

Years 1 – 6 Enrolment Process



1. Book in for a Principal Tour (Optional)

Experience our school and its classrooms. On the tour you will be guided through the school personally by the Principal and provided a snapshot of our school's opportunities, facilities, teaching practice and values. The tour ends with time to ask any further questions

2. Students living inside our catchment area can either:

- Pick up an Application for Enrolment Pack from our front office.
- Call the school on 4034 7333 to have an enrolment pack posted to your address.
- Download the Years 1 – 6 Enrolment Process from our website and complete the necessary forms. <https://whitfieldss.eq.edu.au/enrolments/enrolling-at-our-school>

3. Students living outside our catchment area can:

- Send in an Expression of Interest form from our website <https://whitfieldss.eq.edu.au/enrolments/enrolling-at-our-school> our enrolments officer will give you a call to discuss your application.



Paperwork to be handed in when you Lodge your Application:

- Application for Enrolment Form (attached)
- Student Resource Form (attached)
- Your Child's Birth Certificate
- Proof of residency (if you live in our catchment area)
- Court Orders (if any)

4. Attend an Enrolment Interview

The purpose of the interview is to go through the information you have submitted on your application for enrolment form and to clarify any details regarding your application.

It is also a chance for you to ask any questions you have regarding your child's application.



Confirmation of Enrolment

After the enrolment interview you will receive an email or phone call within 1 week with information regarding acceptance / non acceptance to Whitfield State School. If accepted you will be invoiced for your child's Student Resources, with payment due within 30 days. This will confirm your child's enrolment.



If you have any questions in relation to our interview process, please do not hesitate to contact the school on 4034 7333.



*"Every child has a different learning style and pace. Each child is unique, not only capable of learning, but also capable of **succeeding**." - Robert John Meehan*



Education (General Provisions) Act 2006 Section 155(1) Approved form SEF – 1 V1
Application for Student Enrolment
WHITFIELD STATE SCHOOL



STUDENT NAME: _____ **YEAR LEVEL:** _____

DATE OF BIRTH: _____ **MALE** **FEMALE**

Does the Student have a sibling at ANY Queensland School?	<input type="checkbox"/> Yes, please provide name/ year level / date of birth: <input type="checkbox"/> No
Has the student attended this School previously?	<input type="checkbox"/> Yes, please provide details of this enrolment (ie. Dates / previous names etc): <input type="checkbox"/> No
Has the student ever attended a Queensland State School?	<input type="checkbox"/> Yes, please provide name of school and approximate date of enrolment: <input type="checkbox"/> No

Application to enrol in a Queensland State School

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 below:

- 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 not of correct age for enrolment (relates to Preparatory Year and Years 1-6)
- the applicant has been excluded or cancelled from enrolment or is subject to suspension from a state school at the time of application
- the school principal reasonably believes that the applicant presents an unacceptable risk to the safety and wellbeing of members of the school community (application is referred to the Director-General)
- the proposed enrolment requires approval as part of a flexible arrangement under s183 of the EGPA 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.

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.

ENROLMENT MANAGEMENT	
AUTOMATIC ENROLMENT	SELECTED ENROLMENT <i>(Student who resides outside of catchment area)</i>
<input type="checkbox"/> Resides within catchment area <i>(Proof of residency is required)</i> <input type="checkbox"/> Has siblings at Whitfield State School <input type="checkbox"/> Student is in the care of the State <input type="checkbox"/> Parent / Legal Guardian is employed at Whitfield State School <input type="checkbox"/> International Student Program	<input type="checkbox"/> Out of Catchment Enrolment <input type="checkbox"/> Gifted Education Program of Excellence <input type="checkbox"/> Sport and Physical Education Program of Excellence Please logon to our website: https://whitfieldss.eq.edu.au for more information regarding our Enrolment Management Plan.

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

Primary Source

- Current lease agreement
- Rates notice
- Unconditional sale agreement

Secondary Source

Utility bill (e.g/ electricity, gas) showing the same address and parent/legal guardian name

If the Principal is not satisfied that the documentation provided by an applicant demonstrates adequately that the address stated is the student's principal place of residence, then the Principal may request further sources of proof of residence, such as an additional utility bill (e.g. water) showing the same address.

The Principal may also request a properly sworn Statutory Declaration from the enrolling parent or legal guardian attesting that the student's principal place of residence is the place nominated in the enrolment application.

Applicants should note that a false statement / assertion about the student's principal place of residence may amount to an offence and may be reported to police. The school Principal may repeal a decision to enrol a student in such circumstances.

OFFICE USE ONLY	
DATE RECEIVED:	DATE/TIME INTERVIEWED:
PROPOSED START DATE:	INTERVIEWED BY:
EQ ID:	ACTUAL START DATE:
ROLL CLASS:	HOUSE:
COPY OF BIRTH CERTIFICATE	<i>Enrolment may not be approved without enrolling staff sighting the child's birth certificate. An alternative to birth certificate will be considered where it is not possible to obtain a birth certificate (eg 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 EQI, a passport or visa will be acceptable.</i>

STUDENT NAME

A child should be enrolled under their legal name as their birth certificate. There is provision to also record a child's preferred family and given name, which will be used on internal school documents such as class rolls. The legal name will appear on semester reports.

Legal Family Name: *
(as per birth certificate)

Legal Given Names: *
(as per birth certificate)

Preferred Family Name:

Preferred Given Name:

STUDENT ADDRESS DETAILS *

Principal place of residence:

Address Line 1:

Address Line 2:

Suburb:

Postcode:

STUDENT PREVIOUS SCHOOLING

Origin? Queensland Interstate Overseas

Origin Type? Initial School Enrolment Queensland State School Interstate State School
 Queensland non State School Interstate non State School Other

Name of Previous School / Location:

STUDENT INDIGENOUS STATUS

Is the student of Aboriginal or Torres Strait Islander origin?

No Aboriginal Torres Strait Islander Both Aboriginal and Torres Strait Islander

STUDENT RESIDENCY STATUS *

Passport and visa information is required to be completed by a student who is not an Australian citizen.

In which country was the student born?

Australia Other Please specify country:

Date of arrival in Australia:

Is the student an Australian citizen?

Yes No (if no, please complete Passport and Visa information below)

Passport Number:

Passport Expiry Date:

Visa Number:

Visa sub class:

Visa Expiry Date:

STUDENT LANGUAGE DETAILS

Does the student speak a language other than English at home?

No, English only Yes other (please specify)

Needs interpreter? Yes No

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 'I Do not wish my child to attend' 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.

The religious instruction programs are provided by approved instructors of faith groups who visit the school.

I have been informed and request my child be allocated to the relevant program of religious instruction at this school which is:

Christian (Non-Denominational)

Catholic

I do not wish my child to attend any of the programs provided by a faith group at this school.

NB: This nomination can be changed at any time by notifying the office in writing.

PARENT / CARER DETAILS					
		Parent / Caregiver 1		Parent / Caregiver 2	
Title:	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr		<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr		
Family Name: *					
Given Names: *					
Sex: *	<input type="checkbox"/> Male <input type="checkbox"/> Female		<input type="checkbox"/> Male <input type="checkbox"/> Female		
Relationship to Student: *					
Are you an emergency contact?	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Parent to receive SMS?	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Occupation:					
Place of Work:					
Mobile phone contact: *					
Work phone contact: *					
Home phone contact: *					
Email address:					
Principal place of residence:					
Address Line 1:					
Address Line 2:					
Suburb:		Postcode		Postcode	
Mailing address (if it is the same as the principal place of residence, write 'AS ABOVE')					
Address Line 1:					
Address Line 2:					
Suburb:		Postcode		Postcode	
Country of birth:					
Do you speak a language other than English at home? (if more than one language, indicate the one that is spoken most often)	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes other (please specify) Needs interpreter? <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> No, English only <input type="checkbox"/> Yes other (please specify) Needs interpreter? <input type="checkbox"/> Yes <input type="checkbox"/> No		
All parents across Australia, no matter which school their child attends, are being asked to provide information about educational 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.					
What is the highest year of primary or secondary school the parents/ caregivers have completed? (for persons who have never attended school, mark 'Year 9 or equivalent or below')	<input type="checkbox"/> Year 9 or equivalent or below <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 12 or equivalent		<input type="checkbox"/> Year 9 or equivalent or below <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 12 or equivalent		
What is the highest qualification the parents/caregivers have completed?	<input type="checkbox"/> No non-school qualification <input type="checkbox"/> Certificate I to IV (including trade certificate) <input type="checkbox"/> Diploma / Advanced Diploma <input type="checkbox"/> Bachelor degree or above		<input type="checkbox"/> No non-school qualification <input type="checkbox"/> Certificate I to IV (including trade certificate) <input type="checkbox"/> Diploma / Advanced Diploma <input type="checkbox"/> Bachelor degree or above		
Fee allocation (please tick)	<input type="checkbox"/> Parent/Caregiver 1		<input type="checkbox"/> Parent/Caregiver 2		
NB: All invoices, receipts and refunds (if any) will automatically go to this parent					

EMERGENCY CONTACT DETAILS

(Parent / Caregivers are automatically the 1st and 2nd emergency contact unless otherwise stated)

	Emergency Contact 3	Emergency Contact 4
Name:		
Relationship to Student: (eg Aunt)		
Mobile phone contact: *		
Work phone contact: *		
Home phone contact: *		

STUDENT MEDICAL INFORMATION: *

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).

My child does not have any known medical conditions. My child has the following known medical conditions:

MEDICAL CONDITION 1:

Medical Condition:	Triggers: <i>Please list any triggers that the school should be aware of</i>	Symptoms: <i>Include specific medical condition name and any symptoms the school should look for</i>	Management <i>Any special instructions with regard to this condition</i>

MEDICAL CONDITION 2

Medical Condition:	Triggers: <i>Please list any triggers that the school should be aware of</i>	Symptoms: <i>Include specific medical condition name and any symptoms the school should look for</i>	Management <i>Any special instructions with regard to this condition</i>

STUDENT ACCESS

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.

Is there any limitation(s) on contact between the student and a parent or another person? Yes No

If yes, attach a copy of current Court Order or registered parenting plan that contains the limitation(s).

OTHER FAMILY INFORMATION (if applicable)

ENROLMENT AGREEMENT

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

Responsibility of student to:

- attend school regularly, on time, ready to learn and take part in school activities
- act at all times with respect and show tolerance towards other students and staff
- work hard and comply with requests or directions from the teacher and principal
- abide by school rules, meet homework requirements and wear school's uniform
- respect the school environment.

Responsibility of parents to:

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

Responsibility of school to:

- develop each individual student's talent as fully as possible
- inform parents and carers regularly about how their children are progressing
- inform students, parents and carers about what the teachers aim to teach the students each term
- teach effectively and to set the highest standards in work and behaviour
- take reasonable steps to ensure the safety, happiness and self-confidence of all students
- be open and welcoming at all reasonable times and offer opportunities for parents and carers to become involved in the school community
- clearly articulate the school's expectations regarding the responsible behaviour plan for students and the school's dress code policy
- ensure that the parent is aware of the school's record-keeping policy including the creation of a transfer note should the student enrol at another school
- set, mark and monitor homework regularly in keeping with the school's homework policy
- contact parents and carers as soon as is possible if the school is concerned about the child's school work, behaviour, attendance or punctuality
- deal with complaints in an open, fair and transparent manner
- consult parents on any major issues affecting students
- treat students and parents with respect and tolerance.

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

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

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

Student Signature:

Parent / Caregiver Signature:

On behalf of Whitfield State School

Please sign at Enrolment Interview

WHITFIELD STATE SCHOOL AND EDUCATION QUEENSLAND INTERNATIONAL CONSENT FORM

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

1. I GIVE CONSENT:

On behalf of the individual identified on page 2 of this enrolment form (the **Individual**), the person or persons signing this Consent Form in section 8 (the **Signatory**)* grant consent to and license the Department of Education, Training and Employment (the **Department**) and 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 Consent Details section of this Form (**personal information**); and
- copyright material, including their written, artistic or musical works or video or sound recordings (**Individual work**), created in connection with the Consent Details section of this Form.

The Signatory also irrevocably and unconditionally consents to the Individual being attributed or not attributed as the author of the Individual work in a form and manner acceptable to the Department or the State.

2. FOR THE PURPOSE OF:

This consent only applies to the Department and the State using, including recording or disclosing, the Individual's personal information or Individual work, and permitting other persons to do so, for:

- the purposes identified in the Consent Details section of this Form;
- the purposes of public relations, promotion, advertising, media and commercial activities. This only includes via the internet, iTunes U and Social Media Websites if the relevant website is identified as a permitted website in Section 5 of this Consent Form; and
- where the material is uploaded to iTunes U, a Social Media Website or other website,
 - * any purposes, commercial or otherwise, required by operators of the websites 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.

3. FOR THE DURATION OF:

If the Department, the State or another person permitted by them is using the Individual's personal information or Individual work, or has entered into contractual obligations in relation to the Department's material that incorporates the Individual's personal information or Individual work, the consent will continue in relation to that material until the use is complete or until the contractual obligations come to an end. It is not possible for the Signatory or the Individual to withdraw the Individual's personal information or Individual work or revoke this consent in relation to such existing uses of that material.

If you do wish to revoke or modify this consent in relation to any further new uses of the Individual's personal information or Individual work, the Individual or the Signatory should send a notice in writing to the person nominated in Section 6 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.

4. I UNDERSTAND THAT:

- This Consent Form revokes and replaces all previous consent forms in relation to the use of the Individual's personal information or Individual work in the Project (subject to any limitations on revocation in those consent forms).
- 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 or Individual work, copyright 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.
- This consent only extends to the Social Media Websites and other websites specified in the Consent Details section of this Consent Form and 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.

5. CONSENT DETAILS:

Name and description of Project:

Whitfield State School Promotion and marketing and the development of Education Queensland International (EQI) marketing collaterals which include: print, web and media clips.

Description of what is to be made, used, retained or reproduced:

- Individual's copyright material Individual's name (first name only) Individual's image Individual's recording

Image or recording includes photographs, videos, films or sound recordings of the Individual.

Description of copyright material, image, recording or other personal information:

Footage, still photography and audio recordings of the student will be used in a range of media outcomes for the purpose of promoting Whitfield State School and the DETE and DET International brands including EQI programs.

Description of the purpose for which the personal information or Individual work is required (i.e. details of the nature and scope of the use of the personal information or Individual work), and the medium of reproduction (e.g. paper, electronic or other form). How will the personal information or Individual work be made, used, retained or reproduced, and will it be distributed, disclosed, published or communicated to any third parties or to the broader public (e.g. on the internet)?

Student testimonials, images and motion capture to be used in video, print and still images to share students' experiences with potential international students; to help promote Education Queensland International programs.

Images will be used to help promote schools within the EQI programs.

Video testimonies will be used on the EQI, Study Queensland and Study in Australia websites and hosted through YouTube to share their experiences with future students who are considering Queensland as a study destination.

Testimonies will be transcribed to aid the hearing impaired. These will also be used in promotional efforts such as editorials, newsletters, correspondences, brochures, flyers and other media usage.

5. CONSENT DETAILS (Cont'd):	
Description of the timeframe during which the Individual's name, image, recording or Individual work is required (e.g. Is it for one-time use? For what date or dates?):	
The images, testimonials, motion and audio clips will be added to Whitfield State School and EQI's media resource library as a ready reference for marketing purposes. The library will be updated as new material is collected (more recent ones will replace older ones). It is estimated that these have a life-span of two to three years before they are deemed out of date. If footage is used in promotional videos it may be used for up to five - six years.	
Name of the departmental position/person responsible for the making, usage, storage, reproduction, distribution, publication or communication of the Individual's personal information or Individual work:	
The Department of Education, Training and Employment will be responsible for storing and hosting testimonials and images on the Whitfield State School and EQI site and other media outcomes as requested by the Marketing Manager.	
Name that will be used in association with the individual or the individual's image or individual work:	
<input type="checkbox"/> Full name <input checked="" type="checkbox"/> First name only <input type="checkbox"/> No name <input checked="" type="checkbox"/> Other: Country of origin	
Will the Individual's personal information or Individual work be published on the iTunes U Site, a Social Media Website or another website (i.e. permanently published to the public)?	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, which of the websites below (as amended or replaced from time to time) will the Individual's personal information or Individual work be published on:	
<input checked="" type="checkbox"/> Facebook Page: https://www.facebook.com/pages/Queensland-Department-of-Education-Training-and-Employment/136384799716300 https://www.facebook.com/WhitfieldStateSchool The Department's Facebook page is publicly accessible by all internet users. The Department may share information, photographs and videos related to the Department's programs, activities and initiatives with users through its Facebook page.	
<input checked="" type="checkbox"/> YouTube Channel: http://www.youtube.com/user/DETQueensland The Department's YouTube channel is publicly accessible by all internet users. The Department may share videos related to the Department's programs, activities and initiatives (including the Project) with users through its YouTube channel. The Department does not permit users to download its videos uploaded to its YouTube channel. However third party applications may be used to overcome the Department's settings.	
<input checked="" type="checkbox"/> Twitter Profile: http://www.twitter.com/QLDDETE The Department's Twitter profile is publicly accessible by all internet users. The Department may share information, photographs and videos related to the Department's programs, activities and initiatives (including the Project) with users through its Twitter profile.	
<input checked="" type="checkbox"/> iTunes U Site: http://itunes.apple.com/institution/department-education-training/id413610423 The Department's iTunes U Site is a dedicated store on iTunes U which provides online digital educational materials and other content for download. It is publicly accessible by all internet users who have established an iTunes account. The Department may share information, photographs and videos related to the Department's programs, activities and initiatives (including the Project) with users through its iTunes U Site.	
<input checked="" type="checkbox"/> Official Websites: https://whitfieldss.eq.edu.au/Pages/default.aspx http://dete.qld.gov.au http://education.qld.gov.au http://training.qld.gov.au http://tafe.qld.gov.au The Department's official websites are publicly accessible by all internet users. The Department may share information, photographs and videos related to the Department's programs, activities and initiatives with users through its official websites.	
<input checked="" type="checkbox"/> Other: https://eqi.com.au/ http://www.studyinaustralia.gov.au/	
6. DETAILS	
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 following:	
Whitfield State School Matt Thompson, Principal Whitfield State School	Email: the.principal@whitfieldss.eq.edu.au Telephone: 07 4034 7333
7. 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 the purposes specified in the Consent Details section of this Form. This 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 or TAFE newsletters, magazines, websites (including iTunes U and Social Media Websites) and other school, TAFE, 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).	

7. INFORMATION (Cont'd)

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.


What is personal information?
 Personal information includes information or opinions, whether true or not, about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion. This includes the Individual's name, image or video or sound recording. It also includes the Individual's educational information such as the Individual's assessment and results, and health information and court orders provided to the Department, where such information may enable the Individual to be identified.

What happens to the Consent Form once it is completed and signed?
 The Consent Form is retained by the Department and it will be placed on the Students file. The Individual or Signatory may request a copy of the signed form by contacting the person nominated in Section 7 of this Consent Form.

What if I give my consent and later change my mind?
 The 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 7 of this Consent Form. After that notice is received, the Department and the State will not make any new additional use of the Individual work, but any existing uses will continue.
 Where the Department or another person uploads material to iTunes U, 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.


8. CONSENT

Name of organisation, school or TAFE (at which the Individual is enrolled, employed, or works as a volunteer, if any):



WHITFIELD STATE SCHOOL
EDUCATION QUEENSLAND INTERNATIONAL (CRICOS Provider Number 00608A)

IT IS NOT COMPULSORY FOR YOU TO PROVIDE THIS CONSENT



If you decide not to provide consent, it will not adversely affect academic achievement, or any relationships within the school.

I understand that Austrade wishes to promote Australian education.

I understand that the information I have provided about my child in this form and any other information I provide to Austrade for the purposes of promoting Australia education (including photographs, images, or biographical information) may be used and disclosed by Austrade to promote Australian education, and that these uses may include publishing the information and any images I have provided in promotional materials and/or on Austrade and other websites (including but not limited to the Study in Australia website).

I consent to the use of this personal information by Austrade and the above organisations for these purposes.

I Agree Do Not Agree

Name of parent or guardian	Signature of parent or guardian	Date:

APPLICATION TO ENROL *

I hereby apply to enrol my child at Whitfield State School
*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 way to the best of my knowledge.*

	Parent / Caregiver 1	Parent / Caregiver 2
Print Name:		
Signature:		
Date:		

STUDENT RESOURCE SCHEME 2024

All year levels are offered the convenience of a Student Resource Scheme. Should you choose to participate in this scheme, the class teacher supplies all of your child's classroom requirements throughout the year.

Please complete and return this form to indicate whether or not you wish to participate.

The cost of this service is indicated below and participating families will be invoiced. This can be paid online via BPoint or at the office with cash or EFTPOS.

Should you choose **NOT** to participate in this scheme, you will need to purchase your child's requirements as per list that can be obtained from the office. You will be invoiced **\$65.00** for the Spelling Mastery text book and the Resilience Journal (supplied by the school) and the Classroom Consumables Levy to assist with the cost of art and craft supplies, printing resources and IT Programs.

Please ensure you read and understand the Terms and Conditions (see overleaf) and agree to abide by them.

Student Resource Scheme Prices:

Prep	\$140	Year 4	\$160
Year 1	\$160	Year 5	\$160
Year 2	\$170	Year 6	\$160
Year 3	\$170		

Please note: These prices include all classroom requirements, the Consumables Levy and Textbooks.

Student(s) Name	Year Level	Resource Scheme	Total Cost
		YES NO	\$
		YES NO	\$
		YES NO	\$
		YES NO	\$

Total to be invoiced \$

Parent Name	Parent Signature	Date

Office Use Only

<i>Permission Entered</i>		<i>Date Invoiced</i>	
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Terms and Conditions of the Student Resource Scheme

Privacy Statement

The Department of Education collects this information in accordance with section 51 of the *Education (General Provisions) Act 2006* ("the Act") in order to administer the Student Resource Scheme (SRS). The information will only be accessed by school employees administering the SRS. However, if required, some of this information may be shared with departmental employees for the purpose of debt recovery.

Definitions

1. Reference to a "parent" is in accordance with the definition in the Act and refers equally to an independent student.

The Student Resource Scheme (SRS)

2. The cost of providing instruction, administration and facilities for the education of students enrolled at state schools is met by the State.
3. The school is not responsible for providing textbooks, in-class consumables and personal resources for students.
4. The SRS enables parents to access certain resources, as detailed by the school, for an annual fee.
5. Participation in the SRS is optional: parents are under no obligation to participate.

Parents and Citizens' (P&C) Association support of the SRS

6. All parents are invited to participate in the annual meeting of the P&C Association at which the income and expenditure report is presented and the proposed SRS inclusions and fees are tabled for approval.

Parents experiencing financial hardship

7. Principals may vary payment options and/or waive all or part of the participation fee for parents experiencing financial hardship.
8. Parents experiencing financial hardship who wish to participate in the SRS should contact the Principal to discuss options.
9. The onus of proof of financial hardship is on the parent.
10. The school may require annual proof of continuing financial hardship.
11. All discussions will be held in the strictest confidence.

Parents participating in the SRS

12. Parents indicate whether or not they wish to participate in the SRS by completing this Participation Agreement Form.
13. [An] invoice/s for the amount of the annual participation fee will be issued to the parent providing consent to participate in the SRS.
14. This agreement is for the duration of the student's enrolment at the school, unless a new Participation Agreement Form is completed.
15. Parents must notify the school before the invoice due date if they intend to cease their participation in the SRS in any year.
16. Where a parent chooses to participate, they are agreeing to pay the annual participation fee, in accordance with the payment frequency option selected on the form. There is no provision for part participation.
17. All SRS resources provided for the student's temporary use remain the property of the school and must be returned when requested by the school or if the student leaves the school.
18. Parents are responsible for ensuring that any SRS resources provided for the student's temporary use are kept in useable condition. Where an issued item is lost, not returned, or negligently damaged, parents will be responsible for payment to the school of the value of the item or its repair.
19. Non-payment of the participation fee by designated payment date(s) may result in debt recovery action in accordance with the Department's [Debt Management procedure](#). In such cases, the Principal may:
 - withdraw the student's participation in the SRS
 - require the return of items provided by the SRS

- withhold the provision of any further items under the SRS
- refuse participation in the SRS where participation fees are overdue from the previous year(s), and/or
- exclude the student from optional, non-curricular activities and/or
- initiate debt recovery action.

Parents NOT participating in the SRS

20. Parents indicate whether or not they wish to participate in the SRS by completing this Participation Agreement Form.
21. This agreement is for the duration of the student's enrolment at the school, unless a new Participation Agreement Form is completed.
22. Where a parent has previously indicated that they will participate in the SRS, but wishes not to participate in any year(s), the parent must notify the school prior to the invoice due date of their intention to cease participation.
23. Parents who choose not to participate in the SRS are responsible for providing their child with all items that would otherwise be provided by the SRS. School-produced resources will be available for separate purchase from the school for non-participants.

Operating the SRS

24. Schools will provide all parents with a list of resources provided by the SRS to enable parents to assess the cost effectiveness of participation.
25. Schools will also provide non-participating parents with detailed lists of resources to supply for their child.
26. All items included in the SRS must be able to be independently sourced by parents who choose not to participate in the SRS, either from a third party supplier or by purchasing a school-specific resource (such as a diary or workbook) from the school.
27. Schools may distribute information and invoices to parents in the year preceding the SRS but invoices must not be due before the end of the first week of term 1 of the SRS year. All invoices must have a minimum of 30 days for payment.
28. Parents must be given the option annually to choose not participate in the SRS.
29. In return for payment of the participation fee, the SRS will provide participating students with the resources and materials as outlined in the school SRS documents.
30. SRS moneys received are to be expended only on student resources outlined in the school's SRS and must not be expended on other items or used to raise funds for other purposes.
31. As the SRS operates for the benefit of participating parents and is funded primarily from participation fees, the school retains control of the resources and determines the rules around their availability to non-participants.
32. A student entering the school during the school year is entitled to pay a pro-rata fee to participate.
33. Where participation fees have been paid and a student leaves the school during the year, schools must determine if parents will be eligible for a pro-rata refund. This calculation will also take into account any pro-rata allocation of any outstanding SRS debts (including any debts from damaged or non-returned items). Where the cost of outstanding debts is higher than the calculated refund, parents will be liable to pay this balance of funds.
34. The replacement cost of any resource will be up to the maximum value (subject to depreciation where appropriate) of the acquisition cost to the school, as detailed on the annual SRS information provided to parents.
35. Schools may initiate debt recovery action in accordance with the debt management procedure where a parent has an outstanding debt