



Wellington Point State High School Enrolment Application



UNITED | DETERMINED | RESPECTFUL | SELFLESS | DYNAMIC

Welcome to Wellington Point State High School



Welcome to Wellington Point State High School. Our vision is to have every student realising their potential.

Parents, students and stakeholders in our community will tell you that this is an excellent school, with a commitment to personal excellence, high standards and a strong sense of belonging. We like to think of our school as an extension of your family, where students feel safe, cared for and respected. Building strong relationships are extremely important to us.

We pride ourselves on our values – respectful, united, dynamic, selfless and determined. These underpin our daily thoughts, behaviour and actions. We provide challenge, offer opportunity and entrust responsibility so every child leaves our school having achieved their personal best.

Delivering a high expectations culture for our students combined with high support – our arts, academic and sporting excellence programs are unique and make us a desirable option.

Our school community and sense of pride continues to go from strength to strength. We encourage all families that are searching for their child's destination high school to discover for yourselves what enormous opportunities are available through our doors.

We look forward to welcoming new and prospective families to come and see for themselves what our committed teaching staff and united school community can offer your child.

A handwritten signature in black ink, appearing to be 'R. Burton-Ree'.

Dr Robyn Burton-Ree
Principal



Parent Handbook

Scan a QR code

1. Open the camera app on your smartphone.
2. Focus the camera on the QR code by gently tapping the code.
3. Follow the instructions on the screen to complete the action.

Forms to be completed

1

Application for Student Enrolment

2

State School Consent Form

3

Enrolment Agreement

4

ICT Acceptable Use Agreement

5

Online Services Consent

6

State School Consent Form

7

BYOD Participation Agreement

8

Chaplaincy Services Participation Agreement

9

Sporting Activity Consent

10

Instrumental Music Application (not compulsory)

Application for Student Enrolment

Please use BLOCK letters and black or blue pen to complete this application.

STUDENT FAMILY NAME	
STUDENT GIVEN NAME	

APPLICATION FOR ENTRY TO YEAR LEVEL: ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12

CHECKLIST FOR ALL APPLICATIONS: Incomplete applications will not be processed

- ☐ Enrolment interview to be arranged upon receipt of successful application
- ☐ Enrolment application booklet – fully completed before the interview
- ☐ Student's birth certificate for sighting at application lodgement (copy not required)
- ☐ Copy of the latest two report cards
- ☐ Copy of the latest NAPLAN
- ☐ Visa Documentation and Passport must be provided for sighting, if not an Australian citizen
- ☐ Other relevant information – *copies of court orders / custodial arrangements, medical action plans etc*

EXCELLENCE PROGRAMS (optional – by application)

☐ LEAP (ACADEMIC) ☐ ENCORE (ARTS) ☐ ESAP (SPORTS)

Excellence program applications are required in addition to this enrolment application booklet. Students may also need to take part in trials or auditions. Please see the school website for more information.

Wellington Point SHS has compulsory Bring Your Own Device (BYOD) for all students. Please see the BYOD page on the school website for device requirements.



Wellington Point State High School is known for its commitment to personal excellence, high standards and a strong sense of belonging. Our school is committed to realising the potential of every student.

Wellington Point State High School commits to:

- Educational achievement
- Student wellbeing and engagement
- A culture of inclusion

Switch Off to Switch on Policy

(full policy on website)

Mobile Phones are to be turned off and out of sight while on school grounds. If a mobile device (or accessory) is seen or heard during school time, students will be required to hand it to Administration. Surrendered items will remain at Administration for the duration of the day. Parent contact will be made.

Students must only use the school's internet, not mobile data, for all computer activities. Students are only permitted to take photographs, sound or video recordings at school with the express permission of the teacher. In the interests of privacy and safety, and to protect the school's image, students may only publish images, video or audio of anyone that identifies them as a member of the Wellington Point State High School community with the express permission of the Principal.

Student Dress Code

(full policy on website)

Hair

- Hair must be clean and tidy, pulled back if required to comply with work place health and safety provisions.
- Staff may ask students to move hair to check headphones/earphones are not being used.
- Hair must be of natural colour and be neat and presentable.

Facial Hair

- Neat and tidy presentation.

Make up and nails

- Minimal, natural looking make-up is permitted. Students will be asked to remove obviously excessive makeup. Pronounced eyeliner, bright coloured lipstick and eyeshadow are not permissible.
- To maintain suitable standards of safety in the workplace students should not have long nails that may impact upon a student's ability to perform a task safely, i.e., sport or active length, (no longer than the tip of the finger) for HPE and Sport and are to be flat/rounded shape only; not pointed.
- Nails may be neutral tones and meet suitable standards for Workplace Health and Safety.

Jewellery

Permitted jewellery:

- Earrings include plain, small, standard gold or silver sleepers (no hoops or spacers) and/or studs, no bigger than the size of the earlobe.
- A single, small, flat nose stud is allowed.
- Necklaces, including religious and cultural pendants are allowed, but must be long enough so as not to be visible.
- Wrist watch (smart watch is allowable if it complies with the Digital Device Policy).
- No other jewellery is allowed. Further restrictions may be applied due to Workplace Health and Safety standards in some classrooms.

Students are responsible for the safekeeping of their removed jewellery including if they are required to register jewellery for repeated non-compliance.

Shoes

Black leather lace up shoes, boots, or runners that comply with Workplace Health and Safety requirements. Only impervious shoes are allowed.

Not permitted: canvas shoes, steel cap boots, ballet slippers, non-lace up shoes, platform or high heel shoes, or shoe accessories.

Wellington Point State High School

Application for student enrolment form

INSTRUCTIONS

Please refer to the *Application to enrol in a Queensland state school* information sheet at the end of this form when completing this application. Completion and submission of this application form to the school does not confirm enrolment. The school will notify you of the outcome of your application as soon as practicable.

Failure or refusal to complete those sections of the form marked with an (*) or to provide required documentation may result in a refusal to process your application. These questions and your consent are considered necessary to ensure the school can undertake its administrative and care responsibilities.

Sections of the form not marked (*) are optional. However, failure to complete these sections may result in the school not being eligible for important Federal and State Government funding 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 (DoE) is collecting the information on this form for the purposes outlined in the *Education (General Provisions) Act 2006* (Qld) (EGPA 2006), and in particular for:

- assessing whether your application for enrolment should be approved
- meeting reporting obligations required by law or under Federal – State Government funding arrangements
- administering and planning for providing appropriate education, training and support services to students
- assisting departmental staff to maintain the good order and management of schools, and to fulfil their duty of care to all students and staff
- communicating with students and parents.

This collection is authorised by ss. 155 and 428 of the EGPA 2006. DoE will disclose personal information from this form to the Queensland Curriculum and Assessment Authority when opening student accounts, in compliance with Part 3 of the *Education (Queensland Curriculum and Assessment Authority) Act 2014* (Qld).

Personal Information from this form will also be supplied to Centrelink in compliance with ss.194 and 195 of the *Social Security (Administration) Act 1999* (Cth). De-identified information concerning parents' school and non-school education, occupation group and main language other than English and students' country of birth, main language other than English, gender and Indigenous status, is supplied to the Australian Government Department of Education in compliance with Federal – State Government funding agreements.

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

PROSPECTIVE STUDENT DEMOGRAPHIC DETAILS

Legal family name* (as per birth certificate)			
Legal given names* (as per birth certificate)			
Preferred family name		Preferred given names	
Gender*	☐ Male ☐ Female	Date of birth*	____/____/____
Copy of birth certificate available to show school staff*	☐ Yes ☐ No	Enrolment may not be approved without enrolling staff sighting the prospective student's birth certificate. An alternative to birth certificate will be considered where it is not possible to obtain a birth certificate (e.g. prospective student born in country without birth registration system. Passport or visa documents will suffice). This does not include failure to register a birth or reluctance to order a birth certificate. The requirement to sight the birth certificate does not apply where the prospective student has been previously enrolled in a state school and a birth certificate has been sighted. For international students approved for enrolment by EOI, a passport or visa will be acceptable.	
For prospective mature age students, proof of identity supplied and copied*	☐ Yes ☐ No	Prospective mature age students must provide photographic identification which proves their identity: • current driver's licence; or • adult proof of age card; or • current passport.	

Uncontrolled copy. Refer to the Department of Education Policy and Procedure Register at <https://ppr.qld.gov.au/pp/enrolment-in-state-primary-secondary-and-special-schools-procedure> to ensure you have the most current version of this document.

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APPLICATION DETAILS

Has the prospective student ever attended a Queensland state school?	☐ Yes ☐ No	If yes, provide name of school and approximate date of enrolment.		
What year level is the prospective student seeking to enrol in?		Please provide the appropriate year level.		
Proposed start date	____/____/____	Please provide the proposed starting date for the prospective student at this school.		
Does the prospective student have a sibling attending this school or any other Queensland state school?	☐ Yes ☐ No	If yes, provide name of sibling, year level, date of birth, and school	Name:	
			Year Level	
			Date of birth	____/____/____
			School	

INDIGENOUS STATUS

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

Parents/carers	Parent/carer 1	Parent/carer 2
Family name*		
Given names*		
Title	☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Dr	☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Dr
Gender	☐ Male ☐ Female	☐ Male ☐ Female
Relationship to prospective student*		
Is the parent/carer an emergency contact?*	☐ Yes ☐ No	☐ Yes ☐ No
1 st Phone contact number*	Work/home/mobile	Work/home/mobile
2 nd Phone contact number*	Work/home/mobile	Work/home/mobile
3 rd Phone contact number*	Work/home/mobile	Work/home/mobile
Email		
Occupation		
What is the occupation group of the parent/carer?	☐ (Please select the parental occupation group from the list provided at the end of this form. If parent/carer 1 is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the last occupation. If parent/carer 1 has not been in paid work in the last 12 months, enter '8') _____	☐ (Please select the parental occupation group from the list provided at the end of this form. If parent/carer 2 is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the last occupation. If parent/carer 2 has not been in paid work in the last 12 months, enter '8') _____
Employer name		
Country of birth		
Does parent/carer 1 or parent/carer 2 speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)	☐ No, English only ☐ Yes, other – please specify _____ Needs interpreter? ☐ Yes ☐ No	☐ No, English only ☐ Yes, other – please specify _____ Needs interpreter? ☐ Yes ☐ No
Is the parent/carer an Australian citizen?	☐ Yes ☐ No	☐ Yes ☐ No
Is the parent/carer a permanent resident of Australia?	☐ Yes ☐ No	☐ Yes ☐ No

FAMILY DETAILS (continued)				
Parents/carers	Parent/carer 1		Parent/carer 2	
Address line 1				
Address line 2				
Suburb/town				
State		Postcode		Postcode
Mailing address (if it is the same as principal place of residence, write 'AS ABOVE')				
Address line 1				
Address line 2				
Suburb/town				
State		Postcode		Postcode
Parent/carer school education	What is the <i>highest</i> year of schooling parent/carer 1 has completed? (For people who have never attended school, mark 'Year 9 or equivalent or below')		What is the <i>highest</i> year of schooling parent/carer 2 has completed? (For people who have never attended school, mark 'Year 9 or equivalent or below')	
Year 9 or equivalent or below	☐		☐	
Year 10 or equivalent	☐		☐	
Year 11 or equivalent	☐		☐	
Year 12 or equivalent	☐		☐	
Parent/carer non-school education	What is the level of the <i>highest</i> qualification parent/carer 1 has completed?		What is the level of the <i>highest</i> qualification parent/carer 2 has completed?	
Certificate I to IV (including trade certificate)	☐		☐	
Advanced Diploma/Diploma	☐		☐	
Bachelor degree or above	☐		☐	
No non-school qualification	☐		☐	

COUNTRY OF BIRTH*	
In which country was the prospective student born?	☐ Australia ☐ Other (please specify country) _____ Date of arrival in Australia ____/____/____
Is the prospective student an Australian citizen?	☐ Yes ☐ No (if no, evidence of the prospective student's immigration status to be completed)

PROSPECTIVE STUDENT LANGUAGE DETAILS	
Does the prospective student speak a language other than English at home?	☐ No, English only ☐ Yes, other – please specify _____

EVIDENCE OF PROSPECTIVE STUDENT'S IMMIGRATION STATUS (to be completed if this person is NOT an Australian citizen)*	
☐ Permanent resident	Complete passport and visa details section below
☐ Student visa holder	Date of arrival in Australia ____/____/____ Date enrolment approved to: ____/____/____ EQI receipt number: _____
☐ Temporary visa holder	Complete passport and visa details section below. Temporary visa holders must obtain an 'Approval to enrol in a state school' from EQI
☐ Other, please specify _____	

EVIDENCE OF PROSPECTIVE STUDENT'S IMMIGRATION STATUS* (continued)

Passport and visa details (to be completed for a prospective student who is NOT an Australian citizen).

NOTE: A permanent resident will have a visa grant notification with an indefinite stay period indicated.

For prospective 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.

Passport number		Passport expiry date	____/____/____
Visa number		Visa expiry date (if applicable)	____/____/____
Visa sub class			

PROSPECTIVE STUDENT'S PREVIOUS EDUCATION / ACTIVITY

Where does the prospective student come from?	☐ Queensland ☐ Interstate ☐ Overseas
Previous education/activity	☐ Kindergarten ☐ School ☐ VET ☐ Home education ☐ Full-time employment ☐ Part-time employment ☐ Other
Please provide name and address of education provider/activity provider/employer	

RELIGIOUS INSTRUCTION*

From Year 1, the prospective student may participate in religious instruction if it is available.

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

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

Do you want the prospective student to participate in religious instruction?

☐ Yes ☐ No

If 'Yes', please nominate the religion:

PROSPECTIVE STUDENT ADDRESS DETAILS*

Principal place of residence address				
Address line 1				
Address line 2				
Suburb/town		State		Postcode
Mailing address (if it is the same as principal place of residence, write 'AS ABOVE')				
Address line 1				
Address line 2				
Suburb/town		State		Postcode
Email				

EMERGENCY CONTACT DETAILS (Other emergency contact details if parents/carers listed previously are not emergency contacts or cannot be contacted. At least one emergency contact must be provided)*

	Emergency contact	Emergency contact
Name		
Relationship (e.g. aunt)		
1 st phone contact number*	Work/home/mobile	Work/home/mobile
2 nd phone contact number*	Work/home/mobile	Work/home/mobile
3 rd phone contact number*	Work/home/mobile	Work/home/mobile

PROSPECTIVE STUDENT MEDICAL INFORMATION (including allergies)*Privacy Statement

The Department of Education (DoE) 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. DoE will not use this information to make a decision about a prospective student's eligibility for enrolment. The information will only be used by authorised employees of the department and DoE will only record, use and disclose the medical information in accordance with the confidentiality provisions at Section 426 of the Education (General Provisions) Act 2006.

It is essential that the school is advised before the prospective student's first day of attendance if the prospective student has any medical conditions.

The school administration staff must also be informed of any new medical conditions or a change to medical conditions as soon as they are known.

Should the prospective student need to take routine medication during school hours, the Parent consent to administer medication at school form must be completed before school staff can administer medication. All medication must be provided in the original container with a pharmacy label providing clear instructions for administration. For emergency medication the school will also require a doctor's letter containing detailed instructions and or a signed Action Plan / Emergency Health Plan. Parent consent and health plans must be reviewed annually. All original documentation will be retained at the office and copies of Action or Emergency Health Plans kept with the student.

No known medical conditions	☐		
Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of medical condition categories provided)			
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Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of medical condition categories provided)			
Does the prospective student require any medical aids or devices (such as glasses, contact lenses, prosthetics or orthotics)? This is for the purpose of informing planning for school activities such as sport and school excursions.	☐ No ☐ Yes, please specify		
Name of prospective student's medical practitioner (optional)	Contact number of medical practitioner		
Medicare card number (optional)	Position Number		
Cardholder name (if not in name of prospective student)			
Private health insurance company name (if covered) (optional)	Private health insurance membership number (leave blank if company name is not provided)		
I authorise school staff to contact the prospective student's medical practitioner for the purposes of seeking advice in cases where an immediate but non-life threatening response is required (for instance, when the prospective student may be on an excursion or sporting event), and to provide Medicare card details if required? (answer only if medical practitioner and Medicare card details have been provided above)		☐ Yes ☐ No	

COURT ORDERS***Out-of-Home Care Arrangements***

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

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

COURT ORDERS* (continued)**Family Court Orders***Are there any current orders made pursuant to the *Family Law Act 1975* concerning the welfare, safety or parenting arrangements of the prospective student?☐ Yes ☐ No

If yes, what are the dates of the court order? Please provide a copy of the court order.

Commencement date

/ /

End date

/ /

Other Court Orders*

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

☐ Yes ☐ No

If yes, what are the dates of the court order? Please provide a copy of the court order.

Commencement date

/ /

End date

/ /

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.

	Parent/carer 1	Parent/carer 2	Prospective student (if student is mature age or independent)
Signature			
Date	/ /	/ /	/ /

Office use only

Enrolment decision		Has the prospective student been accepted for enrolment? ☐ Yes ☐ No (applicant advised in writing)			
		If no, indicate reason: ☐ Does not meet School EMP or Enrolment Eligibility Plan requirements ☐ Prospective student is mature age and school is not a mature age state school ☐ Does not meet Prep age eligibility requirement ☐ Prospective student is subject to suspension from a state school at the time of enrolment application ☐ Does not meet requirements for enrolment in a state special school ☐ Does not have an approved flexible arrangement with the school ☐ School does not offer year level prospective student is seeking to be enrolled in ☐ Prospective student has no remaining semester allocation of state education			
Date enrolment processed	/ /	Year level		Roll Class	EQ ID
Independent student	☐ Yes ☐ No	Birth certificate/passport sighted, number recorded and DOB confirmed		☐ Yes ☐ No Number:	
Is the prospective student over 18 years of age at the time of enrolment?		☐ Yes ☐ No			
If yes, is the prospective student exempt from the mature age student process?		☐ Yes ☐ No			
If no, has the prospective mature age student consented to a criminal history check?		☐ Yes ☐ No			
School house/ team		EAL/D support		☐ Yes ☐ No ☐ To be determined	
FTE		Associated unit		Visa and associated documents sighted ☐ Yes ☐ No	
EQI category		SV – student visa TV – temporary visa DS – dependent – parent on student visa EX – exchange student DE – distance education			

Parental occupation groups for use with parent/carer details**Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals**

Senior executive/manager/department head in industry, commerce, media or other large organisation.

Public service manager [section head or above], regional director, health/education/police/fire services administrator

Other administrator [school principal, faculty head/dean, library/museum/gallery director, research facility director]

Defence Forces commissioned officer

Professionals generally have degrees or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others

Health, education, law, social welfare, engineering, science, computing professional

Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]

Air/sea transport [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller].

Group 2: Other business managers, arts/media/sportspeople and associate professionals

Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business

Specialist manager [finance/engineering/production/personnel/industrial relations/sales/marketing]

Financial services manager [bank branch manager, finance/investment/insurance broker, credit/loans officer]

Retail sales/services manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]

Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof-reader, sportsperson, coach, trainer, sports official]

Associate professionals generally have diploma/technical qualifications and support managers and professionals

Health, education, law, social welfare, engineering, science, computing technician/associate professional

Business/administration [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]

Defence Forces senior Non-Commissioned Officer.

Group 3: Tradespeople, clerks and skilled office, sales and service staff

Tradespeople generally have completed a four year trade certificate, usually by apprenticeship. All tradespeople are included in this group

Clerks [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]

Skilled office, sales and service staff:

Office [secretary, personal assistant, desktop publishing operator, switchboard operator]

Sales [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]

Service [aged/disabled/refugee/childcare worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor].

Group 4: Machine operators, hospitality staff, assistants, labourers and related workers

Drivers, mobile plant, production/processing machinery and other machinery operators

Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper]

Office assistants, sales assistants and other assistants:

Office [typist, word processing/data entry/business machine operator, receptionist, office assistant]

Sales [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]

Assistant/aide [trades' assistant, school/teacher aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]

Labourers and related workers

Defence Forces ranks below senior NCO not included above

Agriculture, horticulture, forestry, fishing, mining worker [farm overseer, shearer, wool/hide classer, farmhand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]

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

Group 8: Have not been in paid work in the last 12 months

State schools standardised medical condition category list

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

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 8).

Entitlement to enrolment

Under the *Education (General Provisions) Act 2006 (Qld)* a state school must enrol a prospective student if they are entitled to enrolment. While not exhaustive, the following matters may affect a prospective student's entitlement to enrol in a state school:

- if the school has a School Enrolment Management Plan or an Enrolment Eligibility Plan (enrolment is subject to eligibility under the plan)
- the applicant is a prospective mature age student (the applicant can only apply for enrolment at a mature age state school and will be subject to a satisfactory criminal history check, or as a student in a program of distance education. All prospective mature age students must have a remaining allocation of state education.)
- the prospective student is not of correct age for enrolment (relates to Preparatory Year and Years 1 to 6)
- the prospective student has been excluded, or is subject to suspension from a state school at the time of the application
- the school principal reasonably believes that the prospective student presents an unacceptable risk to the safety or wellbeing of members of the school community (application is referred to the Director-General)
- the school is a state special school and the prospective student does not meet the criteria for enrolment in a special school
- the proposed enrolment requires approval as part of a flexible arrangement under s.183 of the *Education (General Provisions) Act 2006 (Qld)*, and the arrangement has not yet been approved
- the prospective student is not an Australian resident or citizen or the child of an Australian permanent resident or citizen (visa restrictions may apply, fees may be charged, in some cases legislation requires that the prospective student must obtain approval from the Chief Executive via Education Queensland International (EQI) to enrol)
- the school does not offer the year level that the prospective student should be enrolled in
- the prospective student has no remaining semester allocation of state education. Enrolment cannot proceed until additional semesters are applied for by the prospective student (or parent on their behalf) and granted.

Prospective student

A prospective student is a person who has applied to enrol at a state school but who has not yet been accepted for enrolment.

Parent's occupation and education

All parents across Australia, no matter which school their child attends, are 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.

Court Orders

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

Name on enrolment form

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

Gender

Information about gender is supplied to the Federal Government to comply with State funding agreements. The gender category with which a person identifies may not match the sex they were assigned at birth. There is no requirement for a student's gender recorded on this form to align with the sex shown on their birth certificate or passport.

Religious Instruction

Religious instruction is a program approved and provided by a religious denomination or religious society. Other instruction relates to part of a subject area that has been covered within the curriculum and may include, but is not limited to, personal research and/or assignments, revision of class work, and wider reading. Information about religious instruction available at the school, and about other instruction, is provided by the school at the time of enrolment and on the school's website.



ICT Acceptable Use Agreement

Student Agreement: This agreement is effective for the duration of the student's enrolment at Wellington Point State High School:

- I understand that the school's ICT network provides me with access to a range of essential learning tools, including the internet
- While I have access to the school's ICT network: I will only use it for educational purposes; I will not participate in anything that is illegal, dangerous or offensive; and I will not reveal my password or allow anyone else to use my school account
- Specifically in relation to e-mail and internet usage, should I encounter any material that is illegal, dangerous or offensive, I will: clear any offensive pictures or information from my screen; and immediately and quietly inform my teacher
- I will not: reveal home addresses or phone numbers - mine or that of any other person; or use the school's ICT network (including the internet) to annoy or offend anyone else
- I understand that if the school decides I have broken the rules for using its ICT network, appropriate action will be taken, which may include loss of access to the network (including the internet)

Parent / Guardian Agreement: I have read and understand the Technology, Digital Device and Responsible Use Policy, which can be located on our website: wellingtonpointshs.eq.edu.au/support-and-resources/forms-and-documents

- I understand that the school provides my child with access to the school's network (including the internet) for valuable learning experiences. In regards to internet access, I understand that this will give my child access to information on the internet and that the school can not control what is on the internet; and that a small part of that information can be illegal, dangerous or offensive.
- I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend finally upon responsible use by the student. Additionally, I will ensure that my child understands and adheres to the school's Code of Conduct and will not engage in inappropriate use of the school's ICT network

I believe my child understands this responsibility and I hereby give my permission for him/her to access and use the school's ICT network (including the internet) under the rules in place at Wellington Point SHS. I understand that students breaking these rules will be subject to appropriate action by the school. This may include loss of access and usage of the school's ICT network.

Student Name	Student Signature	Date
Parent Name	Parent Signature	Date



Online Services Consent

Our school uses tools and resources to support student learning, including third party (non-departmental) online services hosted and managed outside of the Department of Education network.

Online services, including websites, web applications, and mobile applications, are delivered over the internet or require internet connectivity. Examples may include interactive learning sites and games, online collaboration and communication tools, web-based publishing and design tools, learning management systems, and file storage and collaboration services.

This list is to inform you about the third-party online services used in our school and how your child's information, including personal information and works, may be recorded, used, disclosed, and published to the services (if you provide your consent for this to occur).

The Online Services Consent Form is a record of the consent provided.

AccessIT Library Software

Data Hosting	Offshore
URL	https://accessitlibrary.com/
Purpose of Use	This service provides school library management software. Refer to Supply Arrangement QEDSOA-103820.
Terms of Use	https://accessitsoftware.com/updates/reference/legal/AccessitLibraryServicesAgreement.pdf
Privacy Policy	https://accessitlibrary.com/privacy-policy/

ACER Online Assessment and Reporting (OARS)

Data Hosting	Onshore
URL	https://oars.acer.edu.au/
Purpose of Use	ACER Online Assessment and Reporting Platform (OARS) provides a suite of educational assessment and reporting tools for schools.
Terms of Use	https://oars.acer.edu.au/terms-conditions
Privacy Policy	https://www.acer.org/privacy

Adobe Creative Cloud

Data Hosting	Offshore
URL	https://www.adobe.com/au/creativecloud.html
Purpose of Use	Creative Cloud is a suite of over 20 desktop and web-based design applications used for graphic design, video editing, web development, photography, and animation. Visit https://www.adobe.com/au/products/catalog.html for a complete list of inclusions.
Terms of Use	https://www.adobe.com/au/legal/terms/enterprise-licensing/overview.html
Privacy Policy	https://www.adobe.com/au/privacy/policy.html



Online Services Consent

Axcelerate Learning Platform

Data Hosting	Onshore
URL	https://www.axcelerate.com.au/
Purpose of Use	Deliver online learning modules
Terms of Use	https://www.axcelerate.com.au/terms-of-use
Privacy Policy	https://www.axcelerate.com.au/privacy-policy

Binnacle Training

Data Hosting	Onshore
URL	https://www.binnacletraining.com.au
Purpose of Use	Binnacle Training is a Registered Training Organisation (RTO) that provides online educational resources for Vocational Education and Training (VETS) programs to schools and colleges across Australia.
Terms of Use	https://www.binnacletraining.com.au/rto.php#binnacle-rto-files
Privacy Policy	https://www.binnacletraining.com.au/page/148

Book Creator

Data Hosting	Offshore
URL	https://bookcreator.com/
Purpose of Use	This service allows users to create and collaborate on digital books by combining audio, visual and text elements.
Terms of Use	https://bookcreator.com/terms-of-service/
Privacy Policy	https://bookcreator.com/pp-row/

Canva for Education

Data Hosting	Offshore
URL	https://www.canva.com/education/
Purpose of Use	Available on web and mobile, Canva is a design platform for creating graphics, presentations, posters and other visual content with a library of images, fonts, templates and illustrations. Canva for Education provides eligible school members free access to full features of Canva Pro version.
Terms of Use	https://about.canva.com/terms-of-use/
Privacy Policy	https://about.canva.com/privacy-policy/

Code.org

Data Hosting	Offshore
URL	https://code.org/
Purpose of Use	Computer science coursework for Prep to Year 12 students. Languages include visual programming, JavaScript, CSS, HTML and others. Modules within Code.org include: Computer Science Discoveries, Computer Science Principles, App Lab, Game Lab, Web Lab, Internet Simulator, Hour of Code tutorials, CS in Algebra, Sprite Lab, Artist and Dance Party.
Terms of Use	https://code.org/tos
Privacy Policy	https://code.org/privacy



Online Services Consent

Education Perfect

Data Hosting	Offshore
URL	https://educationperfect.com
Purpose of Use	Education Perfect allows teachers to create 'learning journeys' for classes and individual students. Teachers can choose from a range of curriculum aligned resources and review analytics to understand student progress.
Terms of Use	http://www.educationperfect.com/wp-content/uploads/2019/01/education_perfect_-_standard_terms_and_conditions_2018-07-26.pdf
Privacy Policy	https://www.educationperfect.com/legal/

Epic!

Data Hosting	Offshore
URL	https://www.getepic.com/educators
Purpose of Use	Online library of teacher created collections featuring eBooks, videos and quizzes. Teachers can track students' progress through the resources and activities.
Terms of Use	https://www.getepic.com/tos
Privacy Policy	https://www.getepic.com/privacy-educators

IXL

Data Hosting	Offshore
URL	https://au.ixl.com/
Purpose of Use	IXL provides learning activities for Mathematics and English. Teachers can monitor students' progress using diagnostic information and learning analytics.
Terms of Use	https://au.ixl.com/termsofservice
Privacy Policy	https://au.ixl.com/privacypolicy

JacPlus

Data Hosting	Offshore
URL	https://jacplus.com.au/
Purpose of Use	JacPLUS is a digital bookshelf for accessing all Jacaranda digital resources including core curriculum titles, eBookPLUS, learnON, studyON, assessON, myWorld Atlas, SpyClass and Knowledge Quest. Resources are aligned to the Australian curriculum and some state curriculums.
Terms of Use	https://www.jacplus.com.au/jsp/general-nav/terms/terms.jsp
Privacy Policy	https://www.jacplus.com.au/jsp/general-nav/copyright/privacy_policy.jsp



Online Services Consent

Kahoot!

Data Hosting	Offshore
URL	https://Kahoot.it
Purpose of Use	Kahoot! is a game based learning platform. It provides the ability to create, discover, play and share fun learning quizzes, surveys and activities for any subject, in any language, on any device, for all ages.
Terms of Use	https://kahoot.com/terms-and-conditions/
Privacy Policy	https://kahoot.com/privacy-policy/

Literacy Planet

Data Hosting	Offshore
URL	https://www.literacyplanet.com/au/
Purpose of Use	Online literacy application with assessment, diagnostic and reporting capabilities which allows teachers to assign curriculum-aligned interactive games and activities based on students' needs.
Terms of Use	https://www.literacyplanet.com/au/about/privacy-policy/schools-terms/
Privacy Policy	https://www.literacyplanet.com/au/about/privacy-policy/

NelsonNet

Data Hosting	Offshore
URL	https://www.nelsonnet.com.au/
Purpose of Use	This service provides customisable, interactive and educational eBooks and digital resources to teachers and students.
Terms of Use	https://cengage.com.au/privacycentre
Privacy Policy	https://www.nelsonnet.com.au/legal/end-user-terms-of-service

OnGuard Safety Training

Data Hosting	Offshore
URL	https://www.onguardsafety.com.au/index.html
Purpose of Use	This service provides Workplace Health and Safety training resources. The platform includes online training instruction, knowledge testing, training registers, machine operation demonstration registers, proficiency assessment registers and machine inspection registers.
Terms of Use	https://www.onguardsafety.com.au/licensing.html
Privacy Policy	https://www.onguardsafety.com.au/privacy.html

Padlet

Data Hosting	Offshore
URL	https://padlet.com/
Purpose of Use	Padlet is an online collaboration tool used to share resources online between educators and students.
Terms of Use	https://padlet.com/about/terms
Privacy Policy	https://padlet.com/about/privacy



Online Services Consent

Parent Teacher Online

Data Hosting	Onshore
URL	https://parentteacheronline.com.au/
Purpose of Use	Booking service for scheduled meetings including parent teacher interviews, information evenings, uniform shop fittings and subject selection interviews.
Terms of Use	https://parentteacheronline.com.au/terms-conditions/
Privacy Policy	https://parentteacheronline.com.au/privacy-policy/

QTAC

Data Hosting	Onshore
URL	https://www.qtac.edu.au
Purpose of Use	The QTAC website provides senior students with tertiary course information and the ability to submit an application.
Terms of Use	https://www.qtac.edu.au/about-us/policies
Privacy Policy	https://www.qtac.edu.au/about-us/policies

ReadCloud

Data Hosting	Onshore
URL	https://www.readcloud.com/
Purpose of Use	ReadCloud is a suite of cross device apps that enable teachers and students to access their curriculum resources within a single app with a single password.
Terms of Use	https://readcloud.com/terms-of-use/
Privacy Policy	https://readcloud.com/privacy-policy/

Stile Education

Data Hosting	Onshore
URL	https://stileapp.com
Purpose of Use	Stile allows teachers to create 'learning journeys' for classes and individual students and review analytics of student progress. Teachers can choose from a range of curriculum aligned Science lessons, news stories and interactive investigations.
Terms of Use	https://stileeducation.com/other/terms/
Privacy Policy	https://stileeducation.com/other/privacy/

StoryboardThat

Data Hosting	Offshore
URL	https://www.storyboardthat.com/
Purpose of Use	This service provides digital storytelling templates and activities to create storyboards, graphic organizers, infographics and worksheets.
Terms of Use	https://www.storyboardthat.com/about/privacy
Privacy Policy	https://www.storyboardthat.com/about/terms-of-use



Online Services Consent

Stymie

Data Hosting	Offshore
URL	https://about.stymie.com.au/
Purpose of Use	This service collects anonymous notifications about people who may be experiencing harm. Harm includes bullying, cyberbullying, sexual assault, illegal activity, family violence, suicide, self-harm etc.
Terms of Use	https://about.stymie.com.au/terms-of-use/
Privacy Policy	https://about.stymie.com.au/privacy-policy/

CONSENT AND AGREEMENT

School name: Wellington Point State High School

Student name: _____

Parent or carer name: _____

Parent or carer sign: _____

By signing, I agree that:

Person giving consent - I am the parent/carers of the person identified above

I have read the *Background information about Online Services Consent, Detailed information about this consent request* and the *Online services for which consent is requested* sections of this form. I have had the opportunity to ask questions and any questions that I have asked have been answered to my satisfaction. By submitting this form, I consent for the online services listed to be used in accordance with the consent provided.



Online Services Consent

Wellington Point State High School uses web-based educational resources to improve student learning outcomes. These web-based service providers, including the terms of use and privacy policy of each of the websites, are listed on the school website: wellingtonpointshs.eq.edu.au/curriculum/bring-your-own-device. The privacy and security of our students is paramount. Wellington Point State High School works hard to ensure the selected web-based educational resources are safe and enhance the learning experiences of our students. The listed websites have been reviewed for quality and security prior to being included on the list and we are confident that they pose minimal risk.

We need your permission for the registration and use of these sites by your student. Registering with these providers requires student personal information to be disclosed to the provider of the service. The web-based service providers are private companies that are hosted onshore in Australia and/or outside of Australia. Outside of Australia means that data that is entered to register for these sites will be stored on servers that are not based in Australia and therefore are not bound by Queensland's privacy laws. Registration may include disclosing the following information about your student:

- Student First Name
- Student Last Name
- Age
- Student EQ-issued email
- Year group
- Class Teacher

The list of web-based service providers is reviewed annually. Updated lists are shared with parents via email and can be accessed via the school's website. Any consent given below can be withdrawn by emailing the Head of Information Technology. The school requires Online Services consent to be provided for each phase of secondary schooling:

Please tick one of these options regarding use of your child's information to sign up to the listed web-based service providers for educational service:

- ☐ Option 1 (Full Consent) – I give consent for Wellington Point SHS to use my child's information to sign up to ALL of the listed third party providers for the provision of an educational service.
- ☐ Option 2 (Partial Consent) – I give consent for Wellington Point SHS to use my child's information to sign up to the listed third party providers for the provision of an educational service, EXCEPT for the following (please list the reference numbers):
- ☐ Option 3 (No Consent) – I do NOT give consent for Wellington Point SHS to use my child's information to sign up to any of the listed third party providers and acknowledge that this may limit the learning experiences my child has access to.

As a parent or guardian of this student, I have read the terms of use and privacy policy of each of the websites listed and understand the potential risks. I understand that my student's personal information will be provided to these third party software providers for the purpose of my student's registration and use of the software programs and that this information may be stored outside of Australia.

Student Name		Year Level
Parent/Carer Signature		Date



Introduction to the State School Consent Form (attached) for Wellington Point State High School

This letter is to inform you about how we will use your child's personal information and student materials. It outlines:

- what information we record
- how we will use student materials created during your child's enrolment.

Examples of personal information which may be used and disclosed (subject to consent) include part of a person's name, image/photograph, voice/video recording or year level.

Your child's student materials:

- are created by your child whether as an individual or part of a team
- may identify each person who contributed to the creation
- may represent Indigenous knowledge or culture.

Purpose of the consent

It is the school's usual practice to take photographs or record images of students and occasionally to publish limited personal information and student materials for the purpose of celebrating student achievement and promoting the school and more broadly celebrating Queensland education.

To achieve this, the school may use newsletters, its website, traditional media, social media or other new media as listed in the 'Media Sources' section below.

The State School Consent Form may, at your discretion, provide consent for personal information and a licence for the student materials to be published online or in other public forums. It also allows your child's personal information and student materials to be presented in part or alongside other students' achievements.

The school needs to receive consent in writing before it uses or discloses your child's personal information or student materials in a public forum. The attached form is a record of the consent provided.

It should be noted that in some instances the school may be required by the *Education (General Provisions) Act 2006* (Qld) or by law to record, use or disclose the student's personal information or materials without consent (e.g. assessment of student materials does not require further consent).

Voluntary

There will not be any negative repercussions for not completing the State School Consent Form or for giving limited consent. All students will continue to receive their education regardless of whether consent is given or not.

Consent may be limited or withdrawn

Consent may be limited or withdrawn at any time by you.

If you wish to limit or withdraw consent please notify the school in writing (by email or letter). The school will confirm the receipt of your request via email if you provide an email address.

If in doubt, the school may treat a notice to limit consent as a comprehensive withdrawal of consent until the limit is clarified to the school's satisfaction.

Due to the nature of the internet and social media (which distributes and copies information), it may not be possible for all copies of information (including images of student materials) once published by consent, to be deleted or restricted from use.

The school may take down content that is under its direct control, however, published information and materials cannot be deleted and the school is under no obligation to communicate changes to consent with other entities/ third parties.

Media sources used

Following is a list of online and social media websites and traditional media sources where the school may publish your child's personal information or student materials subject to your consent.

- School website: <https://wellingtonpointshs.eq.edu.au/>
- Facebook: <https://www.facebook.com/WellingtonPointSHS/>
- YouTube: <https://www.youtube.com/channel/UC5o7uOjM0o-Lcf62BTPnHHw>
- Instagram: <https://www.instagram.com/wellingtonpointstatehigh/>
- Twitter:
- LinkedIn:
- Other:
- Local newspaper
- School newsletter
- Traditional and online media, printed materials, digital platforms' promotional materials, presentations and displays.

The State School Consent Form does not extend to P&C run social media accounts or activities, or external organisations.

Duration

The consent applies for the period of enrolment or another period as stated in the State School Consent Form, or until you decide to limit or withdraw your consent.

During the school year there may be circumstances where the school or Department of Education may seek additional consent.

Who to contact

To return a consent, express a limited consent or withdraw consent please contact .

Joanne Morley, Enrolment Officer, jmorl0@eq.edu.au should be contacted if you have any questions regarding consent.

State School Consent Form

1 IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

- Parent/carer to complete
- Mature/independent students may complete on their own behalf (if under 18 a witness is required).

(a) Full name of individual:

(b) Date of birth:

(c) Name of school:

(d) Name to be used in association with the person's personal information and materials* (please select):

☐ Full Name ☐ First Name ☐ No Name ☐ Other Name

** Please note, if no selection is made, only the Individual's first name will be used by the school. However, the school may choose not to use a student's name at its discretion.*

*** For school photos Full Name will be used unless a limitation is given in Section 5 below.*

2 PERSONAL INFORMATION AND MATERIALS COVERED BY THIS CONSENT FORM

- (a) **Personal information** that may identify the person in section 1:
- ▶ Name (as indicated in section 1) ▶ Image/photograph ▶ School name
 - ▶ Recording (voices and/or video) ▶ Year level
- (b) **Materials** created by the person in section 1:
- ▶ Sound recording ▶ Artistic work ▶ Written work ▶ Video or image
 - ▶ Software ▶ Music score ▶ Dramatic work

3 APPROVED PURPOSE

If consent is given in section 6 of the form:

- The personal information and materials (as detailed in section 2) may be recorded, used and/or disclosed (published) by the school, the Department of Education (DoE) and the Queensland Government for the following purposes:
 - Any activities engaged in during the ordinary course of the provision of education (including assessment), or other purposes associated with the operation and management of the school or DoE including to publicly celebrate success, advertising, public relations, marketing, promotional materials, presentations, competitions and displays.
 - Promoting the success of the person in section 1, including their academic, sporting or cultural achievements.
 - Any other activities identified in section 4(b) below.
- The personal information and materials (as detailed in section 2) may be disclosed (published) for the above purposes in the following:
 - the school's newsletter and/or website;
 - social media accounts, other internet sites, traditional media and other sources identified in the 'Media Sources' section of the explanatory letter (attached);
 - year books/annuals and school photographs;
 - promotional/advertising materials; and
 - presentations and displays.

4 TIMEFRAME FOR CONSENT

School representative to complete.

- (a) Timeframe of consent: duration of enrolment.
- (b) Further identified activities not listed in the form and letter for the above timeframe:

5 LIMITATION OF CONSENT

The Individual and/or parent wishes to limit consent in the following way:

6 CONSENT AND AGREEMENT

► CONSENTER – I am (tick the applicable box):

- ☐ parent/carer of the identified person in section 1
- ☐ the identified person in section 1 (if a mature/independent student or employee including volunteers)
- ☐ recognised representative for the Indigenous knowledge or culture expressed by the materials

I have read the explanatory letter, or it has been read to me. I have had the opportunity to ask questions about it and any questions that I have asked have been answered to my satisfaction. By signing below, I consent to the school recording, using and/or disclosing (publishing) the personal information and materials identified in section 2 for the purposes detailed in section 3.

By signing below, I also agree that this State School Consent form is binding. For the benefit of having the materials (detailed in section 2) promoted as DoE may determine, I grant a licence for such materials for this purpose. I acknowledge I remain responsible to promptly notify the school of any third party intellectual property incorporated into the licensed materials. I accept that attribution of the identified person in section 1 as an author or performer of the licensed materials may not occur. I accept that the materials licensed may be blended with other materials and the licensed materials may not be reproduced in their entirety.

Print name of student

Print name of consenter

Signature or mark of consenter

Date

Signature or mark of student (if applicable)

Date

SPECIAL CIRCUMSTANCES

If the form is required to be read out (whether in English or in an alternative language or dialect) to a parent/carer or Individual student; or when the consenter is an independent student and under 18 the section below must be completed.

► WITNESS – for consent from an independent student or where the explanatory letter and State School Consent Form were read

I have witnessed the signature of an independent student, or the accurate reading of the explanatory letter and the State School Consent Form was completed in accordance with the instruction of the potential consenter. The individual has had the opportunity to ask questions. I confirm that the individual has given consent freely and I understand the person understood the implications.

Print name of witness

Signature of witness

Date

► Statement by the person taking consent – when it is read

I have accurately read out the explanatory letter and State School Consent Form to the potential consenter, and to the best of my ability made sure that the person understands that the following will be done:

1. the identified materials will be used in accordance with the State School Consent Form
2. reference to the identified person will be in the manner consented
3. in accordance with procedures DoE will cease using the identified materials from the date DoE receives a written withdrawal of consent.

I confirm that the person was given an opportunity to ask questions about the explanatory letter and State School Consent Form, and all the questions asked by the consenter have been answered correctly and to the best of my ability. I confirm that the individual has not been coerced into giving consent, and the consent has been given freely and voluntarily.

A copy of the explanatory letter has been provided to the consenter.

Print name and role of person taking the consent

Signature of person taking the consent

Date

Privacy Notice

The Department of Education (DoE) is collecting your personal information on this form in order to obtain consent for the use and disclosure of the student's personal information. The information will be used and disclosed by authorised school employees for the purposes outlined on the form. Student personal information collected on this form may also be used or disclosed to third parties where authorised or required by law. This information will be stored securely. If you wish to access or correct any of the personal student information on this form or discuss how it has been dealt with, please contact your student's school in the first instance.





Enrolment Agreement – WELLINGTON POINT STATE HIGH 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 Wellington Point State High 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/expectations 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 (if applicable)
- 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
- advise the school as soon as possible if your child is unable to attend school and reason/s why (e.g. child is sick)
- 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
- treat all 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 child is in out-of-home care
- keep school informed of any changes to your contact details or your child's details, such as home address, email address and phone number
- ensure the school is aware of any changes to your child's medical details.

Responsibility of school staff to:

- design and implement engaging and flexible learning experiences for individuals and groups of students
- 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 for students
- 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 high standards in work and behaviour
- clearly articulate the school's expectations regarding the Responsible Behaviour Plan for Students and the Student 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 possible if the school is concerned about the child's school work, behaviour, attendance or punctuality



- notify parents of an unexplained absence of their child as soon as practicable on the day of the student's absence (allowing time for parents to respond prior to the end of the school day)
- deal with complaints in an open, fair and transparent manner in accordance with departmental policy, [Customer complaints management](#)
- treat students and parents with respect.

☐ Student Code of Conduct

<https://wellingtonpointshs.eq.edu.au/documents/student%20code%20of%20conduct.pdf>

☐ Student Dress Code

<https://wellingtonpointshs.eq.edu.au/SupportAndResources/FormsAndDocuments/Document/s/uniform-code-19.pdf#search=uniform%20code>

☐ Homework Policy

☐ School charges and voluntary contributions

☐ [Advice for state schools on acceptable use of ICT facilities and devices](#)

☐ Absences

☐ School excursions

☐ Complaints management

☐ [Religious instruction policy statement](#)

☐ [Chaplaincy and student welfare services policy statement](#)

☐ Department insurance arrangements and accident cover for students

☐ [Obtaining and managing student and individual consent](#)

☐ 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 Wellington Point SHS

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BYOD Participation Agreement

At Wellington Point SHS it is compulsory to Bring Your Own Device (BYOD) for all students. The BYOD is a program where students bring their privately owned laptop or tablet to school and connect it to the school's network. BYOD supports the delivery of 21st Century Learning and recognises the demand for seamless transition between school and home. Information regarding the BYOD structure plus information on minimum device requirements, can be found on the BYOD page of the school website: wellingtonpointshs.eq.edu.au/curriculum/bring-your-own-device

The following is to be read and completed by both the STUDENT and PARENT / CARER.

- ☐ I have read and understood the Technology, Digital Device and Responsible Use Policy and the school Code of Conduct. (*located on our website: wellingtonpointshs.eq.edu.au*)
- ☐ I agree to abide by the guidelines outlined by both documents.
- ☐ I am aware that non-compliance or irresponsible behaviour, as per the intent of the BYOD Technology, Digital Device and Responsible Use Policy the Code of Conduct, will result in consequences relative to the behaviour.

Student Name	Student Signature	Date
Parent/Carer Name	Parent/Carer Signature	Date

Chaplaincy Services Participation Consent

A School Chaplain is a safe person for young people to connect with at school, providing a listening ear, caring presence, and message of hope. They help with a wide range of issues, including friendship problems, peer pressure and building self-esteem among students. School Chaplains run positive, fun activities for young people – both in and out of school – and foster a supportive, caring school community. This includes support for at-risk students, support for staff and families from the wider school community, and spiritual support and direction for the school community.

CONSENT:

My child, as listed above, has my consent to participate on a voluntary basis in activities within the program of Chaplaincy Services which may have religious, spiritual and ethical content. I understand that this consent is inclusive of all such activities and remains operational unless I advise the school otherwise in writing.

Parent/Carer Name	Parent Signature	Date
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SPORTING ACTIVITY CONSENT

This agreement is effective for the duration of the student's enrolment at Wellington Point State High School

This form outlines the Sporting commitments that a student may be involved in and serves as a consent form.

SPORT:

During the year, students participate in events including Athletics Carnival (on-campus), Swimming Carnival (involving bus travel) and Cross-Country Carnival (where students complete a course that goes outside the school boundary, under the supervision of teachers).

ACTIVITY RISKS & INSURANCE:

Sporting activities carry an inherent risk of physical injury. Note that the Department of Education, Training and Employment does not have personal accident insurance cover for students. If your child is injured in an accident or incident, costs associated with the injury, including medical costs are the responsibility of the parent/carer and this should be taken into consideration when deciding whether or not to allow your child to participate.

HIGH RISK ACTIVITY CONSENT:

The Department of Education Curriculum Activity Risk Assessment (CARA) guidelines require parental/carer consent and a medical declaration in order for students to participate in high/extreme risk events. I am declaring that my child can participate in the listed High Risk activities in HPE lessons and/or school events, **and** has **NO** identified medical conditions that may impact their safety during participation.

If there is any reason that would **prevent** safe participation for your child in any of these events, please put an 'X' in the relevant box below (**ONLY MARK THE BELOW BOXES IF YOU DO NOT GIVE CONSENT FOR YOUR CHILD TO PARTICIPATE**):

High Risk	☐	High Jump* (Fosbury Flop technique)	☐	Javelin
	☐	Discus	☐	Swimming **
<i>* Note: Students only using the 'scissors technique' in high jump are not required to complete this form.</i>				
<i>**Note: Swimming is a whole school event and consent for this activity is within the Carnivals section below</i>				

CONSENT: Complete the required information and tick all appropriate boxes below to indicate your agreement/consent.

- ☐ I have read all of the information above and I am aware that the Department of Education, Training and Employment does not have personal accident insurance cover for students.
- ☐ I give consent for my child to participate in sports and school carnivals (Athletics, Swimming and Cross Country), including those which involve off-campus travel.
- ☐ In the event of an accident or illness, I authorise school staff to obtain or administer any medical assistance or treatment my child may reasonably require, including contacting my child's doctor.
- ☐ I have provided the school details relating to my child's medical or physical needs on enrolment. I agree to update this information if medical or health conditions change.
- ☐ I accept liability for all costs incurred in obtaining such medical assistance or treatment (including any transportation costs) and undertake to reimburse the State of Queensland (via the Department of Education, Training and Employment) the full amount of any costs incurred on my child's behalf.
- ☐ I have read information about High Risk activities and give permission as noted above.

Student Name:		DOB:	
Parent / Carer Name:			
Signature:		Date:	

Wellington Point State High School

Instrumental Music

Application Form for 2027



To enrol in the Wellington Point State High School Instrumental Music Program, please complete the details below and return to the school. For any questions regarding instrumental music, please call the school. Please do not complete this form if the student does not intend to continue with Instrumental Music in 2027.

Student Name:	
Year level in 2027:	
Primary School (year 6 applicants only):	
Guardian Name:	
Guardian Contact Number:	
Guardian Email Address: REQUIRED	
Parent Signature: <i>The application will not be accepted without this</i>	<i>I give permission for my student to enrol in Instrumental Music. I agree to: make arrangements for my student to attend a band rehearsal out of school time, attend lessons during school time, compete in music eisteddfods, participate in performances, read my emails regularly for correspondence, and pay the \$130 levy each year:</i> Sign: _____
Postal Address:	

PLEASE COMPLETE THE SECTION BELOW IF THE STUDENT CURRENTLY PLAYS AN INSTRUMENT AT PRIMARY SCHOOL

Instrument:		Current Level (e.g. Standard of Excellence, halfway through Book 2)	
	<i>(Keyboard, piano, electric & acoustic guitar lessons are not part of Instrumental Music)</i>		
Will you need to hire a school instrument?	Y E S	N O	Instrumental Music Results for Year 6:
Bands/Ensembles:			

PLEASE COMPLETE THE SECTION BELOW IF THE STUDENT WISHES TO START LEARNING A NEW INSTRUMENT

FLUTE, CLARINET, SAXOPHONE, TRUMPET, FRENCH HORN, TROMBONE, TUBA, PERCUSSION, BASS GUITAR, VIOLIN, VIOLA, CELLO, DOUBLE BASS			
Will you need to hire a school instrument?	Y E S	N O	Instrument interested in?
List any previous music experience:			