Family Name : .....

First Name/s : .....

Year Level *(please circle)*

ECDP	Prep	1	2	3	4	5	6

Proposed Start Date:...../...../.....

Kindy/Daycare Attended:

ENROLMENT AGREEMENT & PERMISSIONS

Requirements for Enrolment Interview

- Sight copy of Birth Certificate (if 1st enrolment in a QLD State School only)
- Copy of latest School Report
- Application of Enrolment Form
- Enrolment Form & Agreement
- Prep Additional Information Form (Prep Only)

Enrolment meeting must be attended by Student & Parent/Carer



ENROLMENT CHECKLIST - For Students & Parents/Carers

No enrolment interview can progress until all required documentation is completed and provided to the school

Interview Date: / / Interview By:

New Enrolment ☐	Re-Enrolment ☐	Parent Checklist ✓	OFFICE USE ONLY ✓ & Date
Enrolment Application All sections must be completed and signed including enrolment, enrolment agreement and permission sections at the back of the enrolment form (media, chaplaincy)			
Statutory Declarations (as required)			
Enrolment Agreement *signed*			
Online Services Consent Form *signed or completed on QParents*			
State School Consent Form *signed - Media*			
Learning Technology Use Agreement *signed*			
RI Consent Form *signed*			
Chaplaincy Consent Form *signed* **(not ECDP)**			
Birth Certificate (if 1st enrolment in a QLD State School) Office to sight original			
Immunisation Record (if 1st enrolment in a QLD State School) Office to sight original			
Passport and Visa (students & parent/carers if born overseas) Office to sight original and photocopy relevant sections			
Acceptable Proof of Identity of Parent/Carer e.g. Drivers Licence, Passport, Medicare Card			
Student Transfer Note Complete if student is enrolling from (A) QLD Non-State School or (B) Interstate Transfer			
Relevant Legal Guardianship Documentation e.g. Custody, Foster etc. Only court orders are acceptable			

OTHER FORMS AS REQUIRED	Parent/Carer Checklist ✓	Form given to parent/carer	OFFICE USE ONLY ✓ & Date
Student Resource Scheme Form			
Uniforms – Order via School Locker Maroochydore			
Booklist			
QParent Information Sheet			
Instrumental Music Program application			
Bike Shelter Permission Form			
Medication Authority Consent Form & Administration Form Available from the office, if student requires medication during school hours. Please refer to Enrolment Information Handbook.			

Beerwah State School

2788 Old Gympie Road, Beerwah QLD 4519 I P 07 5436 5555 I E admin@beerwahss.eq.edu.au

Dear Parents and Carers,

Welcome to Beerwah State School. We are a learning community that engages and supports a life-long learning education, challenging students to excel and be creative, active and respected citizens in an evolving global society. We are committed to providing an education that:

- *embodies excellence in teaching and learning*
- *is strategically planned*
- *is inclusive and*
- *sets high expectations for all students*

As part of the enrolment process, Parents/Carers are required to make an enrolment interview with our Principal or Deputy Principal before enrolment can commence.

Parents/Carers are required to return completed enrolment paperwork and the necessary supporting documentation to the school office 1 week prior to the enrolment interview. Enrolment interviews are held by appointment only.

Please note that if any part of the enrolment form is not completed or supporting documentation is not provided, the enrolment interview cannot occur until the necessary paperwork is completed and received.

As this is an official Education Queensland document, the Principal reserves the right to render a student's enrolment invalid, if incorrect information is provided in the enrolment application.

We welcome you to our learning community and look forward to working in partnership with you to ensure the best possible educational outcomes for your child.

Regards

S. Bowden

Scott Bowden
Principal

Enrolment Agreement – Beerwah State School

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

Responsibility of student to:

- attend school on every school day for the educational program in which they are enrolled, on time, ready to learn and take part in school activities
- act at all times with respect and show tolerance towards other students and staff
- work hard and comply with requests or directions from the teacher and principal
- abide by school rules as outlined in the school's 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
- respect the school property.

Responsibility of parents to:

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

Responsibility of school staff to:

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

Education Queensland & School Policies/Procedures		
(please indicate ✓ whether you have read and understand the information)	**YES**	**NO**
Student Code of Conduct		
Student Dress Code		
Homework Policy		
School Fees		
Absences		
School Excursions		
Complaints management		
School instructions for school access		
Uniform Policy		
Parent Notice for Religious Instruction in School Hours		
Appropriate Use of Mobile Telephones and other Electronic Equipment by Students		
Department insurance arrangements and accident cover for students		
School network usage and access statement requirement of Acceptable Use of the Department's Information, Communication and Technology (ICT) Network and Systems		
Managing Consent to Use Student/Volunteer Copyright Materials and/or to Record, Use or Disclose Student Personal Information		
Parent / Guardian Consent form for *Voluntary Student Participation in Program of Chaplaincy Services*		
School Photographer I give permission for my child's name and class to be provided to the school photographers		
Absence Notification Permission I agree that the school may phone, text or email notification of student absences to the designated mobile number/email address listed in this enrolment form.		

SUNBLOCK, INSECT REPELLENT & STINGOSE	**SUNBLOCK**		**INSECT REPELLENT**		**STINGOSE**	
	YES	**NO**	**YES**	**NO**	**YES**	**NO**
I give permission for my child to have sunblock/insect repellent/stingo applied						
My child has used sun block/insect repellent/stingose recently with no adverse reactions						
My child will use their own sunblock/insect repellent/stingose and keep it in their bag						

I acknowledge that:

- *That I have read and understood the responsibilities of the student, parents or carers and the school staff outlined above;*
- *That information about the school's current rules, policies, programs and services, as outlined above has been provided and explained to me.*

Student	*Parent/Carer*	*on behalf of Beerwah State School*
Date:	*Date:*	*Date:*

Student Resource Scheme - Participation Agreement Form

The Student Resource Scheme

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

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

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

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

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

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

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

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

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

For further information please see the 'parents and carers' site for general information on School fees and charges.

Payment

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

Participation

☐ **YES** **I wish to participate in the Student Resource Scheme.** I have read and understand the Terms and Conditions of the scheme (see reverse) and agree to abide by them and to pay the annual participation fee in accordance with the selected payment arrangement. I understand that I can opt out of participation in the SRS in any year by completing a new Participation Agreement Form.

☐ **NO** **I have read the terms and conditions and I do not wish to participate in the Student Resource Scheme.** I understand I must provide my child with all items and resources that would otherwise be provided by the SRS as detailed in the information provided by the school. I understand that I can choose to join the SRS in future years by completing a new Participation Agreement Form.

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

Privacy Statement

The Department of Education (the department) is collecting the personal information you provide in this form (including student name, school name, parent name and parent signature) for the purpose of administering the Student Resource Scheme (SRS). If you do not provide the personal information requested, we will not be able to confirm whether you have agreed or disagreed to your child participating in the SRS. In such cases, the department will deem that you do not wish for your child to participate in the SRS. The personal information collected may be shared with authorised departmental employees for the purposes of SRS administration and debt management. The personal information collected will be managed in accordance with the *Information Privacy Act 2009* and will not be used or disclosed for another purpose without your consent, or unless authorised or required by law. Information about how individuals can access and amend their personal information held by the department, together with information about how individuals can make a privacy complaint is available at https://qed.qld.gov.au/privacy/.

Queensland Government

Terms and Conditions

Definition

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

Purpose of the SRS

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

Participation in the SRS

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

Non-Participation in the SRS

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

The Resources

19. SRS funds received by the school will only be expended on student resources outlined in the school's SRS and will not be expended on other items or used to raise funds for other purposes.
20. In return for payment of the participation fee, the SRS will provide the participating student with the entire package of resources for the specified participation fee. It is not available in parts unless specifically provided for by the school in the fee structure.
21. The resources, as determined and advised by the school may be:
    - retained by the student and used at their discretion; or
    - used/consumed by the student in the classroom; or
    - hired to the student for their personal use for a specified period of time.
22. All SRS resources hired to a student for their temporary use remain the property of the school. The resources must be returned by the agreed date or if the student leaves the school.
23. Parents are responsible for ensuring that any hired SRS resources provided for their child's temporary use are kept in good condition.
24. The school administration office must be notified immediately of the loss or damage to any hired item.
25. Where a hired item is lost, not returned, or damaged, parents will be responsible for payment to the school of the value of the item or its repair.
26. The replacement cost of any resource may be up to the maximum value (subject to depreciation where appropriate) of the acquisition cost to the school.
27. Parents may be responsible for supplying their child with other resources not specified in the SRS as advised by the school.

Payment Arrangements

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

Debt Management

31. Payment of the participation fee is a requirement for continued participation in the SRS.
    Non-payment of the participation fee by designated payment date(s) may result in debt recovery action in accordance with the Department's Debt Management Procedure https://ppr.qed.qld.gov.au/pp/debt-management-procedure

Parents' Experiencing Financial Hardship

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

Additional Information

Textbook and Resource Allowance (TRA)

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

Beerwah State School

2788 Old Gympie Road, Beerwah QLD 4519 I **P** 07 5436 5555 I **E** admin@beerwahss.eq.edu.au

Student Refund

Bank account details will be entered on your student's Oneschool account and kept confidential. Account details will not be used for any other purpose other than a refund at your request.

Bank Account Details:

Account Name: _____

BSB: _____ Account Number: _____

Bank: _____ Branch: _____

_____ ___/_____/____

Signature of Parent/Carer Date

Privacy Agreement

Enrolment

The Department of Education collects this information for the purpose of school enrolment and student management. Personal information collected by the Department is protected by the Queensland Government's Information Standard 42 – *Information Privacy*. However, in accordance with Information Sharing Protocols and Memoranda of Understanding, some of this information may be passed on to government agencies. Some of these state government agencies include Queensland Health, Queensland Transport, Queensland Police Service and Department of Families. The commonwealth government, through Centrelink, may require information for matching purposes in relation to the payment of study assistance benefits to some students. Personal information on the enrolment form can be disclosed to other third parties without the individual's consent where authorised or required by law.

Attendance/Achievement/Behaviour

While students are enrolled in and attend state schools, school staff will collect personal information about their academic performance, attendance and behaviour for the purpose of monitoring their educational progress and providing educational programs to suit the needs of the student. Year 11 and 12 student details and academic profiles will be passed on to the Queensland Studies Authority for the purpose of processing Queensland Certificate of Education (QCE) and Tertiary Entrance Statements. Year 3, 5 and 7 student names are passed on to the Queensland Studies Authority for the purpose of issuing individual reports in relation to the assessment of numeracy and literacy skills of students. This personal information can be disclosed to other third parties without the individual's consent where authorised or required by law.

Wellbeing, Protection and Safety

During a student's attendance, the Department of Education may also collect personal information that relates to the wellbeing, protection and safety of the student. This personal information may be passed on to agencies such as Queensland Health, Queensland Police Service and Department of Families in accordance with Education Queensland's Student Protection Policy and other policies relating to student behaviour. This personal information can be disclosed to other third parties without the individual's consent where authorised or required by law.

Children and Young People in the Care of the State – Data/Matching

The Department of Education and Department of Families conduct a data-matching program to improve school achievement outcomes for children and young people in care. The data-matching program involves a comparison, through a unique identifier, of certain personal information of children and young people in care and those children of similar age in the general school student population, including those who have specific needs. This personal information may include: achievement levels; retention rates; age; school year levels; school disciplinary absences; and student movement between schools. You may obtain further information about the Queensland Government's privacy regime contained in Information Standard 42 – *Information Privacy* at http://www.iie.qld.gov.au/informationstandards. If you have any questions about privacy or access to information, you may contact Education Queensland's Privacy Contact Officer on 3237 0546.

What is Education Queensland's role?

The Department of Education, known as Education Queensland, operates the state education system through a network of more than 1300 sites and administers grants and funding on behalf of the Government to the non-state school sector and universities. The department also provides advisory, monitoring and regulatory functions and strategic support to these areas.

Why does your privacy need protecting?

Every day, a vast amount of personal information is given to State Government departments and agencies. The Queensland Government respects your privacy and has established rules to ensure that your personal information is protected.

The Government's privacy policy (Information Standard 42 – *Information Privacy*) stipulates that personal information be collected, stored, used and disclosed under very strict guidelines to prevent it from being misused or passed on without your permission.

Education Queensland is committed to protecting your privacy.

What is personal information?

Personal information is an opinion or information about a person, whether true or false, that identifies or could identify the person. This information may be recorded in a document, or form part of a database. Examples of personal information include (but are not limited to) your date and place of birth, race or ethnicity, religion, financial record, criminal record or medical record.

Sometimes personal information about a person can reveal their identity even if their name is not mentioned.

How does the privacy policy work?

In all your dealings with Education Queensland, staff will make sure that your privacy is protected. Any personal information collected must be:

- directly related to, or necessary for, a lawful purpose or function of the agency;
- relevant, up-to-date and complete;
- collected fairly and lawfully; and
- stored safely and securely.

Generally, your personal information must be used only for the purpose for which it was collected or a directly related purpose, unless you have otherwise given permission.

The privacy principles do not apply to personal information contained in documents concerning covert police activity, witness protection, disciplinary actions and misconduct, whistleblowers and Cabinet and Executive Council matters. This is because the law overrides privacy principles in particular cases.

Under what other circumstances can Education Queensland disclose your personal information?

If you consent, or if disclosure is: permitted by law; essential for law enforcement; or believed to be necessary to prevent or lessen an imminent threat to health or life.

Education Queensland may disclose limited information (for example, name, contact details, attendance, achievement etc) about you to other parties for the purpose of issuing achievement awards, processing certificates, statements or reports in relation to assessments.

Listed below are agencies Education Queensland may give relevant personal information to where needed or authorised under law. The guidelines for release of personal information are strict. Personal information may be disclosed to:

Queensland Health or its nominated Health Providers, Queensland Transport, Queensland Police Service, Aboriginal and Torres Strait Islander Policy, Department of Employment and Training, Department Families, Disability Services Queensland, Department of Housing, Department of Justice and Attorney-General, Sport and Recreation Queensland, Centrelink and research organisations under contract to Education Queensland.

Data Matching

Education Queensland passes some personal information collected on to Centrelink for data matching purposes in relation to entitlements to Centrelink-administered payments; for example, study assistance benefits. The *Data-matching Program (Assistance and Tax) Act 1990* and the *Social Security Administration Act* 1999 authorises Centrelink to compare the personal information they hold to ensure that payments are being paid correctly. Education Queensland and the Department of Families conduct a data-matching program to improve school achievement outcomes for children and young people in care.

The data-matching program involves a comparison of certain personal information of children and young people in care and those children of similar age in the general school student population, including those who have specific needs. Personal information may include achievement levels, retention rates, age, school year levels, school disciplinary absences and student movement between schools.

Can you have access to personal information held by the Government?

Yes. You can apply under the *Freedom of Information Act 1992* to access, or to correct personal information held by State Government departments and agencies. This can be done by writing to the FOI Coordinator, Education Queensland, PO Box 33, Brisbane Albert Street, Q 4002 or telephone (07) 3237 0546.

Worried about privacy?

If you have a question about privacy, confidentiality or access to information, contact Education Queensland's Privacy Contact Officer.

If you believe that Education Queensland has breached your privacy or confidentiality, you can make a complaint to the department's Privacy Contact Officer. Your complaint will be taken seriously and investigated thoroughly.

How do I find out more?

For further information contact Education Queensland's Privacy Contact Officer on (07) 3237 0546 or email InformationPrivacy@qed.qld.gov.au or write to the Privacy Contact Officer, Education Queensland, PO Box 33, Brisbane Albert Street, Q 4002.

A copy of the Queensland Government's privacy policy and principles is available by accessing the Education Queensland's website www.education.qld.gov.au/home/privacy.htm

Beerwah State School

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28/11/2024

Introduction to the State School Consent Form (attached) for Beerwah State School

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

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

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

Your child's student materials:

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

Purpose of the consent

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

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

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

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

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

Voluntary

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

Consent may be limited or withdrawn

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

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

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

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

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

Media sources used

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

- School website: www.beerwahss.eq.edu.au
- Facebook: www.facebook.com/BeerwahSS/
- YouTube: Not applicable
- Instagram: Not applicable
- Twitter: Not applicable
- LinkedIn: Not applicable
- Other: Sunshine Coast Daily Newspaper
- Local newspaper Glasshouse Country News
- School newsletter
- Traditional and online media, printed materials, digital platforms' promotional materials, presentations and displays.

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

Duration

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

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

Who to contact

To return a consent, express a limited consent or withdraw consent please contact admin@beerwahss.eq.edu.au.

Beerwah State School Administration should be contacted if you have any questions regarding consent.

Queensland Government

State School Consent Form

1 IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

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

(a) Full name of individual: .....

(b) Date of birth: .....

(c) Name of school: .....

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

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

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

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

2 PERSONAL INFORMATION AND MATERIALS COVERED BY THIS CONSENT FORM

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

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

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

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

3 APPROVED PURPOSE

If consent is given in section 6 of the form:

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

4 TIMEFRAME FOR CONSENT

School representative to complete.

(a) Timeframe of consent: duration of enrolment.

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

5 LIMITATION OF CONSENT

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

6 *CONSENT AND AGREEMENT*

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

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

I have read the explanatory letter, or it has been read to me. I have had the opportunity to ask questions about it and any questions that I have asked have been answered to my satisfaction. By signing below, I consent to the school recording, using and/or disclosing (publishing) the personal information and materials identified in section 2 for the purposes detailed in section 3.
By signing below, I also agree that this State School Consent form is binding. For the benefit of having the materials (detailed in section 2) promoted as DoE may determine, I grant a licence for such materials for this purpose. I acknowledge I remain responsible to promptly notify the school of any third party intellectual property incorporated into the licensed materials. I accept that attribution of the identified person in section 1 as an author or performer of the licensed materials may not occur. I accept that the materials licensed may be blended with other materials and the licensed materials may not be reproduced in their entirety.

Print name of student .....

Print name of consenter.....

Signature or mark of consenter..... Date .....

Signature or mark of student (if applicable)..... Date .....

SPECIAL CIRCUMSTANCES

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

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

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

Print name of witness .....

Signature of witness ..... Date .....

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

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

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

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

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

Print name and role of person taking the consent .....

Signature of person taking the consent ..... Date .....

Privacy Notice

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

LEARNING TECHNOLOGY USE AGREEMENT

I, _____, of Year _____, understand that the use of learning technology resources at Beerwah State School is a privilege, which involves the acceptance of certain responsibilities. I understand and agree to the following:

1. Learning technology includes computers, devices, printers, scanners, digital cameras, internet and email facilities and other associated electronic and mechanical hardware and software.
2. I will not use learning technology resources to access, copy or distribute any material which is controversial, inappropriate or offensive. I will immediately report accidental access to such material.
3. I will not download or install any software without the permission of my teacher or the learning technology support teacher.
4. I will not access the control panel, or make any changes to settings, passwords or configurations, without prior approval.
5. I will not directly access the computer file system, or move or delete any files, without prior approval.
6. I will use learning technology resources appropriately and legally.
7. I will be considerate of other users. I will respect their privacy and not seek access to files or messages intended for, or belonging to, others.
8. I will check outside USBs/discs for viruses before use and I will not attempt to send, transfer or create computer viruses, or be involved with other forms of electronic or physical vandalism.
9. I will immediately report any errors, faults or problems with learning technology equipment.
10. I will not reveal my personal address or phone number, or those of other students or staff, in any electronic communications.
11. I will only use the internet to search for information under the direction of a teacher.
12. I accept that breaching this agreement will result in my losing access to learning technology resources temporarily, or permanently, depending on the seriousness of the offence. For more serious matters, further disciplinary action may be taken.

Signed (student) _____ Date _____

Signed (parent/guardian) _____ Date _____

Beerwah State School

Information to Parents and Consent Form – Religious Instruction and Other Instruction

Dear Parent/Carer

We are currently updating our religious instruction (RI) records and ask that you please complete the form below and return it to the school.

The *Education (General Provisions) Act 2006* requires schools to provide RI for up to one hour each week if approached by a faith group seeking to provide RI and students of that faith attend the school.

RI informs students about the beliefs and values of a particular religion. It is delivered by volunteers of a faith group using instructional materials approved by that faith group. These materials are not part of the formal school curriculum and are not endorsed by the Department of Education and Training.

Participation in RI is not compulsory.

Any student (except Prep students) may participate in RI if a parent has given consent and indicated a religion, on the *Application for Student Enrolment Form* or in other written advice to the principal.

Any child not participating in RI, or whose nominated religion is not represented within the RI program/s at the school, will receive other instruction by a qualified member of school staff in a separate location during the time RI is held. Other instruction will relate to subject areas that have already been covered in class.

At any time, parents may provide written instruction to the principal to change their preference for their child to participate in or be withdrawn from RI.

The faith group/s that provide/s religious instructors to deliver the program at our school is/are listed below:

Arrangements for programs	Participating faith group/s	Name of RI program	Delivery details
Cooperative program	• Australian Christian Churches - Church on the Rise, Beerwah • QLD Baptists - Glasshouse Country Baptist Church, Beerwah	• Godspace • Connect – CEP • Big Questions • Bible Society	• In class supervised by a staff member

The aims and objectives of each program are available online, please request a digital copy if you are wanting to access these programs.

Further details about our school's RI program/s and other instruction are available on the school's website. You may also wish to access the Department's RI policy statement available at http://education.qld.gov.au/schools/school-operations/ri-policy-statement.html for further information.

The school will advise parents of child/ren participating in these programs if a faith group requires funds to cover the expense of materials used in RI. You will also be notified of any changes to RI or other instruction.

If you would like further information about RI or other instruction at our school, or require assistance with completing the form below, please contact us on 5436 5555 or email admin@beerwahss.eq.edu.au

Your sincerely

Scott Bowden
Principal

Beerwah State School

Information to Parents and Consent Form – Religious Instruction and Other Instruction

Please complete, sign and return this form to the school office or email it to admin@beerwahss.eq.edu.au

Student Name: _____ Year Level: _____

RELIGION – RELIGIOUS INSTRUCTION	
From Year 1, your child may participate in religious instruction if it is available. **If you tick 'No' or if the nominated religion is not represented within the school's religious instruction program, your child will receive other instruction in a separate location during the period arranged for religious instruction.** **Parents/carers may change these arrangements at any time by notifying the principal in writing.**	**Do you want your child to participate in religious instruction?** ☐ **Yes** ☐ **No** **If 'Yes', please nominate the religion:** ☐ **Non Denominal**

Parent/carer signature: _____ Date: _____

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 religious instruction or other instruction;*
- *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 (Qld).

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.

Consent Form

Student Participation in Chaplaincy Program at Beerwah State School

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

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

Parent Name:	
Student Name:	
Student Name:	
Student Name:	

The following voluntary activities with religious or spiritual content require written consent:	
If you DO wish to give consent for this student to participate in the above activities, please tick boxes (a) & (b)	
	(a) I give consent for this student to participate in activities with religious or spiritual content
	(b) I understand that, where I agree that the student can participate in the chaplaincy program, this information will be passed on to the school chaplain
OR, if you DO NOT wish to give consent for the student to participate in the above activities please tick box (c):	
	(c) I **do not** give consent for the student to participate in activities with religious or spiritual content

The school newsletter and website will advise of any additional activities with religious or spiritual content in the school, prior to commencement.

Parent Signature:	Date:

Privacy Notice

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

Office Use:
Retain original in student's file and provide a copy of notice to the parent.

Department of Education and Training

QParents

Secure online parent portal

Beerwah State School provides our parent community with the opportunity to register for QParents.

The QParents web and mobile application provides a more convenient, easier way for parents and legal guardians of Queensland state school students to interact with their child's school. Parents will have secure, online access to their child's student information, anytime, anywhere, through a smartphone, tablet or computer.

QParents allows parents to connect instantly with their child's school to access and manage their child's student information, including:

- Attendance and absence details, as well as the ability to notify the school of an absence
- Academic report cards
- Consent Management – permissions to attend excursions/activities
- Viewing unpaid invoice details, payment history, and making payments online
- Viewing and updating personal student details, including medical conditions and address
- Enrolment details
- Upcoming events list showing school events and excursions.
- More features will become available in the future.

QParents will assist parents in sharing and responding to information in an efficient and effective way.

If you would like to register for QParents email admin@beerwahss.eq.edu.au or call into the school office to complete the Data Collection Form to receive your invitation to register for QParents.

QParents won't replace the traditional ways you communicate with our school, but it will provide another way to communicate with us.

More information about QParents can be found at https://qparents.qld.edu.au/#/about

Queensland Government

Department of Education and Training

QParents

Secure online parent portal

Beerwah State School

Preparing for QParents

To make the QParents registration process as smooth as possible, please help us out by filling out the details below and returning the form to us at your earliest convenience.

Decide which parent is the preferred QParents Account Owner (QPAO) and write their name, email address and mobile phone number below. **Note: the QPAO must be a parent or legal guardian.** Please print these details clearly.

Student's name: .....

Student's form class: .....

Name of preferred QPAO: .....

QPAO's email address: .....

QPAO's mobile phone number: .....

Why are we asking for this information?

If you are invited to be a QPAO and we have your email address, the invitation (which contains your unique invitation code) will be sent to you by email. This will make it easier to start the registration process by simply clicking on a link in the email. If we do not have your email address, we will send a letter with the invitation code and instructions for registration.

Yours sincerely

Scott Bowden

Principal

Queensland Government

Beerwah State School

2788 Old Gympie Road, Beerwah QLD 4519 | P 07 5436 5555 | E admin@beerwahss.eq.edu.au

Bike Shelter

Push bike riders Kandoo access permit

Dear Parents/ Carers,

Your child has indicated that they ride, or intend riding, their push bike or other form of transport such as a scooter/skateboard to school.

The school has a secure bike shelter in which the bikes will be stored each day. Attached is an information sheet about the system and the obligations that students using the bike shelter will have to agree to.

Students are not to bring their bicycles into the grounds at the gate near the Tower Lane end of the bike path. Instead, they are to ride on the community bike path down to the edge of the central driveway, GET OFF THEIR BIKE (or other form of transport) and cross the driveway, enter through the little gate and go to the bike shelter.

Please read and discuss the attached information with your child. Both you and your child will then need to sign the agreement, cut it off and return to the school office. Your child will then be registered as a Bike Shelter Kandoo Permit holder and given the security number which they have been told not to share with anyone.

Thank you for your assistance.

S. Bam

Principal



Queensland Government

Beerwah State School

2788 Old Gympie Road, Beerwah QLD 4519 | P 07 5436 5555 | E admin@beerwahss.eq.edu.au

Bike Shelter

Push bike riders Kandoo access permit

This Kandoo access permit is provided to students at Beerwah State School who have registered to leave their **push-bike** secured in the Beerwah Bike Shelter.

The shelter is accessed by a mechanical key pad. Although this will secure the shelter, it cannot be assumed that the shelter could not be entered by unauthorised persons. Therefore all bikes and other forms of transport MUST also be LOCKED onto the bike racks.

Student obligations
(Please Note: This document refers to push-bikes, but all rules apply to any other forms of transport used by the student to travel to and from school e.g. scooter / skateboard.)

To become a Bike Shelter Kandoo Permit holder, you MUST agree that:

- You will ride safely to and from school and wear a helmet.
- You will walk your bike into the school grounds.
- You will keep the entry code secret and not share the access code with anyone else.
- You will enter the shelter safely and secure your bike to the racks.
- You will NOT invite anyone else into the shelter who is not a permit holder.
- You will not touch anyone else's bike nor let anyone touch your bike.

I have read and understand my obligations and agree to follow them. I understand that if I do not fulfil my obligations, permission for me to bring my bike onto the school grounds and use the shelter, may be removed.

Bike Shelter

Student Name: _____ Year: _____

Signature of Student: _____

Parent/Caregiver Name: _____

Signature of Parent/Caregiver: _____

Date: ____/____/____





BEERWAH STATE SCHOOL

Address: 2788 Old Gympie Rd,
Beerwah QLD 4519

Administration: 07 5436 5555

Email: admin@beerwahss.eq.edu.au

Website: www.beerwahss.eq.edu.au

**Jabiru Outside School Care &
Vacation Care:** 0426 704 166

Queensland Government