Student Name: ______________________________________
OFFICE USE ONLY

ENROLMENT CHECKLIST

✓ Please check that everything has been returned with Enrolment Package

Student Name: ________________________________________

Previous School: ________________________________________

Enrolling into Year:  Prep 1 2 3 4 5 6  Start Date: ________

Enrolment Requirements (if not relocating from other Queensland school or initial enrolment)

☐ Student Birth Certificate  ) One of these
☐ Student Passport / Visa  )
☐ Parent / Carer ID (eg. Driver’s Licence, Medicare Card etc.)

Department of Child Safety

Is this student under the care of the Department?

☐ No
☐ Yes
Details:____________________________________________________

Legal Orders

Are there Legal Orders / Out-of-Home Care arrangements?

☐ No
☐ Yes
Details:____________________________________________________

Mandatory

☐ Student Enrolment Form
  (Reminder: check Medical, Emergency Contacts, Religion__________, Legal Orders & Travel:Bus______)
☐ Enrolment Agreement
☐ Internet Permission
☐ Consent Form
☐ Chaplaincy Permission
☐ General Permission Form
☐ Refund Policy Details

Voluntary / If Required

☐ Medication Form
☐ Voluntary Resource Contribution
☐ Instrumental Music Program Details
☐ Tuckshop Volunteer Application
☐ P&C Membership Application

Notes:

Checked by: ____________________________   Date: ____________________
Yeppoon State School

Application for student enrolment form

INSTRUCTIONS

Please refer to the Application to enrol in a Queensland State School information sheet at the end of this form when completing this application.

Failure or refusal to complete those sections of the form marked with an (*) or to provide required documentation may result in a refusal to process your application.

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

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

PRIVACY STATEMENT

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

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. DET will disclose personal information from this form to the Queensland Curriculum and Assessment Authority when opening student accounts, in compliance with Part 3 of the Education (Queensland Curriculum and Assessment Authority) Act 2014 (Qld). Personal information from this form will also be supplied to Centrelink in compliance with ss.194 and 195 of the Social Security (Administration) Act 1999 (Cth). De-identified information concerning parents’ school and non-school education, occupation group and main language other than English and students’ country of birth, main language other than English, sex and Indigenous status, is supplied to the Australian Government Department of Education in compliance with Federal – State Government funding agreements.

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

If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please also contact the school in the first instance.

ENTITLEMENT TO ENROLMENT

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

- failure to adequately complete this enrolment form
- if the school has an Enrolment Management Plan or an Enrolment Eligibility Plan (enrolment is subject to eligibility under the plan)
- the applicant is a prospective mature age student (the applicant can only apply for enrolment at a mature age state school and will be subject to a satisfactory criminal history check, or as a student in a program of distance education. All prospective mature age students must have a remaining allocation of state education.)
- the applicant is not of correct age for enrolment (relates to Preparatory Year and Years 1 to 6)
- the applicant has been excluded or cancelled from enrolment or is subject to suspension from a state school at the time of the application
- the school is a state special school and the applicant does not meet the criteria for enrolment in a special school
- the school principal reasonably believes that the applicant presents an unacceptable risk to the safety or wellbeing of members of the school community (application is referred to Director-General)
- the proposed enrolment requires approval as part of a flexible arrangement under s.183 of the EGPA 2006, and the arrangement has not yet been approved
- the prospective student is not an Australian resident or citizen or the child of an Australian permanent resident or citizen (visa restrictions may apply, fees may be charged, in some cases legislation requires that the applicant must obtain approval from the Chief Executive via Education Queensland International (EIQ) to enrol)

<table>
<thead>
<tr>
<th>Office use only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date enrolle...</td>
</tr>
<tr>
<td>Independent s...</td>
</tr>
<tr>
<td>Birth certificate/passport sighted, number recorded and DOB confirmed</td>
</tr>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>Is the prospective student over 18 years of age at the time of enrolment?</td>
</tr>
<tr>
<td>If yes, is the prospective student exempt from the mature age student process?</td>
</tr>
<tr>
<td>If no, has the prospective mature age student consented to a criminal history check?</td>
</tr>
<tr>
<td>School house/ team</td>
</tr>
<tr>
<td>EAL/D support</td>
</tr>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>To be determined</td>
</tr>
<tr>
<td>FTE</td>
</tr>
<tr>
<td>Visa and associated documents sighted</td>
</tr>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>EQI category</td>
</tr>
<tr>
<td>SV – student visa</td>
</tr>
<tr>
<td>TV – temporary visa</td>
</tr>
<tr>
<td>DS – dependent – parent on student visa</td>
</tr>
<tr>
<td>EX – exchange student</td>
</tr>
<tr>
<td>DE – distance education</td>
</tr>
</tbody>
</table>

Queensland Government

Uncontrolled copy. Refer to the Department of Education and Training Policy and Procedure Register at http://prp.del.qld.gov.au to ensure you have the most current version of this document

13/04/2017
PROSPECTIVE STUDENT DEMOGRAPHIC DETAILS

Legal family name* (as per birth certificate)

Legal given names* (as per birth certificate)

Preferred family name

Preferred given names

Sex* □ Male □ Female

Date of birth* / / 

Copy of birth certificate available to show school staff*

□ Yes □ No

Enrolment may not be approved without enrolling staff sighting the prospective student’s birth certificate. An alternative to birth certificate will be considered where it is not possible to obtain a birth certificate (e.g. prospective student born in country without birth registration system. Passport or visa documents will suffice).

This does not include failure to register a birth or reluctance to order a birth certificate.

For international students approved for enrolment by EQI, a passport or visa will be acceptable.

For prospective mature age students, proof of identity supplied and copied*

□ Yes □ No

Prospective mature age students must provide photographic identification which proves their identity:

• 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?

□ Yes □ 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?

□ Yes □ No

If yes, provide name of sibling, year level, date of birth, and school

Name:

Year Level

Date of birth / /

School

PROSPECTIVE STUDENT ADDRESS DETAILS*

Principal place of residence address

Address line 1

Address line 2

Suburb/town

State

Postcode

Mailing address (if it is the same as principal place of residence, write 'AS ABOVE')

Address line 1

Address line 2

Suburb/town

State

Postcode

Email

FAMILY DETAILS

Parents/carers

Parent/carer 1

Parent/carer 2

Family name*

Given names*

Title □ Mr □ Mrs □ Ms □ Miss □ Dr □ Mr □ Mrs □ Ms □ Miss □ Dr

Sex □ Male □ Female □ Male □ Female

Relationship to prospective student*

Is the parent/carer an emergency contact?

□ Yes □ No □ Yes □ No
**FAMILY DETAILS (continued)**

<table>
<thead>
<tr>
<th>Parents/carers</th>
<th>Parent/carer 1</th>
<th>Parent/carer 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Phone contact number*</td>
<td>Work/home/mobile</td>
<td>Work/home/mobile</td>
</tr>
<tr>
<td>2nd Phone contact number*</td>
<td>Work/home/mobile</td>
<td>Work/home/mobile</td>
</tr>
<tr>
<td>3rd Phone contact number*</td>
<td>Work/home/mobile</td>
<td>Work/home/mobile</td>
</tr>
<tr>
<td>Email</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Occupation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>What is the occupation group of the parent/carer?</td>
<td>□ (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’).</td>
<td>□ (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’).</td>
</tr>
<tr>
<td>Country of birth</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Country of residence</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does parent/carer 1 or parent/carer 2 speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)</td>
<td>□ No, English only</td>
<td>□ No, English only</td>
</tr>
<tr>
<td></td>
<td>□ Yes, other – please specify ________________</td>
<td>□ Yes, other – please specify ________________</td>
</tr>
<tr>
<td>Needs interpreter?</td>
<td>□ Yes □ No</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>Is the parent/carer an Australian citizen?</td>
<td>□ Yes □ No</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>Is the parent/carer a permanent resident of Australia?</td>
<td>□ Yes □ No</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>Address line 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address line 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Suburb/town</td>
<td></td>
<td></td>
</tr>
<tr>
<td>State</td>
<td>Postcode</td>
<td>Postcode</td>
</tr>
<tr>
<td>Mailing address (If it is the same as principal place of residence, write 'AS ABOVE')</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address line 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address line 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Suburb/town</td>
<td></td>
<td></td>
</tr>
<tr>
<td>State</td>
<td>Postcode</td>
<td>Postcode</td>
</tr>
</tbody>
</table>

**Parent/carer school education**

<table>
<thead>
<tr>
<th>Year 9 or equivalent or below</th>
<th>[ ]</th>
<th>[ ]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 10 or equivalent</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>Year 11 or equivalent</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>Year 12 or equivalent</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

**Parent/carer non-school education**

| Certificate I to IV (including trade certificate) | [ ] | [ ] |
| Advanced Diploma/Diploma          | [ ] | [ ] |
| Bachelor degree or above           | [ ] | [ ] |
| No non-school qualification        | [ ] | [ ] |
PROSPECTIVE STUDENT ORIGIN DETAILS

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

INDIGENOUS STATUS

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

RELIGION – RELIGIOUS INSTRUCTION*

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

| Do you want the prospective student to participate in religious instruction? | ☐ Yes ☐ No |
| If ‘Yes’, please nominate the religion: | |

COUNTRY OF BIRTH*

| In which country was the prospective student born? | ☐ Australia ☐ Other (please specify country) __________________ |
| Date of arrival in Australia | / / |

| Is the prospective student an Australian citizen? | ☐ Yes ☐ 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? | ☐ No, English only ☐ Yes, other – please specify __________________ |

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

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

Passport and visa details (to be completed for a prospective student who is NOT an Australian citizen).
NOTE: A permanent resident will have a passport with a permanent residency visa inside worded ‘Holder(s) permitted to remain in Australia indefinitely’. For prospective students arriving in Australia as refugees 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.

<table>
<thead>
<tr>
<th>Passport number</th>
<th>Passport expiry date</th>
<th>/ /</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visa number</td>
<td>Visa expiry date (if applicable)</td>
<td>/ /</td>
</tr>
<tr>
<td>Visa sub class</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
EMERGENCY CONTACT DETAILS  
(Other emergency contact details if parents/carers listed previously are not emergency contacts or cannot be contacted)*

<table>
<thead>
<tr>
<th></th>
<th>Emergency contact</th>
<th>Emergency contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Relationship (e.g. aunt)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1st phone contact number*</td>
<td>Work/home/mobile</td>
<td>Work/home/mobile</td>
</tr>
<tr>
<td>2nd phone contact number*</td>
<td>Work/home/mobile</td>
<td>Work/home/mobile</td>
</tr>
<tr>
<td>3rd phone contact number*</td>
<td>Work/home/mobile</td>
<td>Work/home/mobile</td>
</tr>
</tbody>
</table>

PROSPECTIVE STUDENT MEDICAL INFORMATION  
(including allergies)*

Privacy Statement
The Department of Education and Training (DET) is collecting this medical information in order to address the medical needs of students during school hours as well as during school excursions, school camps, sports and other school activities. DET will not use this information to make a decision about a prospective student’s eligibility for enrolment. The information will only be used by authorised employees of the department and DET will only record, use and disclose the medical information in accordance with the confidentiality provisions at Section 426 of the Education (General Provisions) Act 2006. It is essential that the school is advised before the prospective student’s first day of attendance if the prospective student has any medical conditions. The school administration staff must also be informed of any new medical conditions or a change to medical conditions as soon as they are known. Should the prospective student need to take medication during school hours, an Individual Health Plan, including Emergency Health Plan if relevant, or Authority to Administer Medication Form will need to be completed each year and retained at the office.

No known medical conditions

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.

<table>
<thead>
<tr>
<th>No</th>
<th>Yes, please specify</th>
</tr>
</thead>
</table>

Name of prospective student's medical practitioner (optional)

Contact number of medical practitioner

I authorise school staff to contact the prospective student’s medical practitioner for the purpose of seeking advice in cases where an immediate but non-life threatening response is required (for instance, when the prospective student may be on an excursion or sporting event)? (answer only if medical practitioner details have been provided above)

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

Medicare card number (optional)

Cardholder name (if not in name of prospective student)

Private health insurance company name (if covered) (optional)

Private health insurance membership number (leave blank if company name is not provided)
**COURT ORDERS**

**Out-of-Home Care Arrangements**

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

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

**Family Court Orders**

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

| ☐ Yes ☐ No |
| --- | --- |
| □ If yes, what are the dates of the court order? Please provide a copy of the court order. | Commencement date | |
| | End date | |

**Other Court Orders**

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

| ☐ Yes ☐ No |
| --- | --- |
| □ If yes, what are the dates of the court order? Please provide a copy of the court order. | Commencement date | |
| | End date | |

---

**TRAVEL DETAILS**

| Mode of transport to school | ☐ Walk ☐ Car ☐ Bus ☐ Bicycle ☐ Train ☐ Other |

---

**APPLICATION TO ENROL**

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

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

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

---

Uncontrolled copy. Refer to the Department of Education and Training Policy and Procedure Register at [http://ppr.det.qld.gov.au](http://ppr.det.qld.gov.au) to ensure you have the most current version of this document.
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/segurotor].

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

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

This sheet contains information on how to complete the Application for Student Enrolment Form (SEF-1 Version 7).

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

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

Sections of the form not marked (*) are optional. However, failure to complete these sections may result in the school not being eligible for important Federal and State Government funding.

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

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

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

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

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

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

Religion – Religious Instruction
Applicants are asked if they would like the prospective student to participate in religious instruction. From Year 1, the prospective student may participate in religious instruction if it is available.

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

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

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

Responsibility of student to:
- 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 teacher and principal
- abide by school rules, meet homework requirements and wear school’s uniform
- respect the school environment.

Responsibility of parents to:
- attend open evenings for parents
- let the school know if there are any problems that may affect my child’s ability to learn
- inform school of reason for any absence
- treat school staff with respect and tolerance
- support the authority and discipline of the school enabling my child to achieve maturity, self discipline and self control
- abide by school’s policy regarding access to school grounds before, during and after school hours.

Responsibility of school to:
- 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 what the teachers aim to teach the students each term
- teach effectively and to 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
- advise parents and carers of extra-curricular activities operating at the school in which their child may become involved, for example, Program of Chaplaincy, religious instruction
- 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 regularly in keeping with the school’s homework policy
- contact parents and carers as soon as is possible if the school is concerned about the child’s school work, behaviour, attendance or punctuality
- deal with complaints in an open, fair and transparent manner
- consult parents on any major issues affecting students
- treat students and parents with respect and tolerance.

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

- Responsible Behaviour Plan for Students
- Student Dress Code
- Bullying Prevention Strategy
- Homework Policy
- Sunsmart Policy
- School Charges and voluntary contributions
- Student usage of internet, intranet and extranet
- Absences
- School Excursions
- Complaints management
- Parent Notice for Religious Instruction in School Hours
- Consent to use Copyright Material, Image, Recording or Name
- Appropriate Use of Mobile Telephones and other Electronic Equipment by Students

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

Student Signature: _____________________________ Date: ____/____/______

Parent/Caregiver’s Signature: _____________________________ Date: ____/____/______

On behalf of Yeppoon State School: _____________________________ Date: ____/____/______
Yeppoon State School Student Internet & Computer Use Agreement

FAMILY NAME: ____________________________________________

FIRST NAME / NAMES: _______________________________________

It is envisaged that children will be accessing educational sites on the Internet chosen by their teacher. Students will only access the Internet while supervised by a teacher. Some classes will also be using e-mail to communicate with classes at other schools. The e-mail address will be a class address. Teachers remind students of our rules for using the Internet and in an effort to make them more responsible, we request that parents also ensure their children are aware of appropriate Internet and computer usage.

STUDENTS NEED TO BE AWARE OF AND COMPLY WITH THE FOLLOWING INTERNET AND COMPUTER USE REQUIREMENTS.

There is an understanding that the Internet can connect us to much useful information stored on computers around the world.

While having access to the Internet students will:

- use it only for educational purposes
- use it only under teacher supervision
- understand that the computer network may be set up differently to home computers and understand that they should listen carefully to the instructions given by the teacher
- if accidentally come across something that is illegal, dangerous or offensive, turn off the monitor and immediately and quietly, inform the teacher. (This enables the site to be blocked)
- respect the equipment provided for student use by not vandalising, disrupting or harming the equipment
- scan any disks for viruses on networked machines before using the disks on any school computers
- respect copyright by not claiming the work of others as their own and acknowledge the information source

While having access to the Internet students will not:

- change any settings on the school computers, although the computer network may be set up differently to home computer
- look for anything that is illegal, dangerous or offensive
- download or print material without a teacher’s approval
- reveal their home address or phone number or anyone else’s
- reveal their personal or class access information to anyone else
- send a photo of themselves or of anyone else via the Internet unless directed by a teacher as part of an e-mail exchange with another school
- use the Internet to annoy or offend anyone else
- bring games or other programs into the school for use on school computers

Students must understand that if the school decides they have broken these rules, appropriate action will be taken. This may include loss of Internet access for some time and parents being informed.

Parent/Caregiver Permission

This Internet Agreement shall remain valid until the completion of Year 6 by the above named student / students.

I understand that the Internet can provide students with valuable learning experiences.
I also understand that the Internet gives access to information on computers around the world; that the school cannot control what is on these computers; and that a very small part of that information can be illegal, dangerous or offensive.
I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend finally upon responsible use by students.

I give permission for (Child / children’s names): ________________________________________________

☐ To use the computers under the conditions listed
☐ To access services such as electronic mail and the Internet
☐ For my child’s picture or class work to be displayed on the School Intranet. (Intranet may only be accessed from our school network)

I have / will discuss these responsibilities with my child / children and I hereby give my permission for him/her to access the Internet / Network under 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.

Parent/Caregiver’s Name: ____________________________________________

Parent/Caregiver’s Signature: ________________________________ Date: ____/____/______
Yeppoon State School General Permissions and Agreements

FAMILY NAME: ________________________________

FIRST NAME / NAMES: ________________________________

* Please note that this permission is applicable to the student’s whole of school life while attending Yeppoon State School. Any changes to any permission must be instigated by the parent or guardian of the student. (Written notice)

Chaplain Interaction Permission

From time to time, our School Chaplain will interact with all students during lunch breaks or if a child requires someone to talk to in an informal setting. If a child requires additional or extra time with our Chaplain, a phone call to parents and carers will be made and a parent meeting arranged should a matter need to be discussed.

If you are agreeable to our School Chaplain having general, friendly discussions with your child/children please indicate below as it is necessary for the school to gain parental permission for this informal interaction.

☐ I DO / ☐ DO NOT give permission for my child/children, to participate in informal chats/conversations with our School Chaplain should the opportunity present itself or a need arise.

Parent/Caregiver’s Signature: ________________________________ Date: ___/___/_______

Responsible Behaviour Plan for Students

☐ I have received a copy of the Responsible Behaviour Plan for Yeppoon State School and am aware of the expectations of the school, and agree to support the expectations of the school.

Parent/Caregiver’s Signature: ________________________________ Date: ___/___/_______

Swimming

☐ I grant permission for my child/children to participate in swimming activities and agree to the delegation of authority to the staff and/or instructors involved.

Parent/Caregiver’s Signature: ________________________________ Date: ___/___/_______

Religion

☐ I grant permission for my child/children to attend religion: (Please circle preference) Bahai Catholic Combined Religion (Ecumenical)

I understand that my child/children will attend the Virtues Program with a teacher during religion allocated class time if permission is not granted.

Parent/Caregiver’s Signature: ________________________________ Date: ___/___/_______

Sunscreen

☐ I grant permission for my child/children to self administer sunscreen when required from the office.

Parent/Caregiver’s Signature: ________________________________ Date: ___/___/_______

Thank you for taking the time to complete these Permissions/Agreements.
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 (e.g. is it for duration of enrolment? What date or dates?):**

   **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.yeppoonss.eq.edu.au/wcms
     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: N/A
     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: N/A
     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

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<thead>
<tr>
<th>Name of Individual</th>
<th>Address of Individual</th>
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Name of School (at which the Individual is enrolled, employed or volunteers) Yeppoon State School

<table>
<thead>
<tr>
<th>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)</th>
<th>Date</th>
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<th>Signature of the parent or guardian (required if the Individual is under 18 years)</th>
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<tr>
<th>Name of signing parent or guardian</th>
<th>Address of signing parent or guardian</th>
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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 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.
Yeppoon State School Refund Guidelines and Details

At Yeppoon State School we are committed to providing a safe and supportive learning environment for students, staff and volunteers. This commitment includes the health and safety of staff and students when conducting curriculum activities in the school or in other locations.

School excursions and camps enhance a student’s learning by providing opportunities for the student to participate in activities, both curriculum-related and recreational, outside the normal school routine. All planned school excursions are approved by the Principal and endorsed by the Parents and Citizens Association.

State schools are able to charge a fee for:

- an educational service including materials and consumables not defined as instruction, administration and facilities for the education of the student
- an education service purchased from a provider other than the school where the provider charges the school and
- a specialised educational program.

A school fee is directed to the purpose for which it is charged.

School fees for extra-curricular activities are calculated on a cost recovery only basis, according to the number of students who have indicated their attendance.

Participation of students in an extra-curricular activity is indicated through payment of the fee and provision of a permission form completed by the parent.

As the school budget cannot meet any shortfalls in funding for an extra-curricular activity due to the subsequent non-participation of a student who had previously indicated attendance of the activity, fees already paid for an extra-curricular activity may be refunded in full or in part or not at all, having regard to the associated expenses incurred and the circumstances of the non-participation.

If a parent wishes to apply for a refund due to their child’s non-participation in an extra-curricular activity, they may do so by completing a Request for Refund form available from the school office. Where possible, the request should include the receipt relating to the payment for which a refund is being sought.

It is preferred that refunds be made as a credit against the student’s account at the school, and used to offset any future charges.

APPROVED REFUND PROCESS

If a student does not attend an excursion/activity and it is approved that a refund will be applied, then a refund will be given using Option 1 first followed through to Option 3.

1. The refund will be actioned against any outstanding amounts on student’s account.
2. The refund will be actioned as a credit against the student’s account at the school.
3. The refund will be paid into a nominated bank account.

PARENT / CARER BANK DETAILS FOR REFUND PURPOSES

I supply the following details for school purposes on the understanding that the information provided will be used for the purpose of any refund to be made to me in full or part:

1. a refund may not be made to me or be made in full or in part, having regard to the associated expenses already incurred by the school, and the school’s refund guidelines provided to me.
2. my details will be kept confidential and will not be used for any other purpose.
3. my refund be made to my bank account via electronic funds transfer (EFT)

Signature of Parent/Carer _____________________________ Date _____________________________

(Please complete details below) Bank Account Details:

Account Name: __________________________________________

BSB: __________________________ Account Number: __________________________

Bank: __________________________ Branch: __________________________
Yeppoon State School Voluntary Tuckshop Application

All profits from the Tuckshop are used by the Parents and Citizens Association to provide necessary additional teaching aids and equipment for the school, so all students benefit from its operation.

The Tuckshop would not function efficiently without the help of volunteers. The Tuckshop urgently needs your help to be able to provide a variety of hot and cold foods, drinks, ice-creams and stationery for students and staff, four days a week.

Please fill out the form below and return to the Tuckshop or office.

Thank you,

Tuckshop Convenor

<table>
<thead>
<tr>
<th>Day of the week/frequency</th>
<th>Time 9.30 – 11.15 pm</th>
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<tbody>
<tr>
<td>Tuesday</td>
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<td>Friday</td>
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<td>One day per fortnight</td>
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<tr>
<td>One day per month</td>
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Name: ______________________________________________________________

Address: ____________________________________________________________

Student’s Name and Class: ___________________________________________

Phone No.’s: Hm_____________________ Wk/Mobile _______________________

Signature: ___________________________ Date: ______________________
Surnames: ...................................................................................................................................

First Names: ..................................................................................................................................

Address: ........................................................................................................................................

Phone No.: ................................................ (Hm) ......................................................... (Wk)
....................................................................................................................................................... (Mobiles)

Email: ...........................................................................................................................................

Children Attending:

<table>
<thead>
<tr>
<th>Surname</th>
<th>First Name</th>
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<th>Date of Birth</th>
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For persons who are NOT parents at the school, please record that over the age of 18 years

DOB ................................................. OR Secretary’s Verification: .................................

Tick the correct box: □ I am applying as a new member.
□ I am applying to renew my membership.
□ I have a Working with Children Check Blue Card.
  Card No. .................................................................
□ I have read the Student Protection Fact Sheet.

I agree to be bound by the constitution of the P&C and by all valid resolutions passed by the Association

Signature (s) of Applicant (s): ........................................................................................................

Date:
........................................................................................................................

Signature of P&C Secretary: .................................................. Date: .................................