2016 PREP ENROLMENT PACK

PROOF OF RESIDENCY

Parents who wish to enrol their child/children at Caningeraba State School under the Enrolment Management Plan will need to demonstrate that the child/children to be enrolled, reside within the catchment area. The following documentation is required by the principal:

- **Rates Notice or Rental Agreement** stamped and signed by a real estate agency for a minimum of 6 months duration.

Together with any two other documents showing the name and address e.g.

- Electricity account or similar account
- Rental bond receipt
- Registration on a State or Federal electoral roll
- Driver’s licence

PROOF OF DATE OF BIRTH

Due to Education Queensland Policy no child can commence school until an original birth certificate has been provided to evidence their date of birth.
Caningeraba 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.

Sections of the form marked (*) are optional. If, 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 developing education systems that suit all students, regardless of their background. The requested 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 (GPA) 2006, and in particular for:

1. assessing whether your application for enrolment should be approved
2. managing and planning for providing appropriate education, training and support services to students
3. assisting departmental staff to maintain the good order and management of schools, and to fulfill their duty of care to all students and staff
4. communicating with students and parents.

This collection is authorised by ss 155 and 420 of the GPA 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 (QCAA). Personal Information from this form will also be supplied to Centrelink in compliance with s194 and 195 of the Social Security (Administration) Act 1999 (SSA). Re-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 your child's 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 your child's school in the first instance.

ENTITLEMENT TO ENROLMENT

Under the GPA 2006, an applicant for enrolment at a state school must be 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 mature age student (the applicant can only apply for enrolment at a mature age school and will be subject to a satisfactory criminal history check, or as a student in a program of distance education. All 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 1115 of the GPA 2006, and the arrangement has not yet been approved
- the student is not an Australian permanent resident or citizen or the child of an Australian permanent resident or citizen (visa restrictions may apply, fees may be charged, in some cases legislation requires that the applicant must obtain approval from the Chief Executive via Education Queensland International (EQI) to enrol)

<table>
<thead>
<tr>
<th>Office use only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date enrolled</td>
</tr>
</tbody>
</table>

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

- Is the student over 18 years of age at the time of enrolment?

- If yes, is the student exempt from the mature age student process?

- If so, has the mature age applicant consented to a criminal history check?

- School house/ team

- EALD support

- FTP

- EDI category

Unofficial draft copy. Note to the Department of Education and Training Policy and Procedure Register at http://det.qld.gov.au to ensure you have the most current version of this document.
### STUDENT DEMOGRAPHIC DETAILS

| Legal family name* (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 |
| For mature age students, proof of identity supplied and copied* | Yes | No |

### APPLICATION DETAILS

| Has the student ever attended a Queensland state school? | Yes | No |
| What year level is the student seeking to enrol in? |  |
| Proposed start date |  |

### 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 |  |

### STUDENT FAMILY DETAILS

<p>| Parents/carers | Parent/carer 1 | Parent/carer 2 |
| Family name* |  |
| Given names* |  |
| Title | Mr | Mrs | Ms | Miss | Dr |
| Sex | Male | Female |
| Relationship to student* |  |
| Is the parent/carer an emergency contact? | Yes | No | Yes | No |</p>
<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>
</tbody>
</table>

**Occupation**

- Please select the parental occupation group from the list provided at the end of this form. If you are not currently in paid work but have had a job in the last 12 months or have retired in the last 12 months, please use your last occupation. If you have not been in paid work in the last 12 months, enter “S”.

**Country of birth**

**Country of residence**

- Does parent/carer 1 or parent/carer 2 speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)
  - No, English only
  - Yes, other – please specify ________________

**Is the parent/carer an Australian citizen?**

- Yes
- No

**Is the parent/carer a permanent resident of Australia?**

- Yes
- No

**Address line 1**

**Address line 2**

**Suburb/town**

<table>
<thead>
<tr>
<th>State</th>
<th>Postcode</th>
</tr>
</thead>
</table>

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

**Suburb/town**

<table>
<thead>
<tr>
<th>State</th>
<th>Postcode</th>
</tr>
</thead>
</table>

**Parent/carer school education**

- What is the highest year of primary or secondary school parent/carer 1 has completed? (For people who have never attended school, mark “Year 9 or equivalent or below”)
  - Year 9 or equivalent or below
  - Year 10 or equivalent
  - Year 11 or equivalent
  - Year 12 or equivalent

**Parent/carer non-school education**

- What is the level of the highest qualification parent/carer 1 has completed?
  - Certificate I to IV (including trade certificate)
  - Advanced Diploma/Diploma
  - Bachelor degree or above
  - No non-school qualification

**What is the highest year of primary or secondary school parent/carer 2 has completed?** (For people who have never attended school, mark “Year 9 or equivalent or below”)

- Year 9 or equivalent or below
- Year 10 or equivalent
- Year 11 or equivalent
- Year 12 or equivalent

- What is the level of the highest qualification parent/carer 2 has completed?
  - Certificate I to IV (including trade certificate)
  - Advanced Diploma/Diploma
  - Bachelor degree or above
  - No non-school qualification
### 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 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, your child will be placed in this nominated religious instruction class if it is available.

If this section is marked ‘no religion’ or ‘no religion nominated’ or a response is provided that is not represented within the school’s religious instruction program, your child will receive other instruction in a separate location during the period arranged for religious instruction. Parents may change these arrangements at any time by notifying the principal in writing.

### COUNTRY OF BIRTH*

<table>
<thead>
<tr>
<th>In which country was the student born?</th>
<th>☐ Australia ☐ Other (please specify country) __________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of arrival in Australia</td>
<td>_____ / _____ / _____</td>
</tr>
</tbody>
</table>

| Is the student an Australian citizen? | ☐ Yes ☐ No (if no, evidence of student’s immigration status to be completed) |

### STUDENT LANGUAGE DETAILS

| Does the student speak a language other than English at home? | ☐ No, English only ☐ Yes, other – please specify |

### EVIDENCE OF STUDENT’S IMMIGRATION STATUS (To be completed if student is NOT an Australian citizen)*

- ☐ Permanent resident Complete passport and visa details section below
- ☐ Student visa holder Date of arrival in Australia _____ / _____ / _____ Date enrolment approved to: _____ / _____ / _____ EQI receipt number: __________
- ☐ Temporary visa holder Complete passport and visa details section below
- ☐ Other, please specify __________

Temporary visa holders must obtain an ‘Approval to enrol in a state school’ from EQI.

**Passport and visa details (to be completed for a 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 students arriving in Australia as refugee or humanitarian entrants, either PEO 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>Visa number</th>
<th>Visa expiry date (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Visa sub class</th>
</tr>
</thead>
</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>Name</th>
<th>Emergency contact</th>
<th>Emergency contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relationship (e.g. aunt)</td>
<td>Work/home/mobile</td>
<td>Work/home/mobile</td>
</tr>
<tr>
<td>1st phone contact number*</td>
<td>Work/home/mobile</td>
<td>Work/home/mobile</td>
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<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>

**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 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 458 of the Education (General Provisions) Act 2006.

It is essential that you advise the school before your child's first day of attendance if he or she has any medical conditions. You must also inform the school administration staff as soon as you are aware of any new medical conditions or a change to medical conditions.

Should your child 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.

- My child does not have any known medical conditions  
  - [ ]

- Medical condition (including allergies/sensitivities, symptoms and management (please refer to the list of Medical Condition categories provided)

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- Does the student require any medical aids or devices (such as glasses, contact lenses, prosthetics or orthotics)?(Please refer to the purpose of informing planning for school activities such as sport and school excursions)
  - No  
  - Yes, please specify

- Name of student's medical practitioner (optional)  
  - Contact number of medical practitioner

- Do you authorise school staff to contact the student's medical practitioner for the purposes of seeking advice in cases where an immediate but non-life threatening response is required (for instance, when the student may be on an excursion or sporting event)? (answer only if medical practitioner details have been provided above)
  - [ ] Yes  
  - [ ] No

- Medicare card number (optional)  
  - Position Number

- Cardholder name (if not in name of student)

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

Are there any current Family Court or other court orders concerning the welfare, safety or parenting arrangements of your child/children? Please provide a copy of any relevant current court order.

[ ] Yes  [ ] No

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></th>
<th>Parent/carer 1</th>
<th>Parent/carer 2</th>
<th>Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>/ /</td>
<td>/ /</td>
<td>/ /</td>
</tr>
</tbody>
</table>
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 officers, flying instructor, air traffic controller]

Group 2: Other business managers, arts/media/sportsperson 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/management 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, proofreader, sports announcer, coach, trainer, sports official]
Associate professionals generally have diplomas/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/advertisting 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.
Tradespeople [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/payroll clerk, payroll clerk, recording/registrar/filing clerk, betting clerk, store clerk/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, business assessments, adjuster, market research]
  Service [aged/disabled/nurse/nursing 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, 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/party salesperson, checkout operator, cashier, laundry conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelving stocker]
  Assistant/aide [trains assistant, school/weaver, 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, greenhouse tender, gardener, beekeeper, livestock/livestock attendant, crossing supervisor]

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

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10/01/2015
## 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>
</tr>
<tr>
<td>Airway/lung/breathing  - Other</td>
</tr>
<tr>
<td>Artificial feeding  - Gastrostomy device (tubec or button)</td>
</tr>
<tr>
<td>Artificial feeding  - Nasogastric tube</td>
</tr>
<tr>
<td>Artificial feeding  - Jejunostomy tube</td>
</tr>
<tr>
<td>Artificial feeding  - Other</td>
</tr>
<tr>
<td>Asthma</td>
</tr>
<tr>
<td>Attention-deficit/hyperactivity disorder (ADHD)</td>
</tr>
<tr>
<td>Autism Spectrum Disorder (ASD)</td>
</tr>
<tr>
<td>Bladder and bowel  Urinary wetting, incontinence</td>
</tr>
<tr>
<td>Bladder and bowel  Faecal soiling, constipation, incontinence</td>
</tr>
<tr>
<td>Bladder and bowel  Catheterisation (continuous, clean intermittent)</td>
</tr>
<tr>
<td>Bladder and bowel  - Sperm site, urostomy, Mitrofanoff, MACE, Clam</td>
</tr>
<tr>
<td>Bladder and bowel  - Other</td>
</tr>
<tr>
<td>Blood disorders  Haemophilia</td>
</tr>
<tr>
<td>Blood disorders  - Thalassaemia</td>
</tr>
<tr>
<td>Blood disorders  - Other</td>
</tr>
<tr>
<td>Cancers/leukaemia</td>
</tr>
<tr>
<td>Celiac disease</td>
</tr>
<tr>
<td>Cystic fibrosis</td>
</tr>
<tr>
<td>Diabetes  - type one</td>
</tr>
<tr>
<td>Diabetes  - type two</td>
</tr>
<tr>
<td>Ear/nose/throat disorders  - Otitis Media (middle ear infection)</td>
</tr>
<tr>
<td>Ear/hearing disorders  - Hearing loss</td>
</tr>
<tr>
<td>Ear/hearing disorders  - Other</td>
</tr>
<tr>
<td>Epilepsy  - Seizures</td>
</tr>
<tr>
<td>Eye/vision disorders</td>
</tr>
<tr>
<td>Endocrine disorder  - Adrenal hypoplasia, pituitary, thyroid</td>
</tr>
<tr>
<td>Heart/cardiac conditions  - Heart valve disorders</td>
</tr>
<tr>
<td>Heart/cardiac conditions  - Other</td>
</tr>
<tr>
<td>Heart/cardiac conditions  - other</td>
</tr>
<tr>
<td>Mental Health  Depression</td>
</tr>
<tr>
<td>Mental Health  Anxiety</td>
</tr>
<tr>
<td>Mental Health  - Oppositional defiant disorder</td>
</tr>
<tr>
<td>Mental Health  - Other</td>
</tr>
<tr>
<td>Muscle/bone/musculoskeletal disorders  - Spasticity (Hemiplegia)</td>
</tr>
<tr>
<td>Muscle/bone/musculoskeletal disorders  - Other</td>
</tr>
<tr>
<td>Skin Disorders  - eczema</td>
</tr>
<tr>
<td>Skin Disorders  - psoriasis</td>
</tr>
<tr>
<td>Swallowing/dysphagia  - requiring modified foods</td>
</tr>
<tr>
<td>Swallowing/dysphagia  - requiring artificial feeding</td>
</tr>
<tr>
<td>Transfer &amp; positioning difficulties</td>
</tr>
<tr>
<td>Travel/motion sickness</td>
</tr>
<tr>
<td>Other</td>
</tr>
</tbody>
</table>
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 6).

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 – Student demographic details, Student address details, Student family details, Religion – Religious Instruction, Country of birth, Emergency contact details, Student medical information 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 child’s birth certificate. An alternative to a birth certificate will be considered where it is not possible to obtain a birth certificate (e.g. child born in a country without a birth registration system – passport or visa documents will suffice). 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 welfare, safety or parenting arrangements of children should be provided to the school by parents, and the school should also be provided with any new or updated orders.

Name on enrolment form
A child should be enrolled under their legal name as per their birth certificate. There is provision to also record a child’s preferred family and 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 specifically requested by parents to use the preferred name only.

Evidence of Student’s Immigration Status
This section is required to be completed by a student who is not an Australian citizen and requires information to be recorded about a student’s passport and visa.

Medical information and emergency contacts
A child’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
Parents/carers are asked to identify a child’s religion. From Year 1, your child will be placed in this nominated religious instruction class if it is available.

If this section is marked ‘no religion’ or ‘no religion nominated’ or a response is provided that is not represented within the school’s religious instruction program, your child will receive other instruction in a separate location during the period arranged for religious instruction.

Parents 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 a student’s enrolment, including confirmation of the sighting of documentary evidence such as a student’s birth certificate, passport or visa and student’s mature age status.
Enrolment Agreement – Caningeraba State School

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

Responsibility of student to:
• attend school on every school day for the educational program in which they are enrolled, on time, ready to learn and take part in school activities
• act at all times with respect and show tolerance towards other students and staff
• work hard and comply with requests or directions from the teacher and principal
• abide by school rules as outlined in the school’s Responsible Behaviour Plan for Students, including not bringing items to school which could be considered as weapons (e.g. dangerous items such as knives)
• meet homework requirements and wear school’s uniform
• respect the school property.

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

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

- That I have read and understood the responsibilities of the student, parents or carers and the school staff outlined above; and

- That information about the school’s current rules, policies, programs and services, as outlined above has been provided and explained to me.

Student Name: ____________________________________________

Student Signature: ..........................................................  Parent/Carer Signature: ..........................................................

On behalf of Caningeraba State School
State School Consent Form

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

1. PARTICULARS – PARENT / CARER TO COMPLETE
Name to be used in association with the individual’s personal information, image, recording or copyright material: (to be completed by parents / carer)

☐ Full name  ☒ First name only  ☐ No name  ☐ Other:

2. PARTICULARS – SCHOOLS TO COMPLETE
Description of what is to be created, used, retained or reproduced:
(Image or recording includes photographs, videos, film or sound recordings of the individual)
☒ Individual’s image  ☐ Individual’s recording  ☒ Individual’s copyright material

Description of copyright material, image, recording or other personal information:
☒ sound recording  ☒ artistic work  ☒ written work  ☒ film  ☒ name  ☒ photograph / image

Other:

Where will this information be used (e.g. on the website, newsletter or brochure etc):
☒ newsletter (uploaded to the web)  ☒ printed promotional material  ☒ advertising  ☒ website

☒ displays  ☒ competitions  ☒ year books / annuals  ☒ local media

Other:

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

For the period of time the individual is enrolled at Caningeraba State School.

Which of the websites below will the individual’s personal information or individual work be published on (i.e. permanently published to the public):

☒ School website:  www.caningerss.eq.edu.au

The school websites are publicly accessible by all internet users. The school may share information, photographs and videos related to the school’s programs, activities and initiatives with users through its websites.

☒ School Facebook page: N/A

☒ School YouTube Channel: N/A

☒ School Twitter Profile: N/A

☐ Other:

Provide a short description, and the website address, of the 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

<table>
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<tr>
<th>Name of Individual</th>
<th>Address of Individual</th>
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<tr>
<th>Name of School (at which the individual is enrolled, employed or volunteers)</th>
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<tr>
<td>Caningeraba State School</td>
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<table>
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<tr>
<th>Signature of 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>
<th>Date</th>
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<tr>
<th>Name of the 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 and Training (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 materials, 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.

## 6. PURPOSE

This consent only applies to any use, recording or disclosure of the Individual's personal information of 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; and
- 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 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 of Individual work, or has entered into contractual obligations in relation to the Department’s material that incorporates the Individual’s personal
To use, record or disclose copyright material, image, recording, name or personal information

The Department and the State are entitled to deal with the Individual’s personal information and Individual work.

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 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...
State School Consent Form

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

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 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 department 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 image or video or sound recording. It also includes the Individual's educational information such as the Individual's assessment and results, and health information and court orders provided to the Department, where such information may enable the Individual to be identified.

What happens to the Consent Form once it is completed and signed?
The Consent Form is retained by the Department and it will be placed in the Individual's file and/or the project file. The Individual or Signatory may request a copy of the signed form by contacting the Principal of the school.

What if I give my consent and later change my mind?
This consent will be in effect from the date the Consent Form is signed. The Department and the State will then start using the Individual's personal information and Individual work to create material incorporating the Individual's personal information and Individual work and entering into contractual obligations in relation to that material.

If you wish to later modify or revoke this consent, the Individual or the Signatory should send a notice in writing to the person nominated in Section 2 of the Consent Form. After that notice is received, the Department and the State will not make any new additional use of the Individual work, but any existing uses will continue.

Where the Department or another person uploads material to a Social Media Website or other website, it may need to accept contractual obligations that are perpetual and irrevocable. It may not be possible to ensure that all copies of the material are deleted or cease to be used, and the Department and the State cannot take responsibility for doing so.

Privacy
The consent to the recording, use and disclosure of the Individual's personal information and Individual work is required in accordance with the Copyright Act 1968 (Cth), the Education (General Provisions) Act 2006 and the Information Privacy Act 2009. Personal information will be stored securely. The Department will only disclose the Individual's personal information in accordance with your consent, except where authorised or required by law. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, or if you have a concern or complaint about the way the Individual's personal information has been collected, used, stored or disclosed, please contact the school.
Caningeraba State School
Success through Challenge

STUDENT GENERAL CONSENT FORM  2016

This consent form is for the following child:

Name: __________________________________________        Class: __________

Community Excursions:

☐  I give consent
☐  I do not give consent
for my child to walk to nearby facilities e.g. Burleigh Waters Library, sporting fields etc. during 2016.

Parent/Guardian Signature: ______________________________________________________________________

School Chaplain:

☐  I give consent
☐  I do not give consent
for voluntary student participation in the Program of Chaplaincy Services during 2016.

Parent/Guardian Signature: ______________________________________________________________________

Sunscreen:

☐  I give consent
☐  I do not give consent
for my child to use the school’s sunscreen during 2016.

Parent/Guardian Signature: ______________________________________________________________________

Religious Instruction:

☐  I give consent
☐  I do not give consent
for my child to attend the combined Religious Education classes for 2016.

Parent/Guardian Signature: ______________________________________________________________________

PG Rated Material:

☐  I give consent
☐  I do not give consent
for my child to view PG rated material during 2016.

Parent/Guardian Signature: ______________________________________________________________________

Parent/Guardian Name: ___________________________        Date: _____________
Dear Parent/Carers

NEWSLETTER COLLECTION

The school newsletter is a great way of communicating important information and events to parents. Our newsletter is produced electronically and is either sent directly to your email address or available on the school website. If you are not receiving a newsletter you are missing out on this important information.

Please complete the slip below indicating how you would prefer to receive your school newsletter.

Student’s Name: _____________________________________ Class: _________

☐ I currently have the newsletter e-mailed to me.

☐ I am able to access the newsletter electronically each week via the school website

☐ I would like the newsletter emailed direct to me each week. The details are as follows:

Full Name: __________________________________________

(Please tick one) I am a ☐ Parent/Carer ☐ Student

Email address: ________________________________________

☐ I am unable to access the internet and would like a printed copy sent home with my child.

Thanking you

Ray McConnell
Principal

Whistler Drive
BURLEIGH WATERS QLD 4220

Phone: (07) 5568 6333

Fax: (07) 5568 6300
The information you provide on this form will help us to get to know your child better and will enable us to plan for his/her individual needs. Please comment in the spaces provided. We appreciate your assistance in this matter.

Caningeraba State School Preparatory Year
Enrolment Information

Child’s Name: …………………………………………………………………………………… Date of Birth: ………………………………………

Information on family changes recently: i.e. just moved house, absence of parent, family illness

…………………………………………………………………………………………………………………………………………………………………………

…………………………………………………………………………………………………………………………………………………………………………

How do you think your child will settle into Prep?

…………………………………………………………………………………………………………………………………………………………………………

What arrangements have you made for bringing and collecting your child from Prep?

…………………………………………………………………………………………………………………………………………………………………………

Physical Health and Development

Do any areas of your child’s development concern you? (e.g. late milestones, difficult pregnancy or birth, fears, security toys or habits e.g. thumb sucking, blanket) Please comment:

…………………………………………………………………………………………………………………………………………………………………………

…………………………………………………………………………………………………………………………………………………………………………

Please note any difficulties with:

Sleep patterns ……………………………………………………… Movement ………………………………………………………

Speech/Language ………………………………………………… Hearing ………………………………………………………

Vision ………………………………………………………………… Appetite ………………………………………………………

Allergies ………………………………………………………………… Toileting ………………………………………………………

Behaviour …………………………………………………………… Fears ………………………………………………………

Any operations ………………………………………………… Hospitalisation ……………………………………………

What assistance has been provided to date for this difficulty?

…………………………………………………………………………………………………………………………………………………………………………

…………………………………………………………………………………………………………………………………………………………………………

If you have any reports, we would appreciate copies with your child’s enrolment forms.  P.T.O.
Social Experiences

Does your child prefer to be alone? With children? With adults? ………………………………………………………………………

Comment on your child’s ability to work and play with other children:
………………………………………………………………………………………………………………………………………………………………………………
………………………………………………………………………………………………………………………………………………………………………………

Is your child interested in books? ………………………………………………………………………………………………………………………..
Writing/drawing? ………………………………………………………………………………………………………………………………………………
Working with numbers? ……………………………………………………………………………………………………………………………………..
What does your child prefer – indoors or outdoors? What kind of tasks?
………………………………………………………………………………………………………………………………………………………………………………

List your child’s current kindergarten/preschool and any centres previously attended:
Current Centre: ……………………………………………………………………………………………………………………………………………………
Previous Centre: …………………………………………………………………………………………………………………………………………………
I would prefer my child was / was not placed in the same classroom as:
………………………………………………………………………………………………………………………………………………………………………………

Building Partnerships

Is there any information on your family’s cultural background, languages other than English spoken at home, religious beliefs etc. we need to consider in our Prep program?
………………………………………………………………………………………………………………………………………………………………………………

In what ways will you be able to participate in the Prep program? Do you have any skills or hobbies you are willing to share with us?
………………………………………………………………………………………………………………………………………………………………………………

In there any further information you would like to share?
………………………………………………………………………………………………………………………………………………………………………………

We have training sessions for parents at the beginning of each school year in Support-A-Reader. If you are interested in volunteering for school programs, we will ask for your support very early in the year. Thank you for your time.

We appreciate your participation.
We have a volunteer Caningeraba Kookaburra for every class in our school. Their role is to help and welcome new parents and students and to provide essential communication links between parents, the school, and teachers. Caningeraba Kookaburras are also in place to help and support class teachers when required.

The job is made a whole lot easier if I have the contact details of every parent in the class so everyone knows what is going on. I’m also quite happy to send the information to more than one email address – this may be especially useful if your child spends time in different households. I’ll generally email or send home a brief newsletter to keep you up to date with class news and provide updates from our Caningeraba Kookaburra meetings, therefore it’s also very helpful if I can contact you via email.

Please fill in the form below and send it back to your child’s class. As needs arise or fun class events are organised, I can let you know specific details via email.

If there is anything I can do to help you, please contact me.

Regards

Maria Mott
Maria Mott
Associate Principal

PRIVACY CONSIDERATION
Please note that any information you voluntarily supply to the Kookaburra will be used strictly for contacting parents regarding school activities. This information will not be distributed to a third party or displayed at any time unless where authorised or required by law.

Caningeraba Kookaburra

Your Child’s name: _____________________________ in class __________

<table>
<thead>
<tr>
<th>First Parent Contact Details</th>
<th>Second Parent Contact Details</th>
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<tbody>
<tr>
<td>Parent Name: ________________</td>
<td>Parent Name: ________________</td>
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<tr>
<td>Parent Phone/Mobile: ________</td>
<td>Parent Phone/Mobile: ________</td>
</tr>
<tr>
<td>Parent Email: ______________</td>
<td>Parent Email: ______________</td>
</tr>
</tbody>
</table>

*Please print very clearly*
MY STAR SPOT!

What is your name? _______________________________________________________________

Do you have a nickname? If yes what is it? __________________________________________

What do you like doing on the weekend? ____________________________________________
________________________________________________________________________________

What school subject is your favourite?    _____________________________________________

What are your favourite foods?  _____________________________________________________

What is your favourite movie?  ______________________________________________________

What is your favourite TV show? _____________________________________________________

What is the name of your favourite teacher? __________________________________________

What made this teacher so special? __________________________________________________
________________________________________________________________________________

What is your favourite game you like playing? _________________________________________

What do you like doing in your free time?  ___________________________________________

If you had one wish what would it be? ________________________________________________

What is the best book you have ever read?  __________________________________________

What do others like about you?  _____________________________________________________
________________________________________________________________________________

Thank you for telling us about yourself.
Caningeraba State School
... Success through Challenge
WELCOME TO THE CANINGERABA TUCKSHOP!

Let us introduce ourselves – Katrina Mander and Michelle LeBoydre, Tuckshop convenors at Caningeraba State School.

We endeavour to provide for our students a variety of interesting, wholesome meals and snacks. These include fresh sandwiches/wraps, fresh salad bowls and fresh fruit. Our prices are kept as low as possible so the children can enjoy tuckshop meals more often. The tuckshop is open five days a week.

These aims are hard to maintain without the help of parents, so if you can come and help ½ Day or 1 day per week/fortnight, the students would benefit from it.

Phone 5568 6339 for Katrina or Michelle. We look forward to hearing from you.

An updated menu will be sent home with your child at the beginning of the school year.

You can now order online – www.flexischools.com.au

TUCKSHOP HOURS
Breakfast 8:20am – 8:40am  1st Break 10:50am – 11:20am  2nd Break 1:30pm – 2:00pm

HOW TO PLACE A TUCKSHOP ORDER
A separate lunch bag needs to be written out for each break, so if your child is having a lunch order for both breaks you will need two bags for that day.

Below is an example of a lunch order bag to use as a reference. The important information to remember is:

- Your child’s name
- Class
- Whether it is for first or second break. If however, you do forget to write this, we will assume it is for first break, as this is the main lunch break for most children.

It is also helpful to write the amount of money enclosed in the bag and any change required, so there can be no discrepancies or confusion. Change under $5 is taped into the bag and returned to the child with their order. Any change over $5 is held at the tuckshop and needs to be collected by the child. Alternatively, you can pay at the tuckshop window before school and collect any change at this time.

All orders are to be dropped into the collection box at the tuckshop before school by 9am. Your child’s lunch order will be sent over to their classroom at each break. Please also note that for safety reasons prep children are unable to bring money to school to buy directly from the tuckshop. Therefore ALL ORDERS must be written out on lunch bags. This includes icy poles, slushies etc.

For items that can’t be put into bags e.g. noodle cups, iceblocks, slushies etc, the bag will be stamped and put in the classroom box with the other lunch orders. Your child will need to bring their stamped bag back to the tuckshop to collect their order.

From time to time children forget to bring their lunches. If this happens the tuckshop will provide them with something to eat for both breaks and an invoice will be sent home. Payment should be sent in the following school day.

If you have any questions or queries feel free to come to the tuckshop anytime and ask. We will be more than happy to help you.

Katrina Mander & Michelle LeBoydre
TUCKSHOP CONVENORS

YES! I want to help in the school tuckshop. Please contact me with more details.

Name: (Please print) .................................................................  Student’s name: ...........................................
Days available: .................................................................  Telephone contact: ..................................................
Welcome
We extend a warm welcome to you, as parents of our Prep year children. We look forward to sharing many happy times with you as we work together to provide the best possible learning opportunities for your child.

We firmly believe that - at Caningeraba we actively engage in learning to create unique life-long learners - it's not what we say, it's what we do!

Our Prepstar Learning Values
We believe children learn best when -
- they are happy, secure and supported
- involved in enquiry-based, co-constructed, hands-on reflective activities
- expectations are high
- opportunities for problem-solving and higher level thinking are provided.

Students at Caningeraba are Actively Encouraged to -
- engage in and reflect on learning
- discover self identity
- develop independence
- acquire decision-making skills that can be applied to a variety of learning and social contexts
- accept and appreciate differences whilst developing a sense of self and others.

School Hours
The prep day is the equivalent of a full school day, five days per week. School begins at 8:50am concluding at 2:50pm. Your child should be at school by 8:40am, when a bell rings to indicate children move to their classrooms, to promptly begin at 8:50am.

Early Years Curriculum
Our Prep year is a new learning environment with exciting things to do, see, touch and experience. Your child will find friends to share with and teachers who respect them as capable and competent learners. Learning involves developing a relationship of trust. We aim to create a relaxed, secure and supportive environment where children are encouraged to investigate and explore to their individual potential.

Caningeraba Preparatory teachers will use the Australian Curriculum for the curriculum content in the key learning areas of English, Mathematics, Science, History and Geography. The Early Years Curriculum Guidelines will continue to describe the contexts for learning in Prep.

The Early Years Curriculum Guidelines incorporate -
- supporting play as a context for learning
- understanding each child as an individual
- developing supportive partnerships
- providing flexible learning environments
- assisting children in exploring the world around them and the ways in which they learn.

At the beginning of the school year, self-initiated and teacher-directed activities in outdoor and indoor settings provide opportunities for teachers to be actively involved in teaching, building oral language and extending learning. As the year progresses, there is a greater emphasis on focused teaching and learning across a range of learning contexts as students continue to develop knowledge, abilities and skills for success in their ongoing schooling.
Early Years (Prep) Program at Caningeraba State School

Everything your child does within our school has a purpose for learning. If you have any questions or concerns, please don't hesitate to ask us.

The following factors have been identified to contribute to success in learning -

- social and emotional competence with a focus on social and personal learning
- health and physical wellbeing, particularly in making healthy choices, gross and fine-motor development
- language learning and communication focusing on oral language and early literacy
- early mathematical understandings with emphasis on early numeracy
- active learning processes with a focus on thinking, investigating, imagining and responding
- positive dispositions to learning.

Open Door Policy

School starts at 8:50am, giving staff adequate time to prepare their room and attend any meetings scheduled before this time. Please do not enter the room before this time unless you have an appointment. When children come into the classroom, they are expected to be responsible for their own belongings. Please encourage your child to follow the routine outlined by the teacher.

We value your interest and participation in our school day, however please appreciate how busy our teachers are as our school day begins and ends. Each child and parent has individual concerns, however our teachers have a responsibility to all children in their class. If you have something to discuss with your prep teacher, please make an appointment at a suitably mutual time.

Travel To and From the Classroom

Please notify us personally or in writing, when anyone other than yourself will be collecting children from the school. School finishes at 2:50pm. If you know that you are going to be late, please contact the school office and notify them of your delay.

For the safety of your child, there are pedestrian crossings located outside the school grounds. Please ensure that you use the crossings and parking areas outside of the school grounds.

Please remember -

- for the first three weeks of school you are welcome to wait outside the Prep classroom prior to 8:50am
- from Week 4 (Term 1) we would like you to wait in the Tuckshop Undercover Area with your child. At the 8:40am bell all children can then proceed to their classroom
- children must be collected from the Prep classroom at 2:50pm. Children will not be allowed to leave the classroom unless someone is there to collect them.

Illness

We advise you to keep your child at home if she/he is not well. Remember that a sick child is better at home with their parents rather than at school feeling unhappy and spreading germs to other children.

Money

Please do not allow your child to bring money to school. Prep students will not be allowed to go to the Tuckshop during play breaks. We encourage parents of all children in Prep to Year 3 to buy food/drinks from the tuckshop through the order form. This curbs - waiting in cues (and perhaps not even being served in time during the break); loss of money; loans to friends; buying for friends; etc.

On Free Dress Days, students will be asked for a gold coin donation which is collected by the teacher. Some events hosted at the school may require donation payments.
Tuckshop

The school tuckshop operates every day. Orders can be made in 2 ways, either by ordering online, (to register for online ordering go to www.flexischools.com.au click register and enter your email address. Follow the link and prompts to complete your registration), or placed directly at the tuckshop. Orders are to be written on a paper bag with name, class, order, and whether it is for first or second break. Orders are to be placed at the Tuckshop on arrival at school and will be available for students from their classroom at the start of each break.

If you would like to volunteer in our tuckshop please phone Katrina or Michelle on 5568 6339.

Sun Safety Policy

The outdoor learning environment is perfect for children to explore, and to promote body strength, balance, coordination, whilst supporting growth in thinking processes and social learning.

We are very conscious of sun safety at our school and recommend that you apply sunscreen prior to your child’s arrival at school. Please ensure your child has their own hat to wear – our school wide-brimmed hat being the most appropriate for our climate. A spare hat in their school bag is advisable. We strongly adhere to the school rule – NO SCHOOL HAT, NO PLAY. All children must wear our school hat. Caps are no longer permitted.

Treasures from Home

Toys and trinkets from home very often become lost or broken at school, so it saves a lot of time and heartache if these are left at home. Any toys that find their way to school will be cared for until the end of the day. Staff cannot assume responsibility for any loss or breakage.

Birthdays and Other Celebrations

Everyone loves a birthday and other special celebrations, as these are wonderful ways to build understanding about each other. As a healthy-eating school we would appreciate celebratory food limited to: fruit skewers; fruit platter or muffins.

Please discuss arrangements with your child’s teacher.

Communication

Messages: Please read the noticeboards outside your child’s classroom regularly to keep in touch with the children’s activities, items of interest and generally, what’s happening at school.

Prep Newsletters: To keep you informed our Prep teachers will regularly send home newsletters with a diary of events and other interesting information only relevant to Prep children and families.

School Newsletters: Our newsletter can be accessed through the website, sent to you electronically, or a printed copy sent home with your child.

School Website: Our school website is updated weekly and can be found at www.caningerss.eq.edu.au

Sharing Information: Events in family life such as illness, new babies and visitors can be a prime source of excitement or concern for young children, and can affect their behaviour at home and/or at school. It is important for the home and school to share information that may affect children, and we would appreciate it if parents would inform us of any unusual happenings of this nature.

Please feel free to discuss any problems or queries with your teacher that you may have about your child’s progress, the school or the program. It is best to arrange a meeting time that is suitable to both you and the teacher. Teachers are generally not available between 8:40 am and 2:50pm, however are happy to meet with parents before and after school.

We look forward to working with your child and yourself in building a supportive partnership!
Parents in the Prep Class
As parents, you play a vital role in the education of your children and therefore, we welcome you to become involved in our classroom. You can help by:

- participating in the Support-A-Talker program. Volunteers will be sought in Term 1 to commence by Term 2 and training given by our Speech Language Pathologist and Learning Support Teachers
- offering to share your invaluable experience, hobbies, interests or any special expertise
- collecting resources for art/craft experiences
- doing small jobs for us at home or in the classroom (e.g. cutting up materials for collage)
- discussing any problems or concerns with the teachers.

Class Requirements
All items on the Prep Year Booklist are available as a pack from our Uniform Shop. All required equipment should be brought to school on the first day.

Prior to the commencement of your child’s Prep year, it is important to practice skills such as:

- packing and unpacking their own bag
- opening snack foods and drinks
- tying shoe laces.

Your child will need:

- school bag – big enough to hold a jumper, library book, lunch boxes and drink containers. Our school bag (available from the Uniform Shop) is an ideal size.
- Caningeraba school hat. Caps are no longer permitted. A spare school hat is a great idea.
- healthy lunches for first and second breaks
- brunch munch is a fruit or vegetable snack for mid morning
- spare set of clothes including one pair of underpants and a pair of shorts/skirt in a named plastic bag, with each item of clothing clearly named.

Names and Labels
As young children often do not recognise their own belongings, we cannot emphasise enough the need to label absolutely everything – bags, shoes, lunch boxes, drink bottles, hats, jumpers, track pants, library bags, clothing. Please make sure your child knows where their name is written on their belongings.

Please do not label: pencils, glue and small equipment from book list. *This equipment is used as a shared resource.*
Do label: clipboard, display folder, scrapbooks, art smock, library bag.

Commencement of School Year
When you and your child arrive at school on the first day there will be class lists displayed in the tuckshop undercover area. The class lists will have: student names, class teacher name and location of the class. There will be Administrative staff in the area to assist you and your child.

Our class lists will be drawn up according to information you as parents provide, along with any preschool information forwarded to us. This information is vital, as we would like to accommodate friendship groups and have our classes as ‘balanced’ as possible. We do reserve the right to make some adjustments to classes if the need arises.

What to Wear
Prep students wear our school uniform available from the School Uniform Shop. It is school policy that hats, jumpers, track pants, head bands **must be of school colours.**
Please buy shoes with Velcro until your child can tie their own shoe laces. Untied shoes are a safety hazard. Please begin teaching your child to develop responsibility for taking shoes and socks on and off.
## Girl’s Uniform
- All-black polishable leather lace-up school shoes or lace up sport shoes with appropriate arch support *(Prep to Year 2 students may wear velcro)*
- Plain white socks
- Caningeraba bucket hat with house colour
- Caningeraba checked dress
- Caningeraba striped shirt with royal blue coloured shorts, skirt or skorts with logo
- Caningeraba school jumper/jacket or plain jumper of a royal blue colour
- Hair ties – blue, white
- Leggings/tights – plain (no lace) and navy blue in colour.

**Canvas shoes, skate shoes and slip on shoes are not permitted.**
**Caps are no longer permitted.**

## Boy’s Uniform
- All-black polishable leather lace-up school shoes or lace up sport shoes with appropriate arch support *(Prep to Year 2 students may wear velcro)*
- Plain white socks
- Caningeraba bucket hat with house colour
- Caningeraba striped shirt with royal blue coloured shorts
- Caningeraba school jumper/jacket or plain jumper of a royal blue colour.

**Canvas shoes, skate shoes and slip on shoes are not permitted.**
**Caps are no longer permitted.**

### House Colours On Sports Day
- **BANKSIA – RED**
- **EUCALYPT – GREEN**
- **BLUEGUM – BLUE**
- **ACACIA - YELLOW**

### Hair and Make Up
- Hair is to be of a neat and tidy appearance and to be of natural toning.
- Long hair is to be tied back and is not to cover the face.
- Extreme hairstyles (e.g. mohawks, shaved sections or tracks, extreme colours, rat’s tails etc) are not permitted.
- Make up is not permitted. (This includes nail polish, eyeliner, tinted moisturiser, foundation etc.)
- Fake tattoos are not to be visible.

### Jewellery
- Watches are permitted.
- A maximum of two plain studs or sleepers per ear are permitted.
- Hoop and costume earrings, necklaces, bracelets and rings are not permitted.
- Facial piercings and other visible body piercings are not permitted.

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**N.B.** The P&C Association has ratified the decision that caps will no longer be permitted as we move towards accreditation as a Sun Smart School.

A decision was also made in 2015 to include skorts with the Caningeraba logo as part of the Uniform Dress Code.
Information Covered in our Caningeraba Enrolment Pack:

- Absences
- Excursions
- Illness and Medications
- Uniforms
- School Rules

School Calendar

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Student Free Day</td>
<td>Monday 25 January</td>
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<tr>
<td>Australia Day Holiday</td>
<td>Tuesday 26 January</td>
</tr>
<tr>
<td><strong>School Resumes - Term 1</strong></td>
<td><strong>Wednesday 27 January</strong></td>
</tr>
<tr>
<td>Term 1 Concludes</td>
<td>Thursday 24 March</td>
</tr>
<tr>
<td>Easter Public Holidays</td>
<td>Good Friday 25 March and Easter Monday 28 March</td>
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<tr>
<td><strong>Term 1 Holidays</strong></td>
<td>Tuesday 29 March to Friday 8 April</td>
</tr>
<tr>
<td>School Resumes - Term 2</td>
<td>Monday 11 April</td>
</tr>
<tr>
<td>ANZAC Day Holiday</td>
<td>Monday 25 April</td>
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<tr>
<td>Labour Day Public Holiday</td>
<td>Monday 2 May</td>
</tr>
<tr>
<td>Term 2 Concludes</td>
<td>Friday 24 June</td>
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<tr>
<td>Term 2 Holidays</td>
<td>Monday 27 June to Friday 8 July</td>
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<tr>
<td><strong>School Resumes - Term 3</strong></td>
<td><strong>Monday 11 July</strong></td>
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<tr>
<td>Gold Coast Show Public Holiday</td>
<td>Friday 26 August</td>
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<tr>
<td><strong>Term 3 Concludes</strong></td>
<td><strong>Friday 16 September</strong></td>
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<tr>
<td>Term 3 Holidays</td>
<td>Monday 19 September to Friday 30 September</td>
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<tr>
<td>Queen's Birthday Public Holiday</td>
<td>Monday 3 October</td>
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<tr>
<td>School Resumes - Term 4</td>
<td>Tuesday 4 October</td>
</tr>
<tr>
<td>Student Free Day</td>
<td>Monday 17 October</td>
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<tr>
<td>School Year Concludes</td>
<td>Friday 9 December</td>
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We hope you will have an enjoyable and rewarding year with us. We also look forward to working closely with you to ensure the best possible start in education for your child.

We are looking forward to sharing a happy and productive year.

Welcome to Caningeraba!