parent, regardless of their own faith (if any), may choose to give consent for their child to participate in one of the RI programs listed below.

Any child not participating in RI, or whose nominated religion is not represented with the RI program/s at the school, will receive other instruction by a qualified member of school staff in a separate location during the time RI is held. Other instruction will relate to subject areas that have already been covered in class.

At any time, parents may provide written instruction to the Principal to change their preference for their child to participate in or be withdrawn from RI. If a parent does not update their consent by completing and returning this form their previous written instructions to the school will continue to apply.

The faith group/s that provide religious instructors to deliver the program at our school is/are listed below:

Arrangements for programs	Name of RI program	Delivery Details
Christian Co-operative Program Faith groups include: Uniting Church, Anglican, Catholic, Lutheran	Connect Curriculum	Tuesday or Thursdays (30 minute lesson)
Single Program: Buddism		
Single Program: Sikhism		

Further details about our school's RI program/s and other instruction are available on the school's website. You may also wish to access the Department's RI policy statement available at:

<http://education.qld.gov.au/schools/school-operations/ri-policy-statement.html> for further information.

The school will advise parents of children participating in these programs if a faith group requires funds to cover the expense of materials used in RI.

You will also be notified of any changes to RI or other instruction.

If you would like further information about RI or other instruction at our school, or require assistance with completing the form below, please contact us on <insert contact details>.

Your sincerely

**Lee Gerchow**  
**Principal**

Student Name: \_\_\_\_\_ Year Level: \_\_\_\_\_

#### RELIGION – RELIGIOUS INSTRUCTION

From Year 1, your child 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, your child 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 your child to participate in religious instruction?

☐ Yes

☐ No

If YES please nominate the religion:

\_\_\_\_\_

Parent/carer signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **Privacy Notice**

*The Department of Education and Training (DET) is collecting the personal information requested in this form in order to:*

- obtain lawful consent for your child to participate in religious instruction or other instruction;
- update school records where necessary.

*The information will only be accessed by authorised school staff and will be dealt with in accordance with the confidentiality requirements of s.426 of the Education (General Provisions) Act 2006 (Qld) and the Information Privacy Act 2009 (Qld).*

*The information will not be disclosed to any other person or agency unless it is for a purpose stated above, the disclosure is authorised or required by law, or you have given DET permission for the information to be disclosed.*

# MACGREGOR STATE SCHOOL

## Parent Pre-enrolment Checklist

Please complete the attached enrolment application forms and return to Administration along with the following original documentation.

### Proof of Residency – In Catchment Enrolment

Our school continues to experience high demand for enrolment. To ensure our entire local “in catchment” students are able to attend our school, our Enrolment Management Plan provides clear direction on how enrolment applications will be managed.

Our Enrolment Officers must be very detailed in their checking of documentation of student's principal place of residence by asking for:

- ☐ Utility bills (e.g. water bill) or a series of bills at for the same address over a sequential period to demonstrate continued/ongoing residency
- ☐ Electoral Roll verification letter
- ☐ Mobile phone statement (*with current address details*)
- ☐ Driver's Licence (*with current address details*)
- ☐ Bank statement (*with current address details; financial details are not required*)
- ☐ Tax Assessment Notice (*financial details are not required*)
- ☐ Documents demonstrating recent change of address / re-location to within the school's catchment area (e.g. Proof of sale or termination of lease for the previous principal place of residence in a different catchment).

If any of these documents are not provided, then a properly sworn Statutory Declaration from the enrolling parent or legal guardian attesting that the student's principal place of residence is the place nominated in the enrolment application will be required.

Applicants should note that a false statement/assertion about the student's principal place of residence may amount to an offence and may be reported to police. The Principal may repeal a decision to enrol a student in such circumstances.

### Other Identification

- ☐ Photo ID of parent/guardian enrolling
  - Driver's licence
  - Passport
  - Medicare card if students surname is different from the enrolling parent

### Additional Information

- ☐ Australian Birth Certificate OR Passport for the student (If not transferring from a Qld State School)
- ☐ Passport for the student born overseas
- ☐ Visa details for overseas students
- ☐ Two most recent Report Cards (Years Prep to Year 6)

***All of the above documentation must be submitted at the time of enrolment.***

***Incomplete Enrolment Applications will not be processed.***

***Thank you for taking the time to ensure that all documents and information are included with this enrolment application for MacGregor State School***