

ENROLMENT PACK



ALBANY CREEK STATE HIGH SCHOOL

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WELCOME

We understand that enrolling at a new school is an important step, and we're here to support you through the process. To make things easier, we've compiled all the required forms into one convenient booklet.

Please complete the **Enrolment Checklist** last. This checklist ensures all necessary documents have been provided and forms completed. Families residing within our catchment area will need to provide proof of address, as our school is currently at enrolment capacity and operates under an **Enrolment Management Plan**. You can view our Catchment Area Map on the enrolment page of our website or directly via <http://www.qgso.qld.gov.au/maps/edmap/>.

We've included a **Questions and Answers** section to help address common enquiries.

Next, you'll find the **Enrolment Form**, which is the standard Department of Education form and collects essential contact and personal details.

The Pre-Interview Summary helps us gain a better understanding of your student's background and learning needs. Please complete this form before submitting your enrolment paperwork, as we'll discuss it during the interview to help tailor our support and learning programs.

Additional forms included in this pack cover conditions of enrolment, computer use agreements, and media consent (optional).

We look forward to meeting you at the enrolment interview. If you have any questions or need assistance, please don't hesitate to contact our Enrolments Office.

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6. Pre-Interview Summary – Parent/Carer & Student to complete

* Updated Third Party Consent will be issued in Term 3



Enrolment Checklist

Student Name:	
Year Level of Enrolment:	Requested Start Date:
<p>Our school has reached its enrolment capacity and operates in accordance with an Enrolment Management Plan.</p> <p>To determine if you reside inside our catchment area, please utilise the online tool from the enrolments page of our website or direct via www.qgso.qld.gov.au/maps/edmap/</p>	Office Use Only
<p>If you reside within catchment, evidence of residential address for parent/legal guardian is required. Current proof of residency at the address indicated can be provided by way of one of each of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> One primary source – a current lease agreement signed by all parties including the real estate agency, or rates notice, or unconditional sale agreement, PLUS <input type="checkbox"/> One secondary source – a electricity or gas bill showing this same address and parent's/legal guardian's name <input type="checkbox"/> If you reside outside catchment, complete the catchment exemption form – within this enrolment application. 	
<p><input type="checkbox"/> Birth Certificate - Please provide copy to sight if not previously enrolled at a Qld State School (a translated copy is required if the original is not in English)</p>	
<p>If born overseas –</p> <ul style="list-style-type: none"> <input type="checkbox"/> Evidence of residency/citizenship (if applicable) <input type="checkbox"/> Visa – copy of visa grant notice <input type="checkbox"/> Passport – copy of photo page 	
<p>Most Recent School Reports – Please provide copies of the 2 most recent reports</p> <ul style="list-style-type: none"> <input type="checkbox"/> Recent School Report 1 <input type="checkbox"/> Recent School Report 2 	
<p>Integrated Student Support – Please provide detailed information on the Pre-Interview Summary within this enrolment application and provide copies of support documents and reports (if applicable)</p>	
<p>Programs of Excellence: (select if you intend to apply)</p> <ul style="list-style-type: none"> <input type="checkbox"/> The TORCH Program (Year 7) <input type="checkbox"/> Program of Excellence - Instrumental Music <input type="checkbox"/> Program of Excellence – Visual Arts <input type="checkbox"/> Program of Excellence – Dance <input type="checkbox"/> Program of Excellence – Media Arts <input type="checkbox"/> Football Excellence Program (FEP) 	

Frequently Asked Questions

Question	Answer
How do I apply to enrol?	<p>Submit the completed Enrolment Pack, including all supporting documents, as outlined on the enrolment checklist at the front of this pack.</p> <p>Once all documents are received, the application will be forwarded to the Principal for consideration.</p> <p>In recent years Albany Creek State High School has experienced significant growth and we operate in accordance with an Enrolment Management Plan. This Plan ensures that students who live within the “catchment area” are guaranteed a place at their local high school and allows students from outside our catchment to apply for enrolment and be considered using a fair process.</p>
Who can attend Albany Creek SHS?	All students living in the catchment area in Years 7- 12.
What if you live outside the catchment area?	You should fill out the catchment exemption form in this pack. This will be considered by the Principal in conjunction with the Enrolment Management Plan (EMP).
My child has a disability. How can I enrol him/her?	Students with a disability have an adjustment process where applicable. In addition to the enrolment interview, these families meet with the Learning Connections team.
Is there a uniform policy?	ACSHS prides itself on the high standard of the school uniform. A copy of the uniform policy and requirements are available on the school's website.
How do I get information about bus and train timetables and bus routes?	Brisbane City Council and Thompson Bus Services for local school bus services (07 3882 1200): Or visit the TransInfo website www.translink.com.au .
How do I know what subjects my student has been given?	Students receive a timetable on their first day of school.
What do I need to bring on my first day of school?	A writing book and pens. Teachers will provide further details of what is required in class. Stationery lists are provided along with the Student Resource Scheme documentation.
Where do I go on my first day?	<p>At the beginning of the school year students commencing in Year 7 will go to the XPAC building, where you will meet your Year Level Coordinator. You will be taken through an induction program before you go to class. Year 8-12 students will report to the main office (Administration) for a similar induction.</p> <p>For mid-term enrolments, you report to the main office (Administration) on your first day at 8:15am, where you will be met by a member of staff for an induction.</p>

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*	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of birth*	/ /
Copy of birth certificate available to show school staff*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>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.</p> <p>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.</p> <p>For international students approved for enrolment by EQI, a passport or visa will be acceptable.</p>	
For prospective mature age students, proof of identity supplied and copied*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Prospective mature age students must provide photographic identification which proves their identity:</p> <ul style="list-style-type: none"> current driver's licence; or adult proof of age card; or current passport. 	

APPLICATION DETAILS

Has the prospective student ever attended a Queensland state school?	<input type="checkbox"/> Yes <input type="checkbox"/> 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?	<input type="checkbox"/> Yes <input type="checkbox"/> 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?	<input type="checkbox"/> No <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> 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	<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
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female
Relationship to prospective student*		
Is the parent/carer an emergency contact?*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> 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?	<input type="checkbox"/> (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')	<input type="checkbox"/> (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)	<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
Is the parent/carer an Australian citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the parent/carer a permanent resident of Australia?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> 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	<input type="checkbox"/>	<input type="checkbox"/>
Year 10 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 11 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 12 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
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)	<input type="checkbox"/>	<input type="checkbox"/>
Advanced Diploma/Diploma	<input type="checkbox"/>	<input type="checkbox"/>
Bachelor degree or above	<input type="checkbox"/>	<input type="checkbox"/>
No non-school qualification	<input type="checkbox"/>	<input type="checkbox"/>

COUNTRY OF BIRTH*

In which country was the prospective student born?	<input type="checkbox"/> Australia
	<input type="checkbox"/> Other (please specify country) _____
Date of arrival in Australia ____ / ____ / ____	
Is the prospective student an Australian citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> 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?	<input type="checkbox"/> No, English only
	<input type="checkbox"/> Yes, other – please specify _____

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

<input type="checkbox"/> Permanent resident	Complete passport and visa details section below	
<input type="checkbox"/> Student visa holder	Date of arrival in Australia ____ / ____ / ____	Date enrolment approved to: ____ / ____ / ____
	EQI receipt number: _____	
<input type="checkbox"/> 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	
<input type="checkbox"/> 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?	<input type="checkbox"/> Queensland <input type="checkbox"/> interstate <input type="checkbox"/> overseas
Previous education/activity	<input type="checkbox"/> Kindergarten <input type="checkbox"/> VET <input type="checkbox"/> Home education <input type="checkbox"/> Full-time employment <input type="checkbox"/> School <input type="checkbox"/> Other <input type="checkbox"/> Part-time employment
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? <input type="checkbox"/> Yes <input type="checkbox"/> 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	<input type="checkbox"/>		
Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of medical condition categories provided)			
Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of medical condition categories provided)			
Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of medical condition categories provided)			
Does the prospective student require any medical aids or devices (such as glasses, contact lenses, prosthetics or orthotics)? This is for the purpose of informing planning for school activities such as sport and school excursions.	<input type="checkbox"/> No <input type="checkbox"/> 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)			<input type="checkbox"/> Yes <input type="checkbox"/> 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?	<input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No (applicant advised in writing)					
		If no, indicate reason: <input type="checkbox"/> Does not meet School EMP or Enrolment Eligibility Plan requirements <input type="checkbox"/> Prospective student is mature age and school is not a mature age state school <input type="checkbox"/> Does not meet Prep age eligibility requirement <input type="checkbox"/> Prospective student is subject to suspension from a state school at the time of enrolment application <input type="checkbox"/> Does not meet requirements for enrolment in a state special school <input type="checkbox"/> Does not have an approved flexible arrangement with the school <input type="checkbox"/> School does not offer year level prospective student is seeking to be enrolled in <input type="checkbox"/> Prospective student has no remaining semester allocation of state education					
Date enrolment processed	/ /	Year level		Roll Class		EQ ID	
Independent student	<input type="checkbox"/> Yes <input type="checkbox"/> No			Birth certificate/passport sighted, number recorded and DOB confirmed		<input type="checkbox"/> Yes <input type="checkbox"/> No Number:	
Is the prospective student over 18 years of age at the time of enrolment? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, is the prospective student exempt from the mature age student process? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, has the prospective mature age student consented to a criminal history check? <input type="checkbox"/> Yes <input type="checkbox"/> No							
School house/team				EAL/D support		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> To be determined	
FTE		Associated unit		Visa and associated documents sighted		<input type="checkbox"/> Yes <input type="checkbox"/> 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, sports person, 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 - Thalassaemia
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.



Responsibility of student to:

- Responsibility of parents to:**

- Responsibility of school to:**

-
- _____ / _____ / _____



Information Communication Technology Acceptable Use Policy and Agreement

The use of Information and Communication Technology resources at Albany Creek State High School is a privilege which involves the acceptance of certain responsibilities.

As a student at Albany Creek State High School I will use ICT resources responsibly. I understand and agree to the following:

- Information and Communication Technology (ICT) includes computers, printers, scanners, digital cameras, Internet and email facilities, and other associated electronic and mechanical hardware and software.
- **When using ICT resources, I will:**
 - download and install Intune – Company Portal
 - engage in class work and assignments set by teachers
 - develop appropriate 21st Century knowledge, skills and behaviours
 - author text, artwork, audio and visual material for publication on the Intranet or Internet for educational purposes as supervised and approved by school staff
 - conduct general research for school activities and projects
 - communicate or collaborate with other students, teachers, parents, caregivers or experts as part of assigned school work
 - access online references such as dictionaries, encyclopaedias, etc.
 - research and learning through the school's eLearning environment
 - ensure my BYO device is fully charged before bringing it to school to enable continuity of learning.
 - be courteous, considerate and respectful of others when using a device
 - switch off and place out of sight my BYO device during classes, where these devices are not being used in a teacher directed activity to enhance learning.
- **When using ICT resources, I will not:**
 - use the device to send personal messages from any application
 - use the device in an unlawful manner
 - create, participate in or circulate content that attempts to undermine, hack into and/or bypass the hardware and/or software security mechanisms that are in place
 - disable settings for internet filtering that have been applied as part of the school standard
 - download (or use unauthorised software for), distributing or publishing of offensive messages or pictures
 - using obscene, inflammatory, racist, discriminatory or derogatory language
 - use language and/or threats of violence that may amount to bullying and/or harassment, or even stalking
 - insult, harass or attack others or using obscene or abusive language
 - deliberately waste printing and Internet resources
 - intentionally damage any devices, accessories, peripherals, printers or network equipment
 - commit plagiarism or violate copyright laws
 - use unsupervised internet chat
 - send chain letters or spam email (junk mail)
 - access private 3G/4G networks during lesson time
 - knowingly download viruses or any other programs capable of breaching the department's network security
 - use the device's camera anywhere a normal camera would be considered inappropriate, such as in change rooms or toilets

- invade someone's privacy by recording personal conversations or daily activities and/or the further distribution (e.g. forwarding, texting, uploading, Bluetooth use etc.) of such material
- use the device (including those with Bluetooth functionality) to cheat during exams or assessments
- take in or use devices at exams or during class assessment unless expressly permitted by school staff.
- install or use VPN on their school device
- use Beta Software
- illegally modify my device

In addition to this:

- Information sent from our school network contributes to the community perception of the school. All students using our ICT facilities are encouraged to conduct themselves as positive ambassadors for our school.
- Students using the system must not at any time attempt to access other computer systems, accounts or unauthorised network drives or files or to access other people's devices without their permission and without them present.
- Students must not record, photograph or film any students or school personnel without the express permission of the individual/s concerned and the supervising teacher.
- Students must get permission before copying files from another user. Copying files or passwords belonging to another user without their express permission may constitute plagiarism and/or theft.
- Students need to understand copying of software, information, graphics, or other data files may violate copyright laws without warning and be subject to prosecution from agencies to enforce such copyrights.
- Parents and caregivers need to be aware that damage to devices owned by other students, staff or the school may result in significant consequences in relation to breaches of expectations and guidelines in the school's Student Code of Conduct.

I accept that breaching this agreement will result in me losing access to ICT resources temporarily or permanently, depending on the seriousness of the offence. For more serious matters, further disciplinary action may be taken.

I (*Parent/Carer* name)_____agree to the conditions outlined in the Albany Creek State High School Information & Communication Technology Acceptable Use Agreement.

Parent/Carer signature_____Date_____

I (*Student* name)_____agree to the conditions outlined in the Albany Creek State High School Information & Communication Technology Acceptable Use Agreement.

Student signature_____Date_____



Bring Your Own Device Program User Agreement, Policy & Procedures

Policy

Albany Creek State High School has a Bring Your Own Device (BYOx) Program that enables students to bring to school select technology devices.

The Bring Your Own Device Program stipulates that new student are expected to bring either a Windows laptop or an Apple MacBook. This requirement is applicable to all students enrolled in Years 7 through 12. In 2025, students who were already enrolled in Year 8 in 2024 will retain the option to utilise an iPad until the completion of Year 9, after which they will be obligated to purchase a laptop for Year 10.

The Albany Creek State High School BYO Device list, published on the school website, specifies the devices that may be brought into the school for the BYO Device Program.

The purpose of this policy is to define accepted practices, responsibilities and procedures for the use of student owned mobile devices that Albany Creek State High School authorises to connect to the school ICT systems.

Scope and Application

This policy applies to all students of Albany Creek State High School.

It affects any device and/or accompanying media that a student uses to access the systems and data of Albany Creek State High School regardless of whether they are used within or outside normal school hours.

Device

Albany Creek State High School will maintain a list of approved devices and publish this on the school's website.

For the life of the program Albany Creek State High School will review the device at the end of Term 3 each year and update the device list by the beginning of Term 4 in preparation for the next school year.

Albany Creek State High School will select appropriate devices for the program based on the pedagogical and operational needs of the school. Devices that do not meet these needs, as determined by the school, will not be permitted to be used at Albany Creek State High School.

Albany Creek State High School will maintain a list of required "apps" and publish this list on the school's website.

For the life of the program Albany Creek State High School will review the approved apps list at the end of Term 3. The school will update the "apps list" during Term 4 in preparation for the next school year's requirements.

Teachers at Albany Creek State High School may have students in their classes load additional no cost apps during the school year.

Use of the device at school

Albany Creek State High School recognise that the BYO Device is owned by the parent/carer. However, to be successfully used in the school environment there are a number of standards that must be maintained and procedures to follow. Parents will agree via the *BYO Device Program User Agreement* to abide by the school rules for the program.

Albany Creek State High School agrees to provide "User Documentation" on the school website that describes the steps required to join the device to the school network resources.

The BYO Device Program will be used to access school resources in the school environment. To ensure

students are using the BYO Device Program in accordance with the school rules, the device must be presented to relevant school personnel along with all passwords when a student is instructed to do so.

In order to use this device at school The Department of Education's mobile device management system, Intune - Company Portal, will need to be downloaded and installed. This application only installs the required profiles and certificates to connect to our secure network. This platform DOES NOT control or access the device in any way.

The user of the device is responsible for:

- securing the device against theft, loss, or use by persons not authorised to use the device
- the user of the device is responsible for replacing, maintaining, and arranging technical support for the device

Albany Creek State High School will provide limited support to students. Documentation of common technical tasks will be developed and maintained by Albany Creek State High School.

Breaches of any of the aspects of the policy will result in consequences being imposed in line with the Student Code of Conduct.

Parents/carers and students agree to provide authority over the device. This authority includes permission to wipe the device if deemed necessary by the Principal. This includes all personal data that may be present on the device. Students when exiting the school may be instructed to present the device to the Head of Department IT or delegate for inspection. Students and parents may be present during this inspection.

Procedures and Acceptable Use of the Device

While on the school network, students must not:

- Use the device in any way that may adversely affect the reputation of the school. This includes but is not limited to:
 - access a VPN or other prohibited sites
 - create, participate in or circulate content that attempts to undermine, hack into and/or bypass the hardware and/or software security mechanisms that are in place
 - Disable settings for spam and internet filtering that have been applied as part of the school standard.
 - Connect to an external network (Hot Spot) for any reason
 - use unauthorised programs and intentionally download unauthorised software, graphics or music
 - Use the device for unauthorised commercial activities, online gambling or any unlawful purpose
 - viewing or attempting to view illicit web material
 - cyber bullying or intimidation
 - using email inappropriately: this includes trolling
 - misrepresenting the school or any other person or entity in electronic communications
 - viewing or attempting to view any material associated with bomb making, drugs, or any material deemed by the school to be unsafe conduct
 - use Air Drop unless advised to do so by teaching staff
 - inappropriately name their device
 - share their username and password with fellow students
 - send personal messages in any application

- deliberately vandalise or damage their own device or any other students' device
- use their device to record video, audio or pictures within the school environment and while participating in school activities unless they have express consent from their teacher/s.
- upload to any website any digital media from their device without express consent from their teacher/s.

Note: Students' use of internet and online communication services may be audited at the request of appropriate authorities for investigative purposes surrounding inappropriate use.

Students must:

- maintain a private password that is difficult enough not to be guessed by other users
- name their device by using their first and last name or student MIS ID
- ensure their device is fully charged and ready for every school day
- ensure the device is onboarded to Intune – Company Portal and has all apps and software loaded on the device.
- be ready to use their device to support and facilitate learning in the classroom
- provide the device and any passwords required to access the device to school personnel upon the request of the Principal, Deputy Principal or Head of Department IT
- ensure the device is stored securely while not in use at school

Digital Citizenship

Students should be conscious creators of the content and behaviours they exhibit online and take active responsibility for building a positive online reputation. They should be conscious of the way they portray themselves, and the way they treat others online.

Students should be mindful that the content and behaviours they have online are easily searchable and accessible. This content may form a permanent online record into the future.

Interactions within digital communities and environments should mirror normal interpersonal expectations and behavioural guidelines, such as when in a class or the broader community.

Parents are requested to ensure that their child understands this responsibility and expectation. The school's Student Code of Conduct also supports students by providing school related expectations, guidelines and consequences.

Web filtering

The internet has become a powerful tool for teaching and learning, however students need to be careful and vigilant regarding some web content. At all times students, while using ICT devices, will be required to act in line with the school's Student Code of Conduct. To help protect students from malicious web activity and inappropriate websites, the school operates a comprehensive web filtering system. Any device connected to the internet through the school network will have filtering applied.

The school's filtering approach represents global best-practice in internet protection measures. However, despite internal departmental controls to manage content on the internet, illegal, dangerous or offensive information may be accessed or accidentally displayed.

Students are required to report any internet site accessed that is considered inappropriate. Any suspected security breach involving students, users from other schools, or from outside the Queensland DET network must also be reported to the school.

Monitoring and reporting

Students should be aware that all use of internet and online communication services can be audited and traced to the account of the user. All material on the device is subject to audit by authorised school staff. If at any stage there is a police request, the school may be required to provide the authorities with access to the device and personal holdings associated with its use.

Bring Your Own Device Program User Agreement

Albany Creek State High School has a *Bring Your Own Device Program (BYOx)* for all students enrolled in Years 7 to 12. For the *Bring Your Own Device Program (BYOx)* to successfully support teaching and learning in the Albany Creek State High School context it is important that parents/carers and students agree to the following conditions:

- That only a device listed in the “Acceptable Devices List” is permitted to be used in the Albany Creek State High School *Bring Your Own Device Program (BYOx)*. Albany Creek State High School has selected the devices published in the “Acceptable Devices List” as those most suitable for the Albany Creek State High School teaching and learning context.
- Students will need to load MS Office on their BYO device. MS Office is currently free for Queensland Secondary students. Check the school website for details. Students may also have the opportunity to load the Adobe Creative Cloud on a laptop if studying IT, Visual Arts or Graphics. Education Queensland currently has an arrangement that enables students to load the Adobe Creative Cloud on their BYO device for *\$10.00/year. All students that have a *Bring Your Own Device (BYOx)* are eligible to access the Adobe Creative Cloud. Note that quoted prices may change.
- That the “Apps” published in the “Albany Creek State High School Apps list” must be purchased, if required, and installed on the device prior to the beginning of the school year. The school retains the right to add additional apps to the device as deemed necessary for classroom outcomes.
- That all damages, breakages, loss and theft are the responsibility of the owner of the device. Parents are encouraged to take out appropriate insurance for the device. Any damage, breakages, loss and theft should be reported to the school.
- That the device, while in the school is used for appropriate educational activities at the discretion of the teacher. In particular note:
 - Teachers can at their discretion temporarily remove the device from the students.
 - For repeat offenders the device can be temporarily removed by a Principal, Deputy Principal or Head of Department IT and stored securely in the Office. Parents may retrieve the device at any time during office hours. Students will have access the next school day.
 - At the discretion of the Principal, Deputy Principal or Head of Department IT the school may apply an extended limited/restricted access to school network to the use of a student’s device at school.
 - At the discretion of the Principal the student may have limited/restricted access to school network for confirmed inappropriate use of the device or for such use that brings the school into disrepute.
 - That if the device has cellular capabilities parents retain responsibility for how the device is used. Parents/Carers are advised to remove the sim card to disable cellular capabilities during the school day.
 - Parents/Carers and students must present the BYO Device and access passwords to the Principal, Deputy Principal or Head of Department IT when instructed to facilitate investigation of any alleged, or otherwise, misuse of the BYO Device in the school environment.

- Parents/Carers that do not agree to this user agreement will not be able to bring a device to school for use in the Albany Creek State High School BYO Device Program.
- Students must ensure that the device is stored securely while not in use at school.

I (*Parent/Carer* name)_____agree to the conditions outlined in the

Albany Creek State High School BYO Device user agreement.

Parent/Carer signature_____Date_____

I (*Student* name)_____agree to the conditions outlined in the

Albany Creek State High School BYO Device user agreement.

Student signature_____Date_____

**Subject to change*



Albany Creek State High School Media Consent

Introduction to the State School Consent Form for Albany Creek 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://albanycreekshs.eq.edu.au/Pages/default.aspx>
- Facebook: <https://www.facebook.com/AlbanyCreekSHS>
- YouTube: <https://www.youtube.com/channel/UC7i2PhVA0iG2YqrDoxozwMg>
- Instagram: <https://www.facebook.com/AlbanyCreekSHS>
- 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 consent, express a limited consent, or withdraw consent please contact **Sue Swan, IT Head of Department** using email address sswan12@eq.edu.au or phone number **33256333**.

Sue Swan 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)

Full name of individual

Date of birth

Name of school: **Albany Creek State High School**

Name to be used in association with the person's personal information and material *

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

If other name, please provide the name to be used

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

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
- 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

- Timeframe of consent: **duration of enrolment.**

5. LIMITATION OF CONSENT

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

6. CONSENT AND AGREEMENT

School name: Albany Creek State High School

Form due date: 21/03/2025

CONSENTER - I am: *

- ☐ parent/carer of the identified person in section 1
- ☐ the identified person in section 1 (if a mature/independent student)
- ☐ 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

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.

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 the 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

Student Resource Scheme - Participation Agreement Form

The Student Resource Scheme

The Student Resource Scheme (SRS) is a user-charging scheme operated by schools to provide parents with a mechanism to access individual student resources that are not funded by the government.

Government funding for schools does not extend to individual student resources and equipment for their personal use or consumption. Supply of these items, such as textbooks and personal laptops/iPads, is the responsibility of the parent.

The objective of the scheme is to provide parents a convenient and cost-effective alternative to individual supply of resources for their students. Participation in the SRS is optional, and no obligation is placed on a parent to participate.

Terms and conditions for participating in the scheme are provided on the reverse side of the form. Information is also provided on the Textbook and Resource Allowance (TRA) where applicable.

This Participation Agreement Form applies for the duration of a student's enrolment at the school, however parents who are participating in the scheme can choose to opt out from the SRS in future years by completing a new Participation Agreement Form. Any new Participation Agreement Form submitted annually and received by the school will supersede the previous form lodged.

Parents pay the annual participation fee in accordance with the selected payment arrangement. If a student joins the school mid-year, a pro-rata participation fee may apply.

Parents not participating in the scheme must provide their student with all items that would otherwise be provided by the scheme as detailed in the information provided by the school. Parents can choose to join the SRS in future years by completing a new Participation Agreement Form.

To assist schools in managing and administering the scheme, parents are requested to complete the Participation section of this form and return it to the school.

If parents have not completed and returned the form before the due date indicated by the school in the SRS Annual Parent Information documents, the school will take the view that the parent does not wish to participate.

For further information please see the 'parents and carers' site for general information on [School fees and charges](#).

Payment

On agreeing to participate in the SRS, a parent agrees to pay the participation fee as advised and invoiced by the school. For families experiencing financial hardship, please contact the school as soon as possible to discuss options available.

Participation

- ☐ **YES** I wish to participate in the Student Resource Scheme. I have read and understand the Terms and Conditions of the scheme (see reverse) and agree to abide by them and to pay the annual participation fee in accordance with the selected payment arrangement. I understand that I can opt out of participation in the SRS in any year by completing a new Participation Agreement Form.
- ☐ **NO** I have read the terms and conditions and I do not wish to participate in the Student Resource Scheme. I understand I must provide my child with all items and resources that would otherwise be provided by the SRS as detailed in the information provided by the school. I understand that I can choose to join the SRS in future years by completing a new Participation Agreement Form.

School Name	
Form Return Date	
Student Name	
Year Level	
Parent Name	
Parent Signature	
Date	

Privacy Statement

The Department of Education collects the information you complete on the Participation Agreement Form 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. Your information will not be given to any other person or agency unless you have given permission or the Department of Education is authorised or required by law to make the disclosure.



Terms and Conditions

Definition

1. Reference to a “parent” is in accordance with the definition in the *Education (General Provisions) Act 2006* and refers equally to an independent student.

Purpose of the SRS

2. In accordance with the Act, the cost of providing instruction, administration and facilities for the education of students enrolled at state schools who are Australian citizens or permanent residents, or children of Australian citizens or permanent residents, is met by the State.
3. Parents are directly responsible for providing textbooks and other personal resources for their children while attending school.
4. The SRS enables a parent to enter into an agreement with the school to provide the resources required for their child to engage with the curriculum for a specified annual participation fee.

Participation in the SRS

5. Participation in the SRS is optional and parents are under no obligation to participate.
6. The school will provide parents with a list of resources supplied by the SRS to enable parents to assess the cost effectiveness of participation.
7. Parents indicate whether or not they wish to participate in the SRS by completing this Participation Agreement Form.
8. Parents must complete and sign the Participation Agreement Form and return it to the school by the advertised date.
9. This agreement is for the duration of the student’s enrolment at the school, unless a new Participation Agreement Form is completed.
10. Parents are given the option annually to choose whether to participate in the SRS or not by completing this form.
11. Where a parent signs up to participate in the SRS they are agreeing to pay the annual participation fee for the items provided by the SRS.
12. Payment of the participation fee implies acceptance of the SRS including the Terms and Conditions irrespective of whether or not the signed form has been returned.
13. Where a student starts at the school during the school year, the parent may be entitled to pay a pro-rata participation fee to participate based on a 40-week school year.
14. Where a participation fee has been paid and a student leaves the school during the year, the school must determine if the parent is eligible for a pro-rata refund. This will also take into account any pro-rata of the Textbook and Resource Allowance (TRA) (see Additional Information regarding TRA eligibility) and 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, the parent is liable to pay this balance of funds.

Non-Participation in the SRS

15. Parents who choose not to participate in the SRS are responsible for providing their student with all items that would otherwise be provided by the SRS to enable their student to engage with the curriculum.
16. The school will provide non-participating parents with a list of resources the parents are required to supply for their child.
17. All items included in the SRS must be able to be independently sourced, purchased and supplied by parents who choose not to participate in the SRS.
18. As the SRS operates for the benefit of participating parents and is funded from participation fees, SRS resources will not be issued to students whose parents choose not to participate in the SRS.

The Resources

19. SRS funds received by the school will only be expended on student resources outlined in the school’s SRS and will not be expended on other items or used to raise funds for other purposes.
20. In return for payment of the participation fee, the SRS will provide the participating student with the entire package of resources for the specified participation fee. It is not available in parts unless specifically provided for by the school in the fee structure.
21. The resources, as determined and advised by the school may be:
 - retained by the student and used at their discretion; or

- used/consumed by the student in the classroom; or
- hired to the student for their personal use for a specified period of time.

22. All SRS resources hired to a student for their temporary use remain the property of the school. The resources must be returned by the agreed date or if the student leaves the school.
23. Parents are responsible for ensuring that any hired SRS resources provided for their child’s temporary use are kept in good condition.
24. The school administration office must be notified immediately of the loss or damage to any hired item.
25. Where a hired item is lost, not returned, or damaged, parents will be responsible for payment to the school of the value of the item or its repair.
26. The replacement cost of any resource may be up to the maximum value (subject to depreciation where appropriate) of the acquisition cost to the school.
27. Parents may be responsible for supplying their child with other resources not specified in the SRS as advised by the school.

Payment Arrangements

28. Payment of the participation fee may be made in whole, as per a nominated payment plan, or for another amount as approved by a Principal.
29. Payment of the participation fee must be made as per the payment methods nominated by the school.
30. Any concessions relating to the participation fee will be at the discretion of the Principal.

Debt Management

31. Payment of the participation fee is a requirement for continued participation in the SRS.
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 <https://ppr.qed.qld.gov.au/pp/debt-management-procedure>

Parents’ Experiencing Financial Hardship

32. Parents experiencing financial hardship who are currently participating in or wish to participate in the SRS should contact the school to discuss options.
33. Principals may vary payment options, negotiate alternative arrangements and/or waive all or part of the participation fee for parents experiencing financial hardship.
34. The onus of proof of financial hardship is on the parent.
35. The school may require annual proof of continuing financial hardship.
36. All discussions will be held in the strictest confidence.

Additional Information

Textbook and Resource Allowance (TRA)

- The Queensland Government provides financial assistance to parents of students in Years 7 to 12, to offset the costs of textbooks and other resources. Assistance is provided in the form of a TRA which is paid through the school. Refer to the department’s website for current TRA rates <https://education.qld.gov.au/about-us/budgets-funding-grants/grants/parents-and-students/textbook-resource-allowance>.
- The TRA is used to offset the fees associated with participation in the SRS.
- Parents not participating in the SRS will receive the TRA as either a credit to the student’s account or as a direct payment from the school.
- Parents not participating in the SRS should contact the school directly if they do not automatically receive the payment.



Enrolment Management Plan Catchment Exemption Application Form

(You must complete this form if your student resides out of our Catchment Area)

Details

Student Name: _____

Residential Address: _____

Criteria

1. Does the student have a sibling currently enrolled at the school? Yes No

Please provide the name and year level of the sibling: _____

2. Is the student in the care of the Department of Child Safety? Yes No

3. Is the student an applicant for one of the following Programs of Excellence?

- | | |
|--|--|
| <input type="checkbox"/> The TORCH Program (Year 7) | <input type="checkbox"/> Program of Excellence - Music |
| <input type="checkbox"/> Program of Excellence – Media Arts | <input type="checkbox"/> Program of Excellence - Dance |
| <input type="checkbox"/> Program of Excellence – Visual Arts | |
| <input type="checkbox"/> Football Excellence Program (FEP) | |

4. Is the student's parent employed at the school? Yes No

5. Which school does the student currently attend? _____

6. Please provide additional information with regard to your student that may be relevant for enrolment consideration. (why do they wish to enrol at ACSHS)

Signed (Parent/Carer): _____ Name: _____

Date: _____

Pre-Interview Summary Sheet

Please complete and submit with enrolment application

Student Name: _____

Year Level of Enrolment: _____

Year of Enrolment: _____

Parent/Carer 1 Name: _____

Parent/Carer 1 Email: _____

Parent/Carer 2 Name: _____

Parent/Carer 2 Email: _____

The school your student is currently attending:

Report Card Information – Summary

English / Literacy

- ☐ Requires support
- ☐ Average Achiever
- ☐ High Achiever
- ☐ Very High Achiever

Mathematics / Numeracy

- ☐ Requires support
- ☐ Average Achiever
- ☐ High Achiever
- ☐ Very High Achiever

Has your student been diagnosed with any of the following?

- | | |
|--|---|
| <input type="checkbox"/> Autism/ASD | <input type="checkbox"/> ADHD/ADD |
| <input type="checkbox"/> Deaf or Hard of Hearing | <input type="checkbox"/> Auditory Processing Disorder |
| <input type="checkbox"/> Dyslexia | <input type="checkbox"/> Anxiety |
| <input type="checkbox"/> Dyslexia | <input type="checkbox"/> ODD |
| <input type="checkbox"/> Dysgraphia | <input type="checkbox"/> Intellectual Disability |
| <input type="checkbox"/> Other (please specify) | <input type="checkbox"/> Physical Impairment |

Does your student have any reports from a Medical Specialist? Yes/No
If yes, attach a copy to this application.

Is your student diagnosed with a condition requiring additional support? Yes/No

Does your student have a current Personalised Learning Plan?
Yes/No If yes, attach a copy to this application and/or provide additional details.

*This Column
for Office Use Only*

Interviewer:
Date:

Does your student receive support from:

STUDENT SUPPORT SERVICES

- ☐ Defence Mentor
- ☐ First Nations Mentor
- ☐ Chaplain

PROFESSIONAL SUPPORT SERVICES

- ☐ Guidance Officer
- ☐ Social Worker
- ☐ Speech Language Pathologist
- ☐ Occupational Therapist
- ☐ Physiotherapist
- ☐ Learning Support/small groups

Explain any adjustment or support your student currently receives at school (if relevant)

*This Column
for Office Use Only*

As a parent(s) what is the most important thing you want for your student's High School experience?

What else do we need to know to best support your family at high school?

English as an additional language:

Was your student born overseas? Yes / No

Has your student lived in Australia for fewer than 5 years? Yes / No

If yes, what was their date of arrival? _____

Please indicate any language/s other than English spoken at home

Are you interested in:

<input type="checkbox"/> Parents & Citizens' Association	<input type="checkbox"/> Tuckshop Volunteering
<input type="checkbox"/> Other _____	

Your Questions:

Getting to Know You - Student to complete in own handwriting

All Students to complete:

Why did you and your family decide that you should attend Albany Creek SHS?

What activities do you enjoy doing at school? Include any activities from class or out of class.

What classroom/school activities do you sometimes find difficult?

Are there ways that work to help you with this difficulty?

What are your hobbies/interests/extracurricular/sporting activities?

What do you believe are your greatest strengths and successes?

Have you held any leadership positions? These could be either at school or elsewhere? Please provide details.

Have you been involved in any community service activities?

Future Year 7 Student to complete:

What are you looking forward to about high school?

What are the concerns you have about attending high school?

Name one or two friends you would like to have in your class

Are you applying for one of the following Programs of Excellence? *Note that cut off dates and a separate application process applies.*

- | | |
|--|--|
| <input type="checkbox"/> The TORCH Program (Year 7) | <input type="checkbox"/> Program of Excellence - Music |
| <input type="checkbox"/> Program of Excellence – Media Arts | <input type="checkbox"/> Program of Excellence - Dance |
| <input type="checkbox"/> Program of Excellence – Visual Arts | |
| <input type="checkbox"/> Football Excellence Program (FEP) | |

