



MACGREGOR STATE SCHOOL
APPLICATION FOR STUDENT ENROLMENT





MacGregor State School

370 McCullough Street
MacGregor QLD 4109

Welcome to MacGregor State School

From the Principal

Thank you for your interest in enrolling your child at MacGregor State School.

Our school opened in 1972. We have an established reputation as a school of excellence, consistently being one of the highest performing schools in student academic, performing arts and sporting achievement. Our school offers programs for approximately 1300 students from Prep – Year 6.

Our local community views our school as a 'school of choice' with a very high demand for enrolment. Nearly 70% of our students identify with a non-English-speaking cultural background. A link to our Enrolment Catchment Boundary Map and our enrolment forms and processes can be found on our school website.

Our school delivers the Australian Curriculum in all learning areas using innovative, contemporary pedagogies and technologies. We recognise that our students have a wide range of interests, gifts and talents that we strive to cater for and extend.

We have very high expectations for student behaviour, citizenship and uniform standard. We believe that education is a partnership between home and school, and developing a positive partnership with parents and families is essential in supporting our students to reach their full potential.

Further details on our school are available on our school website or contact our Enrolment Officer – Ms Marcia Crichton on 07 3323 4333 or by email to mcric14@eq.edu.au.

Kind Regards,

A handwritten signature in black ink, appearing to read 'Lee Gerchow', written over a white background.

Lee Gerchow

MACGREGOR STATE SCHOOL

General Information

MacGregor State School is an Enrolment Managed School. This means that all students who live within the local catchment area and are eligible for the enrolment in a state primary school, can apply for enrolment at MacGregor State School.

Due to a high number of enrolments from within our local catchment area, we are currently unable to offer places in Years 1-6 at our school for families from outside the catchment area. Families are encouraged to submit the *Application for Enrolment Form* to register their interest and be placed on our waiting list, should places become available. Please note that enrolment applications only remain on the waiting list for the current year.

If you are not an Australian resident or citizen, or a child of an Australian resident or citizen, please contact Education Queensland International (EQI - <https://eqi.com.au/contact-us>) in the first instance for the information on how to enrol in a local Government school.

ENROLMENTS WITHIN CATCHMENT

If your child resides within the local catchment area, please complete the enrolment documents below.

- You can view the catchment area map by visiting the following link:
<https://www.qgso.qld.gov.au/maps/edmap/>

When submitting enrolment forms, please come prepared with the correct documentation.

To ensure that all of our students from the local catchment area are able to attend their local school, our Enrolment Management Plan provides clear directions on how enrolment applications will be managed. The school Principal will reserve places for students who move into the catchment area throughout the school year.

Parents or legal guardians who wish to enrol their child at the school will need to demonstrate that the student's principal place of residence is within the catchment area. Current **proof of residency** at the address indicated can be provided by way of one of each of the following:

- ❖ One primary source – a current lease agreement, or rates notice, or unconditional sale agreement
and
- ❖ One secondary source – a utility bill (e.g. electricity, gas) showing this same address and parent's/ legal guardian's name

The following documents will be accepted as proof of residency:

- Utility bills (e.g. water bill) or a series of bills at 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 / relocation 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).

MACGREGOR STATE SCHOOL

General Information

If the Principal is not satisfied that the documentation provided demonstrates adequately that the address stated in the student's principal place of residence, then the Principal may request further sources of proof of residence showing the same address.

The Principal may also request 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. Any enrolment application supported only by a *Statutory Declaration*, will be conditionally accepted until reviewed and approved by the Principal.

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.

2024 PREP ENROLMENTS

If your child is born between **1 July 2018** and **30 June 2019**, you are eligible to apply for Prep in 2024.

If you are considering *Early Entry to Prep*, please contact the school to arrange to meet with the Principal to discuss the [early entry requirements](#) and request an application form.

PREP – OUT-OF-CATCHMENT ENROLMENTS

2024 Prep *Expression of Interest* applications will open on **Tuesday, 18 APRIL 2023 from 9:00am**. To ensure the process is equitable, the applications will be recorded in order of receipt, date and time. *Please do not send the applications prior to this date and time as they will not be processed.* Enrolment of students from the outside local catchment area will be available only if capacity exists.

Please complete Expression of Interest Application – OUT-OF-CATCHMENT APPLICATIONS ONLY to register your interest.

All Expression of Interest applications will need to be submitted to Ms Marcia Crichton, our Enrolment Officer, **by email** to mcric14@eq.edu.au

Families will be contacted by MacGregor State School if the school has a vacancy when an out-of-catchment enrolment becomes available, usually **in Term 4**.

All Expressions of Interest Applications will remain on the waiting list until school commences the following year.

MACGREGOR STATE SCHOOL

General Information



Parents at MacGregor State School are encouraged to use QParents online portal, which can be downloaded to your phone, tablet or portable device. It allows parents to:

- view attendance details, behaviour information, report cards, timetables, invoices and a history of payments;
- provide reasons for unexplained absences and to notify the school of future absences;
- view and pay school invoices online;
- update student details including residential and postal address as well as medical conditions.


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.

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.

	<p><u>EMAIL ACCOUNTS</u></p> <p>Email is the preferred method of communication between home and school. It is important that current email addresses are kept updated with the school.</p> <p>Important information from your child's teacher, communication from the members of the Administration Team and general school notices are emailed home to parents.</p> <p>Additionally, school report cards are emailed home twice a year.</p>
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MACGREGOR STATE SCHOOL

APPLICATION FOR STUDENT ENROLMENT

Office Use Only

Child's Name: _____

Catchment: Yes No

Sibling: Yes No

Date of Birth: ____ / ____ / ____

Gender: Male Female

Has 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. Completion and submission of this application form to the school does not confirm enrolment. The school will notify you of the outcome of your application as soon as practicable.

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

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

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

PRIVACY STATEMENT

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

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

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

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

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

PROSPECTIVE STUDENT DEMOGRAPHIC DETAILS

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

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

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

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

FAMILY DETAILS (continued)

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

COUNTRY OF BIRTH*

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

PROSPECTIVE STUDENT LANGUAGE DETAILS

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

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

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

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

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

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

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

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

PROSPECTIVE STUDENT'S PREVIOUS EDUCATION / ACTIVITY

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

RELIGIOUS INSTRUCTION*

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

PROSPECTIVE STUDENT ADDRESS DETAILS*

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

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

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

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

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

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

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

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

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

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

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

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

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

Yes No

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

Commencement date / /

End date / /

Other Court Orders*

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

Yes No

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

Commencement date / /

End date / /

APPLICATION TO ENROL*

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

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

	Parent/carer 1	Parent/carer 2	Prospective student (if student is mature age or independent)
Signature			
Date	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

Office use only

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

Parental occupation groups for use with parent/carer details

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

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

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

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

Defence Forces commissioned officer

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

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

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

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

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

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

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

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

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

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

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

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

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

Defence Forces senior Non-Commissioned Officer.

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

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

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

Skilled office, sales and service staff:

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

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

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

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

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

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

Office assistants, sales assistants and other assistants:

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

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

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

Labourers and related workers

Defence Forces ranks below senior NCO not included above

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

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

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

State schools standardised medical condition category list

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

Application to enrol in a Queensland state school

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

Entitlement to enrolment

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

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

Prospective student

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

Parent's occupation and education

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

Court Orders

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

Name on enrolment form

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

Gender

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

Religious Instruction

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

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/expectations as outlined in the Student Code of Conduct, 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 (if applicable)
- respect the school property.

Responsibility of parents/carers to:

- ensure your child attends school on every school day for the educational program in which they are enrolled
- advise the school as soon as possible if your child is unable to attend school and reason/s why (e.g. child is sick)
- attend open meetings for parents/carers
- 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
- treat all 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 child is in out-of-home care
- keep school informed of any changes to your contact details or your child's details, such as home address, email address and phone number
- ensure the school is aware of any changes to your child's medical details.

Responsibility of school staff to:

- design and implement engaging and flexible learning experiences for individuals and groups of students
- 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 for students
- 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 high standards in work and behaviour
- clearly articulate the school's expectations regarding the Student Code of Conduct and the Student 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 possible if the school is concerned about the child's school work, behaviour, attendance or punctuality
- notify parents/carers of an unexplained absence of their child as soon as practicable on the day of the student's absence (allowing time for parents/carers to respond prior to the end of the school day)
- deal with complaints in an open, fair and transparent manner in accordance with [departmental policy](#)
- treat students and parents/carers with respect.

The following documents have been provided to me:

- Student Code of Conduct
- Student Dress Code

I acknowledge that the following information is available on the school’s website and/ or has been explained to me during the enrolment interview:

- Parent and Community Code of Conduct
- Homework Policy
- School charges and voluntary contributions
- [Advice for state schools on acceptable use of ICT facilities and devices](#)
- Absences
- School excursions
- Complaints management
- [Religious instruction policy statement](#)
- [Chaplaincy and student welfare worker services – policy statement](#)
- Department insurance arrangements and accident cover for students
- [Obtaining and managing student and individual consent](#)
- 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 has been provided and explained to me.

Student Signature:

Parent/Carer Signature:

On behalf of MacGregor State School:

MACGREGOR STATE SCHOOL Statutory Declaration

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 Years 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 (e.g. 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

MACGREGOR STATE SCHOOL

Third Party Website Agreement

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.

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 Department ICT.

Please complete the form and return to your child's teacher.

MACGREGOR STATE SCHOOL

Third Party Website Agreement

Third Party Website Providers List available for Student Learning at MacGregor SS		
Parental permission required for students and MacGregor SS to use these APPS or programs. (SRS – Student Resource Scheme Subscription).		
Web Site Provider and Service	Links	File Storage
MATHLETICS (SRS) Independent learning and the development of math skills through activities, games, and challenges.	Website: mathletics.com.au and 3plearning Terms of Use: http://www.3plearning.com/terms/ Privacy Policy: http://www.3plearning.com/privacy/	Offshore - Servers in USA.
ABC READING EGGS(SRS) reading program with lessons, phonics games and books for early childhood	Website: https://readingeggs.com.au Terms of Use: https://readingeggs.com.au/terms/ Privacy Policy: https://readingeggs.com.au/privacy/	Offshore - Servers in USA.
READING EGGSPRESS(SRS) Online literacy education program.	Website: https://readingeggspress.com.au/ Terms of Use: https://readingeggs.com.au/terms/ Privacy Policy: https://readingeggs.com.au/privacy/	Offshore - Servers in USA.
CLICKVIEW(SRS) Curates the best educational videos from renowned content providers and free-to-air TV channels.	Website: https://www.clickview.com.au Terms of Use: https://www.clickview.com.au/terms-and-conditions/ Privacy Policy: https://www.clickview.com.au/privacy-policy/	Onshore – Servers in Australia
LITERACY PLANET(SRS) Online literacy application with assessment, diagnostic and reporting capabilities	Website: http://www.literacyplanet.com Terms of Use: https://www.literacyplanet.com/au/about/privacy-policy/schools-terms/ Privacy Policy: https://www.literacyplanet.com/au/about/privacy-policy/	Offshore - Servers in USA.
SUNSHINE ONLINE(SRS) Online reading literacy and numeracy program designed for children aged between 4 to 10 years old.	Website: http://www.sunshineonline.com.au Terms of Use: https://www.sunshineonline.com.au/terms Privacy Policy: https://www.sunshineonline.com.au/privacy	Offshore - Servers in USA.
eBOOK DIGITAL LIBRARY(SRS) Queensland State Schools eBooks Digital Library	Website: https://eduqueenslandau.libraryreserve.com/10/45/en/SignIn.htm?url=Default.htm Terms of Use: https://company.cdn.overdrive.com/policies/terms-and-conditions.htm Privacy Policy: https://company.cdn.overdrive.com/policies/privacy-	Onshore - Servers in Australia
BRITANNICA SCHOOLS(SRS) Online articles, images, videos, journals and magazines for inquiry, critical thinking, literacy skills and the sharing of information & ideas.	Website: https://elearn.eb.com Terms of Use: https://corporate.britannica.com/termsfuse.html#legalnotice Privacy Policy : https://corporate.britannica.com/privacy.html	Offshore - Servers in USA.
GROK LEARNING Learning Platform for learning programming and computational thinking skills	Website: https://groklearning.com Terms of Use: https://groklearning.com/policies/terms/ Privacy Policy: https://groklearning.com/policies/privacy/	Onshore - Servers in Australia

<p>BRAINPOP JR</p> <p>To create/participate in online resources (quizzes, activities, movies)</p>	<p>Website: https://www.brainpop.com</p> <p>Terms of Use: https://www.brainpop.com/about/terms_of_use/</p> <p>Privacy Policy: https://www.brainpop.com/about/privacy_policy/</p>	<p>Offshore - Servers in USA.</p>
<p>OZOBOTS and OZOBLOCKY</p> <p>Provide access to the Ozobot robotic kit with the OzoBlockly software programing tool.</p>	<p>Website: http://ozoblockly.com http://ozobot.com</p> <p>Terms of use: http://ozobot.com/terms-of-use</p> <p>Privacy Policy: http://ozobot.com/privacy</p>	<p>Offshore - Servers in USA.</p>
<p>SCRATCH</p> <p>A visual programming tool learning that allows users to program and share interactive media such as stories, games and animations</p>	<p>Website: https://scratch.mit.edu/</p> <p>Terms of Use: https://scratch.mit.edu/terms_of_use</p> <p>Privacy Policy: https://scratch.mit.edu/privacy_policy</p>	<p>Offshore - Servers in USA.</p>
<p>SPHERO</p> <p>To provide a hub to create, contribute and learn with programming skills for Sphero robots.</p>	<p>Website: http://edu.sphero.com/</p> <p>Terms of Use: http://www.sphero.com/terms</p> <p>Privacy Policy: http://www.sphero.com/privacy</p>	<p>Offshore - Servers in USA.</p>
<p>STORYBIRD</p> <p>Users to create and publish story books and read other user's stories with a commenting functionality</p>	<p>Website: https://www.storybird.com</p> <p>Terms of Use: https://storybird.com/terms-of-service/</p> <p>Privacy Policy: https://storybird.com/privacy/</p>	<p>Offshore - Servers in USA.</p>
<p>EPIC</p> <p>An online digital reading library with the ability to track students' progress.</p>	<p>Website: https://www.getepic.com/educators</p> <p>Terms of Use: https://www.getepic.com/tos</p> <p>Privacy Policy: https://www.getepic.com/privacy</p>	<p>Offshore - Servers in USA.</p>
<p>STUDY LADDER</p> <p>Comprehensive online program of learning resources and subjects including Mathematics, English, Science, ICT and Health</p>	<p>Website: https://www.studyladder.com.au/</p> <p>Terms of Use: https://www.studyladder.com.au/about/terms</p> <p>Privacy Policy: https://www.studyladder.com.au/about/privacy</p>	<p>Offshore – outside of Australia</p>
<p>SEE SAW</p> <p>A digital portfolio that enables students to create, reflect on, and share their learning process in conjunction with teachers and family members.</p>	<p>Website: http://web.seesaw.me</p> <p>Terms of use: https://web.seesaw.me/terms-of-service</p> <p>Privacy policy: https://web.seesaw.me/privacy</p>	<p>Offshore - Servers in USA.</p>
<p>CLASS DOJO</p> <p>An online classroom tool using reward systems, student digital portfolios to share classroom updates and student work.</p>	<p>Website: https://www.classdojo.com/en-gb/</p> <p>Terms of Use: https://www.classdojo.com/en-gb/terms/</p> <p>Privacy Policy: https://www.classdojo.com/en-gb/privacy/</p>	<p>Offshore - servers in UK, USA, India, Philippines, and Japan</p>
<p>GONOODLE</p> <p>Guided videos designed to get students moving and reinforce the positive effects of exercise and mindfulness.</p>	<p>Website: https://gonoodle.com</p> <p>Terms of Use: https://www.gonoodle.com/tos/</p> <p>Privacy Policy: https://www.gonoodle.com/privacy-policy/</p>	<p>Offshore - Servers in USA.</p>
<p>LEGO MINDSTORM</p> <p>Access to Lego Mindstorm products, website and Lego app access.</p>	<p>Website: http://www.lego.com/en-us/mindstorms</p> <p>Terms of Use: https://www.lego.com/en-us/legal/notices-and-policies/legal-notice</p> <p>Privacy Policy: http://www.lego.com/en-us/legal/legal-notice/privacy-policy-full</p>	<p>Offshore - Servers in USA.</p>

<p>BEBRAS Australia Online computational thinking challenge for students</p>	<p>Website: https://www.brebras.edu.au Terms of Use: http://www.nicta.com.au/terms-and-conditions/ Privacy Policy: http://www.nicta.com.au/privacy/</p>	<p>Onshore - Servers in Australia</p>
<p>TYNKER Online coding courses</p>	<p>Website: https://www.tynker.com Terms of Use: https://www.tynker.com/terms/ Privacy Policy: https://www.tynker.com/privacy/student</p>	<p>Offshore - Servers in USA.</p>
<p>SWIFT PLAYGROUND (Apple Coding) To enable users to learn programming concepts via visual presentation.</p>	<p>Website: http://www.apple.com/swift/playgrounds/ Terms of Use: http://www.apple.com/legal/internet-services/terms/site.html Privacy Policy: http://www.apple.com/privacy/privacy-policy/</p>	<p>Offshore - Servers in USA.</p>
<p>BLOCKY GAMES To use educational games to teach programming</p>	<p>Website: https://blockly.games/ Terms of Use: http://www.google.com/intl/en/policies/terms/ Privacy Policy: http://www.google.com/intl/en/policies/privacy/</p>	<p>Offshore - Servers in USA.</p>
<p>ACER ONLINE ASSESSMENT AND REPORTING Assessment and reporting tools for maths and Reading</p>	<p>Website: https://oars.acer.edu.au Terms of Use: https://oars.acer.edu.au/terms-conditions Privacy Policy: https://www.acer.org/privacy</p>	<p>Onshore - Servers in Australia</p>
<p>EDUCATION ASSESSMENT AUSTRALIA – ICAS TESTS provide a platform for students to complete the University of NSW ICAS assessments</p>	<p>Website: https://www.eaa.unsw.edu.au/ Terms of Use: https://www.eaa.unsw.edu.au/copyright-disclaimer Privacy Policy: https://www.unswglobal.unsw.edu.au/our-company/disclaimer/</p>	<p>Onshore - Servers in Australia</p>
<p>CONCORD INFINITY Online Library Software used by MacGregor State School Library.</p>	<p>Website: https://macgregorss.concordinfiniti.com/login Terms of Use: https://macgregorss.concordinfiniti.com/login Privacy Policy: https://macgregorss.concordinfiniti.com/login</p>	<p>Onshore - Servers in Australia</p>
<p>MICROSOFT SWAY To create and share interactive reports and presentations.</p>	<p>Website: https://www.sway.com Terms of Use: https://www.microsoft.com/en-au/servicesagreement Privacy Policy: https://www.microsoft.com/en-au/privacystatement/default.aspx</p>	<p>Offshore - Servers in USA.</p>
<p>MICROSOFT FORMS To provide teachers the ability to create customised quizzes, surveys, questionnaires and polls for educational use in their classrooms</p>	<p>Website: forms.office.com Terms of Use: https://www.microsoft.com/en-us/legal/intellectualproperty/copyright/default.aspx Privacy Policy: https://privacy.microsoft.com/en-gb/privacystatement</p>	<p>Offshore - Servers in USA.</p>
<p>WINGARU EDUCATION Aboriginal education delivering programs and resources around the issues impacting indigenous communities.</p>	<p>Website: https://www.wingaru.com.au/ Terms of Use: https://www.wingaru.com.au/privacy-policy.html Privacy Policy: https://www.wingaru.com.au/privacy-policy.html</p>	<p>Onshore - Servers in Australia</p>

<p>Kahoot A game-based learning platform. It provides the ability to create, discover, play and share fun learning quizzes, surveys and activities for any subject, in any language, on any device, for all ages</p>	<p>Website: https://Kahoot.it , https://Kahoot.com, https://getKahoot.com, https://create.kahoot.it Terms of Use: https://kahoot.com/terms-and-conditions/ Privacy Policy: https://kahoot.com/privacy-policy/</p>	<p>Offshore – Multiple Locations United States, Ireland, Norway</p>
<p>Padlet (Wallwisher Inc) Padlet is an online collaboration tool used to share resources online between educators and students.</p>	<p>Website: https://padlet.com Terms of Use: https://padlet.com/about/terms Privacy Policy: https://padlet.com/about/privacy</p>	<p>Offshore – outside of Australia, USA</p>
<p>Decodable Readers A series of learn to read books, that are designed to be matched to a child’s developing knowledge of phonics. With 20 books in each level, children are extensively supported as they master each stage of reading.</p>	<p>Website: https://www.decodablereadersaustralia.com.au Terms of Use: https://www.decodablereadersaustralia.com.au https://www.decodablereadersaustralia.com.au/pages/terms-of-service Privacy Policy: https://www.decodablereadersaustralia.com.au/pages/privacy</p>	<p>Onshore - Servers in Australia accordance with the laws of Australia.</p>
<p>Flipgrid is a social learning platform that enables peer to peer engagement through video discussions within the classroom.</p>	<p>Website: https://www.flipgrid.com/ Terms of Use: https://legal.flipgrid.com/terms-of-use.html Privacy Policy: https://legal.flipgrid.com/privacy.html</p>	<p>Offshore – outside of Australia,</p>
<p>Typing Club Typing Club is an online keyboard for schools and individuals to help students of all skill levels increase their typing speed and accuracy.</p>	<p>Website: https://www.typingclub.com/ Terms of Use: https://www.typingclub.com/terms.html Privacy Policy: https://www.typingclub.com/privacy.html</p>	<p>Offshore (outside of Australia) – USA</p>
<p>Pobble Engage and motivate students with exciting story starters and writing ideas every day of the year</p>	<p>Website: https://www.pobble.com/ Terms of Use: https://www.pobble.com/terms-of-service Privacy Policy: https://www.pobble.com/privacy-policy</p>	<p>Offshore – outside of Australia,</p>
<p>Plickers Plickers is an online tool that enables teachers to collect real time formative assessment data or survey responses using a device’s camera to scan student response cards. Students participate without the need for devices.</p>	<p>Website: https://www.plickers.com/ Terms of Use: https://help.plickers.com/hc/en-us/articles/360009090913-Terms-of-Service Privacy Policy: https://help.plickers.com/hc/en-us/articles/360009090833-Plickers-Privacy-Policy</p>	<p>Offshore – outside of Australia,</p>

MACGREGOR STATE SCHOOL

Third Party Website Agreement

2023 Third Party Website Consent

Student's name: _____ **Class:** _____

Please **circle 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. SRS applies to the Student Resource Scheme Subscriptions

Mathletics (SRS)	Consent / Do not consent
ABC Reading Eggs (SRS)	Consent / Do not consent
Reading EggsPress(SRS)	Consent / Do not consent
ClickView (SRS)	Consent / Do not consent
Literacy Planet (SRS)	Consent / Do not consent
Sunshine Online (SRS)	Consent / Do not consent
eBook Digital Library (SRS)	Consent / Do not consent
Britannica Schools (SRS)	Consent / Do not consent
Grok Learning	Consent / Do not consent
Brainpop Jr	Consent / Do not consent
Ozobots and Ozoblocky	Consent / Do not consent
Scratch	Consent / Do not consent
Sphero	Consent / Do not consent
StoryBird	Consent / Do not consent
Epic	Consent / Do not consent
Study Ladder	Consent / Do not consent
SeeSaw	Consent / Do not consent
Class Dojo	Consent / Do not consent
GoNoodle	Consent / Do not consent
Lego Mindstorm	Consent / Do not consent
Bebras	Consent / Do not consent
Tynker	Consent / Do not consent
Swift Playground (Apple Coding)	Consent / Do not consent
Blocky Games	Consent / Do not consent
ACER Online Assessment Program	Consent / Do not consent
Education Assessment Australia – ICAS	Consent / Do not consent
Concord Infinity	Consent / Do not consent
Microsoft Sway	Consent / Do not consent
Microsoft Forms	Consent / Do not consent
Wingaru Education	Consent / Do not consent
Kahoot	Consent / Do not consent
Padlet	Consent / Do not consent
Decodable Readers Australia	Consent / Do not consent
Flipgrid	Consent / Do not consent
Typing Club	Consent / Do not consent
Plickers	Consent / Do not consent
Pobble	Consent / Do not consent

As a parent or guardian of this student, 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.

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/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:

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.

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.

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 Language and/or Dialect (EAL/D)

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

Personal Information			
Given Name: _____		Preferred Name: _____	
Family Name: _____		Date of Birth: _____	
Country of Birth: _____		Date arrived in Australia: _____	
Language spoken at home			
<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: _____	
Resident Status			
<input type="checkbox"/> Permanent (copies of Passport required)		<input type="checkbox"/> Temporary (copies of Passport and visa required)	
		Visa Sub Class No. _____ Expiry ____/____/____	
Last School Attended			
<input type="checkbox"/> Australia	Previous school: _____ State: _____ Year level: _____		
<input type="checkbox"/> Overseas	Country: _____		
	Year levels studied: _____ to _____		
	Siblings enrolled at MacGregor State School: (from eldest to youngest)		
	1. _____	Class: _____	
	2. _____	Class: _____	
	3. _____	Class: _____	
Parents Place of Birth:			
Mother: _____		Father: _____	
First Language Spoken:			
Mother: _____		Father: _____	

For EAL/D office use only:

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

- Eligible for EAL/D support _____
- Visa checked _____
- EAL/D box ticked on One School _____
- Assessed by EAL/D teacher _____

Comments:

Office Use Only:

Class: _____ **EQ ID:** _____ **Date of Enrolment** ____ / ____ / ____

MACGREGOR STATE SCHOOL

Religious Instruction

RELIGIOUS INSTRUCTION

We would like to inform you about the Religious Instruction (RI) arrangements at MacGregor State School. 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: Buddhism		
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:

<https://education.qld.gov.au/parents-and-carers/school-information/school-operations/policy-statement>

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.

Please complete, sign and return this form to the school office.

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 Enrolments

To ensure that all of our students from the local catchment area are able to attend their local school, our Enrolment Management Plan provides clear directions on how enrolment applications will be managed. The school Principal will reserve places for students who move into the catchment area throughout the school year.

Parents or legal guardians who wish to enrol their child at the school will need to demonstrate that the student's principal place of residence is within the catchment area. Current **proof of residency** at the address indicated can be provided by way of one of each of the following:

- ❖ One primary source – a current lease agreement, or rates notice, or unconditional sale agreement
and
- ❖ One secondary source – a utility bill (e.g. electricity, gas) showing this same address and parent's/ legal guardian's name

The following documents will be accepted as proof of residency:

- Utility bills (e.g. water bill) or a series of bills at 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 / relocation 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 the Principal is not satisfied that the documentation provided demonstrates adequately that the address stated in the student's principal place of residence, then the Principal may request further sources of proof of residence showing the same address.

The Principal may also request 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. Any enrolment application supported only by a *Statutory Declaration*, will be conditionally accepted until reviewed and approved by the Principal.

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.

Other Identification

- Photo ID of parent/guardian enrolling
 - Driver's Licence
 - Passport
 - Medicare card if student's 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 1 to Year 6)

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

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