

# KEEBRA PARK STATE HIGH SCHOOL

## YEAR \_\_\_ ENROLMENT PACKAGE INTRODUCTION

Dear Parent/ Carer/ Student,

Welcome to Keebra Park State High School! Thank you for your enrolment inquiry.

Please find following the contents of our enrolment package. The Department of Education, Training and the Arts mandates the following information\* be provided to you and collected from you:

INFORMATION	FOUND IN	ACTION REQUIRED BY PARENT/CARER & STUDENT
*Keebra Park SHS Application for Enrolment	<input type="checkbox"/> Enrolment Pack	Complete
*Enrolment Agreement	<input type="checkbox"/> Enrolment Pack	Complete
*Responsible Behaviour Plan for students	<input type="checkbox"/> Parent and Student Handbook <input type="checkbox"/> Student Planner	Read
*Student Dress Code	<input type="checkbox"/> Parent and Student Handbook <input type="checkbox"/> Student Planner	Read and supply
*Homework Policy	<input type="checkbox"/> Parent and Student Handbook <input type="checkbox"/> Student Planner	Read
*Assessment Policy	<input type="checkbox"/> Parent and Student Handbook <input type="checkbox"/> Student Planner	Read
*Student usage of the internet and intranet	<input type="checkbox"/> Parent and Student Handbook <input type="checkbox"/> Student Planner <input type="checkbox"/> Enrolment pack	Read Complete
*Mobile Phone and Personal Electronic Device Policy	<input type="checkbox"/> Parent and Student Handbook <input type="checkbox"/> Student Planner	Read
*Attendance Policy – student absence and lateness	<input type="checkbox"/> Parent and Student Handbook <input type="checkbox"/> Student Planner	Read
Sport Policy	<input type="checkbox"/> Parent and Student Handbook <input type="checkbox"/> Student Planner	Read
Student Driver Policy	<input type="checkbox"/> Parent and Student Handbook <input type="checkbox"/> Student Planner	Read
Graduation, Certification and Promotion Policy (Senior Phase Students only). Keebra Park ETRF Quality Performance Criteria. (Points system)	<input type="checkbox"/> Parent and Student Handbook <input type="checkbox"/> Student Planner	Read
*Curriculum Resources Scheme	<input type="checkbox"/> Parent and Student Handbook <input type="checkbox"/> Student Planner <input type="checkbox"/> Enrolment Pack	Read Complete
*School Excursion Policy	<input type="checkbox"/> Parent and Student Handbook <input type="checkbox"/> Student Planner	Read
*Complaints Management	<input type="checkbox"/> Parent and Student Handbook <input type="checkbox"/> Student Planner	Read
*Consent to use Copyright material, Image, Recording or Name	<input type="checkbox"/> Parent and Student Handbook <input type="checkbox"/> Student Planner	Read Complete
Consent to view M / Ma Rated material	<input type="checkbox"/> Enrolment Pack	Complete (if student is under 15 years)
Smart Choices – Sale and Supply of healthy food and drink	<input type="checkbox"/> Parent and Student Handbook <input type="checkbox"/> Student Planner	Read
*Transport assistance	<input type="checkbox"/> Parent and Student Handbook	Read
Stationery List	<input type="checkbox"/> Enrolment Pack	Read and supply
Curriculum Handbook and Subject Selection Form	<input type="checkbox"/> Enrolment Pack	Read and complete subject selection Form
Mature Age Student Criminal History Check	<input type="checkbox"/> Student to provide at time of enrolment enquiry for relevant applicants (18 years + and not transferring directly from another school.)	Supply

**Please read the policies carefully and complete all required sections before making an appointment for enrolment interview with the Principal. Students transferring from another school require a Transfer Note. The provision of this is the responsibility of the parent/carer. Please contact your child's previous school for assistance.**

*The Administration staff are available for assistance should you require it.*



# Keebra Park State High School

## Computer, Internet and Intranet Use Agreement

### I understand that:

- Computers and other information technology resources at Keebra Park State High School are intended for use in learning.
- When using “global” systems such as the Internet, it is impossible for the school to screen or filter out all material that is controversial, inappropriate or offensive. It is therefore each student's **RESPONSIBILITY** not to initiate access to such material or to distribute such material by copying, storing or printing.

### I agree that:

#### **I will use information technology resources appropriately and legally as detailed below:**

- I will not eat or drink near any school owned computer equipment.
- I will not damage computer equipment or furniture.
- I will not use any school computer equipment for arcade style games.
- I will not attempt to break copyright (eg. by illegally copying software).
- **I will be considerate to other users:**
  - I will give educational purposes priority.
  - I will not monopolise equipment.
  - I will not deliberately waste computer resources (eg. unnecessary printing).
  - I will not intentionally disrupt the smooth running of the network (eg. By downloading large files from the Internet during busy times such as class time).
  - I will not scan or display graphics; record or play sounds; or type messages that could cause offence to others.
- **I will accept responsibility for privacy and security.**
  - I will only use disks to backup work or to transfer work to and from home.
  - I will not attempt to upload or create computer viruses or be involved with other forms of electronic vandalism.
  - I will report any security problems immediately to a class teacher or to the Information Technology Head of Department.
  - I will not reveal my personal address or phone number or those of other students or staff in any electronic communications.

### I accept that:

*Breaching this agreement will result in my being prohibited from using the network temporarily or permanently depending on the seriousness of the offence and that this may be recorded on my student record. For more serious matters where a criminal offence occurs, further disciplinary and/or legal action may be taken as outlined in the school's Responsible Behaviour Plan for Students.*

# Keebra Park State High School

## Computer Use Agreement

200\_\_

**NAME OF STUDENT** \_\_\_\_\_

**HOME GROUP** \_\_\_\_\_ **STUDENT ID** \_\_\_\_\_

### **STUDENT SECTION**

I understand and will abide by the conditions and rules as set out in the Keebra Park State High School Computer Use Agreement. I further understand that there may be consequences (including loss of network privileges) if I should commit any violation of these conditions in line with the Behaviour Management Policy.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

### **PARENT/ CARER SECTION**

#### **GENERAL USE OF COMPUTER RESOURCES:**

As the parent/ carer of this student, I have read the Computer Use Agreement. I understand that the computer resources at Keebra Park State High School are designed for educational purposes and that any violation of the conditions as set out in this agreement can lead to loss of privileges. I also understand that theft or damage to equipment may result in my becoming liable for the cost of replacement parts and/or repairs.

Parent/ Carer signature \_\_\_\_\_

Date \_\_\_\_\_

#### **INTERNET ACCESS**

As the parent or carer of this student, I understand that it is impossible for the school to fully restrict access to controversial material on the global information systems such as the Internet. I also understand that while the school will take the appropriate measures to limit access to illegal, dangerous or offensive material, it is each student's responsibility not to initiate access to such material. I hereby give permission for my child to be given access to electronic communication networks including the Internet.

Parent/ Carer signature \_\_\_\_\_

Date \_\_\_\_\_

# CONSENT FORM

## *To use copyright material, image, recording or name*

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### **1 I GIVE CONSENT**

On behalf of the individual identified overleaf (the **Individual**), the person signing this Consent Form (the **Signatory**)\* grants consent to the Department of Education and the Arts and to any Department or Agency of the State of Queensland (the **Department** and the **State**) to use and retain the Individual's:

- name, image and sound or other recording; and
- copyright material (**Individual work**).

*\*Note: If the Individual is under 18 years of age, the Signatory must be a parent or guardian of the Individual. If the Individual is 18 or older, the Signatory and the Individual will be the same person.*

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### **2 FOR THE PURPOSE OF**

This consent applies to any use of the Individual's name, recording or image, and Individual work, in connection with the Department or State, including for the following purposes:

- assessment of students and other purposes associated with the provision of education;
  - public relations, promotion, advertising, media and commercial activities;
  - use by the media in relation to activities that show the Individual in a positive light, eg. drama and musical performances, sports and prize giving; and
  - any other activities, if any, identified in further schedules attached to this Consent Form.
- 

### **3 FOR THE DURATION OF**

This consent will continue until:

- where the Individual is under 18 years of age, when the Individual turns 18; and
- in any other case, when the Individual revokes consent (by writing to the Principal of the school, and in the case of employees, writing to the District Office),

and where more than one of these events may apply, whichever occurs first.

Despite the above, if, at the time such an event occurs, the Department or the State is using the Individual's name, recordings or images or any Individual work, or the State has entered into contractual obligations in relation to that material, the consent will continue in relation to that material until the Department or the State's use is complete or after the contractual obligations come to an end.

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### **4 I UNDERSTAND THAT**

- 'Use' includes:
  - to create, make copies of or reproduce or retain in any form, including by camera, video, or digital recorder, webcam, closed circuit television, mobile phone or any other device; and
  - distribute, publish or communicate in any form, including via newsletters and other print media, television and the Internet,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 my giving this consent or for the use of the Individual's name, recording or image, or Individual work.
- This Consent Form revokes and replaces all previous consent forms.
- Nothing in this Consent Form limits the rights that the Department or the State have in relation to the use of my name, recording or image, copyright or other intellectual property under any other law.

<b>5</b>	<b>LIMITATIONS ON CONSENT</b>
The Individual or Signatory wishes to limit the consent in the following way:	

<b>6</b>	<b>DETAILS</b>	
<b>Name of Individual</b>		<b>Address of Individual</b>
<b>Name of school</b> (at which the Individual is enrolled, employed, or works as a volunteer)		
<b>Signature of the Individual</b>		<b>Date</b>
<b>Signature of the parent or guardian</b> (if the Individual is under 18 years)		<b>Date</b>
<b>Name of signing parent or guardian</b>		<b>Address of signing parent or guardian</b>

**7 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 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.

**What is this consent for?**

This Consent Form authorises the Department and the State to use the Individual's copyright material, image, recording and name, together with information about the Individual's participation in Departmental and State initiatives, for any use by the Department and the State. The consent covers the entire or partial use of the Individual's copyright material, image, recording and name in conjunction with other words and images.

For example, the completed material can appear in school newsletters, school magazines, websites and other school publications, as well as in television advertising, videos, brochures, forms, public relations displays, annual reports, press advertising, internal documents such as manuals, websites, certificates, strategic plans, posters and promotional material and in materials produced by the Department or other State government departments. There may also be occasions on which the Department may approve the media, such as local newspapers and television, using information and material in relation to Individuals – for example, drama and musical performances, sports and prize giving.

The Department has specific policies and guidelines in relation to publication of student images on the Internet – such as the Web Publishing Guidelines and Publishing Student and Staff Information on School Web Sites. These policies and guidelines may be viewed at [www.education.qld.gov.au](http://www.education.qld.gov.au)

**What is Copyright material?**

An Individual's copyright material may include written work (eg 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 those persons' ownership – simply that the Department and the State have permission to use the Individual's material for the purposes mentioned.

**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 in normal work hours or using departmental facilities or equipment), as where copyright material is created by a State employee (teacher, teacher aide, school administrative staff, guidance officer and any other 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 where the employee has prior agreement from the employer.

Generally, the deciding factor is whether the employee is performing their official duties. In addition, section 176 of the *Copyright Act* 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 Guidelines* 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 Services Branch.

**What is an image or recording?**

In this Consent Form, an image or recording includes photographs, videos, films, or sound recordings of the Individual.

**Why is a schedule used?**

A Schedule may be attached to this Consent Form describing a specific use of the Individual's copyright material, image, name or recording, either because it falls outside the purposes listed in Section 2 or to confirm the consent in this form.

**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, in the case of students and volunteers, contacting the Principal of the school, and in the case of employees, sending a request in writing through the District Office.

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

The consent will be in effect for the period described in Section 3 of the form. The consent can be modified or withdrawn at any time by writing to the Principal of the school, and in the case of employees, writing to the District Office. However, any changes will apply only from the date that the Department receives of any consent withdrawal. Any existing material will not be withdrawn from use if the Department or the State is currently using the material or where the Department or the State has entered into contractual obligations in relation to this material. In such cases the withdrawal will be effective after the Department or the State's use is complete or after the contractual obligations come to an end.

**Privacy**

Your consent to the use of the Individual's personal information (their image, recording or name) is required in accordance with the Queensland Government's *Information Standard 42: Information Privacy*. The information privacy principles contained within this Standard govern the collection, use, storage, security, and disclosure of personal information. You may obtain a copy of *Information Standard 42: Information Privacy* by contacting the Principal of the school, from the Department, or from the Office of Government ICT (at [www.governmentict.qld.gov.au](http://www.governmentict.qld.gov.au)). The Department of Education and the Arts Privacy Plan provides detailed information about the types of information collected and its use. If you have any queries about Education Queensland's Privacy Plan and/or our privacy and security practices please forward an email to [InformationPrivacy@qed.qld.gov.au](mailto:InformationPrivacy@qed.qld.gov.au).

# KEEBRA PARK STATE HIGH SCHOOL

## FILM VIEWING CONSENT

### TO BE COMPLETED BY PARENTS/ CARERS OF STUDENTS IN YEARS 8, 9 & 10

In Years 8 & 9, students study various units some of which involve viewing **M Rated** material. These include films (eg *Jaws*, *The Mummy*, *Gladiator*), TV Shows and Documentaries. These texts have been selected because they are excellent teaching resources because they complement the unit of study.

Similarly, Year 10 students view some **M and MA Rated** material.

Since your child is not quite 15 years old, your permission is required to show these texts to your child in the classroom.

Please complete the section below to indicate your consent for your child to view these texts with the class. If your consent is not given, your child will be provided with alternate work for the duration of the unit/s of work.

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I **do / do not** give permission for my child, \_\_\_\_\_ of

\_\_\_\_\_ (Home Group) to view **M Rated** (Years 8 & 9) **and or MA Rated** (Year 10) texts in

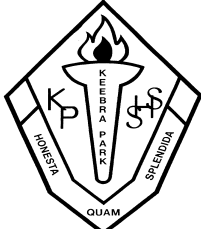
class for study purposes.

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Parent/ Carer Signature

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Date



# KEEBRA PARK STATE HIGH SCHOOL

## APPLICATION FOR ENROLMENT

200\_\_\_\_\_

STUDENT NAME: \_\_\_\_\_

Date of enrolment: \_\_\_\_\_ Year Level: \_\_\_\_\_

**FOR STUDENTS ENTERING YEARS 8 & 9 ONLY:**

1. Do you wish to study Japanese? YES / NO
2. Are you applying for the Plus Pathway YES / NO

**ALL STUDENTS**

**1. Do you wish to apply for enrolment in the following programs:**

- Sport Specialisation Rugby League (Boys only) YES / NO
- Sport Specialisation Touch (Girls only) YES / NO

2. Do you have any learning difficulties in any areas? Have you previously accessed remedial assistance?

\_\_\_\_\_  
\_\_\_\_\_

3. Do you have any particular strengths or abilities eg

- Academic
- Sport
- Music
- Instrumental Music
- Art/ Drama/ Dance
- Other

Office Use Only

Student ID: \_\_\_\_\_

Home Group: \_\_\_\_\_

EQ ID: \_\_\_\_\_

Home Group Teacher: \_\_\_\_\_

Start Date: \_\_\_\_\_

Home Group Room: \_\_\_\_\_

SSR / SST / STR / PLUS

House: \_\_\_\_\_

TIME CHART

SMS



# Student Enrolment Form

**NOTE:** *Items marked with an asterisk (\*) must be asked*  
*Items marked with a hash (#) must be answered for school administration purposes*

**Student Details:**

Does the student have a sibling/s at this school?	Yes / No	If Yes, provide names and details of sibling/s:
Has the student attended this school previously?	Yes / No	If Yes, provide details of this enrolment (ie. dates/previous names etc.):

Surname: #		Preferred Name:	
Given Names: #		Previous Surnames:	

Home Address: #		Postcode: #
Postal Address: #		Postcode: #
Distance from School (ie. metres/kilometres):		
Date of Birth: #		Sex: # Male <input type="checkbox"/> Female <input type="checkbox"/>

<b>Is the student of Aboriginal or Torres Strait Islander origin? *</b>			
No	<input type="checkbox"/>	Yes, Torres Strait Islander	<input type="checkbox"/>
Yes, Aboriginal	<input type="checkbox"/>	Yes, both Aboriginal & Torres Strait Islander	<input type="checkbox"/>

<b>In which country was the student born? *</b>			
Australia	<input type="checkbox"/>	Taiwan	<input type="checkbox"/>
New Zealand	<input type="checkbox"/>	Papua New Guinea	<input type="checkbox"/>
England	<input type="checkbox"/>	United States of America	<input type="checkbox"/>
South Africa	<input type="checkbox"/>	Hong Kong	<input type="checkbox"/>
Philippines	<input type="checkbox"/>	South Korea	<input type="checkbox"/>
Other – Please specify:			

Date of Arrival in Australia:		Permanent Residency:	Yes / No
Religion:		If No, Visa Details:	

**Student Origin Details:**

Origin:	Qld / Interstate / Overseas		
Previous School/Other Location:			
Sector:	Preschool / Primary / Secondary / VET / University / Other	Full Time / Part Time	
Previously Employed:	Yes / No	Full Time / Part Time	

**Parent/Caregiver 1:**

<b>Surname: *</b>		<b>Given Names: *</b>	
<b>Title:</b>	<i>Mr/Mrs/Ms/Dr etc (please specify):</i>		
<b>Relationship to Student:</b>	<i>Mother/Father/Caregiver/Other (please specify):</i>		

<b>Actual Address: *</b>		<b>Postcode: *</b>
<b>Postal Address: *</b>		<b>Postcode: *</b>

<b>Occupation:</b>		<b>Work Location:</b>	
<b>Work Phone:</b>	<b>Ext:</b>	<b>Work Mobile:</b>	

<b>Home Phone:</b>		<b>Home Mobile:</b>	
<b>Email Address</b>			

<b>Cultural Background:</b>		<b>Country of Birth:</b>	
<b>Interpreter Required:</b>	<i>Yes / No</i>		

**Parent/Caregiver 2:**

<b>Surname: *</b>		<b>Given Names: *</b>	
<b>Title:</b>	<i>Mr/Mrs/Ms/Dr etc (please specify):</i>		
<b>Relationship to Student:</b>	<i>Mother/Father/Caregiver/Other (please specify):</i>		

<b>Actual Address: *</b>		<b>Postcode: *</b>
<b>Postal Address: *</b>		<b>Postcode: *</b>

<b>Occupation:</b>		<b>Work Location:</b>	
<b>Work Phone:</b>	<b>Ext:</b>	<b>Work Mobile:</b>	

<b>Home Phone:</b>		<b>Home Mobile:</b>	
<b>Email Address</b>			

<b>Cultural Background:</b>		<b>Country of Birth:</b>	
<b>Interpreter Required:</b>	<i>Yes / No</i>		

<b>Does the student or their parent/caregiver1 or their parent/caregiver2 speak a language other than English at home? *</b>			
<i>(If more than one language, indicate the one that is spoken most often in this section and any other in the section below)</i>			
		<b>Parent/Caregiver 1</b>	<b>Parent/Caregiver 2</b>
No, English only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Cantonese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Italian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Vietnamese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Mandarin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Tagalog – (Filipino)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Spanish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Samoan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Greek	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, German	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other – Please specify			

<b>If the student or their parent/caregiver1 or parent/caregiver2 speak additional languages other than English at home, indicate any secondary languages that are spoken, in this section only.</b>			
		<b>Parent/Caregiver 1</b>	<b>Parent/Caregiver 2</b>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>What is the <i>highest</i> year of primary or secondary school the parents/caregivers have completed? *</b>			
<i>(For persons who have never attended school, mark 'Year 9' or equivalent or below.)</i>			
		<b>Parent/Caregiver 1</b>	<b>Parent/Caregiver 2</b>
Year 12 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Year 11 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Year 10 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Year 9 or equivalent or below	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>What is the level of the <i>highest</i> qualification the parents/caregivers have completed? *</b>			
		<b>Parent/Caregiver 1</b>	<b>Parent/Caregiver 2</b>
Bachelor degree or above	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advanced Diploma/Diploma	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certificate I to IV (including trade certificate)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No non-school qualification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>What is the occupation group of the parent/caregiver1? *</b>	
<i>(Refer to page 4 for the list of Parental Occupation Groups)</i>	
<b>What is the occupation group of the parent/caregiver2? *</b>	
<i>(Refer to page 4 for the list of Parental Occupation Groups)</i>	

**Please select the appropriate Parental Occupation Group from the list on page 4.**

- If the person 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 person's last occupation.
- If the person has not been in paid work in the last 12 months, enter '8' in the box above.

## List of Parental Occupation Groups (for previous question)

### 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 degree 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/sportspersons 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, sportsman/woman, 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: Tradesmen/women, clerks and skilled office, sales and service staff

**Tradesmen/women** generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women 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/child care 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, kitchenhand, 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's 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, farm hand, 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]

**Emergency Contact 1 (other than primary parent/caregiver):**

Family Name:		Given Names:	
Home Phone:		Work Phone:	
Home Mobile:		Work Mobile:	
Relationship to Student:	<i>Mother/Father/Caregiver/Other (specify):</i>		

**Emergency Contact 2 (other than primary parent/caregiver):**

Family Name:		Given Names:	
Home Phone:		Work Phone:	
Home Mobile:		Work Mobile:	
Relationship to Student:	<i>Mother/Father/Caregiver/Other (specify):</i>		

**Emergency Contact 3 (other than primary parent/caregiver):**

Family Name:		Given Names:	
Home Phone:		Work Phone:	
Home Mobile:		Work Mobile:	
Relationship to Student:	<i>Mother/Father/Caregiver/Other (specify):</i>		

**Medical Information:**

Doctor's Name:		Doctor's Phone No:	
Doctor's Address:			Postcode:
Medicare No:			
<i>Illness, disability (including any medication):</i>			

**Travel Details:**

Bicycle / Bus / Car / Train / Walk <i>(please provide details)</i>

**Custody Details:**

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**Signature of Parent/Caregiver:**

1	2
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## THIS SECTION IS FOR OFFICE USE ONLY

### Enrolment Details:

Student ID:	
Year Level:	
House:	
Form:	

Date Enrolled:	
Roll Class:	
Campus:	
Mature Age Check:	E <input type="checkbox"/> P <input type="checkbox"/> U <input type="checkbox"/>

ESL	<input type="checkbox"/>	Repeating	<input type="checkbox"/>	Handouts	<input type="checkbox"/>
Geographically Isolated	<input type="checkbox"/>	Learning Difficulty	<input type="checkbox"/>	Special Ed Support	<input type="checkbox"/>
Gifted Student	<input type="checkbox"/>	Medical Condition	<input type="checkbox"/>	Custody Order	<input type="checkbox"/>
Birth Certificate Sighted	<input type="checkbox"/>	% Fee	<input type="checkbox"/>	O/S Full Fee	<input type="checkbox"/>
Permanent Resident	<input type="checkbox"/>	Cultural Link	<input type="checkbox"/>	Continuing	<input type="checkbox"/>
Austudy	<input type="checkbox"/>	Textbook Allowance	<input type="checkbox"/>		<input type="checkbox"/>

% Language Weighting:	
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### Permissions:

	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
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### Other Information:

### Destination Details from Exit Interview:

Destination:	<i>Qld / Interstate / Overseas</i>	Date Left:	
Destination School/ Other Location:			
Sector:	<i>Preschool / Primary / Secondary / VET / University / Other</i>	Full Time / Part Time	
Employment:	<i>Yes / No</i>	Full Time / Part Time	
Reason for Leaving:			

The school and the Department of Education and the Arts are subject to *Information Standard 42 – Information Privacy (IS42)*. IS 42 controls how the school and the department collects, stores, uses and discloses personal information.

Although information provided on the form is voluntary, where an item is marked with a hash (#) the information must be provided, as it is required by the school for the effective administration of matters concerning the student at the school.

The information collected on the enrolment form is being obtained for the purpose of processing the student's application for enrolment and to comply with recent Commonwealth legislation. It may be used and where necessary disclosed by the school or the department for the following purposes:

- General student administration,
- Communication with students and parents/caregivers,
- State and National reporting purposes,
- Where permitted by law,
- Essential for law enforcement, or
- Believed to be necessary to prevent or lessen an imminent threat to health or life.

The information will be stored securely. You may access or correct personal information provided by contacting the school. If you have a concern about the way your personal information has been collected, stored, used or disclosed you may contact the school in the first instance.

# Privacy Information Sheet for Parents/Carers

## Enrolment Form for Queensland State Schools – 200\_\_

The school is part of Education Queensland in the Department of Education and the Arts. It is subject to *Information Standard 42 – Information Privacy (IS42)* which controls how it must collect, store, use and disclose personal information.

### Why does Education Queensland collect personal information at enrolment?

Education Queensland collects personal information on the attached enrolment form so it can:

- meet its legal obligations under the *Education (General Provisions) Act 1989*;
- meet its duty of care to all students and staff members; and
- administer and plan for providing appropriate education and support services to students.

Also, the State of Queensland has agreed to collect information about students' gender, indigenous status, socio-economic background and language background and provide it to the Commonwealth. Commonwealth law requires Education Queensland to collect and provide the information to the Commonwealth Department of Education, Science and Training (DEST) in order for the Commonwealth to provide funding for education to the State.

### Do you have to provide all of the information requested on the enrolment form?

**NO**, you do **NOT** have to provide **ALL** of the information requested on the enrolment form. However, Education Queensland requires certain information by law to ensure that those seeking enrolment are eligible. Education Queensland also requires personal information to ensure that the school can meet its legal 'duty of care' obligations and to provide appropriate education and support services to students. If you choose not to provide the information requested on the enrolment form, the school may be unable to enrol the person as a student, or properly care for the student or provide appropriate education and support services to the student.

### Do you have to provide the information requested by the Commonwealth?

**NO**, it is voluntary. You do **NOT** have to provide the information requested by the Commonwealth. The State of Queensland is required by law to collect and pass on the information, that you choose to give, to the Commonwealth **BUT** you decide whether to give that information to Education Queensland.

### What will happen to the information collected by Education Queensland and provided to the Commonwealth?

Queensland State schools normally collect information on students' sex, indigenous status and language background and use it to provide appropriate education and support services to students. The school will continue to collect and hold this information. The two questions on the enrolment form about the student's socio-economic background are about you, the student's parent/caregiver. Education Queensland will not retain this information. The questions are:

- *What is the highest year of primary or secondary school the parents/caregivers have completed?*
- *What is the level of the highest qualification the parents/caregivers have completed?*

The information regarding gender, indigenous status, socio-economic background and language background is given to:

- the Queensland Studies Authority so that it can be linked with students' numeracy and literacy test results; and
- the Commonwealth Department of Education, Science and Training.

Information provided to the Commonwealth government is aggregated and does not identify individuals. Your socio-economic background information is entered into a database using only the student's numerical identifier. The name of the student and your name(s) are not part of the States' reporting requirements. The school will destroy the forms used to collect your socio-economic background information and will have no future access to the data.

### **Are a student's records transferred when the student moves from a Queensland State school to another school within Queensland?**

**YES**, a student's records are transferred when the student moves from a Queensland State school to another school within Queensland. Education Queensland is permitted by law to transfer information about a student from a State school to another State school or from a State school to a non-State school within Queensland. This helps the new school to understand the student's needs and assists with continuing appropriate educational support programs. It also provides an opportunity for parents/carers to review and discuss the information being transferred to make sure that it is up to date, accurate and complete.

### **In what other circumstances can the school or Education Queensland disclose personal information?**

Education Queensland can only use and/or disclose your personal information in accordance with IS42. Further, under IS42, Education Queensland can disclose your personal information that is relevant to other organisations if:

- you consent;
- you are likely to be aware that the disclosure is usual practice;
- it is required or authorised by law;
- it is necessary for law enforcement; or
- it is believed to be necessary to prevent or lessen an imminent threat to a person's health or life.

Listed below are Queensland government agencies to which Education Queensland regularly discloses relevant personal information under IS42.

- Queensland Transport;
- Queensland Studies Authority;
- Queensland Police Service;
- Department of Employment and Training;
- Department of Child Safety;
- Department of Communities;
- Disability Services Queensland.

Education Queensland is also regularly required by Commonwealth law to give personal information to the following Commonwealth government agencies for data matching for the payment of welfare benefits:

- Centrelink; and
- Australian Taxation Office.

### **How can you access the information about your child enrolled at a Queensland State school?**

You may request access to personal information about you or your child held by Education Queensland or a school by making a request in writing to the principal of the school. The principal will assess your request in accordance with Education Queensland policy. You may also apply in writing to Education Queensland for access under the *Freedom of Information Act 1992*.

### **What are your responsibilities as a parent/carer regarding personal information?**

It is the responsibility of parents/carers to continue to provide to the school up-to-date and accurate information when circumstances change so that the school can meet its obligations to the student. This will include, for example, maintaining current contact information and advising the school of any relevant changes to custody or care arrangements.

### **Further information**

If you have any questions about information privacy practices of Education Queensland, please first contact the school principal or consult the Department of Education, Training and the Arts website at: <http://education.qld.gov.au/information/privacy/plan/>.

A copy of IS42 is available at [http://www.governmentict.qld.gov.au/02\\_infostand/standards/is42.pdf](http://www.governmentict.qld.gov.au/02_infostand/standards/is42.pdf).

# KEEBRA PARK STATE HIGH 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 Keebra Park State High School.

### ***Student responsibilities:***

- ◆ Attend school regularly, on time, ready to learn and take part in school activities
- ◆ Act at all times with respect and show tolerance towards other students and staff
- ◆ Work hard and comply with requests or directions from the Principal and staff
- ◆ Abide by school rules, meet homework and assessment requirements
- ◆ Wear the school uniform in its intended manner
- ◆ Respect the school environment
- ◆ Middle Phase Learners – observe the Four Elements of Learning Success
- ◆ Senior Phase Learners – observe the importance of effective time management and practice effective strategies

### ***Parent responsibilities:***

- ◆ Assist students to be prepared for learning by ensuring they have relevant resources including school uniform, school bag, stationery, texts etc.
- ◆ Attend information evenings for parents
- ◆ Let the school know if there are any problems that may affect the child's ability to learn
- ◆ Inform the school of any reason for student absence
- ◆ Treat staff with respect and tolerance
- ◆ Support the authority and discipline of the school enabling the child to achieve maturity, self discipline and self control.

### ***School responsibilities:***

- ◆ Develop each individual student's talent as fully as possible
- ◆ Inform parents and carers regularly about how their children are progressing
- ◆ Inform students, parents and carers about assessment requirements each semester
- ◆ Teach effectively and set the highest standards in work and behaviour
- ◆ Take reasonable steps to ensure the safety, happiness and self-confidence of all students
- ◆ Be open and welcoming at all reasonable times and offer opportunities for parents and carers to become involved in the school community
- ◆ Clearly articulate the school's expectations regarding the responsible behaviour plan for students and the school's dress code policy.
- ◆ Ensure that the parent is aware of the school's record keeping policy including the creation of a transfer note should the student enrol at another school
- ◆ Set, mark and monitor homework and assessment for students in keeping with the school homework and assessment policies
- ◆ Contact parents and carers as soon as is possible if the school is concerned about the child's school work, behaviour, attendance or punctuality.
- ◆ Deal with complaints and concerns in an open, fair and transparent manner
- ◆ Consult parents on any major issues affecting students
- ◆ Treat students and parents with respect and tolerance.

*"Yes, you can at Keebra!"*

The following page is designed to encourage parents, students and staff to negotiate the most appropriate pathway to the successful completion of Year 12 or its equivalent. While not binding, it is an indication of our combined intentions to support the student to achieve the best learning outcomes possible.

# KEEBRA PARK STATE HIGH SCHOOL

## ENROLMENT AGREEMENT

I accept the rules and regulations of Keebra Park State High School as stated in the school policies that have been provided to me as follows:

- Responsible Behaviour Plan for students
- Student Dress Code
- Homework Policy
- Assessment Policy
- Student usage of the internet and intranet
- Mobile Phone and Personal Electronic Device Policy
- Attendance Policy – student absence and lateness
- Sport Policy
- Student Driver Policy
- Graduation, Certification and Promotion Policy (Senior Phase students only). Working Towards Graduation – Keebra Park ETRF Quality Performance Criteria. (Points system)
- Curriculum Resources Scheme
- School Excursion Policy
- Complaints management
- Parent Notice for Religious Instruction in School hours
- Consent to use Copyright material, Image, Recording or Name
- Consent for student to view M/ MA rated Text and Film.
- Smart Choices – sale and supply of healthy food and drink

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

\_\_\_\_\_  
Student

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Principal, KPSHS

\_\_\_\_\_  
Date