



CHECKLIST

Have you:

- ☐ Booked the student/s and legal parent/carer into an enrolment session?
- ☐ Completed the enrolment pack?
- ☐ Emailed your enrolment pack returned to the school at least 2 days prior to your enrolment session?

What to bring to the enrolment session

- ☐ Your student/s.
- ☐ Birth certificate of the enrolling student/s.
- ☐ Last school report of the student/s.
- ☐ Previous NAPLAN results.
- ☐ Proof of residency.
- ☐ Any legal documents relevant to the school relating to care, custody or family.
- ☐ Any medical documents relevant to the school. Verification, ascertainment or health related.
- ☐ If enrolling from overseas, please provide Passport of student/s and parent.



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Application for student enrolment form

Instructions

Failure or refusal to complete those sections of the form marked with an (*) or to provide required documentation may result in a refusal to process your application. Sections of the form not marked (*) are optional. However, failure to complete these sections may result in the school not being eligible for important Federal and State Government funding reliant on such information. Parents of all students in Australia have been asked to provide information on their family background as part of a national initiative towards providing an education system that is fair to all students, regardless of their background. The required information includes the Indigenous status and language background of the student, and the education, occupation and language background of the parents. If you have any questions about the enrolment form or process, or require assistance completing this form, including translation services, please contact the school in the first instance.

PRIVACY STATEMENT

The Department of Education, Training and Employment (DETE) is collecting the information on this form for the purposes outlined in the *Education (General Provisions) Act 2006* (EGPA 2006), and in particular for:

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

This collection is authorised by ss. 155 and 428 of the EGPA 2006. DETE will disclose personal information from this form to the Queensland Curriculum and Assessment Authority when opening student accounts, in compliance with Part 3 of the *Education (Queensland Curriculum and Assessment Authority) Act 2014 (Qld)*. Personal Information from this form will also be supplied to Centrelink in compliance with ss.194 and 195 of the *Social Security (Administration) Act 1999 (Cth)*. De-identified information concerning parents' school and non-school education, occupation group and main language other than English and students' country of birth, main language other than English, sex and Indigenous status, is supplied to the Australian Government Department of Education in compliance with Federal – State Government funding agreements.

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

ACCEPTANCE OF ENROLMENT

As Hymba Yumba is an Independent school and not a school, catchment areas do not apply and enrolment is not guaranteed. While not exhaustive, the following matters may affect an applicant's acceptance of enrolment at Hymba Yumba:

- failure to adequately complete this enrolment form
- the applicant is a mature age student (the applicant can only apply for enrolment at a mature age school and will be subject to a satisfactory criminal history check, or as a student in a program of distance education. All mature age students must have a remaining allocation of state education.)
- the applicant is not of correct age for enrolment (relates to Preparatory Year and Years 1 to 6)
- the applicant has been excluded or cancelled from enrolment or is subject to suspension from a school at the time of the application
- the school is a state special school and the applicant does not meet the criteria for enrolment in a special school
- the school principal reasonably believes that the applicant presents an unacceptable risk to the safety or wellbeing of members of the school community (application is referred to Director-General)
- the student is not an Australian resident or citizen or the child of an Australian permanent resident or citizen (visa restrictions may apply, fees may be charged, in some cases legislation requires that the applicant must obtain approval from the Chief Executive via Education Queensland International (EQI) to enrol).

Office use only					
Date enrolled		Year level		Roll Class	TASS No.
Independent student	<input type="checkbox"/> Yes <input type="checkbox"/> No		Birth certificate/passport sighted, number recorded and DOB confirmed		<input type="checkbox"/> Yes <input type="checkbox"/> No Number:
Is the student over 18 years of age at the time of enrolment			<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, is the student exempt from the mature age student process?			<input type="checkbox"/> Yes <input type="checkbox"/> No		
If no, has the mature age applicant consented to a criminal history check?			<input type="checkbox"/> Yes <input type="checkbox"/> No		
School house/team			EAL/D support		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> To be determined
FTE		Associated unit		Visa and associated documents sighted	<input type="checkbox"/> Yes <input type="checkbox"/> No
Enrolment Status				Parent/Carer Code	
Start Date				Sports House Colour	

STUDENT DEMOGRAPHIC DETAILS

Legal family name* (as per birth certificate)			
Legal given names* (as per birth certificate)			
Preferred family name		Preferred given names	
Sex*	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of birth*	
Copy of birth certificate available to show school staff*	<input type="checkbox"/> Yes <input type="checkbox"/> No	Enrolment may not be approved without enrolling staff sighting the child's birth certificate. An alternative to birth certificate will be considered where it is not possible to obtain a birth certificate (e.g. child born in country without birth registration system. Passport or visa documents will suffice). This does not include failure to register a birth or reluctance to order a birth certificate. For international students approved for enrolment by EQI, a passport or visa will be acceptable.	
For mature age students, proof of identity supplied and copied*	<input type="checkbox"/> Yes <input type="checkbox"/> No	Mature age applicants must provide photographic identification which proves their identity: <ul style="list-style-type: none"> • current drivers licence; or • adult proof of age card; or • current passport. 	

APPLICATION DETAILS

Has the student ever attended a Queensland 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 student seeking to enrol in?		Please provide the appropriate year level.		
Proposed start date		Please provide the proposed starting date for the student at this school.		
Does the student have a sibling attending this school or any other Queensland 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	

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					

STUDENT FAMILY DETAILS		
Parents/carers	Parent/carer 1	Parent/carer 2
Family name*		
Given names*		
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr
Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female
Relationship to student*		
Is the parent/carer an emergency contact?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

STUDENT FAMILY DETAILS (continued)		
Parents/carers	Parent/carer 1	Parent/carer 2
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		
Employer name		
Occupation		
What is the occupation group of the parent/carer? (Please select the Parental occupation group from the list provided at the end of this form. If you have not been in paid work for the last 12 months or have retired, use <u>N/A</u> .)		
Country of birth		
Country of residence		
Is the parent/carer 1 or parent/carer 2 of Aboriginal or Torres Strait Islander origin?	<input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/> Yes, both Aboriginal and Torres Strait Islander <input type="checkbox"/> No, neither	<input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/> Yes, both Aboriginal and Torres Strait Islander <input type="checkbox"/> No, neither
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, Australian Aboriginal English <input type="checkbox"/> Yes, Torres Strait Islander Creole <input type="checkbox"/> Yes, other – please specify _____ Needs interpreter? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, Australian Aboriginal English <input type="checkbox"/> Yes, Torres Strait Islander Creole <input type="checkbox"/> Yes, other – please specify _____ Needs interpreter? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is the parent/carer an Australian citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Is the parent/carer a permanent resident of Australia?	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Address line 1				
Address line 2				
Suburb/town				
State		Postcode		
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		
Parent/carer school education	What is the <i>highest</i> year of primary or secondary school parent/carer 1 has completed? (For people who have never attended school, mark 'Year 9 or equivalent or below')		What is the <i>highest</i> year of primary or secondary school parent/carer 2 has completed? (For people who have never attended school, mark 'Year 9 or equivalent or below')	
Year 9 or equivalent or below	<input type="checkbox"/>		<input type="checkbox"/>	
Year 10 or equivalent	<input type="checkbox"/>		<input type="checkbox"/>	
Year 11 or equivalent	<input type="checkbox"/>		<input type="checkbox"/>	
Year 12 or equivalent	<input type="checkbox"/>		<input type="checkbox"/>	
Parent/carer non-school education	What is the level of the <i>highest</i> qualification parent/carer 1 has completed?		What is the level of the <i>highest</i> qualification parent/carer 2 has completed?	
Certificate I to IV (including trade certificate)	<input type="checkbox"/>		<input type="checkbox"/>	
Advanced	<input type="checkbox"/>		<input type="checkbox"/>	
Diploma/Diploma Bachelor	<input type="checkbox"/>		<input type="checkbox"/>	
degree or above	<input type="checkbox"/>		<input type="checkbox"/>	
No non-school qualification				

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

<input type="checkbox"/> Permanent resident	Complete passport and visa details section below	
<input type="checkbox"/> Student visa holder	Date of arrival in Australia	Date enrolment approved to:
	EQI receipt number:	
<input type="checkbox"/> Temporary visa holder	Complete passport and visa details section below	
<input type="checkbox"/> Other, please specify _____	Temporary visa holders must obtain an 'Approval to enrol in a school' from EQI	

Passport and visa details (to be completed for a student who is NOT an Australian citizen). NOTE: A permanent resident will have a passport with a permanent residency visa inside worded 'Holder(s) permitted to remain in Australia indefinitely'. For 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			

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

STUDENT LANGUAGE DETAILS	
Does the student speak a language other than English at home?	<input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/> Yes, both Aboriginal and Torres Strait Islander <input type="checkbox"/> No, neither

INDIGENOUS STATUS			
Is the 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

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

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

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

COURT ORDERS

Are there any current Family Court or other court orders concerning the welfare, safety or parenting arrangements of your child/children? Please provide a copy of any relevant current court order.

☐ Yes

☐ No

Please specify any court order details: _____

TRAVEL DETAILS

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

APPLICATION TO ENROL*

I hereby apply to enrol my child or myself at _____.

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

	Parent/carer 1	Parent/carer 2	Student
Signature			
Date	_____	_____	_____

Parental occupation groups for use with parent/carers details

Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals

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

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

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

Defence Forces commissioned officer

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

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

Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer] Air/sea transport [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller].

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

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

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

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

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

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

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

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

Business/administration [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager] Defence Forces senior Non-Commissioned Officer.

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

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

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

Skilled office, sales and service staff:

- **Office** [secretary, personal assistant, desktop publishing operator, switchboard operator]
- **Sales** [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]
- **Service** [aged/disabled/refuge/childcare worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor].

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

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

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

Office assistants, sales assistants and other assistants:

- **Office** [typist, word processing/data entry/business machine operator, receptionist, office assistant]
- **Sales** [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]
- **Assistant/aide** [trades' assistant, school/teacher aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]

Labourers and related workers

Defence Forces ranks below senior NCO not included above

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

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



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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
Attention-deficit /Hyperactivity disorder (ADHD)
Autism Spectrum Disorder (ASD)
Bladder and bowel - Urinary wetting, incontinence
Bladder and bowel - Faecal soiling, constipation, incontinence
Bladder and bowel - Catheterisation (continuous, clean intermittent)
Bladder and bowel - Stoma site, urostomy, Mitrofanoff, MACE, Chair
Bladder and bowel - Other
Blood disorders - Haemophilia
Blood disorders - Thalassemia
Blood disorders - Other
Cancer/oncology
Coeliac disease
Cystic Fibrosis
Diabetes - type one
Diabetes - type two
Ear/hearing disorders - Otitis Media (middle ear infection)
Ear/hearing disorders - Hearing loss
Ear/hearing disorders - Other
Epilepsy - Seizure
Eye/vision disorders
Endocrine disorder - Adrenal hypoplasia, pituitary, thyroid
Heart/cardiac conditions - Heart valve disorders
Heart/cardiac conditions - Heart genetic malformations
Heart/cardiac conditions - other
Mental Health - Depression
Mental Health - Anxiety
Mental Health - Oppositional defiant disorder
Mental Health - Other
Muscle/bone/musculoskeletal disorders - spasticity (Baclofen Pump)
Skin Disorders - eczema
Skin Disorders - psoriasis
Swallowing/dysphagia - requiring modified foods
Swallowing/dysphagia - requiring artificial feeding
Transfer & positioning difficulties
Travel/motion sickness
Other



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Application to enrol at Hymba Yumba

This sheet contains information on how to complete the Application for Student Enrolment Form (SEF-1 Version 1).

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

Questions which must be answered*

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

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

Parent's occupation and education

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

Sighting of birth certificate

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

Court Orders

Any court orders concerning the welfare, safety or parenting arrangements of children should be provided to the school by parents, or updated orders.

Name on enrolment form

A child should be enrolled under their legal name as per their birth certificate. There is provision to also record a child's preferred family and 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 specifically requested by parents to use the preferred name only.

Evidence of Student's Immigration Status

This section is required to be completed by a student who is not an Australian citizen and requires information to be recorded about a student's passport and visa.

Medical information and emergency contacts

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

Office use

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



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[illegible][illegible]



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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 Hymba Yumba.

Responsibility of jarjum (young person/child) to:

- attend school regularly, on time, ready to learn and take part in school activities
- act at all times with respect and show tolerance towards other jarjums and staff
- work hard and comply with request or directions from the teacher and principal
- abide by school rules, meet homework requirements and wear school uniform
- respect the school environment.

Responsibility of families to:

- attend open evenings for families
- let the school know if there are any problems that may affect my jarjum's ability to learn
- inform school of reason for any absence
- treat school staff with respect and tolerance
- support the authority and discipline of the school enabling my child to achieve maturity, self-discipline and self-control
- abide by school's policy regarding access to school grounds before, during and after school hours
- pay all school fees and charges as incurred.

Responsibility of school to:

- develop each individual jarjum's talent as fully as possible
- inform families regularly about how their jarjums are progressing
- inform jarjums, families about what the teachers aim to teach the jarjums each term
- teach effectively and to set the highest standards in work and behaviour
- take reasonable steps to ensure the safety, happiness and self-confidence of all jarjums
- be open and welcoming to all reasonable times and offer opportunities for families to become involved in the school community
- clearly articulate the school's expectations regarding the responsible behaviour plan for jarjums and the school's dress code policy
- ensure that the family is aware of the school's record keeping policy
- set, mark and monitor homework regularly in keeping with the school's homework policy
- contact families as soon as possible if the school is concerned about the jarjums school work, behaviour, attendance or punctuality
- deal with complaints in an open, fair and transparent manner
- consult families on any major issues affecting jarjums
- treat jarjums and families with respect and tolerance.

I accept the rules and regulations of Hymba Yumba as stated in the school policies that have been provided to me as follows:

- Respects Principles Behaviour Policy – Respect Myself, Family, Community and Country
- Student Dress Code
- Homework Policy
- Student Resource Scheme (SRS)
- Absences
- School Excursions
- I consent to allow the school to use my child's Copyright Material, Image, Recording or Name (Media Release) in any appropriate publications
- I agree to ensure the Appropriate Use of Mobile Telephones and other Electronic Equipment by my child's usage of the internet and intranet. (See Digital Media Policy in student Diary).
- I acknowledge that the preferred method of general correspondence to me from the school will be through e-mail.

I acknowledge that information about the school's current programs and services including the Chaplaincy Service have been explained to me, and that I agree to allow my child to access any or all of these programs.

I understand that, under the Education General Provisions Act 2006, debt collection processes can be implemented for outstanding monies.

Student Signature:

Parent Signature:

Hymba Yumba Representative

.....

.....

...../...../.....(DATE)



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1. PARTICULARS – PARENT / CARER TO COMPLETE

Name to be used in association with the individual's personal information, image, recording or copyright material: (to be completed by parents / carers)

☐ Full name ☐ First name only ☐ No name ☐ Other: _____

2. PARTICULARS – SCHOOL TO COMPLETE

Description of what is to be created, used, retained or reproduced:

(Image or recording includes photographs, videos, film or sound recordings of the Individual)

☒ Individual's image ☒ Individual's recording ☒ Individual's copyright material

Description of copyright materials, image, recording or other personal information:

☒ sound recording ☒ artistic work ☒ written work ☒ film ☒ name ☒ photograph / image
☒ other: performance and / or sporting event video

Where will this information be used (e.g. on the website, newsletter or brochure etc.)

☒ newsletter (uploaded to the web) ☒ printed promotional material ☒ advertising ☒ website
☒ displays ☒ competitions ☒ year book / annuals ☒ local media
☒ other: Facebook page / social media

What is the timeframe for the individual's consent (e.g. is it for duration of enrolment? What date or dates?):

Maximum of two year's exposure

Which of the websites below will the individual's personal information or individual work be published on (i.e. permanently published to the public):

☐ School websites: <http://hymbayumba.qld.edu.au/>

The school websites are publicly accessible by all internet users. The school may share information, photographs and videos related to the school's programs, activities with users through its websites.

☐ School Facebook page: <https://www.facebook.com/HymbaYumba/>

The school Facebook page is publicly accessible by all internet users. The school may share information, photographs and videos related to the school's programs, activities with users through its Facebook page.

School Consent Form to use, record or disclose copyright material, image, recording, name or personal information

3. LIMITATIONS ON CONSENT – PARENT / CARER TO COMPLETE

The Individual or Signatory wishes to limit the consent in the following way:

IT IS NOT COMPULSORY FOR YOU TO PROVIDE THIS CONSENT

If you decide not to provide consent, this will not adversely affect academic achievement, or any relationships with teachers or the school.



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4. DETAILS

Name of Individual

Address of Individual

Name of school (at which the Individual is enrolled, employed or volunteers)

5. CONSENT GIVEN

On behalf of the individual in Section 4 of this Consent Form (the Individual), the person or persons signing this Consent Form (the Signatory)* grant consent to the Department of Education, Training and Employment (the Department), to a School and to any other Department or Agency of the State of Queensland (the State) to use, record and disclose the Individual's:

- name, image, recording and any other identifying information specified in the Particulars section of this Consent Form (personal information); and
- copyright material, including their written, artistic or musical works or video or sound recording specified in the Particulars section of this Consent Form (Individual work).

*Note: If the Individual is under 18 years of age, the Signatory must be a parent or guardian of the Individual. The Individual must also sign if he or she is under 18 and able to give and understand the consent. If the Individual is 18 or older, the Signatory and the Individual will be the same person.

6. PURPOSE

This consent only applied to any use, recording or disclosure of the Individual's personal information or Individual work, in connection with the Department or the State, for the following purposes:

- any activities engaged in during the ordinary course of the provision of education and training (including assessment) or other purposes associated with the operation and management of the Department or the Individual's school;
- public relations, promotion, advertising, media and commercial activities. This only includes via the internet and Social Media Websites if the relevant is identified as a permitted website for the purposes of this consent in the Particulars section of this Consent Form;
- where the material is uploaded to a Social Media website or other website:
 - any purpose, commercial or otherwise, required by the operators of the website as a condition of uploading the personal information or Individual work; and
 - transfer of the personal information outside of Australia in the course of the operation of the website.

School Consent Form to use, record or disclose copyright material, image, recording, name or personal information

- use by the media in relation to the Individual's participation in school activities or community events, including, for example, dramatic or musical performances, sporting activities and award ceremonies; and
- any other activities identified in the Particulars section of this Consent Form.



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7. DURATION

If the Department, the State or another person permitted by them is using the Individual's personal information or Individual work, or has entered into contractual obligations in relation to the Department's material that incorporates the individual's personal information or individual work, the consent will continue in relation to that material until the use is complete or until the contractual obligations come to an end. It is not possible for the Signatory or the Individual to withdraw the Individual's personal information or Individual work or revoke this consent in relation to such existing uses of that material.

If you do wish to revoke or modify this consent in relation to any further new uses of the Individual's personal information or Individual work, the Individual or the Signatory should send a notice in writing to the person nominated in Section 9 of this Consent Form. After that notice is received, the Department and the State will still be able to continue the existing uses, but will not be able to make any further new use of the Individual's personal information or Individual work.

The signatory acknowledges that where material is uploaded to a Social Media website or other website:

- the use and contractual obligations may be perpetual and irrevocable; and
- it may not be possible to ensure that all copies of the material are deleted or cease to be used, and the Department and the State will not be responsible for doing so.

8. DEFINITIONS

- 'Use' includes:
 - to create, make copies of, reproduce, modify, adapt or retain in any form, including by camera, video, digital recorder, webcam, mobile phone or any other device; and
 - to distribute, publish or communicate in any form, including in newsletter and other print media, television and the internet and Social Media websites,
 - in whole or in part, and to permit other persons to do so.
- The Department or the State will not pay the Signatory or the Individual for giving this consent or for the use of the Individual's personal information or Individual work.
- This Consent Form revokes and replaces all previous consent forms in relation to the use of the Individual's personal information or Individual work.
- This Consent Form is a legally binding and enforceable agreement between the Signatory and the Department or the State
- Nothing in this Consent Form limits the rights that the Department or the State reserve in relation to the use of the Individual's personal information, Individual work or other intellectual property under any other law.
- The 'Department' and the 'State' include the officers and employees of the Department and the State engaged in performing services for the Department and the State.
- 'Social Media Website' includes any website operated by a third part which facilitates the uploading and sharing of the user generated content including social and professional networking websites, web forums, blogs and wikis.
- This consent extends to the Department and the State:
 - disclosing the Individual's personal information and Individual work to the Department's and the State's agents, contractors and volunteers for the purpose of performing services for the Department and the State; and
 - permitting those persons to use, record and disclose such materials to the same extent as the Department and the State are entitled to deal with the Individual's personal information and Individual work.

9. NOTE

The Department will use its best endeavours to ensure that the person signing this Consent Form is authorised to do so, but takes no responsibility for circumstances in which it is misled as to the identity or authority or ability of a person to provide consent.

If you require a copy of this signed Consent Form, or if you wish to revoke this consent, please contact the Principal of the school at which the Individual is enrolled or works or send a request in writing to the District Office.

10. INFORMATION

What is this consent for?

This Consent Form authorises the Department and the State to use the Individual's personal information and copyright materials, together with information about the Individual's participation in Departmental and State initiatives, for any use by the Department and



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the State associated with the purposes identified in Section 6 of this Consent Form. The consent covers the entire or partial use of the Individual's personal information and copyright material in conjunction with other words and images.

For example, the Individual's personal information and copyright material may appear in school newsletters, magazines, websites (including Social Media Websites) and other school, departmental or State publications, as well as in television advertising, videos, brochures, forms, public relations displays, annual reports, press advertising, internal documents such as manuals, websites, certificates and strategic plans, and posters and other promotional material. There may also be occasions on which the Department may approve the media, such as local newspapers and television stations, using information and copyright material in relation to the Individual (for example, where the Individual is involved in dramatic or musical performances, sporting activities or award ceremonies).

Websites

Individuals and Signatories should be aware that publication of an Individual's personal information work on Social Media Websites is similar to publication in newsletters, magazines, brochures, etc; however publication on Social Media Websites is publication of that material to the world at large.

Individuals and Signatories should be aware that the publications of an Individual's personal information and Individual work, by the Department or the State, on a Social Media Website typically constitutes a permanent and publicly available record of that material. This means that anyone may be able to copy and use an Individual's personal information and Individual work that has been published on a Social Media Website for any purpose and without the consent or knowledge of the Department, the State or the Individual or Signatories should not grant their consent to the Department or the State to use an Individual's personal information or Individual work in connection with a Social Media Website if the Individual or Signatory does not agree to the material being permanently available to the public.

If an Individual's personal information or Individual work is published on a Social Media Website, that material will be governed by the privacy policy and terms of use of the relevant Social Media Website. The Department or State cannot reasonably control how an Individual's personal information or Individual work is used by third parties once the material has been published on a Social Media Website.

What is copyright material?

An Individual's copyright material may include written work (e.g. stories and poems), paintings, pictures, drawings, designs, photographs, videos, films, music, performance, recordings, computer programs, websites, sculptures, fashion, metal- or wood-works made by them or to which they contributed. In the case of students, it includes, but is not limited to, work that they create in the course of their studies during the time they are enrolled at a School. These materials may form part of their academic assessment or be part of their studies generally and may attract copyright.

The Department understands that students and volunteers generally own the intellectual property rights in the material they create and that this Consent Form is not meant to transfer the Individual's ownership of the intellectual property in their copyright material. This Consent Form does not provide for copyright consent in relation to copyright works an Individual creates in the course of employment (whether or not the material is created in normal work hours or using departmental facilities or equipment). Where copyright material is created by a State employee while performing their duties under the terms of their employment, the copyright is owned by the State as the employer (section 35 Copyright Act 1968). There are limited exceptions to this including, for example, where the copyright material is created by an employee pursuant to a prior agreement with the employer.

Generally, the deciding factor is whether the employee is performing their official duties. In addition, section 176 of the Copyright Act 1968 applies where the work was created by or under the direction or control of the State. However, moral rights may still apply to copyright material created by an employee. The Queensland Public Sector Intellectual Property Principles provide further information on intellectual property. If as an employee you have any further queries about the ownership of the intellectual property in respect of the works you create you should contact the Legal and Administrative Law Branch.

What is personal information?

Personal information includes information or opinions, whether true or not, about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion. This includes the Individual's name, image or video or sound recording. It also includes the Individual's educational information such as the Individual's assessment and results, and health information and court orders provided to the Department, where such information may enable the Individual to be identified.

What happens to the Consent Form once it is completed and signed?



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The Consent Form is retained by the Department and it will be placed on the Individual's file and/or the project file. The Individual or Signatory may request a copy of the signed form by contacting the Principal of the school.

What if I give my consent and later change my mind?

This consent will be in effect from the date the Consent Form is signed. The Department and the State will then start using the Individual's personal information and Individual work to create material incorporating the Individual's personal information and Individual work and entering into contractual obligations in relation to that material.

If you wish to later modify or revoke this consent, the Individual or the Signatory should send a notice in writing to the person nominated in Section 2 of this Consent Form. After that notice is received, the Department and the State will not make any new additional use of the Individual work, but any existing uses will continue.

Where the Department or another person uploads material to a Social Media Website or other website, it may need to accept contractual obligations that are perpetual and irrevocable. It may not be possible to ensure that all copies of the material are deleted or cease to be used, and the Department and the State cannot take responsibility for doing so.

Privacy

The consent to the recording, use and disclosure of the Individual's personal information and Individual work is required in accordance with the Copyright Act 1968 (Cth), the Education (General Provisions) Act 2006 and the Information Privacy Act 2009. Personal information will be stored securely. The Department will only disclose the Individual's personal information in accordance with your consent, except 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, or if you have a concern or complaint about the way the Individual's personal information has been collected, used, stored or disclosed, please contact the school.

REQUEST TO ADMINISTER MEDICATION

Student Name: _____

Date of Birth _____

Allergies / Medical Details

Year Level _____

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

Name of Medication	Strength (eg 10mg)	Dosage (eg 1 tablet)	Route (eg oral, via PEG)	Time(s) to be Given at school	Times(s) given at home	Other Useful Instructions or Information

I hereby request that school staff administer the necessary medication to my child while at school. I agree to notify the school, in writing, if there are any changes in the above medication.

Parent/Carer Print Name: _____

Signature: _____

Date: _____

Department of Education Policy on Administration of Medication to Students During School Hours (HLS-PR-009: Administration of Routine and Emergency Medication and Management of Health Conditions)

The following points are for security and safety purposes, and are requirements of the *Queensland Health (Drug and Poisons) Regulation 1996*.

- The parent/guardian notifies the school in writing to administer medication – this may include written guidelines from the medical practitioner, including potential side affects or adverse reactions.
- **Provide medication in original pharmacy labelled container to the school.**
- Ensure medication is not out of date and has an original pharmacy label with the student's name, dosage and time(s) to be taken.
- Notify the school in writing when a change of dosage is required – this instruction is to be accompanied by a letter from a medical practitioner or change of label from pharmacist.
- Advise the school in writing and collect the medication when it is no longer required at school.
- Where parents/guardians are working with a medical practitioner to determine a dose for that day (e.g.sliding scale insulin, Rivotril) parents/guardians will provide a doctors letter instructing that parents/guardians will be responsible to notify the school of the adjusted dose.

EAP Consent Form 2

This form is used to record consent for the school to collect information to assist in determining the student's eligibility for and participation in the Education Adjustment Program (EAP).

EAP is a Department of Education and Training (DET) process for identifying and responding to the educational needs of students with disability. Adjustments are made for students with disability to enable them to access the curriculum, achieve curriculum outcomes and participate in school life.

The EAP process initiates an ongoing cycle of documented data collection, planning, program development, intervention, evaluation and review.

Privacy Statement

Independent Schools Queensland (ISQ) collects, uses and discloses student's personal information in accordance with the confidentiality provision in s.426 of the Education (General Provisions) Act 2006 and the Australian Privacy Principles Schedule 1 Privacy Amendment (Enhancing Privacy Protection) Act 2012. Information on the student's medical, developmental and educational status and history is being collected, used or disclosed for the purpose of the Education Adjustment Program. The information will be kept in a secure location and will only be accessed by relevant Independent Schools Queensland personnel. Student's information will not be given to any other person or external body unless consent has been provided or Independent Schools Queensland is permitted or required by law to use or disclose such information. Information given to the professionals or agencies listed below is for the purpose of informing their professional service to the student.

Student Details

Last Name		Date of Birth	
First Name		Gender	
School		Year Level	
Parent		Home Phone	
General Practitioner			
Contact Details			
Medical Specialist			
Contact Details			

OTHER AGENCIES OR PROFESSIONALS (Supporting the student)

	Agency / Professional	Contact Person	Contact Details
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

The school team should ensure that the parents and student (as applicable) are supported to understand the EAP process.

Consent

I give consent for:

- Independent Schools Queensland (ISQ) to collect personal information for the purpose of the Education Adjustment Program
- the school to share relevant personal information with advisory/specialist teachers and therapists for the purpose of the Education Adjustment Program
- the school to share relevant personal information with the student's general practitioner and medical specialist (as listed above) for the purpose of the Education Adjustment Program
- the school to share relevant personal information with agencies or professionals listed above for the purpose of the Education Adjustment Program
- the agencies or professionals listed to report to the school with diagnostic information and information to support educational planning
- participation in the EAP review processes (verification, review and validation) according to review date/s specified or at my request
- the school to disclose information recorded on EAP Verification Form/s and relevant attachments and the completed EAP to the Department of Education and Training (DET) and the data to be recorded on the DET record management system
- DET to provide to ISQ and/or the school, data recorded on the DET record management system containing summary details of my child's demographics, enrolment history and disability verification when requested by relevant ISQ officers. This is to assist ISQ in identifying, coordinating and confirming the support provided by DET Advisory Visiting Teachers (AVT).

Parent Name			
Parent Signature	sign here	Date	
Student Name			
Student Signature	sign here	Date	
School Representative Name		Position	
School Representative Signature	sign here	Date	

If the principal decides that the student is capable of giving their own informed consent, students are also required to sign this consent form, preferably in addition to the parent/carer signature.

Note:

1. The original of this form is to be kept in the student's school file with all verification documents.
2. A copy of this form must be scanned and emailed with all scanned verification documents to:
Independent Schools Queensland at verification@isq.qld.edu.au.
3. Records relating to the application will be retained by Independent Schools Queensland for seven years after the named student leaves school. At that time, the records will be destroyed.
4. ISQ has an arrangement for DET to provide EAP services for eligible students with hearing, physical and/or vision impairment in independent schools. These services are outlined in the EAP Handbook.
<http://education.qld.gov.au/students/disabilities/adjustment/validation/docs/eaphandbook.pdf>
5. Information will remain confidential and will not be disclosed without explicit permission.