2014 Years 1 – 7 Enrolment Pack

PROOF OF RESIDENCY

Parents who wish to enrol their child/ren at Caningeraba State School under the Enrolment Management Plan will need to demonstrate that the child/ren 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.

REPORT CARDS

Copies of your child’s report cards from the previous two years are required before an interview with an Administrator can be arranged.
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 (*) 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 Commonwealth and State 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, Training and Employment (DETE) is collecting the information on this form for the purposes outlined in the Education (General Provisions) Act 2006 (EGA 2006), and in particular for:

i. assessing whether your application for enrolment should be approved
ii. meeting reporting obligations required by law or under Commonwealth – State 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. 185 and 428 of the EGA 2006. DETE will disclose personal information from this form to the Queensland Studies Authority when opening student accounts, in compliance with Part 2A of the Education (Queensland Studies Authority) Act 2002 (Qld). Personal information from this form will also be supplied to Centrelink in compliance with ss. 144 and 145 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 Commonwealth Department of Education, Employment and Workplace Relations in compliance with Commonwealth – State 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 EGA 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 mature aged student (the applicant may not be enrolled without a positive notice)
* the applicant is not of correct age for enrolment (relates to Preparatory Year and Years 1-7)
* 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 EGA 2006, and the arrangement has not yet been approved
* the student is not an Australian resident or citizen or the child of an Australian permanent resident or citizen (visa restrictions may apply, fees may be charged, in some cases legislation requires that the applicant must obtain approval from the Chief Executive via Education Queensland International (EQI) to enrol).
### STUDENT DEMOGRAPHIC DETAILS

<table>
<thead>
<tr>
<th>Legal family name* (as per birth certificate)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal given names* (as per birth certificate)</td>
<td></td>
</tr>
<tr>
<td>Preferred family name</td>
<td>Preferred given names</td>
</tr>
<tr>
<td>Sex*</td>
<td>Male</td>
</tr>
<tr>
<td>Date of birth*</td>
<td></td>
</tr>
<tr>
<td>Copy of birth certificate available to show school staff*</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Enrolment may not be approved without enrolment staff sight the child’s birth certificate. An alternative to birth certificate will be considered where it is not possible to obtain a birth certificate (e.g. child 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 EQF a passport or visa will be acceptable.

### APPLICATION DETAILS

| Has the 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 student seeking to enrol in? |  |

Please provide the appropriate year level.

| Proposed start date |  |

Please provide the proposed starting date for the student at this school.

| Does the 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 |  |

### STUDENT ADDRESS DETAILS

Principal place of residence address

Address line 1

Address lines 2

Suburb/town | State | Postcode

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

Address line 1

Address lines 2

Suburb/town | State | Postcode

Email

### STUDENT FAMILY DETAILS

Parent/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 student*

Is the parent/carer an emergency contact? | Yes | No | Yes | No
<table>
<thead>
<tr>
<th>Parents/carers</th>
<th>Parent/carer 1</th>
<th>Parent/carer 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1st Phone contact number</strong>*</td>
<td>Work/home/mobile</td>
<td>Work/home/mobile</td>
</tr>
<tr>
<td><strong>2nd Phone contact number</strong>*</td>
<td>Work/home/mobile</td>
<td>Work/home/mobile</td>
</tr>
<tr>
<td><strong>3rd Phone contact number</strong>*</td>
<td>Work/home/mobile</td>
<td>Work/home/mobile</td>
</tr>
<tr>
<td>Email</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employer name</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)</td>
<td>(Please select the parental occupation group from the list provided at the end of this form)</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>Needs Interpreter?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Is the parent/carer an Australian citizen?</td>
<td>Yes</td>
<td>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>
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<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>Email</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parent/carer school education</td>
<td>What is the highest year of primary or secondary school parent/carer 1 has completed? (For people who have never attended school, mark &quot;Year 0 or equivalent or below&quot;)</td>
<td>What is the highest year of primary or secondary school parent/carer 2 has completed? (For people who have never attended school, mark &quot;Year 0 or equivalent or below&quot;)</td>
</tr>
<tr>
<td>Year 9 or equivalent or below</td>
<td></td>
<td></td>
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<tr>
<td>Year 10 or equivalent</td>
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<td></td>
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<tr>
<td>Year 11 or equivalent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 12 or equivalent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parent/carer non-school education</td>
<td>What is the level of the highest qualification parent/carer 1 has completed?</td>
<td>What is the level of the highest qualification parent/carer 2 has completed?</td>
</tr>
<tr>
<td>Certificate I to IV (including trade certificate)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advanced Diploma/Diploma</td>
<td></td>
<td></td>
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<tr>
<td>Bachelor degree or above</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No non-school qualification</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**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</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 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</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other (please specify country)</td>
<td></td>
</tr>
<tr>
<td>Date of arrival in Australia</td>
<td>/ / /</td>
</tr>
<tr>
<td>Is the student an Australian citizen?</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**STUDENT LANGUAGE DETAILS**

<table>
<thead>
<tr>
<th>Does the student speak a language other than English at home?</th>
<th>No, English only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes, other – please specify</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Permanent resident</th>
<th>Complete passport and visa details section below</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Student visa holder</th>
<th>Date of arrival in Australia / / /</th>
<th>Date enrolment approved to: / / /</th>
</tr>
</thead>
<tbody>
<tr>
<td>EOI receipt number:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Temporary visa holder</th>
<th>Complete passport and visa details section below</th>
</tr>
</thead>
</table>

| Other, please specify | Temporary visa holders must obtain an 'Approval to enrol in a state school' from EOI |

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 wordsed 'Holder(s) permitted to remain in Australia indefinitely'.

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

<table>
<thead>
<tr>
<th>Passport number</th>
<th>Passport expiry date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visa number</td>
<td>Visa expiry date (if applicable)</td>
</tr>
<tr>
<td>Vise sub class</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>Name</th>
<th>Emergency contact</th>
<th>Emergency contact</th>
</tr>
</thead>
<tbody>
<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>

**STUDENT MEDICAL INFORMATION** *(including allergies)*

**Privacy Statement**

The Department of Education, Training and Employment (DETE) 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. DETE 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 DETE will only record, use and disclose the medical information in accordance with the confidentiality provisions at Section 426 of the Education (General Provisions) Act 2003.

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)

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 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.

- 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 when 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**

**Position Number**

**Cardholder name** (if not in name of student)

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

**Private health insurance membership number**

**Private health insurance 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>Parent/Carer 1</th>
<th>Parent/Carer 2</th>
<th>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>
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.
Pubic 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, wholesaling, manufacturing, transport, real estate business
Specialist manager [finance/engineering/import/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, proofreader, sportsperson, coach, trainer, sport 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/worker]

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/dealer [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 classifier, farmhand, horse trainer, nurseryman, greengrocer, 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].
## State Schools Standardised Medical Condition Category List

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acquired brain injury</td>
<td></td>
</tr>
<tr>
<td>Allergies/Sensitivities</td>
<td></td>
</tr>
<tr>
<td>Anaphylaxis</td>
<td></td>
</tr>
<tr>
<td>Airway/lung/breathing - Oxygen required (continuously/periodically)</td>
<td></td>
</tr>
<tr>
<td>Airway/lung/breathing - Suctioning</td>
<td></td>
</tr>
<tr>
<td>Airway/lung/breathing - Tracheostomy</td>
<td></td>
</tr>
<tr>
<td>Airway/lung/breathing - Other</td>
<td></td>
</tr>
<tr>
<td>Artificial feeding - Gastrostomy device (tube or button)</td>
<td></td>
</tr>
<tr>
<td>Artificial feeding - Nasogastric tube</td>
<td></td>
</tr>
<tr>
<td>Artificial feeding - Jejunostomy tube</td>
<td></td>
</tr>
<tr>
<td>Artificial feeding - Other</td>
<td></td>
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<tr>
<td>Asthma</td>
<td></td>
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<tr>
<td>Attention-deficit Hyperactivity disorder (ADHD)</td>
<td></td>
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<tr>
<td>Autism Spectrum Disorder (ASD)</td>
<td></td>
</tr>
<tr>
<td>Bladder and bowel - Urinary wetting, incontinence</td>
<td></td>
</tr>
<tr>
<td>Bladder and bowel - Faecal soiling, constipation, incontinence</td>
<td></td>
</tr>
<tr>
<td>Bladder and bowel - Catheterisation (continuous, clean intermittent)</td>
<td></td>
</tr>
<tr>
<td>Bladder and bowel - Stoma site, urostomy, Mitrofanoff, MACE, Chair</td>
<td></td>
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<tr>
<td>Bladder and bowel - Other</td>
<td></td>
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<tr>
<td>Blood disorders - Haemophilia</td>
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<tr>
<td>Blood disorders - Thalassaemia</td>
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<tr>
<td>Blood disorders - Other</td>
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<tr>
<td>Cancer/oncology</td>
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<tr>
<td>Coeliac disease</td>
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<tr>
<td>Cystic Fibrosis</td>
<td></td>
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<tr>
<td>Diabetes - type one</td>
<td></td>
</tr>
<tr>
<td>Diabetes - type two</td>
<td></td>
</tr>
<tr>
<td>Ear/hearing disorders - Otitis Media (middle ear infection)</td>
<td></td>
</tr>
<tr>
<td>Ear/hearing disorders - Hearing loss</td>
<td></td>
</tr>
<tr>
<td>Ear/hearing disorders - Other</td>
<td></td>
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<tr>
<td>Epilepsy - Seizure</td>
<td></td>
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<tr>
<td>Eye/Vision disorders</td>
<td></td>
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<tr>
<td>Endocrine disorder - Adrenal hypoplasia, pituitary, thyroid</td>
<td></td>
</tr>
<tr>
<td>Heart/cardiac conditions - Heart valve disorders</td>
<td></td>
</tr>
<tr>
<td>Heart/cardiac conditions - Heart genetic malformations</td>
<td></td>
</tr>
<tr>
<td>Heart/cardiac conditions - other</td>
<td></td>
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<tr>
<td>Mental Health - Depression</td>
<td></td>
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<tr>
<td>Mental Health - Anxiety</td>
<td></td>
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<tr>
<td>Mental Health - Oppositional defiant disorder</td>
<td></td>
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<tr>
<td>Mental Health - Other</td>
<td></td>
</tr>
<tr>
<td>Muscle/bone/musculoskeletal disorders - spasticity (Baclofen Pump)</td>
<td></td>
</tr>
<tr>
<td>Muscle/bone/musculoskeletal disorders - Other</td>
<td></td>
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<td>Skin Disorders - eczema</td>
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<td>Skin Disorders - psoriasis</td>
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<tr>
<td>Swallowing/dysphagia - requiring modified foods</td>
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<tr>
<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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<tr>
<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 5).

Entitlement to enrolment
Under the Education (General Provisions) Act 2005 (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 Commonwealth and State 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).

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 legal name will appear on semester reports, however, at the parent’s request, the preferred name can be used. The preferred name only will be used on internal school documents such as class rolls.

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 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.

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.

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

I acknowledge:

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

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

Student Signature: Parent/Carer Signature: On behalf of Caningeraba State School

........................................  ........................................  ........................................
Caningeraba State School Consent Form – to use, record or disclose copyright material, image, recording, name or personal information.

1. **PARTICULARS**
   Name to be used in association with the individual’s personal information, image, recording or copyright material: ☒ First name only

2. **PARTICULARS – SCHOOLS TO COMPLETE**
   **Description of what is to be 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
   **Where will this information be used?**
   ☒ newsletter (uploaded to the website) ☐ printed promotional material ☐ website
   ☐ displays ☐ competitions ☒ year books/annuals ☐ local media
   **What is the timeframe for the individual’s consent?**
   ☒ For the period of time the individual is enrolled at Caningeraba State School.

   **Which of the websites will the individual’s personal information or individual’s work be published on?**
   ☒ School website [www.caningeraba.eq.edu.au](http://www.caningeraba.eq.edu.au)
   The school website 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 website.

3. **LIMITATIONS ON CONSENT – PARENT/CARER TO COMPLETE**
   The individual or signatory wishes to limit the consent in the following way:

4. **DETAILED**

   **Name of individual:**
   **Address of individual:**

   **Name of School:** CANINGERABA STATE SCHOOL

   **Signature of the individual (if over 18 years of age)**
   **Date**

   **Signature of the parent or guardian (required if the individual is under 18 years of age)**
   **Date**

   **Name of signing parent or guardian**
   **Address of signing parent or guardian**

5. **CONSENT GIVEN**
   On behalf of the individual identified in Section 4 of this Consent Form (the Individual), the person or persons signing this Consent Form (the Signatory) grant consent to the Department of Education, Training and Employment (the Department), to a State School and to any other Department or Agency of the State of Queensland (the State) to use, record and disclose the Individual’s:
• Name, image, recording and any other identifying information specified in the Particulars section of this Consent Form (personal information) and
• Copyright material, including their written, artistic or musical works or video or sound recordings specified in the Particulars section of this Consent Form (individual work).

*Note: If the individual is under 18 years of age, the Signatory must be a parent or guardian of the individual. The individual must also sign if he or she is under 18 and able to give and understand the consent. If the individual is 18 or older, the Signatory and the individual will be the same person.

6. PURPOSE

This consent only applies to any use, recording or disclosure of the individual's personal information or individual work, in connection with the Department or the State, for the following purposes:

• Any activities engaged in during the ordinary course of the provision of education and training (including assessment) or other purposes associated with the operation and management of the Department or the individual's school;
• Public relations, promotion, advertising, media and commercial activities. This only includes via the Internet and Social Media Websites if the relevant website is identifies as a permitted website for the purpose 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 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 this consent in relation to any further uses of the individual's personal information or individual work, he 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 connect 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 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.
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
Caningeraba State School
Success through Challenge

STUDENT GENERAL CONSENT FORM  2014

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 2014.

Parent/Guardian Signature: __________________________

School Chaplain:
☐ I give consent
☐ I do not give consent
   for voluntary student participation in the Program of Chaplaincy Services during 2014.

Parent/Guardian Signature: __________________________

Sunscreen:
☐ I give consent
☐ I do not give consent
   for my child to use the school's sunscreen during 2014.

Parent/Guardian Signature: __________________________

Religious Instruction:
☐ I give consent
☐ I do not give consent
   for my child to attend the combined Religious Education classes for 2014.

Parent/Guardian Signature: __________________________

Parent/Guardian Name: __________________________      Date: ________

Whistler Drive
BURLEIGH WATERS QLD 4220
Phone: (07) 5568 6333
Fax: (07) 5568 6300
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 salad. 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 1 day per week/fortnight/month, 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.

TUCKSHOP HOURS

<table>
<thead>
<tr>
<th>Breakfast</th>
<th>8:20am - 8:40am</th>
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<tbody>
<tr>
<td>1st Break</td>
<td>10:50am - 11:20am</td>
</tr>
<tr>
<td>2nd Break</td>
<td>1:30pm - 2:00pm</td>
</tr>
</tbody>
</table>

HOW TO PLACE AN 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: .............................................