



Student's name: \_\_\_\_\_ Year level: \_\_\_\_\_ Date commencing: \_\_\_\_\_

# Mackay North State High School Enrolment Application

Welcome to Mackay North State High School. In this pack you will find a number of forms to be checked and/or completed and signed by you (parent/caregiver) and in some cases by your child (the student) as well.

All forms need to be completed in full and to assist you with this task, please use the checklist below.

## ***The school will not accept incomplete applications.***

Form to be checked/competed/signed <i>Please check that parent/s and student have signed where necessary.</i>	Parent to tick (completed/signed)	Office Use Only
Application for Enrolment Form		
Enrolment Agreement		
Application for Performing Arts Program		
Resource Hire Scheme (Parent Participation Form)		
Publicity Consent Form		
Chaplaincy Consent		
School ICT policies regarding Computer Network Use, Internet usage and the BYOx device charter		
P & C Parent Skills Record		
Request to Administer Medication at School (if applicable)		

PARENTS MUST ALSO PROVIDE THE FOLLOWING DOCUMENTS WHEN RETURNING THIS PACKAGE:

	Parent to tick	Office Use Only
Birth Certificate (Copy)		
Most recent Year 5, 7 or 9 NAPLAN results card (only required if your child is currently at a private or interstate school)		
Proof of residential address (rates notice/electricity bill, copy of lease/rental agreement)		
Copy of most recent report card (only required if your child is currently at a private or interstate school)		
Copy of current Court Order or Registered Parenting Plan (if applicable)		

### **PARENT STUDENT RESOURCE SCHEME AND SUBJECT FEE ALLOCATION**

Who will be responsible for paying your child's school fees?

Please list name(s) below and tick your preference: (must equal 100% in total).

Name: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

100% responsible     50% responsible

Name: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

100% responsible     50% responsible

Please list the names of siblings currently attending Mackay North SHS: \_\_\_\_\_



# Application for student enrolment form

## INSTRUCTIONS

Please refer to the *Application to enrol in a Queensland State School* information sheet at the end of this form when completing this application.

Failure or refusal to complete those sections of the form marked with an (\*) or to provide required documentation may result in a refusal to process your application.

Sections of the form not marked (\*) are optional. However, failure to complete these sections may result in the school not being eligible for important 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 and Training (DET) is collecting the information on this form for the purposes outlined in the *Education (General Provisions) Act 2006* (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. DET will disclose personal information from this form to the Queensland Curriculum and Assessment Authority when opening student accounts, in compliance with Part 3 of the *Education (Queensland Curriculum and Assessment Authority) Act 2014 (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, sex and Indigenous status, is supplied to the Australian Government Department of Education in compliance with Federal – State Government funding agreements.

Personal information collected on this form may also be disclosed to third parties where authorised or required by law. Your information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please contact 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.

## ENTITLEMENT TO ENROLMENT

Under the EGPA 2006, an applicant for enrolment at a state school must be enrolled if they are entitled to enrolment. While not exhaustive, the following matters may affect an applicant's entitlement to enrolment at a state school:

- failure to adequately complete this enrolment form
- if the school has an Enrolment Management Plan or an Enrolment Eligibility Plan (enrolment is subject to eligibility under the plan)
- the applicant is a 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 applicant is not of correct age for enrolment (relates to Preparatory Year and Years 1 to 6)
- the applicant has been excluded or cancelled from enrolment or is subject to suspension from a state school at the time of the application
- the school is a state special school and the applicant does not meet the criteria for enrolment in a special school
- the school principal reasonably believes that the applicant presents an unacceptable risk to the safety or wellbeing of members of the school community (application is referred to Director-General)
- the proposed enrolment requires approval as part of a flexible arrangement under s.183 of the EGPA 2006, 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 applicant must obtain approval from the Chief Executive via Education Queensland International (EQI) to enrol).

Office use only					
Date enrolled	____ / ____ / ____	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	
EQI category				<input type="checkbox"/> Yes <input type="checkbox"/> No SV – student visa TV – temporary visa DS – dependent – parent on student visa EX – exchange student DE – distance education	

**Uncontrolled copy.** Refer to the Department of Education and Training Policy and Procedure Register at <http://ppr.det.qld.gov.au> to ensure you have the most current version of this document

PROSPECTIVE STUDENT DEMOGRAPHIC DETAILS			
Legal family name* (as per birth certificate)			
Legal given names* (as per birth certificate)			
Preferred family name		Preferred given names	
Sex*	<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	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. For international students approved for enrolment by EQI, a passport or visa will be acceptable.	
For prospective mature age students, proof of identity supplied and copied*	<input type="checkbox"/> Yes <input type="checkbox"/> No	Prospective mature age students must provide photographic identification which proves their identity: <ul style="list-style-type: none"> <li>• current driver's licence; or</li> <li>• adult proof of age card; or</li> <li>• current passport.</li> </ul>	

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	

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			

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
Sex	<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

FAMILY DETAILS (continued)		
Parents/carers	Parent/carer 1	Parent/carer 2
1 <sup>st</sup> Phone contact number*	Work/home/mobile	Work/home/mobile
2 <sup>nd</sup> Phone contact number*	Work/home/mobile	Work/home/mobile
3 <sup>rd</sup> Phone contact number*	Work/home/mobile	Work/home/mobile
Email		
Employer name		
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')
Country of birth		
Country of residence		
Does parent/carer 1 or parent/carer 2 speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)	<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
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 primary or secondary school 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 primary or secondary school parent/carer 2 has completed? (For people who have never attended school, mark 'Year 9 or equivalent or below')
Year 9 or equivalent or below	<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"/>

PROSPECTIVE STUDENT ORIGIN DETAILS	
Origin	Queensland/interstate/overseas
Origin type	Childcare centre or kindergarten/Prep/primary/secondary/VET/other
Previous school/other location	
Previously employed	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time

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

RELIGION – RELIGIOUS INSTRUCTION*	
<p>From Year 1, the prospective student may participate in religious instruction if it is available.</p> <p>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.</p> <p>Parents/carers may change these arrangements at any time by notifying the principal in writing.</p>	<p>Do you want the prospective student to participate in religious instruction?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>If 'Yes', please nominate the religion:</p>

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		
<input type="checkbox"/> Other, please specify _____	Temporary visa holders must obtain an 'Approval to enrol in a state school' from EQI		
Passport and visa details (to be completed for a prospective student who is NOT an Australian citizen). <b>NOTE: A permanent resident will have a passport with a permanent residency visa inside worded 'Holder(s) permitted to remain in Australia indefinitely'.</b> 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			

**EMERGENCY CONTACT DETAILS** (Other emergency contact details if parents/carers listed previously are not emergency contacts or cannot be contacted)\*

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

**PROSPECTIVE STUDENT MEDICAL INFORMATION** (including allergies)\*Privacy Statement

The Department of Education and Training (DET) is collecting this medical information in order to address the medical needs of students during school hours as well as during school excursions, school camps, sports and other school activities. DET will not use this information to make a decision about a prospective student's eligibility for enrolment. The information will only be used by authorised employees of the department and DET will only record, use and disclose the medical information in accordance with the confidentiality provisions at Section 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 medication during school hours, an Individual Health Plan, including Emergency Health Plan if relevant, or Authority to Administer Medication Form will need to be completed each year and retained at the office.

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	
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)? (answer only if medical practitioner details have been provided above)			<input type="checkbox"/> Yes <input type="checkbox"/> No
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)	

**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	

**Family Court Orders\***

Are there any current orders made pursuant to the <i>Family Law Act 1975</i> concerning the welfare, safety or parenting arrangements of the prospective student?	<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.	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?	<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.	Commencement date	___/___/___
	End date	___/___/___

**TRAVEL DETAILS**

Mode of transport to school	<input type="checkbox"/> Walk	<input type="checkbox"/> Car	<input type="checkbox"/> Bus	<input type="checkbox"/> Bicycle	<input type="checkbox"/> Train
	<input type="checkbox"/> Other _____				

**APPLICATION TO ENROL\***

I hereby apply to enrol my child or myself at \_\_\_\_\_.

I understand that supplying false or incorrect information on this form may lead to the reversal of a decision to approve enrolment. I believe that the information I have supplied on this form is true and correct in every particular, to the best of my knowledge.

	Parent/carer 1	Parent/carer 2	Prospective student
Signature			
Date	___/___/___	___/___/___	___/___/___



## 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 - 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 7).

### Entitlement to enrolment

Under the *Education (General Provisions) Act 2006 (Qld)* a state school must enrol an applicant if they are entitled to enrolment. While not exhaustive, a list of matters which may affect an applicant's entitlement to enrolment are included on the front cover of the enrolment form.

### Questions which must be answered\*

The Application for Student Enrolment Form contains a number of questions marked with an (\*) which must be answered. These include – Prospective student demographic details, Prospective student address details, Family details, Religion – Religious Instruction, Country of birth, Emergency contact details, Prospective student medical information, Court orders and the Application to enrol. These questions and consent are considered necessary to ensure the school can undertake its administrative and care responsibilities.

Sections of the form not marked (\*) are optional. However, failure to complete these sections may result in the school not being eligible for important Federal and State Government funding.

### Parent's occupation and education

All parents across Australia, no matter which school their child attends, are being asked to provide information about family background (answering this question is optional). The main purpose of collecting this information is to promote an education system which is fair for all Australian students regardless of their background.

### Sighting of birth certificate

Schools are required to sight a prospective student's birth certificate. An alternative to a birth certificate will be considered where it is not possible to obtain a birth certificate (e.g. person born in a country without a birth registration system – passport or visa documents will suffice). Prospective mature age students that provide appropriate photographic proof of identity do not need to present a birth certificate.

### Court Orders

Any court orders concerning the 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).

### Evidence of Prospective Student's Immigration Status

This section is required to be completed when a prospective student is not an Australian citizen and information is required to be recorded about their passport and visa.

### Medical information and emergency contacts

A prospective student's medical condition, symptoms, management and medication/s must be documented. Medical conditions may include (but are not limited to) seizures/epilepsy, fainting, diabetes, asthma, heart problems, anaphylaxis and allergies (such as food or insect stings). Parents must indicate if they are an emergency contact. Three additional emergency contacts are also required.

### Religion – Religious Instruction

Applicants are asked if they would like the prospective student to participate in 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.

### Office use

This section is to be completed by the school and will assist in documenting specific details in relation to enrolment, including confirmation of the sighting of documentary evidence such as a prospective student's birth certificate, passport or visa and prospective student's mature age status.

# Enrolment Agreement – Mackay North State High School

**(Parent/carer and student must read this form and sign at the bottom)**

This enrolment agreement sets out the responsibilities of the student, parents or carers and the school staff about the education of students enrolled Mackay North 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 as outlined in the school's Responsible Behaviour Plan for Students, including not bringing items to school which could be considered as weapons (e.g. dangerous items such as knives)
- meet homework requirements and wear school's uniform
- respect the school property.

## ***Responsibility of parents to:***

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

## ***Responsibility of school staff to:***

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

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

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 Mackay North State High School

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Application Form

## Performing Arts Program

NAME: \_\_\_\_\_

PRIMARY SCHOOL: \_\_\_\_\_

1. Area of expertise: (Circle as appropriate)    Instrumental    Drama    Dance

2. Instrument(s) played: \_\_\_\_\_

3. Number of years of performance: \_\_\_\_\_

4. Describe the level of excellence/participation reached (e.g. Grade 4 or Eisteddfod prize): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Describe what training / practice you currently do: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Why would you like to be apart of the Mackay North High School Performing Arts Program: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Additional cultural activities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please attach a reference from your classroom teacher which supports your claims above and a current report card.**



# MACKAY NORTH STATE HIGH SCHOOL STUDENT RESOURCE SCHEME – 2018



## PARENT PARTICIPATION FORM

**NEW ENROLMENTS** – This form is included in a set of enrolment forms that is returned when you are confirming your student’s enrolment. On the first day at school your student will receive their student diary and some text books and resources will be issued as required.

**CONTINUING YEARS 8, 9, 10, 11 & 12 STUDENTS** – This Student Resource Scheme Parent Participation form is to be completed and returned to the school as directed.

**FEES** – The fees may be paid: (a) upon enrolment of a new student; (b) as soon as this form is returned for continuing students; (c) alternatively an account will be sent approximately one month after the school year commencing.

**THE ISSUE OF TEXT BOOKS AND RESOURCES IS DEPENDENT UPON THE RETURN OF THIS FORM.**

### PARTICIPATION

The scheme is designed to offset the cost to you of the provision of educational resources associated with your child’s education. These resources enhance your child’s educational experience and assist them to fully engage with the curriculum.

The scheme may be split into two components:

1. a whole of school component which is common to all students depending on their year level; and
2. specific goods and services consumed by your child which are related to individual subjects undertaken by your child

**Yes**, I wish to participate in the Student Resource Scheme at Mackay North State High School. I have read and understand the Terms and Conditions of the scheme (see below) and agree to abide by them and to pay the participation fee in accordance with the payment arrangements below.

**No**, I do not wish to participate in the Student Resource Scheme at Mackay North State High School. I have read and understand the Terms and Conditions of the scheme (see below) and agree to abide by them, in particular, paragraphs 12 and 38.

### STUDENT DETAILS

STUDENT GIVEN NAME	STUDENT SURNAME	YEAR LEVEL

### PARENT/CARER DETAILS

<b>GIVEN NAMES</b>			
<b>SURNAME</b>			
<b>ADDRESS</b>			
<b>CONTACT NUMBERS</b>	<b>Home:</b>	<b>Work:</b>	
	<b>Mobile:</b>	<b>Email:</b>	
<b>PARENT/CARER SIGNATURE:</b>		<b>DATE:</b>	

### TERMS AND CONDITIONS

#### Purpose of the Scheme

1. In accordance with the *Education (General Provisions) Act 2006*, 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.

2. Parents are directly responsible for providing textbooks and other personal resources for their children while attending school. In recognition that these costs can be high, the school operates a Student Resource Scheme (the “scheme”) that enables a parent to enter into an agreement with the school that, for a specified annual participation fee, provides for the temporary use by the student of prescribed textbooks and/or other resources, and/or the purchase of consumables and materials for the student.

3. A Student Resource Scheme is separate to and distinct from a request for a voluntary financial contribution.

#### Benefits of the Scheme

4. The purpose of the scheme is to provide the parent with a cost effective alternative to purchasing textbooks and/or resources elsewhere, through reduced prices gained from the school’s bulk purchasing practices.

5. The scheme also ensures that students have consistent personal resources for their education, and saves the parent time and money in sourcing the prescribed materials elsewhere.

6. The scheme is not used to raise funds for other purposes, and revenue collected through the scheme is applied only to the operation of the scheme.

#### Participation in the Scheme

7. Participation in the scheme is voluntary, and there is no obligation on a parent to participate in the scheme. A parent’s decision to participate or not is based on consideration of the value afforded to them by the scheme.

8. The completed and signed Participation Agreement Form should be returned to the school by the advertised date to indicate participation or non-participation in the scheme.

9. If a parent chooses to participate in the scheme and completes the Participation Agreement Form, a fee will be due and payable by the parent for the items provided by the scheme to the student.

10. Payment of the participation fee is a requirement for continued participation in the scheme. An unpaid fee will be subject to the school’s debt collection processes.

11. A parent who does not wish to participate in the student resource scheme shall inform the school by completing the Participation Agreement Form and returning it to the Administration Office. Arrangements will be made for the parents of students in Years 7 to 12 or of secondary education age to be paid the value of the Textbook and Resource Allowance for each of their eligible children.

12. A parent who chooses not to participate in the scheme is responsible for providing the student with all items that would otherwise be provided to the student by the scheme as detailed on the *Year Level Requirements List* and/or *Subject Requirements List*, to enable the student to engage with the curriculum.

#### **Parents and Citizens' Association Support of the Scheme**

13. The operation of the Student Resource Scheme is discussed annually at a meeting of the Parents and Citizens' Association. Parents are extended an invitation to attend this meeting and provided with an opportunity to express their opinions. A vote is taken at this meeting on supporting the operation of the scheme.

#### **Textbook and Resource Allowance**

14. The Queensland Government provides financial assistance to parents of students in Years 7 to 12 or of secondary education age, attending State and approved non-State schools, to offset the costs of textbooks and other resources. Assistance is provided in the form of a Textbook and Resource Allowance which is paid once a calendar year through the school. Parents have the option to receive the allowance directly from the school or as an offset of fees associated with participation in the school's Student Resource Scheme. This option is made available to each parent annually by the school. Current allowance rates are available from <http://education.qld.gov.au/finance/grants/fund/garp/html/par-stu.html>

#### **Payment Arrangements**

15. Payment of the participation fee may be made by EFTPOS (Debit Card; MasterCard; Visa; American Express where accepted by the school), cheque, or cash.

16. Payment may be made through the QParents portal using a credit card. Payment will be directed from the QParents portal to BPOINT where relevant outstanding invoice information may be selected.

17. When paying by BPOINT, please use the Customer Reference Number (CRN) and invoice number printed on the invoice received from the school. If unsure of your CRN, please contact the school.

18. Payment of the participation fee may be made in whole or by instalment as indicated on the Participation Agreement Form or for another amount as approved by the Principal.

19. For payments made in person by cash, cheque or credit/debit card, a receipt will be provided to the payer. Where payments are received by other methods, a receipt will be provided on request. All receipts and documentation on the scheme should be retained by the parent for future reference and possible taxation purposes.

#### **Parent Experiencing Financial Difficulties**

20. A parent wishing to participate in the Student Resource Scheme and experiencing financial hardship is encouraged to contact the principal to discuss how their financial obligations can be met throughout the school year, or to negotiate alternative arrangements that may be available to accommodate their individual circumstances. Centrelink deduction is a payment option offered by the school. All discussions will be held in the strictest confidence.

21. The onus of proof of being so affected is on the parent, and might include a current Health Care Card or other evidence to establish financial hardship.

22. Any concessions given to the participation fee will be at the discretion of the Principal.

#### **Terms and Conditions of Participation in the Scheme**

23. Payment of the prescribed fee implies acceptance of the Student Resource Scheme including the Terms and Conditions irrespective of whether or not the signed form has been returned.

24. For the purposes of the scheme, where a student is living independent of his/her parents, reference in the terms and conditions to "parent" is a reference to the independent student.

25. Where a parent chooses to join the scheme and completes a Participation Agreement Form, an annual participation fee will be due and payable by the parent to the Student Resource Scheme.

26. In return for payment of the participation fee, the scheme will provide the participating student with textbooks and/or resources, consumables and materials as listed on the *Year Level Requirements List* and/or *Subject Requirements List* as being provided by the scheme, when due for the student's use.

27. Payment of the participation fee is to be made according to the payment arrangement option indicated by the parent on the Participation Agreement Form, or as otherwise approved by the Principal.

28. Non-payment of the participation fee by the designated payment date(s) will generate a reminder notice to the parent from the school at intervals of 30 days overdue and 60 days overdue. The Principal may thereafter undertake debt recovery action for the overdue participation fee including, where warranted, referral to an external debt collection agency. This may result in extra costs being incurred by the parent.

29. Without limiting any other action the Principal may take in accordance with these terms and conditions, subject to 26 above, the Principal may withdraw a student's participation in the scheme due to non-payment of a participation fee, and/or may require the return of items provided by the scheme for the temporary use of the student, and/or may withhold the giving of any further items under the scheme until the debt is paid.

30. The Principal may refuse to admit a student to the scheme where participation fees are overdue from the previous year's scheme.

31. Where participation fees are overdue, the Principal has the discretion to exclude a student from an optional school activity.

32. The scheme provides the entire package for the specified participation fee, and is not available in parts unless specifically provided for by the school in the fee structure.

33. All textbooks and resources provided for temporary use by the scheme remain the property of the scheme and shall be returned at the end of the course or school year or when the student leaves the school, whichever is the earlier. Where an item is not returned, the parent will be responsible for payment to the scheme of the replacement cost of the item. Failure to make payment may result in debt recovery action being undertaken.

34. Textbooks and other resources provided for temporary student use by the scheme shall be kept in good condition by the student. The school Administration Office shall be notified immediately of the loss or negligent damage to any issued item. Where an issued item is lost or negligently damaged, parents will be responsible for payment to the scheme of the replacement cost of the item. Failure to make payment may result in debt recovery action being undertaken.

35. The parent is responsible for supplying the student with any additional student materials that are not provided by the Student Resource Scheme, as indicated on the *Year Level Requirements List* and/or *Subject Requirements List* or otherwise advised by the school.

36. If a student enters the scheme after the first week of school, a pro-rata participation fee will apply, calculated on a 40-week school year basis.

37. If a student, having paid a participation fee, leaves the school through the year, a pro-rata refund will be made to the parent, calculated on the participation fee paid, less the cost of consumed materials and the replacement cost of scheme items that are lost or negligently damaged or not returned, plus the pro-rata Textbook and Resource Allowance calculated on a 40-week school year basis.

38. As the scheme operates for the benefit of participating parents and is funded solely from participation fees, resources provided by the scheme will not be issued to students whose parents choose not to participate in the scheme.

#### **Privacy Statement**

The Department of Education and Training, through the school, is collecting your personal information in accordance with section 51 of the *Education (General Provisions) Act 2006* in order to administer the Student Resource Scheme in an efficient, ethical and secure manner. The information will only be accessed by school employees administering the scheme. Some of this information may be given to 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 and Training is authorised or required by law to make the disclosure.





# MACKAY NORTH STATE HIGH SCHOOL

## STUDENT RESOURCE SCHEME FEE AND SUBJECT FEES

(ALL CHARGES ARE SUBJECT TO ANNUAL REVIEW)



The school provides all resources necessary for students to complete their chosen course (excluding those listed on the *Subjects Requirements List*).

The Student Resource Scheme fee and subject fees are payable at the school office. Contact the school if you wish to arrange part payments or Centrepay.

If a parent/carer who has joined the scheme has not fully paid the fees or has not made regular on-going payments towards the fees, payment for extra activities may not be accepted. These can include any school activity or purchase which is not curriculum related.

**PLEASE SEE OVERLEAF FOR PAYMENT OPTIONS, PAYMENT ADVICE AND CENTREPAY INFORMATION.**

### Student Resource Scheme (SRS) Fee & Subject Fees

The Student Resource Scheme fee for Year 7 and 8 is \$250.00.

For Year 9 and 10, the Student Resource Scheme fee is \$250.00 plus specific subject costs.

*Please note: In Years 7, 8, 9 and 10 the Government Textbook and Resource Allowance (\$125) has been applied against the Student Resource Scheme fee.*

Year 11 & 12 students will all pay an Administration fee – \$70, an OP administration fee – \$30 (if applicable), plus specific subject fees.

*Please note:*

- (1) *In Years 11 and 12 the Government Textbook and Resource allowance (\$271) will be applied against the total costs of fees.*
- (2) *VET subjects which are delivered by an outside Registered Training Organisation have costs that are separate from the Student Resource Scheme costs. More details are available at the time of subject selection.*

**For a full summary of fees and Student Resource Scheme costs go to:**

<https://macknortshs.eq.edu.au/Supportandresources/Formsanddocuments/Documents/student-resource-scheme-full-costings-of-fees2.pdf>

OR

Mackay North State High School website and on the Home page → Quicklinks → Student resource scheme full costing of fees

***Please contact the school office if you have any queries in regards to SRS fees.***

### ***BYOx Device Program (iPads & Laptops)***

*All students will be required to pay a \$30 fee to connect to the school wireless network. The fee allows the connection of three (3) approved personal devices for each student for a 12 month period.*

### **OVERSEAS STUDENT, NON-PERMANENT RESIDENT etc.**

If the student is not eligible for the Government Textbook Allowance (e.g. overseas student, non-permanent resident); they must pay the total fees. For more details, please contact the school office.

# PAYMENT OPTIONS

## **QParent / BPOINT:**

### **Smart phone/tablet application**

#### **(NORTH HIGH'S PREFERRED METHOD OF PAYMENT)**

- Online through QParents/BPOINT or see your school's website
- **Please contact the school to request an invitation (via email) to join QParents.**
- When paying by BPOINT, please use the Customer Reference Number (CRN) and invoice number printed on the invoice received from the school (both numbers are on the bottom left corner of invoice). If unsure of your CRN, please contact the school.
- Check balances and pay invoices via QParent on your phone/tablet, check absences, submit absence reasons, check attendance rate, print report cards, change contact details, etc.

## **Paying by Internet Banking :**

### **Direct payment into the school bank account**

- School's Bank Account Name is **Mackay North State High School**
- BSB Number is **064707** (Commonwealth Bank of Australia, Mackay)
- Account Number is **00090263**
- **Please record student name in the reference section so that your payment can be identified and receipted correctly**

## **Paying by Phone :**

### **payment by credit card only**

- Phone the school on **49631666** during school hours
- We accept Visa and MasterCard

## **Paying in Person :**

### **payment by credit card, debit card, cash, cheque or money order**

- Payment may be made at the school office during office hours
- EFTPOS facilities are available, credit card or debit card (savings or cheque account)
- Cheque made payable to the school

## **Paying in Person :**

### **payment by credit card, debit card, cash, cheque or money order**

- Payment may be made at the school office during office hours
- EFTPOS facilities are available, credit card or debit card (savings or cheque account)
- Cheque made payable to the school

## **Other payment methods :**

- **Centrepay** which is a service offered by the school in conjunction with Centrelink. This is arranged through the school, phone **49631666**.
- **Part payments** may be also made through the school regularly.
- Each of these methods should be arranged with the school on **49631666**.
- You may pay through direct debit from your savings, cheque or credit card account at your financial institution.

## **Centrepay:**

This school is registered with Centrelink to offer families the option of Centrepay.

You can have payments made to the school from your fortnightly Centrelink payments for Student Resource Scheme fee, subject fees, excursions and sporting costs. The form is available to be completed at the school and forwarded to Centrelink by the school.

You nominate how much you wish to have transferred each fortnight from your Centrelink payments, pensions or allowances, (e.g. Newstart Allowance, Family/Parenting Allowance) before you receive it and when you wish the payment to commence and to cease.

This is a free service and Centrelink keeps the school up to date with details of your payments.

<b>CONTACT DETAILS FOR THE SCHOOL: P O BOX 8333 MT PLEASANT Q 4740</b>		
PHONE: 49631666	FAX: 49631600	EMAIL: principal@macknortshs.eq.edu.au

# PUBLICITY CONSENT FORM

From time to time, we like to publish photographs of our students in our newsletter, Facebook or in the local press.

**PLEASE NOTE – OUR NEWSLETTER IS PUBLISHED ON OUR SCHOOL WEBSITE.**

On other occasions, we wish to make displays of students and their work, e.g. in the foyer of the school or at school functions in our school hall.

This form seeks permission to use work created by students for display or promotion of our school, Education Queensland and the State of Queensland.

Please note that the student does not lose ownership of their individual work, simply that our school and Education Queensland may use their work for the purposes outlined.

- At school I may create works such as poems, paintings, websites or costumes. These works attract intellectual property rights. Education Queensland understands that I own the intellectual property right to these works and this consent form is not meant to change my ownership.
- I give permission for Education Queensland to use my works, my sound/ vision and/or my name for –
  - publication in our school newsletter or media
  - promoting or advertising our school, Education Queensland or the State.
- I will not withdraw my permission and Education Queensland understands that I may give this permission to others.
- I understand that by giving this permission, Education Queensland can use my works, sound and/or vision in any form, in whole or part, and distribute them by any medium including the internet or CD rom.
- I understand that I will not be paid by Education Queensland for giving this permission.

Name of Student:

Year Level/Form Class:

\_\_\_\_\_

\_\_\_\_\_

Signature of Student:

Signature of Parent/Guardian:

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

If you require more information go to: [www.macknortshs.eq.edu.au](http://www.macknortshs.eq.edu.au)

# Parental/Guardian Consent for Voluntary Student Participation in Chaplaincy Program

This school community provides a chaplaincy program endorsed by the school's Parents and Citizens' Association and available on a voluntary basis to all students. Information about the school's chaplaincy program is on the school's website. The chaplain is involved in a range of activities at this school which is free of religious or spiritual content.

**Parental consent or, in some cases, the student's consent is required for participation in specific activities with religious or spiritual content. If the principal decides that the student has the appropriate level of maturity and understanding to give informed consent, the student must sign this form themselves. Otherwise, the parent must sign the form on the student's behalf.**

Please complete the form below:

Parent/Guardian Name/s	
Student Name (in full)	

**The following voluntary student activities with religious or spiritual content require written consent:**

- Games based program in conjunction with a chaplaincy team.
- An after school group – with different activities, life coaching and Christian themes.
- Contact with students in regular school activities such as camps and outdoor education.
- Visiting guest speakers and Christian bands.
- Support for students as requested.
- Christian discussion groups at lunch times.

**If you DO give consent for this student to participate in the above activities, please tick one of the boxes (a) AND (b):**

- (a) I give consent for this student to participate in activities with religious or spiritual content.
- (b) I understand that, where I agree that the student can participate in the chaplaincy program, this information will be passed onto the school chaplain.

**OR, if you DO NOT give consent for the student to participate in the above activities please tick box (c):**

- (c) I do not give consent for the student to participate in activities with religious or spiritual content.

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_

## Privacy notice

The Department of Education and Training is collecting student's personal information in order to determine student participation in the school's Chaplaincy Program. This information will only be accessed by the school principal and, if the student is participating in the program, the school chaplain. Student's personal information will be recorded, used and disclosed in accordance with s.426 of the Education (General Provisions) Act 2006 (Qld) and will not be given to any other person or agency unless you have given the department permission of the disclosure is otherwise required or permitted by law.

# School ICT policies regarding Computer Network Use, Internet usage and of the BYOx device charter

It is the school's intention to enhance the learning of students by allowing access to our computer network within the limits of this agreement. This document summarises some of the obligations and responsibilities to which students must agree in order to receive and retain network access. Students and parents must also read and agree to the 'Bring your own' device charter found on the school website if they are participating in that program.

## Student:

- I will not allow access to my account by others by giving them my password. I will immediately change my password if it is known by someone else. Equally I will not attempt to log on to the network using someone else's credentials.
- I will only use the network for educational purposes.
- I will not attempt to access anything which is illegal, offensive or dangerous in any way. If I accidentally come across anything of this nature I will remove it from my screen and quietly inform my teacher.
- I will respect and maintain the integrity of the filters, safeguards etc., that the school and/or Education Queensland has implemented.
- I will not reveal any personal information such as my home address or phone number or the personal information of others.
- I will not use the network to harass, annoy or offend anyone else.
- I will always maintain the computer equipment in the best possible condition and report any damage or lack of functionality to my teacher.
- I will not participate in unsecured or unsupervised external chat across the internet.
- My behaviour when using the network will always be exemplary.
- I have additionally read and understood the BYOx Charter and the school Responsible Behaviour Plan.
- 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 BYOx Charter and the Responsible Behaviour Plan, will result in consequences relative to the behaviour.

I understand that if I breach this agreement I may lose my network access, or a part of it, and will have to re-apply to have it reinstated.

\_\_\_\_\_ (Student's name) \_\_\_\_\_ (Grade) \_\_\_/\_\_\_/\_\_\_\_ (D.O.B.)

\_\_\_\_\_ (Student's Signature) \_\_\_/\_\_\_/\_\_\_\_ (Date)

## Parent or Guardian:

- I understand that the school computer network can provide students with valuable learning experiences.
- I also understand that the internet gives access to information and media beyond the control of the school and while the school will always exercise its duty of care, protection against exposure to inappropriate information will depend ultimately upon responsible use by students.
- I have read and understood the BYOx Charter and the school Responsible Behaviour Plan.
- I accept the guidelines outlined by both documents.
- I am aware that student non-compliance or irresponsible behaviour, as per the intent of the BYOx Charter and the Responsible Behaviour Plan, will result in consequences relative to the behaviour.

I believe \_\_\_\_\_ (name of student) understands this responsibility and I hereby give my permission for him/her to access the school network, the internet and email following the above agreement. I understand that students breaking this agreement will be subject to appropriate action by the school which may include loss of internet, email or network access necessitating a reapplication for access.

\_\_\_\_\_ (Parent or Guardian's name)

\_\_\_\_\_ (Signature) \_\_\_/\_\_\_/\_\_\_\_ (Date)

# Request to Administer Medication at School

School Name: \_\_\_\_\_  
 Student Name: \_\_\_\_\_ Date of Birth / /  
 Allergies: \_\_\_\_\_ Year Level: \_\_\_\_\_

Please list all medications that your child requires during school hours. Please also list medication administered at home and any emergency medications.

Name of medication	Strength (eg 10mg)	Dosage (eg 1 tablet)	Route (eg oral, via PEG)	Time's to be given at school	Time's given at home	Other useful instructions or information

Parent/Carer  
 Print name: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: / /

I hereby request that school staff administer the necessary medication to my child while at school.

I agree to notify the school, in writing, if there are any changes in the above medication.

The following points are for security and safety purposes, and are requirements of the [Health \(Drug and Poisons\) Regulation 1996 \(Qld\)](#).

- The parent notifies the school in writing to administer medication. This may include written guidelines from the prescribing health practitioner, including potential side effects or adverse reactions.
- Provide medication in **original pharmacy labelled container** to the school.
- Ensure medication is not out of date and has an original pharmacy label with the student's name, dosage and time/s to be taken.
- Notify the school in writing when a change of dosage is required. This instruction is to be accompanied by a letter from a prescribing health practitioner or change of label from a pharmacist.
- The student has received a dose at home without ill effect.
- Advise the school in writing and collect the medication when it is no longer required at school.
- Where parents are working with a prescribing health practitioner to determine a dose for that day (e.g. insulin, Rivotril) parents will provide a letter from the prescribing health practitioner instructing that parents will be responsible for notifying the school of the adjusted dose.
- This form will be reviewed annually or as the students is prescribed a change in medication.

The Queensland Government has established a set of procedures for the collection, use and disclosure of personal information within the Queensland public sector, based on the Information Privacy Principles. The Information Privacy Principles are incorporated into the Queensland Government's [Information Standard 42: Information Privacy](#).  
 Last updated: 23/03/10

# P & C PARENT SKILLS RECORD

The Mackay North SHS P & C has a proud record of involvement in the life of our school. With high levels of cooperation between parents, staff and students, we have achieved some excellent outcomes in our project work. Part of the success has been the volunteering of help from many different members of our school community, often using the skills and experience of parents. When these projects are underway, we often make a personal approach to see if parents would like to be involved and the purpose of this form is to compile a 'bank' of skills which could be used in the future.

If you are willing to help the School community in this way – please complete the following.

Parent/Guardian 1 Name: \_\_\_\_\_

Parent/Guardian 2 Name: \_\_\_\_\_

Phone Number (H): \_\_\_\_\_

Mob. No. Parent/Guardian 1: \_\_\_\_\_ Mob. No. Parent/Guardian 2: \_\_\_\_\_

Email Parent/Guardian 1: \_\_\_\_\_ Email Parent/Guardian 2: \_\_\_\_\_

	FIRST NAME	SURNAME	YEAR LEVEL
Student's Name	_____	_____	_____
Student's Name	_____	_____	_____
Student's Name	_____	_____	_____

## SKILL AREAS FOR PROJECTS/ASSISTANCE

PARENT/ GUARDIAN 1 TRADE/PROFESSIONAL AREA: \_\_\_\_\_

PARENT/ GUARDIAN 2 TRADE/PROFESSIONAL AREA: \_\_\_\_\_

HANDYMAN TYPE SKILLS: \_\_\_\_\_

**(PLEASE CIRCLE YOUR CHOICE)**

WORKING BEE ASSISTANCE: Yes No

TUCKSHOP ASSISTANCE: Yes No

CLASSROOM HELP (Reading, Home economics): Yes No

ANNUAL FAIR ASSISTANCE: Manning Stalls Setting up Dismantle Baking Plants

PERFORMING ARTS ASSISTANCE (props, makeup, costumes, classroom): Yes No

P&C (Decision Making / Administrative Assistance): Yes No

ART UNION ASSISTANCE (Writing tickets – generally 9.00am start for a couple of hours): Yes No

OTHER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

*For privacy reasons, the P & C does not access the school records for this information, however, once provided; the information on this form will be updated from schools records. (e.g. change of address)*

## ***Year 7 students and families:***

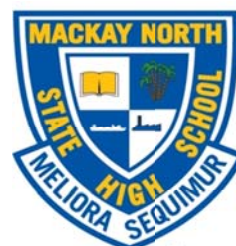
**W**elcome to Mackay North State High School. In your transition from primary school to high school you will be supported by a huge range of experienced staff. At Mackay North Year 7 students are welcomed into the Junior Secondary Precinct where they are supported and encouraged to strive for the best.

At North we believe every student has the opportunity to succeed. We offer students a range of pathways as they progress from Junior Secondary to Senior Secondary, and we have high expectations of our students, whichever pathway they commit to follow.

Our school values of respect, resilience and confidence are embedded into all facets of school life at North High. From our school wide well-being programs to our programs of academic excellence, our students are always encouraged to strive for their best.

The Mackay North State High School community is proud of the achievements of our students and our staff. Our dedicated leadership team work together to ensure that our school offers the very best education to all students.

Mrs Jane Grieger  
Principal



**north high**