



THURINGOWA

State High School

2027

ENROLMENT

APPLICATION



WELCOME TO THURINGOWA STATE HIGH SCHOOL

Thuringowa State High School is a ***Great School with Great Opportunities.***

Thuringowa State High School has quality academic, sporting and cultural programs, to cater for all students. We understand the importance of education and work with students and their families to ensure every young person has the opportunity to achieve high standards.

Our award-winning ***Queensland Virtual Academy (QVA)*** provides opportunities for our ***QVA*** Young Scholars and those selected in our specialist ***iSTEM Academy*** program to learn cutting edge 21st century skills, as well as receive dedicated professional support for English, Mathematics and Science.

The ***iAchieve Sports Academy*** is also a high-quality program that supports the athletic development of students in their selected sport. We are very proud of our students' successes in this program.

In Senior School, our academic (ATAR) subject choices enable our students to pursue tertiary level studies when they finish school. The VET program regularly sees our students achieve employee and industry recognition.

Thuringowa State High School is a Positive Culture for Learning and Berry Street Education Model school, which support high expectations of student behaviour and commitment to schooling. Our dedicated staff take a personal interest in supporting the growth and achievement of each student. We have a strong focus on student wellbeing and relationships. Our team of support staff which assists students includes a School Chaplain, a School Based Youth Health Nurse, a Community Education Counsellor, Guidance Officers, Youth Support Co-ordinators, a Defence Support Mentor, a School Based Police Officer and Psychologist/Social Worker.

Thuringowa State High School also values cultural diversity and inclusion. The ***Clontarf*** and ***Stars Foundation*** work with our own Aboriginal and Torres Strait Islander staff to support our students and families. Trained teachers and engagement staff support students who require extra assistance in the classroom.

Theatre Restaurant, Instrumental Music and Bands, School Camps, Student Leadership and Sporting Teams are just some of the many opportunities available to enrich and develop our students to become active citizens and the leaders of tomorrow.

I encourage you to read the *Enrolment Process* on the following page or contact the school to find out why **Thuringowa State High School** is the right choice for your child's education.

Thank you for your interest in enrolling your child at Thuringowa State High School.

Yours sincerely,



Peter Stumer
Principal



ENROLMENT PROCESS

Thank you for your enrolment enquiry.

For current high school students, it is recommended that students do not change schools until they complete all assessment at their current school. This usually occurs at the end of each semester.

There are three parts towards a successful enrolment at Thuringowa State High School:

1. COMPLETE – Application for Enrolment details

Fully complete all the required details for each form included in this package. All applications must also include completed and signed (*Please tick when complete*):

- Application for Student Enrolment form
- Policy and Procedures Summary form
- State School Consent form
- Appropriate Use of Social Media form
- Online Services Consent form
- Enrolment Agreement form
- Specialist Programs (if applying)



The following documents must also be provided:

- Copy of the student's most recent school report
- Birth Certificate or valid passport (sighted)
- Medicare Card
- Specialist medical certificates/reports
- Court Orders (if applicable)

Our staff can assist parents with the completion of forms if required.

2. BOOK – Return all enrolment forms and book an enrolment interview.

Please return the completed enrolment package to our school office. The school will then organise a convenient appointment time for you and your child. Appointments will only be conducted after receiving your completed application.

3. ATTEND – an enrolment interview

Please arrive 10 minutes prior to your interview time.

The interview will take between 15-20 minutes and includes an opportunity for you and your child to ask questions.

Further details regarding our school are available on our school website www.thuringowashs.eq.edu.au, via email enrolments@thuringowashs.eq.edu.au or by contacting the school on (07) 4753 8888 during office hours (8am – 4pm Mon, Tue, Wed, Fri and 8am – 3pm Thu).

We look forward to welcoming you into the Thuringowa State High School Community.



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	Enrolment may not be approved without enrolling staff sighting the prospective student's birth certificate. An alternative to birth certificate will be considered where it is not possible to obtain a birth certificate (e.g. prospective student born in country without birth registration system. Passport or visa documents will suffice). This does not include failure to register a birth or reluctance to order a birth certificate. The requirement to sight the birth certificate does not apply where the prospective student has been previously enrolled in a state school and a birth certificate has been sighted. For international students approved for enrolment by 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"> • 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 _____	<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"/> 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				
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"/>	
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"/> School <input type="checkbox"/> VET <input type="checkbox"/> Home education <input type="checkbox"/> Full-time employment <input type="checkbox"/> Part-time employment <input type="checkbox"/> Other
Please provide name and address of education provider/activity provider/employer	

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> <input type="checkbox"/> Yes <input type="checkbox"/> No
	<p>If 'Yes', please nominate the religion:</p>

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	

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

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

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]

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

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.

POLICY AND PROCEDURES SUMMARY

STUDENT CODE OF CONDUCT

Thuringowa State High School is a Positive Culture for Learning school. We are committed to providing a safe, respectful and disciplined learning environment for students and staff. Students have the opportunity to engage in quality learning experiences and acquire values for their lifelong wellbeing.

The Student Code of Conduct is designed to facilitate high standards of behaviour so that the learning and teaching in our school can be effective and students can participate positively within our school community.

COMPUTER NETWORK AND INTERNET USE AGREEMENT

Thuringowa State High School provides access to the school network and internet for educational use and communication. These are to be accessed only for a specific educational purpose.

Students of Thuringowa State High School must:

- understand that whilst using the network or internet, they will act in a responsible, respectful and safe manner.
- use it only for educational purposes.
- search, open, save, copy and/or send legal, safe and non-offensive material.
- use only their own network and internet passwords and will not provide any personal details to anyone else.
- only engage in activities that have teacher permission.
- report inappropriate or offensive material to their teacher.

It is accepted that while teachers will always exercise their duty of care, protection against exposure to harmful information should depend finally upon the responsible use by students. It is understood that if the school decides that these rules are broken, appropriate action will be taken. This may include loss of network and/or internet and email access for a period of time.

MOBILE PHONES AND WEARABLE DEVICES POLICY

Important to note

Mobile phones and schools

Queensland state schools are now required to ensure that all students keep mobile phones and other wearable devices such as headphones turned off and out of sight for **the entire school day** (including break times and between classes), as well as turning off notifications on devices like smart watches.

This also means that mobile phones cannot be used to make purchases at the Canteen. The Canteen will only accept cash or card.

Remember, parents and students can contact each other through the school office.

Why this is important

Queensland state schools are committed to reducing the distraction of mobile phones and wearable devices to provide optimal learning environments for all students.

'Away for the day' aims to:

- provide optimal learning and teaching environments, free from the distractions caused by personal use of mobile phones and wearable devices
- support schools to create safe and supportive learning environments that prioritise student engagement and wellbeing
- encourage increased face-to-face social interactions between students
- promote the health and wellbeing of students by providing opportunities for social interaction and physical activity during break times, and
- reduce the potential for students to be exposed to the negative impacts of the digital world, resulting from unsafe or inappropriate use of technology, such as cyberbullying, accessing harmful content or breaches of personal privacy.

What this applies to:

- *Mobile phones and wearable devices* include mobile phones, smartwatches, earphones, Bluetooth devices, gaming devices, handheld devices and other emerging technologies which have the ability to connect to telecommunication networks or the internet.
- This does not apply to devices, such as iPads, tablets or laptops, that are approved for educational use as part of the school's Bring Your Own Device (BYOD) policy.

Storage of mobile phones

Students who bring a mobile phone or wearable device to school must turn these off and store in their school bag

The school accepts no responsibility for students who lose or have their mobile phones stolen or damaged.

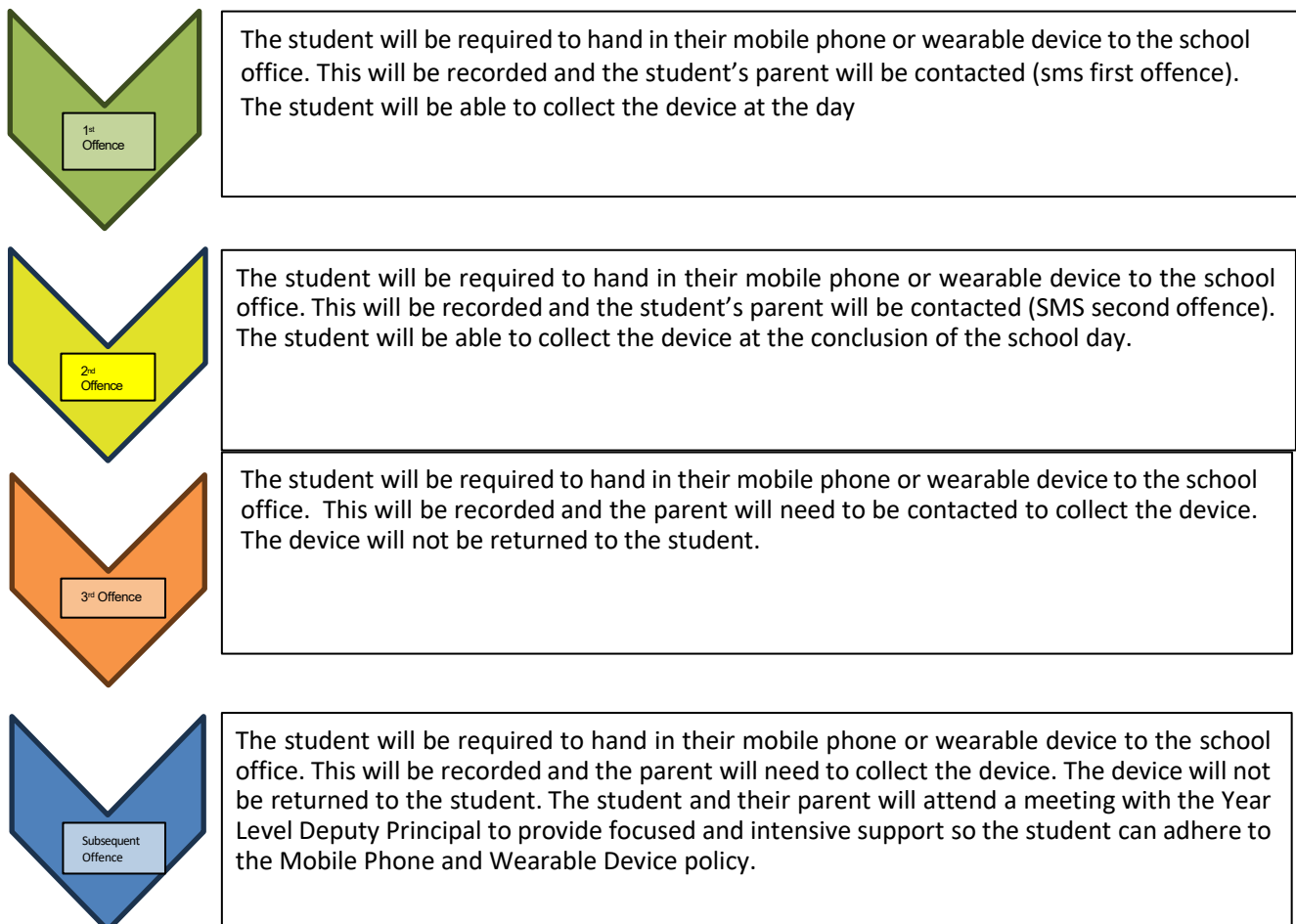
Exemptions

In some circumstances, a mobile phone or wearable device may be required to meet a student's individual needs, for example, as part of the treatment plan for a medical condition.

Principals will consider requests for exemption received from students or parents on a case-by-case basis. When considering an exemption request, principals (or their delegates) may seek additional information to support the need for the student to access their mobile phone or wearable device during the school day.

Non-compliance

Where students refuse to comply with 'away for the day' requirements, they will be referred to the Deputy Principal of their year level. The following process applies each term.



Students who fail to follow these processes will be considered to have breached the Student Code of Conduct - Technology Violation/ Defiance. As such this is considered a major offence and may result in a school disciplinary absence.

HOMEWORK

Homework provides students with opportunities to consolidate their classroom learning. The setting of homework takes into account the year level of the learner, the course of study, the complexity of the task and the level of the learner. It also considers the importance for students to maintain a balanced lifestyle. This includes family, sport, culture, recreation and part-time employment where appropriate.

Homework engages students in independent learning and complements work undertaken in class such as:

- Revision and reflection.
- Applying knowledge and skills in new contexts.
- Preparing for forthcoming learning or assessment.

DRESS CODE AND UNIFORM POLICY

Thuringowa State High School is a uniform school as determined by our Parents and Citizens Association. We believe that the wearing of the correct uniform assists students to identify with our school. This encourages good, positive attitudes which encourages school pride, school spirit and helps in maintaining a supportive learning environment.

At Thuringowa, we value neat, tidy, dignified personal presentation, which will prepare students for the workforce and develop pride in being part of a team. All students must maintain a neat and tidy appearance at all times. No t-shirts, tights or undergarments that are visible, are to be worn under the uniform.

A note from a parent/guardian is required if a student is out of uniform. Students will be given a replacement exchange item to wear for the day. The Principal has discretion regarding acceptable uniform.

The Thuringowa State High School expectations of being **Safe, Respectful and Responsible** are modelled through the neat personal presentation of our school uniform.

SCHOOL CHAPLAINCY

The school community provides a chaplaincy program endorsed by the school’s Parent and Citizens Association and is available on a voluntary basis to all students. The Chaplain is involved in a range of activities which are free of spiritual and/or ethical content. These activities are available to all students on a voluntary basis unless a parent requests in writing that this is not to occur for their children.

Chaplains may also be involved in activities with spiritual and/or ethical content and additional consent is sought from parent/guardian for these specific activities. Please indicate whether you consent to ongoing individual meetings with the Chaplain. You can change your preference at any time by letting the school know in writing.

- I consent to _____ (student name) meeting with the Chaplain.
- I do not consent _____ (student name) meeting with the Chaplain.

We have read and understood the Policies and Procedures Summary, as listed above, and agree to abide by the Policies and Procedures of Thuringowa State High School.



Student Name		Student Signature	
Parent/Guardian Name		Parent/Guardian Signature	
On behalf of Thuringowa State High School			
Date			

APPROPRIATE USE OF SOCIAL MEDIA POLICY

ROLE OF SOCIAL MEDIA

The majority of young people use social media sites and apps on a daily basis for school work, entertainment and to keep in contact with friends. Unfortunately, some young people misuse social media technologies and engage in cyberbullying.

Social media by its nature will result in the disclosure and sharing of personal information. By signing up for a social media account, users are providing their personal information. Students need to remember that the internet is a free space and many social media sites and apps have limited restrictions placed upon allowable content and regulated procedures for the removal of concerning posts.

Social media sites and apps are designed to share online content widely and rapidly. Once students place information and/or pictures online, they have little to no control over how that content is used. The internet reaches a global audience. Even if students think that comments or photos have been deleted, there can be archived records of the material that will continue to be searchable into the future.

Inappropriate online behaviour has the potential to embarrass and affect students, others and the school for years to come.

Thuringowa State High School embraces the opportunities that technology and the internet provide to students for learning, being creative and socialising online. Use of online communication and social media sites and apps can provide positive social development experiences through an opportunity to develop friendships and shape identities.

When used safely, social media sites and apps can provide positive opportunities for social learning and development. However, inappropriate or misguided use can lead to negative outcomes for the user and others. Thuringowa State High School is committed to promoting the responsible and positive use of social media sites and apps.

This policy reflects the importance of students at Thuringowa State High School engaging in appropriate online behaviour.

APPROPRIATE USE OF SOCIAL MEDIA

Students of Thuringowa State High School are expected to engage in the appropriate use of social media. Specific examples of appropriate use of social media sites and apps include:

- Ensuring that personal information, such as full name, address, phone number, school name and location or anyone else's personal information, is not shared.
- Thinking about what is posted online, and how it could be interpreted – avoid posting content that would be inappropriate to display in a crowded room, or in front of influential people. Once content is posted online, control is lost.
- Avoiding provocation or engaging with another user who is displaying inappropriate or abusive behaviour. Rather than responding, address cyberbullying concerns using the online reporting tools, and seek support from an adult.

If inappropriate online behaviour directly negatively impacts on the good order and management of Thuringowa State High School, the school may impose disciplinary consequences for that behaviour regardless of whether the behaviour occurs during or outside of school hours.

Disciplinary consequences could include suspension and/or exclusion. In serious cases of inappropriate online behaviour, the school may also make a report to the Queensland Police Services for further investigation.

Thuringowa State High School will not become involved in concerns of cyberbullying or inappropriate online behaviour where the incident in question does not directly negatively impact upon the good order and management of the school. For example, where cyberbullying occurs between a student of this school and a student of another school outside school hours. Such an incident will be a matter for parents and/or police to resolve.

LAWS AND CONSEQUENCES OF INAPPROPRIATE ONLINE BEHAVIOUR AND CYBERBULLYING

Inappropriate online behaviour may in certain circumstances constitute a criminal offence. Both the Criminal Code Act 1995 (Cth) and the Criminal Code Act 1899 (Qld) contain relevant provisions prohibiting types of online behaviour. The Commonwealth Criminal Code outlines a number of criminal offences concerning telecommunications services. Potential relevant criminal offences are:

- using a carriage service to make a threat to kill or to cause serious harm to another person.
- using a carriage service to menace, harass or cause offence to another person.
- using a carriage service for child pornography material or child abuse material.
- using a carriage service to promote methods for suicide or counsel another to commit suicide.

The Queensland Criminal Code contains several applicable sections for cyberbullying. Potential relevant criminal offences are:

- Unlawful stalking.
- Computer hacking and misuse.
- Possession, distribution and making child exploitation material.
- Fraud – obtaining or dealing with identification information.
- Criminal defamation.

There are significant penalties for these offences.

Thuringowa State High School strives to create positive environments for all students at all times of the day, including while online. To help in achieving this goal, Thuringowa State High School expects its students to engage in positive online behaviours.

TYPES OF INAPPROPRIATE ONLINE BEHAVIOURS ON SOCIAL MEDIA, MOBILE DEVICES AND ELECTRONIC TECHNOLOGY

Examples of social media and electronic communication technology incidents which may negatively impact on the good order and management of the school may include, but are not limited to:

- Creating imposter accounts of other students and teachers on social media apps, websites or online gaming platforms.
- Student (A) creates a social media account in the name of Student (B). Student (A) uses this account to impersonate Student (B) and send harassing messages to other students.
- Sexting: possessing, taking, distributing or posting nude or explicit images or video of another student, coercing or pressuring another student to take, distribute nude or explicit images or video of themselves.
- Student (A) asks Student (B) to take a photo of themselves naked. Student (B) takes the photo and sends it to Student (A). Student (A) then shares the image of Student (B) throughout the school.
- Creating meme, gossip or hate pages about a school on social media apps or websites where the online presence is used to target students and staff members of that school.
- A group of students create a social media account for other students of their school to post offensive and mean gossip about other students.
- Violent and dangerous videos: filming, sharing device-to-device or distributing online content, which involves students, involved in violent acts.
- Two students get into a fight during lunch time. A number of students film the fight and start sharing it on social media.
- Dangerous or risky behaviour which involve choking, asphyxiation or other activities dangerous to a student’s health and wellbeing.
- Cyber abuse or cyberbullying: online behaviour which is reasonably likely to have a seriously threatening, intimidating, harassing or humiliating effect on a person. This behaviour may occur on various online spaces such as social media websites/apps, school email or online gaming platforms.
- Student (A) posts a bullying comment on Student (B’s) phone they recently uploaded on social media. Student (B) deletes the comment but Student (A) continues to send harassing comments on social media directed at Student (B).
- Taking photos or filming or voice recording a staff member or other student without consent and sharing the image or video online.
- A group of students film their teacher during class without consent. The students then share this video on social media and write harassing comments about the teacher who is in the video.

I have read and understood Thuringowa State High School’s Appropriate Use of Social Media Policy.



Student Name		Student Signature	
Parent/Guardian Name		Parent/Guardian Signature	
Date			






Parent and Community Code of Conduct

Supporting learning, wellbeing and safety in every Queensland state school

We welcome parents¹ and other members of our diverse community into schools across Queensland.

Working together with their school community², school staff support the learning and wellbeing of every student, and are entitled to a safe work environment.

Parents and other visitors to schools support safety by ensuring their communications and conduct at the school and school activities is respectful.

Elements of engagement	It is expected that parents and visitors to our school communities will:	Parents and visitors to our school communities demonstrate this by:
<p>Communication</p> 	<ul style="list-style-type: none"> • be polite to others • act as positive role models • recognise and respect personal differences • use the school's communication process to address concerns 	<ul style="list-style-type: none"> • using polite spoken and written language • speaking and behaving respectfully at all times • being compassionate when interacting with others • informing staff if the behaviour of others is negatively impacting them or their family • respecting staff time by accepting they will respond to appropriate communication when they are able • requesting a meeting to discuss any concerns about their child's education — allowing staff time to prepare and appreciating their time may be limited
<p>Collaboration</p> 	<ul style="list-style-type: none"> • (parents) ensure their child attends school ready to learn • support the Student Code of Conduct 	<ul style="list-style-type: none"> • taking responsibility for their child arriving and departing school safely on time every day • reading and encouraging their child to understand and follow the Student Code of Conduct
<p>School Culture</p> 	<ul style="list-style-type: none"> • recognise every student is important to us • contribute to a positive school culture • work together with staff to resolve issues or concerns • respect people's privacy. 	<ul style="list-style-type: none"> • valuing each child's education • acknowledging staff are responsible for supporting the whole school community • speaking positively about the school and its staff • not making negative comments or gossiping about other school community members, including students — in person, in writing or on social media • understanding, at times, compromises may be necessary • considering the privacy of all school community members at all times, and understanding that the school cannot share confidential information.

¹The term 'parent' refers to parents, carers, guardians and people who exercise parental responsibility for a child.

²The term 'community' refers to staff, students, parents, local business and community organisations and visitors to the school.



STATE SCHOOL CONSENT

Introduction to the State School Consent Form

The following 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 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 student's 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 following 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 (eg 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 to the email address provided.

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://thuringowashs.eq.edu.au>
- Facebook: <https://www.facebook.com/ThuringowaSHS>
- YouTube: <https://www.youtube.com/channel/UCTfOK7wyKL5uCsW2TNIVtDw>
- Local newspaper
- School newsletter
- Traditional and online media, printed materials, digital platforms, promotional materials, presentations and display.

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

Duration

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

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

Who to contact

To return a consent, express a limited consent or withdraw consent, please contact the school on 4753 8888, or email admin@thuringowashs.eq.edu.au .

Thuringowa State High School can be contacted at any time if you have questions regarding consent.



1 IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

- **Parent/carer to complete**
 - **Mature/independent students may complete on their own behalf** (if under 18 a witness is required).
- a) Full name of individual:
- b) Date of birth:
- c) Name of school: Thuringowa State High School
- d) Name to be used in association with the person's personal information and materials* (please select):
- Full Name First Name No Name Other Name
- *Please note, if no selection is made, only the Individual's first name will be used by the school.
However, the school may choose not to use a student's name at its discretion.*

2 PERSONAL INFORMATION AND MATERIALS COVERED BY THIS CONSENT FORM

(a) **Personal information** that may identify the person in section 1:

- ▶ Name (as indicated in section 1)
- ▶ Image/photograph
- ▶ School name
- ▶ Recording (voices and/or video)
- ▶ Year level

(b) **Materials** created by the person in section 1:

- ▶ Sound recording
- ▶ Artistic work
- ▶ Written work
- ▶ Video or image
- ▶ Software
- ▶ Music score
- ▶ Dramatic work

3 APPROVED PURPOSE

If consent is given in section 6 of the form:

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

4 ***TIMEFRAME FOR CONSENT***

School representative to complete.

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

5 ***LIMITATION OF CONSENT***

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

6

CONSENT AND AGREEMENT

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

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

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

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

Print name of student

Print name of consenter

Signature or mark of consenterDate

Signature or mark of student (if applicable)Date



SPECIAL CIRCUMSTANCES

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

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

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

Print name of witness

Signature of witnessDate

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

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

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

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

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

Print name and role of person taking the consent

Signature of person taking the consent

Date

Privacy Notice

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

ONLINE SERVICES CONSENT

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

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

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

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

ABOUT THE ONLINE SERVICES

After evaluation, the principal has deemed specific third party online services appropriate for school use. These online services are listed on the consent form.

Third party online service providers are external to the school, and the services may be hosted onshore in Australia or offshore outside of Australia. Data that is entered into offshore services may not be subject to Australian privacy laws. When considering whether to provide your consent, we encourage you to read the information provided about each online service, including the *terms of use* and *privacy policy*, which outline how information and works will be used and under what circumstances they may be shared.

Student information

The consent collected by the form covers both student personal information (e.g. name, date of birth) and school-based information (e.g., student username, email, year level) as outlined on the form.

Where permitted by the service provider, de-identified information will be used and/or efforts will be made to limit the amount of personal information disclosed and stored within online services (e.g., when registering accounts, only mandatory information will be disclosed).

Student works

Works might include materials such as student projects, assignments, portfolios, images, video or audio. Where student works will be created within, stored or published to the online service (in some cases, published information or works will be viewable by the public), this will be indicated in *Additional Consent Requirements* in Section 5 of the Online Services Consent Form.

Parent information

Where your personal information (e.g. parent email, name, contact details) will be disclosed to the online service, this will be indicated in the *Additional Consent Requirements* in Section 5 of the Online Services Consent Form.

Purpose of the consent

Third party online services are used for various purposes. The purpose of use for each service is outlined in Section 5 of the Online Services Consent Form. For example, teachers may use online services with students to support curriculum delivery, complete learning activities and assessment, facilitate class collaboration, and create and publish class work (e.g. projects, assignments, portfolios).

The Online Services Consent Form records your consent for your child to register accounts, use and, where specified, publish their work to these services. The form also collects your consent for school staff to collect, store, and transmit information to online services in order to manage school operations and communicate with parents and students.

VOLUNTARY CONSENT PROVISION

It is not compulsory to provide consent. If your consent is not given, this will not adversely affect any learning opportunities provided by the school to your child.

CONSENT MAY BE LIMITED OR WITHDRAWN

You may limit your consent by providing consent for some, but not all, online services listed on the form.

Requests to limit consent in relation to how the '*Information covered by this consent form*' and the '*Approved purpose*' (Section 2 and 3 of the form) are applied to a specific service, will be treated as "do not consent", as the school cannot guarantee correct implementation of individual requests.

You can withdraw your consent at any time by notifying 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. After a notice to withdraw consent is received, the school will not be able to make any 'new' collection, use, disclosure and publication of the information or student work.

Due to the nature of the internet, it may not be possible for all copies of information (including images and student works that have already been disclosed or published) to be deleted or restricted from use if you request it. The school may remove content that is under its direct control, however, information and works that have already been disclosed and published cannot be deleted, and the school is under no obligation to communicate changes to your child's consent circumstances to online service providers.

DURATION OF CONSENT

The consent applies for the period of time specified on the form. You may review and update your consent at any time by notifying the school in writing (by email or letter).

There may be circumstances where the school issues a new consent form to seek additional consent e.g. in the event that new online services are identified for use.

WHO TO CONTACT

To return the form, express a limited consent, withdraw consent or ask questions regarding consent, please contact the school on 4753 8888 or email admin@thuringowashes.eq.edu.au .

ONLINE SERVICES CONSENT FORM

Privacy Notice

The Department of Education (the department) is collecting the personal information on this form in order to obtain consent regarding the use of online services. This information and completed form will be stored securely and managed in accordance with the *Information Privacy Act 2009* and the *Education (General Provisions) Act 2006*. Personal information collected on this form may also be used by or disclosed to third parties by the Department where authorised or required by law. If you wish to access or correct any of the personal information on this form, or discuss how it has been dealt with, please contact your student's school in the first instance.

This form is to be completed by:

Parent/carer*

Student over 18 years; or Student with independent status.

(*Note: Where a student who is under 18 years is able to consent, they may also provide consent in addition to the parent.)



1. IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

a) Full name of student:

2. INFORMATION COVERED BY THIS CONSENT

a) The consent collected by the form covers the following student personal information (identifying attributes):

- Student name (first name and/or last name)
- Sex/Gender
- Date of Birth, age, year of birth.

AND the following school-based information (generally, non-identifying attributes*):

- Student school username
- Student school email
- Student ID number
- School
- Year Group
- Class
- Teacher
- Country

*In cases where registration and/or use requires a combination of school-based information (non-identifying) and personal information, or a combination of school-based information, the school-based information may become identifiable.

b) If an online service collects, uses, discloses and/or publishes student works, parent information or additional student information (such as photographs of students), not listed above (Section 2a), the school will specify it as part of the *additional consent requirements* on the form. Examples may include:

- student assessment.
- student projects, assignment, portfolios.
- student image, video, and/or audio recording.
- sensitive information (eg medical, wellbeing).
- name and/or contact details (et email, mobile phone number) of student's parent.

3. APPROVED PURPOSE

This form records your consent for the collection, use, disclosure and publication of the information listed in Item 2 above, and any information or student works listed under the *additional consent requirements*, and to transfer this information and works within Australia and outside of Australia (in the case of offshore services) to the online service providers for the following purposes:

- For your child to register an account for the online services.
- For your child to use the online services in accordance with each service’s terms of use and privacy policy (including service provider use of the information in accordance with their terms of use and privacy policy)

For the school to:

- administer and plan for the provision of appropriate education, training and support services to students;
- assist the school and departmental staff to manage school operations and communicate with parents and students.

4. TIMEFRAME FOR CONSENT

The consent granted by this form is for the duration of the student’s enrolment.

5. CONSENT FOR ONLINE SERVICES

Online services are listed below, please indicate your choice to **give consent** for the information outlined in Section 2 to be disclosed to the online service in accordance with the purpose outlined in Section 3, and for the timeframe specified in Section 4.

Service name:	Survey Monkey	Data hosting:	Offshore
Url:	https://www.surveymonkey.com		
Purpose of use:	A platform to create, gather and analyse online surveys		
Terms of use:	https://www.surveymonkey.com/mp/policy/terms-of-use		
Privacy policy:	https://www.surveymonkey.com/mp/policy/privacy-policy		
Service name:	Clickview	Data hosting:	Onshore
Url:	http://clickview.com.au		
Purpose of use:	To advertise and provide access to the educational content service call Clickview		
Terms of use:	http://www.clickview.com.au/terms-and-conditions		
Privacy policy:	http://www.clickview.com.au/privacy-policy		
Service name:	Connect and Grow	Data hosting:	Onshore
Url:	www.connectngrow.com.au		
Purpose of use:	To collect, manage, analyse and communicate research and statistics on the Australian vocational education and training (VET) sector.		
Terms of use:	https://www.ncver.edu.au/policies/conditions-of-use		
Privacy policy:	https://www.ncver.edu.au/policies/privacy		
Service name:	Binnacle Training	Data hosting:	Onshore
Url:	www.binnacletraining.com.au		
Purpose of use:	To provide online platform, curriculum and ongoing support for teachers to deliver vocational education to senior students.		
Terms of use:	https://www.binnacletraining.com.au/page/148		
Privacy policy:	https://www.binnacletraining.com.au/page/148		

Service name:	Maths Online	Data hosting:	Onshore
Url:	https://www.mathsonline.com.au		
Terms of use:	http://www.mathsonline.com.au/terms-conditions		
Privacy policy:	http://www.mathsonline.com.au/privacy-policy		
Service name:	Studyladder	Data hosting:	Offshore
Url:	https://studyladder.com.au		
Purpose of use:	To provide students access to differentiated learning activities.		
Terms of use:	https://www.studyladder.com.au/about/terms		
Privacy policy:	https://www.studyladder.com.au/about/privacy		
Service name:	Socrative Student	Data hosting:	Offshore
Url:	http://www.socrative.com		
Purpose of use:	To share student understanding by answering formative assessment questions in a variety of formats (quizzes, quick question polls)		
Terms of use:	http://www.socrative.com/terms.php		
Privacy policy:	https://app.masteryconnect.com/Privacy		
Service name:	Australian Council for Educational Research	Data hosting:	Onshore
Url:	www.acer.org		
Purpose of use:	To deliver online assessment and reporting for schools		
Terms of use:	http://oars.acer.edu.au/terms-conditions		
Privacy policy:	www.acer.org/privacy		
Service name:	Tinkercad	Data hosting:	Offshore
Url:	https://www.tinkercad.com		
Purpose of use:	To build students literacy in design and 3D drawing. This website integrates with Project Ignite and Circuits online software.		
Terms of use:	http://www.autodesk.com/company/legal-notices-trademarks/terms-of-service-autodesk360-web-services/terms-of-service-for-project-ignite		
Privacy policy:	http://www.autodesk.com/company/legal-notices-trademarks/privacystatement		
Service name:	Scratch	Data hosting:	Offshore
Url:	https://scratch.mit.edu		
Purpose of use:	To provide a visual programming tool and online learning community that allows users to program and share interactive media such as stories, games and animations.		
Terms of use:	https://scratch.mit.edu/terms_of_use		
Privacy policy:	https://scratch.mit.edu/privacy_policy		
Service name:	Atomi	Data hosting:	Offshore
Url:	https://getatomi.com/au		
Purpose of use:	Purpose of Use Atomi is a teaching and learning platform that provides video lessons, interactive quizzes and AI powered revision.		
Terms of use:	https://www.getatomi.com/terms-and-conditions		
Privacy policy:	https://getatomi.com/privacy		

Service name:	Skills Gen	Data hosting:	Onshore
Url:	https://www.skillsgeneration.com.au		
Purpose of use:	To provide platform for studying and assessing VET courses		
Terms of use:	https://www.skillsgeneration.com.au/privacy-policy		
Privacy policy:	https://www.skillsgeneration.com.au/privacy-policy		
Service name:	Pubmed Central	Data hosting:	Offshore
Url:	https://www.ncbi.nlm.nih.gov/pmc/		
Purpose of use:	Repository of journal articles in molecular sciences		
Terms of use:	https://www.ncbi.nlm.nih.gov/home/about/policies/#usage		
Privacy policy:	https://www.nlm.nih.gov/privacy.html		
Service name:	Google Scholar	Data hosting:	Offshore
Url:	www.scholar.google.com		
Purpose of use:	Repository of journal articles		
Terms of use:	https://policies.google.com/terms?hl=en		
Privacy policy:	https://policies.google.com/privacy?hl=en		
Service name:	Arduino	Data hosting:	Offshore
Url:	www.arduino.cc		
Purpose of use:	Website offering information, shared projects, tutorials and downloads for the Arduino platform		
Terms of use:	https://www.arduino.cc/en/Main/TermsOfService		
Privacy policy:	https://www.arduino.cc/en/Main/PrivacyPolicy/		
Service name:	Thunkable	Data hosting:	Offshore
Url:	https://thunkable.com/#/		
Purpose of use:	Free website and blog development site		
Terms of use:	https://wordpress.com/tos/		
Privacy policy:	https://thunkable.com/#/privacy		
Service name:	Wordpress	Data hosting:	Offshore
Url:	www.wordpress.com		
Purpose of use:	Free website and blog development site		
Terms of use:	https://wordpress.com/tos/		
Privacy policy:	https://automattic.com/privacy/		
Service name:	Grok Learning	Data hosting:	Offshore
Url:	https://groklearning.com/		
Purpose of use:	<i>Online platform for learning programming and computational thinking skills.</i>		
Terms of use:			
Privacy policy:			

Service name:	Flipgrid	Data hosting:	Offshore
Url:	https://www.flipgrid.com		
Terms of use:	https://legal.flipgrid.com/privacy.html		
Privacy policy:	https://legal.flipgrid.com/terms-of-use.html		
Service name:	Plickers	Data hosting:	Offshore
Url:	https://www.plickers.com		
Purpose of use:	Online tool that enables teachers to collect real time formative assessment data or survey responses using a device's camera to scan student response cards.		
Terms of use:	https://help.plickers.com/hc/en-us/articles/360009090913-Terms-of-Service		
Privacy policy:	https://help.plickers.com/hc/en-us/articles/360009090913-Terms-of-Service		
Service name:	IXL Learning	Data hosting:	Offshore
Url:	https://au.ixl.com		
Purpose of use:	Differentiated personalised learning activities		
Terms of use:	https://au.ixl.com/terms-of-service		
Privacy policy:	https://au.ixl.com/privacy-policy		
Service name:	Australian Mathematics Trust	Data hosting:	Onshore
Url:	https://www.amt.edu.au		
Purpose of use:	Programs, competitions and events to develop students' problem solving skills.		
Terms of use:	https://www.amt.edu.au/amt-shop-terms-conditions		
Privacy policy:	https://www.amt.edu.au/privacy-policy		
Service name:	UNSW Global (ICAS)	Data hosting:	Offshore
Url:	https://www.unswglobal.unsw.edu.au/educationalassessments/products/i-cas-assessments/		
Purpose of use:	assessments to recognise academic excellence and students' ability to apply classroom learning to new context.		
Terms of use:	https://www.unswglobal.unsw.edu.au/our-company/disclaimer/		
Privacy policy:	https://www.unswglobal.unsw.edu.au/our-company/disclaimer/		
Service name:	Desmos	Data hosting:	Offshore
Url:	https://learn.desmos.com/		
Purpose of use:	Solve Maths problems using a suite of free Maths Software tools		
Terms of use:	https://www.desmos.com/terms		
Privacy policy:	https://www.desmos.com/privacy		

6. CONSENT AND AGREEMENT

Person giving consent (tick the applicable box) – I am:

- parent/carer of the person identified in Section 1.
- person identified in Section 1 (if student is over 18 years or has independent status)

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 for the information outlined in Section 2 and any additional consent requirements outlined in Section 5 to be disclosed to the online services in accordance with the purpose outlined in Section 3 and for the timeframe specified in Section 4.

Student Name		Student Signature*	
Parent/Guardian Name		Parent/Guardian Signature	
Date			

**Where a student who is under 18 years is able to consent, they may also provide consent in addition to the parent*

SPECIAL CIRCUMSTANCES

The section below must be completed, if the form is:

- A) required to be read aloud (whether in English or in an alternative language or dialect) to the person giving consent and/or:
- B) when the person giving consent is an independent student under the age of 18.

→WITNESS - for consent from an independent student or where the explanatory letter and the form were read
I have witnessed the signature or mark of an independent student, or the accurate reading of the explanatory letter and the Online Services Consent Form was completed in accordance with the instruction of the person giving consent. The person giving consent has had the opportunity to ask questions. I confirm that the person giving consent have given consent freely and I submit the person understood the implications.

Print name of witness: _____ Date: _____

Signature of witness: _____ Date: _____

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

I have accurately read aloud the explanatory letter and the Online Services Consent Form to the person giving consent, and to the best of my ability made sure that the person understands that the following will be done:

- *The identified information will be used in accordance with the Online Services Consent Form.*
- *The school will cease using the information from the date that the school receives a written withdrawal of consent.*

I confirm that the person giving consent was given an opportunity to ask questions about the explanatory letter and Online Services Consent Form, and all questions asked by the person giving consent have been answered correctly and to the best of my ability. I confirm that the person giving consent 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 person giving consent. Print name and

role of
 Person taking the consent: _____ Date: _____

Signature of person
 Taking the consent: _____ Date: _____

ASSESSMENT POLICY EXTRACT

PROMOTING ACADEMIC INTEGRITY

Expectations about engaging in learning and assessment: Thuringowa State High School has high expectations about academic integrity and student learning.

DUE DATES: The school is responsible for gathering evidence of student achievement **on or before the due date**. This means that drafts must be submitted on or before the **checkpoint** date, and final tasks must be submitted on or before the **final submission** due date. Thuringowa State High School is required to adhere to QCAA policies about due dates. Teachers are not able to grant extensions. Variations to assessment, including extensions for Years 7-10 students must be made by the relevant HOD, for Years 11 and 12 through the Deputy or Guidance Officer.

SUBMISSION AND STORAGE: Copies of drafts will be collected and stored in student folios at the time of the draft due date.

- Final submissions –the draft must be submitted with the final copy of the assessment item and the task sheet, **on or before the due date**.
- If a student is unable to submit an assessment on the due date, a parent/carer or another student can submit the assessment on the student's behalf to Administration by **4.00pm on the due date**. This includes electronic submission of assessment.

Completion of assessment is a mandatory requirement and part of a students' program of instruction; as such access to extra curricula activities; sports events; camps may only be considered should assessment drafting and submission requirements have been met.

ENSURING ACADEMIC INTEGRITY

Thuringowa State High School has procedures to ensure that there is consistent application of the assessment policy and that staff and students optimise opportunities to understand academic integrity. The following procedures are to be applied in this context.

ACCESS ARRANGEMENTS AND REASONABLE ADJUSTMENTS INCLUDING ILLNESS AND MISADVENTURE/SPECIAL PROVISIONS:

The school recognises that some students may have disability impairment and/or medical conditions or experience other circumstances that may be a barrier to their performance in assessment. Access arrangements and reasonable adjustments (AARA) or Special Provisions are designed to assist these students. Students are not eligible for AARA on the following grounds: Unfamiliarity with the English language; Teacher absence or other teacher-related difficulties; Matters that the student could have avoided (e.g. misreading an examination timetable, misreading instructions in examinations); Matters of the student's or parent's/carer's own choosing (e.g. family holidays); Matters that the school could have avoided (e.g. incorrect enrolment in a subject). Students whose ability to attend or participate in an assessment is adversely affected by illness or an unexpected event may be eligible for provisions for illness and misadventure. The situation cannot be of the student's own choosing or that of their parents/carers, such as a family holiday. If Access Arrangements or Reasonable Adjustments (AARA) or Special Provisions are required, an (AARA) application form or Assessment Variation Request form must be completed by students / parents well ahead of time.

CHECKPOINTS: The monitoring of student progress is detailed by checkpoints on task sheets. Note – a **draft** is a specific type of checkpoint.

DRAFTING: Types of drafts differ depending on subject, for example: written draft; rehearsal of a performance piece; or a product in development. Drafts are used as evidence of student achievement in the case of illness or misadventure, or non-submission. Feedback should encourage a student to reflect on strategies they might use to refine their response.

FAILURE TO SUBMIT A DRAFT: The school will implement support measures (HOD/teacher supervised assessment preparation sessions at break times or after school). Parent contact will be made by teacher. Late submissions of drafts may limit the teacher's ability to provide feedback.

MANAGING RESPONSE LENGTH: Response lengths as specified by syllabus documents and guidelines must be followed. Feedback about length is provided by teachers. Students will familiarise themselves with and must adhere to prescribed word/time length as detailed on task sheets; apply feedback about length to their drafts; and edit responses to meet requirements for length. Assessment is not marked beyond the specified length.

AUTHENTICATING STUDENT RESPONSES: Assessment must be the student's own work. Students will be required to establish authorship of their work by signing the "Declaration of Originality" on the task sheet. Accurate judgement of student achievement can only be made on genuine student assessment responses. Responses that are not the student's own cannot be used to make a judgment. In these instances, judgments about student achievement are made using the available student work.

MANAGING NON-SUBMISSIONS OF ASSESSMENT BY THE DUE DATE: Teachers will collect / scan and store progressive evidence of student responses into student folios as it is gathered at the prescribed **checkpoints**. When a student does not submit a response to an assessment instrument on or before the due date set by the school, and there is no AARA Approval/ variation to Assessment, a result should be awarded using evidence available on or before the due date, e.g. class work, a **draft**, rehearsal notes, photographs of student work, teacher observations.

MANAGING ACADEMIC MISCONDUCT

Thuringowa State High School is committed to supporting students to complete assessment and to submit work that is their own. In situations involving Academic Misconduct, results will be awarded using any evidence from the preparation of the response that is available and verified as the student's own work and was gathered in the conditions specified by the syllabus. In the case of exams, students will be awarded a NOT Rated (NR). Where appropriate, the school's Behaviour Management Policy may be implemented.

Thuringowa State High School's full Assessment Policy is available on the school's Website.

UNIFORM POLICY

Thuringowa State High School is a uniform school as determined by our Parents and Citizens Association.

JUNIOR GIRLS AND BOYS (Years 7, 8 & 9)

SHIRT: School polo

SHORTS: Bottle green with embroidered school logo. Junior girls may also wear a bottle green skirt.

SENIOR GIRLS AND BOYS (Years 10, 11 & 12)

SHIRT: Senior school button up shirt/blouse with school logo on the pocket

SHORTS: Bottle green with embroidered school logo. Senior girls may also wear a bottle green skirt.

TIE: Senior boys - bottle green standard tie with school logo
Senior girls - bottle green button-on tie with school logo

Year 12 students may also wear the approved senior jersey.

ALL STUDENTS

FOOTWEAR:

Black or white closed in shoes with Thuringowa State High School socks or plain white or black ankle socks.

JEWELLERY AND FACIAL PIERCINGS:

Jewellery must be minimal and conservatively styled. Facial piercings must be in clear plastic. Stretchers, spacers and spikes are not permitted.

HAIR AND MAKE-UP:

Hair to be neat and tidy. Vision should not be obstructed. Hairstyles should not be a safety hazard in practical classes. Long hair should be tied back. Make-up must be minimal.



SCHOOL HAT:

Thuringowa State High School is a Sun Safe school. As such, students are required to wear a hat at lunch breaks, when on the oval and on excursions. The school bucket hat can be purchased from our uniform supplier. The wearing of sunscreen is highly recommended and is available at all HPE classes and from each staffroom.

WINTER APPAREL:

A school jersey with logo is available for purchase from our uniform supplier. Alternatively, a plain bottle green or black jumper may be worn, but cannot have logos, writing or any graphic.

Boys can wear tailored black dress pants. Girls can wear tailored black dress pants or black stockings. Tights, tracksuit pants and jeans are not to be worn.

Dear Parent/Carer,

Across the school year we host two Inter-House Carnivals at external venues. Students are transported by bus from the school to and from the venues. Students are expected to attend on these days and it will contribute to their overall school attendance. The two events are outlined below, along with the approximate dates of the two carnivals each year. Please read the information and sign the consent for your student to travel by bus to these activities each year for the entire duration of their enrolment.

Activity Details:

WHAT: Inter-House Swimming Carnival
WHEN: Early in Term 1- exact date to be advised.
TIME: Buses depart school from 8:30am and return to school 2:30pm
WHERE: Long Tan Memorial Pool, Lindeman Avenue, Heatley
RISK: Inherent risk level of activities undertaken are High. If you do not wish your student to participate in any of these activities, please inform the school prior to the event.
UNIFORM: Students are to wear their House colours or school uniform and bring a hat, sunscreen and swimwear. Students are required to bring a towel and are permitted to wear open toe shoes.

WHAT: Inter-House Athletics Carnival
WHEN: Early in Term 3, exact date to be advised
TIME: Buses depart school from 8:30am and return to school 2:30pm
WHERE: Townsville Sports Reserve, Warburton St, North Ward
RISK: Inherent risk level of activities is Medium. High risk activities included are Discus, Javelin and High Jump (for 17 years and above). If you do not wish your student to participate in any of these activities, please inform the school prior to the event.
UNIFORM: Students are to wear their House colours or school uniform. Students must wear appropriate enclosed running shoes.

Details for both OFF campus Carnivals

SUPERVISION All school staff
TRANSPORT Bus
FOOD Students are to bring their own drink bottle and lunch. A tuckshop will be available at the event that will have a limited selection of food and drink.
VALUABLES Students should leave valuables at home, there will be no safe area to keep these items
 Students CANNOT bring megaphones, eskies or speakers to the venue.

Details of ON campus Carnivals

Cross Country Term 2 Date TBA

If you wish for your child/student to travel by bus to these activities, please complete the attached. For further information about the activity, please contact the school administration office.



Yours sincerely
 Peter Stumer
PRINCIPAL

Privacy Notice

The Department of Education and Training (DET) is collecting the personal information requested in this form in order to:
obtain lawful consent for your child to participate in the activity;
help coordinate the activity;
respond to any injury or medical condition that may arise during, or as a result of the activity; and
update school records where necessary.

The information will only be accessed by authorised school staff and will be dealt with in accordance with the confidentiality requirements of s.426 of the Education (General Provisions) Act 2006 (Qld) and the Information Privacy Act 2009 (Q/d). The information will not be disclosed to any other person or agency unless it is for a purpose stated above, the disclosure is authorised or required by law, or you have given DET **permission** for the information to be disclosed.

Activity Risks & Insurance

Please note that the Department of Education and Training does not have personal accident insurance cover for students. If your child is injured as a result of an accident or incident while participating in the activity, all costs associated with the injury, including medical costs are the responsibility of the parent/carer. Some incidental medical costs may be covered by Medicare. If you have private health insurance, some costs may be also be covered by your provider. Any other costs must be covered by parents/carers. It is up to all parents/carers to decide what types and what level of private insurance they wish to arrange to cover their child. Please take this into consideration in deciding whether or not to allow your child to participate in this activity.

Consent

By signing this form (below) I agree that:

- I have read all the information contained in this form in relation to the activity (including any attached material) and I am aware that the Department of Education and Training does not have personal accident insurance cover for students.
- I give consent for my child, _____, in Year _____ to participate in **Inter House Carnivals**.
- I will pay to the school the costs detailed above for my child's participation in the activity.
- In the event of an accident or illness, school staff may obtain or administer any medical assistance or treatment my child may reasonably require, including contacting my child's doctor.
- I accept liability for all reasonable costs incurred by the Department of Education and Training in obtaining such medical assistance or treatment (including any transportation costs) and undertake to reimburse the Department of Education and Training the full amount of those costs.
- I have provided the school all relevant details of my child's medical or physical needs on enrolment and where relevant have updated this information.

Parent/Carer Name: _____ (Please Print)

Parent /Carer's Signature _____ Date: _____

Additional Medical Information

The school collected medical information about your child at enrolment. This information is stored electronically in One School. Please give full details of any new or updated medical information which may affect your child's full participation in the activity described in the form.

You may also wish to provide the following information*:

Name of child's medical practitioner: _____ Telephone Number: _____
Medicare No: _____ Private Health Insurance Company: _____
Membership Number: _____

*If a registration/enrolment form for your child was not completed or updated since October 2012 and these details have not changed, this information will already be recorder In One School.

I would like this additional information about my child's medical information to be recorder in One School records.



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 rate 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.

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 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	Thuringowa State High School
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.

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.

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 nonparticipation 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.

Student Resource Scheme - 2027

DETAILS	COST
Year 7, 8 & 9 Student Resource Scheme	\$160 each year
Year 10, 11 & 12 Student Resource Scheme	\$180 each year

ALL YEAR LEVELS – RESOURCE SCHEME INCLUSIONS

Students participating in the Student Resource Scheme will be provided with all textbooks required for each subject. Students participating will also receive many resources and materials required in the course of their studies. These resources include:

- Sporting equipment/artistic programs
- Student ID card (\$6.00 for replacement card)
- Integrated Computer Technology (ICT) support, software, digital projectors, smart boards, internet access
- Homework diary/planner (\$10.00 for replacement diary)
- Text books
- Classroom resources, class sets and novels
- Photocopying of booklets and handouts
- Annual magazine
- \$10 for student's personal photocopying (Additional costs may apply)
- Transport and entry to athletic and swimming carnivals – Inter-House and Inter-School carnivals
- Homework, Assessment and Tuition program

ADDITIONAL SUBJECT AND VET COURSE FEES

COURSE	COST	REGISTERED TRAINING ORGANISATION
Year 11/12 Furnishing Studies	\$170 for 2 year course	
Year 11/12 Hospitality Practices	\$100 for 2 year course	
Year 10 Design and Technology	\$50.00 to cover materials	
Instrumental Music	\$30.00 + \$20.00 instrument hire (if required)	
RII20115 Certificate II in Resources and Infrastructure Work Preparation	May be able to access VETis Funding \$150.00 PPE equipment, camp and field trip transport	Australasian Drilling Institute Pty Ltd
BSB30120 Certificate III Business	\$395 for 2 year course	Binnacle
HLT23215 Certificate II in Health Support Services (Year 11) HLT33115 Certificate III in Health Services Assistance (Year 12)	\$599 (May be able to access VETis Funding to subsidise cost) \$599 for a 1 year course	Connect & Grow
CHC22015 Certificate II Community Services (Year 11) CHC32015 Certificate III Community Services (Year 12)	\$599 for 1 year course (May be able to access VETis Funding) \$599 for 1 year course	Connect & Grow
MEM20422 Certificate II in Engineering Pathways (Year 11)	May be able to access VETis Funding \$5,000 without funding Student to purchase own PPE	Axial Training
SIS30321 Certificate III Fitness	\$495 + \$75 First Aid Course 2 year course	Binnacle

School camps, excursions and other activities allow students to enhance their learning and wellbeing. These may occur outside regular school hours and incur extra costs. They often provide practical experiences to extend learning in a particular area. Parents/guardians pay for school excursions, camps and extracurricular activities.

The Student Resource Scheme has been implemented in this school to ensure that all students have the necessary resources to support their educational requirements. It is also intended as a convenience to parents/caregivers to provide a more economical option to purchasing new textbooks resources and consumables each year.

Contribution to the scheme is voluntary. Parents/Caregivers are under no obligation to join, however, they will need to provide all necessary textbooks and purchase and/or pay for resources for the students if they elect not to join the scheme.

The Student Resource Scheme operates at this school under the policy and guidelines of the Department of Education, Training and Employment (DETE). The Thuringowa State High School Parents and Citizens Association supports and authorises the Student Resource Scheme.

The scheme does not cover student's personal requisites such as stationery and writing materials. Resources not covered under the Student Resource Scheme are included in the stationery lists for each year level.

SRS Fee Payment Arrangement Form

SECTION 1: STUDENT DETAILS

Student Name	
Student ID	
Year Level	

SECTION 2: SRS CATEGORY

SRS Category	SRS Fee Payable	Option Selected
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

SECTION 3: PAYMENT ARRANGEMENT

Please select the preferred payment option.

Payment options	Instalments	Amounts	Option Selected
1. A single payment for the full year's fee	Instalment 1		<input type="checkbox"/>
2. Term instalments (paid over the first 3 months)	Instalment 1 Instalment 2 Instalment 3		<input type="checkbox"/>
3. An instalment plan as negotiated with the school			<input type="checkbox"/>

SECTION 4: RETURN OF THE PARTICIPATION FORM

Parents are reminded to complete and return the SRS Participation Agreement Form when joining the scheme for the first time or opting in/out during the student's enrolment.

Have you completed and returned the SRS Participation Agreement Form? YES NO

PLEASE NOTE: If you choose to opt out of the SRS, you are still required to complete and return the Participation Agreement Form.

SECTION 5: PARENT SIGNATURE

Parent Name	
Parent Signature	
Date	

PAYMENT OPTIONS

Cash Cheque Eftpos QParents/BPOINT* BPAY Centrepay deductions**

* Online through QParents/BPOINT or see the school's website

** Payment by Centrepay deduction can be arranged through the school office

INTERNET BANKING DETAILS

Account Name: Thuringowa State High School

BSB: 064-823

Account number: 00091255

Please record both Student Full Name and SRS in the reference/details section so that your payment can be recorded correctly. If insufficient details are supplied, payments will be applied to the oldest debt for that Family.

ENROLMENT AGREEMENT

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

Responsibility of student to:

- attend school on every school day for the educational program in which they are enrolled, on time, ready to learn and take part in school activities
- act at all times with respect and show tolerance towards other students and staff
- work hard and comply with requests or directions from the teacher and principal
- abide by school rules/expectations as outlined in the Student Code of Conduct, including not bringing items to school which could be considered as weapons (e.g. dangerous items such as knives)
- meet homework requirements and wear school's uniform (if applicable)
- respect the school property.
-

Responsibility of parents/carers to:

- ensure your child attends school on every school day for the educational program in which they are enrolled
- advise the school as soon as possible if your child is unable to attend school and reason/s why (e.g. child is sick)
- attend open meetings for parents/carers
- let the school know if there are any problems that may affect your child's ability to learn
- ensure your child completes homework regularly in keeping with the school's homework policy
- treat all school staff with respect
- support the authority of school staff thereby supporting their efforts to educate your child and assist your child to achieve maturity, self-discipline and self-control
- not allow your child to bring dangerous or inappropriate items to school
- abide by school's instructions regarding access to school grounds before, during and after school hours
- advise principal if your child is in out-of-home care
- keep school informed of any changes to your contact details or your child's details, such as home address, email address and phone number
- ensure the school is aware of any changes to your child's medical details.

Responsibility of school staff to:

- design and implement engaging and flexible learning experiences for individuals and groups of students
- inform parents and carers regularly about how their children are progressing
- design and implement intellectually challenging learning experiences which develop language, literacy and numeracy
- create and maintain safe and supportive learning environments
- support personal development and participation in society for students
- foster positive and productive relationships with families and the community
- inform students, parents and carers about what the teachers aim to teach the students each term
- teach effectively and to set high standards in work and behaviour
- clearly articulate the school's expectations regarding the Student Code of Conduct and the Student Dress Code policy
- ensure that parents and carers are aware that the school does not have personal accident insurance cover for students
- advise parents and carers of extra-curricular activities operating at the school in which their child may become involved (for example Program of Chaplaincy Services, sports programs)
- set, mark and monitor homework regularly in keeping with the school's homework policy
- contact parents and carers as soon as possible if the school is concerned about the child's schoolwork, behaviour, attendance or punctuality
- notify parents/carers of an unexplained absence of their child as soon as practicable on the day of the student's absence (allowing time for parents/carers to respond prior to the end of the school day)
- deal with complaints in an open, fair and transparent manner in accordance with [departmental policy](#)
- treat students and parents/carers with respect.
- I accept the rules and regulations of Thuringowa State High School as stated in the school policies that have been provided to me:

- Student Code of Conduct
- Computer Network and Internet Use Agreement
- Mobile Phone and Wearable Devices Policy
- Homework Policy
- Student Dress Code
- School Chaplaincy
- Appropriate Use of Social Media Policy
- Parent and Community Code of Conduct
- State School Consent
- Online Services Consent
- Assessment Policy Extract
- Uniform Policy
- Activity consent form – Inter House Carnivals
- Student Resource Scheme Participation Agreement Form
- Enrolment Agreement

I acknowledge:

- That I have read and understood the responsibilities of the student, parents or carers and the school staff outline 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 Name		Student Signature*	
Parent/Guardian Name		Parent/Guardian Signature	
Date			



THURINGOWA

State High School



SCHOOL CONTACTS

www.thuringowashs.eq.edu.au

Enrolments 07-47538840

enrolments@thuringowashs.eq.edu.au

South Vickers Road
Condon Qld 4815

PO Box 186
Thuringowa Central Qld 4817



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