



# Enrolment Booklet



**We Trust...**  
**We Connect...**  
**We Grow...**

<b>Student Name:</b>	
<b>Date of Birth:</b>	
<b>Year Level:</b>	



**Palmview**  
State Primary School





## Wunya Ngulum

Kabi Kabi Language Pronunciation – wun-ya nu-lum  
English Translation: Welcome Everyone

Thank you for considering Palmview State Primary School for your child's educational journey.

We strongly encourage all parents to maintain close partnership with our school and their child's educational journey.

Enrolment processes allow us to lay solid foundations that build positive futures for our students. Please take this time to inform us of any information that is relevant to your child's education, health and wellbeing. We also encourage you to familiarize yourself with our school by visiting our website and viewing our snapshot of what makes Palmview such a great place to grow and learn.

Our amazing Staff and I are eager to learn about your child's strengths and interests and assist in their development. We look forward to working with you and your child in the near future

Yours sincerely

Andrew Walker  
Principal



**Student residing within the catchment area**

Evidence of residency attached as per our Enrolment Management Plan (please indicate below)

Catchment Area Map can be viewed - <https://www.qgso.qld.gov.au/maps/edmap/>)

<p><b>One Primary Source</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Current Tenancy Agreement</li> <li><input type="checkbox"/> Rates Notice</li> <li><input type="checkbox"/> Unconditional Sale Agreement</li> </ul>	<p><b>One Secondary Source</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Utility Bill (e.g. Gas or Electricity)</li> <li><input type="checkbox"/> Centrelink Identification</li> </ul>
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NB: Please note a Driver's Licence is not accepted as Proof of Residency

**Student residing outside the catchment area eligible to apply for enrolment**

- Siblings \*\*of current students at the school
- Siblings\*\* of current students at the Palmview State Special School.
- Students whose parent or legal guardian is permanently employed by the school, or permanently employed by Palmview State Secondary College or Palmview State Special School.
- Children and young people who are subject to child protection orders that grant guardianship or custody of the Chief Executive Officer of the Department of Child Safety, Youth and Women.
- Students who live outside the catchment area and are verified with a disability can enrol in the school to attend the specialised disability program if it is the closest program to their home and meets their individualised needs.
- Students who have been excluded from another school, dependent upon the conditions related to the exclusion, subject to agreement of the regional director.

\*\*To be accepted under the sibling provision, the:

1. applicant must meet the definition of sibling in the School School Enrolment Management Plans (EMP) procedure
2. intended enrolment commencement and/or attendance of the sibling must be concurrent with the attendance of current student for the application to be valid. For example, if the applicant will be commencing in 2026, but the enrolled sibling finishes school in 2025, then the application will not be valid.

**Student resides Out of Catchment not eligible for enrolment as per our Enrolment Management Plan**

**Your reasons for enrolling student residing outside the catchment area. (please use additional paper if required)**

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Catchment Area Information Confirmation	Please Tick ✓
If you reside within catchment, evidence of residential address for parent/guardian is required. <b>Please provide the following</b>	
<ul style="list-style-type: none"> <li>• One Primary Source – Tenancy Agreement, Rates Notice or Sale Agreement</li> </ul>	
<ul style="list-style-type: none"> <li>• One Secondary Source – Utility Bill (Electricity, Telephone, Gas etc.) showing the same address and parent/guardian name</li> </ul>	
Enclosed Forms	
Catchment Area Information – Completed	
Application for student enrolment form – Completed and Signed	
Medical Information – Completed and Health Plans / Diagnosis Paperwork attached	
State School Consent Form – Completed and Signed	
Palmview Learning Community; Local Area Permission – Completed and Signed	
Student ICT Use Agreement – Completed and Signed	
Chaplaincy Program – Completed and Signed	
QParents Registration – Completed and Signed	
Home Reader Consent for Year Prep – 3 – Completed and Signed if applicable	
Stephanie Alexander Kitchen Garden Program – Completed	
SRS Form – Completed and Signed	
Third Party Website Consent V3 Completed and Signed	
Documentation Required	
Birth Certificate or Extract (Original sighted by Administration Staff)	
VISA / Citizenship – If Applicable	
Kindergarten Transition Statement – Prep enrolments only	
Latest Report Cards – enrolments in Years 1 – 6	
Court Orders – If Applicable	
Additional Documentation such as OT report, SLP report, Hearing etc.	



## Application for student enrolment form

### INSTRUCTIONS

Please refer to the *Application to enrol in a Queensland state school* information sheet at the end of this form when completing this application. Completion and submission of this application form to the school does not confirm enrolment. The school will notify you of the outcome of your application as soon as practicable.

Failure or refusal to complete those sections of the form marked with an (\*) or to provide required documentation may result in a refusal to process your application. These questions and your consent are considered necessary to ensure the school can undertake its administrative and care responsibilities.

Sections of the form not marked (\*) are optional. However, failure to complete these sections may result in the school not being eligible for important Federal and State Government funding reliant on such information. Parents of all students in Australia have been asked to provide information on their family background as part of a national initiative towards providing an education system that is fair to all students, regardless of their background. The required information includes the Indigenous status and language background of the student, and the education, occupation and language background of the parents.

If you have any questions about the enrolment form or process, or require assistance completing this form, including translation services, please contact the school in the first instance.

### PRIVACY STATEMENT

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

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

This collection is authorised by ss. 155 and 428 of the EGPA 2006. DoE will disclose personal information from this form to the Queensland Curriculum and Assessment Authority when opening student accounts, in compliance with Part 3 of the *Education (Queensland Curriculum and Assessment Authority) Act 2014* (Qld).

Personal Information from this form will also be supplied to Centrelink in compliance with ss.194 and 195 of the *Social Security (Administration) Act 1999* (Cth). De-identified information concerning parents' school and non-school education, occupation group and main language other than English and students' country of birth, main language other than English, gender and Indigenous status, is supplied to the Australian Government Department of Education in compliance with Federal – State Government funding agreements.

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

### PROSPECTIVE STUDENT DEMOGRAPHIC DETAILS

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



## APPLICATION DETAILS

Has the prospective student ever attended a Queensland state school?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, provide name of school and approximate date of enrolment.		
What year level is the prospective student seeking to enrol in?		Please provide the appropriate year level.		
Proposed start date		Please provide the proposed starting date for the prospective student at this school.		
Does the prospective student have a sibling attending this school or any other Queensland state school?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, provide name of sibling, year level, date of birth, and school	Name:	
			Year Level	
			Date of birth	
			School	

## INDIGENOUS STATUS

Is the prospective student of Aboriginal or Torres Strait Islander origin?	<input type="checkbox"/> No <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Both Aboriginal and Torres Strait Islander
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## FAMILY DETAILS

Parents/carers	Parent/carer 1	Parent/carer 2
Family name*		
Given names*		
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female
Relationship to prospective student*		
Is the parent/carer an emergency contact?*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
1 <sup>st</sup> Phone contact number*	Work/home/mobile	Work/home/mobile
2 <sup>nd</sup> Phone contact number*	Work/home/mobile	Work/home/mobile
3 <sup>rd</sup> Phone contact number*	Work/home/mobile	Work/home/mobile
Email		
Occupation		
What is the occupation group of the parent/carer?	<input type="checkbox"/> (Please select the parental occupation group from the list provided at the end of this form. If parent/carer 1 is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the last occupation. If parent/carer 1 has not been in paid work in the last 12 months, enter '8')	<input type="checkbox"/> (Please select the parental occupation group from the list provided at the end of this form. If parent/carer 2 is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the last occupation. If parent/carer 2 has not been in paid work in the last 12 months, enter '8')
Employer name		
Country of birth		
Does parent/carer 1 or parent/carer 2 speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify _____ Needs interpreter? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify _____ Needs interpreter? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is the parent/carer an Australian citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the parent/carer a permanent resident of Australia?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>FAMILY DETAILS (continued)</b>					
Parents/carers	Parent/carer 1			Parent/carer 2	
Address line 1					
Address line 2					
Suburb/town					
State		Postcode			Postcode
Mailing address (if it is the same as principal place of residence, write 'AS ABOVE')					
Address line 1					
Address line 2					
Suburb/town					
State		Postcode			Postcode
Parent/carer school education	What is the <i>highest</i> year of schooling parent/carer 1 has completed? (For people who have never attended school, mark 'Year 9 or equivalent or below')			What is the <i>highest</i> year of schooling parent/carer 2 has completed? (For people who have never attended school, mark 'Year 9 or equivalent or below')	
Year 9 or equivalent or below	<input type="checkbox"/>			<input type="checkbox"/>	
Year 10 or equivalent	<input type="checkbox"/>			<input type="checkbox"/>	
Year 11 or equivalent	<input type="checkbox"/>			<input type="checkbox"/>	
Year 12 or equivalent	<input type="checkbox"/>			<input type="checkbox"/>	
Parent/carer non-school education	What is the level of the <i>highest</i> qualification parent/carer 1 has completed?			What is the level of the <i>highest</i> qualification parent/carer 2 has completed?	
Certificate I to IV (including trade certificate)	<input type="checkbox"/>			<input type="checkbox"/>	
Advanced Diploma/Diploma	<input type="checkbox"/>			<input type="checkbox"/>	
Bachelor degree or above	<input type="checkbox"/>			<input type="checkbox"/>	
No non-school qualification	<input type="checkbox"/>			<input type="checkbox"/>	

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

<b>PROSPECTIVE STUDENT LANGUAGE DETAILS</b>	
Does the prospective student speak a language other than English at home?	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify _____

<b>EVIDENCE OF PROSPECTIVE STUDENT'S IMMIGRATION STATUS (to be completed if this person is NOT an Australian citizen)*</b>	
<input type="checkbox"/> Permanent resident	Complete passport and visa details section below
<input type="checkbox"/> Student visa holder	Date of arrival in Australia _____ Date enrolment approved to: _____
	EQI receipt number: _____
<input type="checkbox"/> Temporary visa holder	Complete passport and visa details section below. Temporary visa holders must obtain an 'Approval to enrol in a state school' from EQI
<input type="checkbox"/> Other, please specify _____	

**EVIDENCE OF PROSPECTIVE STUDENT'S IMMIGRATION STATUS\* (continued)**

Passport and visa details (to be completed for a prospective student who is NOT an Australian citizen).

NOTE: A permanent resident will have a visa grant notification with an indefinite stay period indicated.

For prospective students arriving in Australia as refugee or humanitarian entrants, either PLO 56 Immigration issued card or 'Document to travel to Australia' with 'stay indefinite' recorded must be sighted by the school.

Passport number		Passport expiry date	
Visa number		Visa expiry date (if applicable)	
Visa sub class			

**PROSPECTIVE STUDENT'S PREVIOUS EDUCATION / ACTIVITY**

Where does the prospective student come from?	<input type="checkbox"/> Queensland <input type="checkbox"/> interstate <input type="checkbox"/> overseas
Previous education/activity	<input type="checkbox"/> Kindergarten <input type="checkbox"/> School <input type="checkbox"/> VET <input type="checkbox"/> Home education <input type="checkbox"/> Full-time employment <input type="checkbox"/> Part-time employment <input type="checkbox"/> Other
Please provide name and address of education provider/activity provider/employer	

**RELIGIOUS INSTRUCTION\***

<p>From Year 1, the prospective student may participate in religious instruction if it is available.</p> <p>If you tick 'No' or if the nominated religion is not represented within the school's religious instruction program, the prospective student will receive other instruction in a separate location during the period arranged for religious instruction.</p> <p>Parents/carers may change these arrangements at any time by notifying the principal in writing.</p>	<p>Do you want the prospective student to participate in religious instruction?</p> <input type="checkbox"/> Yes <input type="checkbox"/> No
	<p>If 'Yes', please nominate the religion:</p>

**PROSPECTIVE STUDENT ADDRESS DETAILS\***

Principal place of residence address			
Address line 1			
Address line 2			
Suburb/town	State	Postcode	
Mailing address (if it is the same as principal place of residence, write 'AS ABOVE')			
Address line 1			
Address line 2			
Suburb/town	State	Postcode	
Email			

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

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

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

The Department of Education (DoE) is collecting this medical information in order to address the medical needs of students during school hours as well as during school excursions, school camps, sports and other school activities. DoE will not use this information to make a decision about a prospective student's eligibility for enrolment. The information will only be used by authorised employees of the department and DoE will only record, use and disclose the medical information in accordance with the confidentiality provisions at Section 426 of the Education (General Provisions) Act 2006.

It is essential that the school is advised before the prospective student's first day of attendance if the prospective student has any medical conditions. The school administration staff must also be informed of any new medical conditions or a change to medical conditions as soon as they are known.

Should the prospective student need to take routine medication during school hours, the *Parent consent to administer medication at school* form must be completed before school staff can administer medication. All medication must be provided in the original container with a pharmacy label providing clear instructions for administration. For emergency medication the school will also require a doctor's letter containing detailed instructions and or a signed Action Plan / Emergency Health Plan. Parent consent and health plans must be reviewed annually. All original documentation will be retained at the office and copies of Action or Emergency Health Plans kept with the student.

No known medical conditions	<input type="checkbox"/>		
Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of medical condition categories provided)			
Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of medical condition categories provided)			
Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of medical condition categories provided)			
Does the prospective student require any medical aids or devices (such as glasses, contact lenses, prosthetics or orthotics)? This is for the purpose of informing planning for school activities such as sport and school excursions.	<input type="checkbox"/> No <input type="checkbox"/> Yes, please specify		
Name of prospective student's medical practitioner (optional)		Contact number of medical practitioner	
Medicare card number (optional)		Position Number	
Cardholder name (if not in name of prospective student)			
Private health insurance company name (if covered) (optional)		Private health insurance membership number (leave blank if company name is not provided)	
I authorise school staff to contact the prospective student's medical practitioner for the purposes of seeking advice in cases where an immediate but non-life threatening response is required (for instance, when the prospective student may be on an excursion or sporting event), and to provide Medicare card details if required? (answer only if medical practitioner and Medicare card details have been provided above)			<input type="checkbox"/> Yes <input type="checkbox"/> No

**COURT ORDERS\*****Out-of-Home Care Arrangements\***

Under the *Child Protection Act 1999*, when a Child Protection Order is approved by the Children's Court, the child is placed in out-of-home care (OOHC). Out-of-home care includes short or long term placement with an approved kinship or foster carer; in a supported independent living arrangement; in a safe house; and in residential care.

Is the prospective student identified as residing in out-of-home care?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, what are the dates of the court order? Please provide a copy of the court order and/or the Authority to Care.	Commencement date		
	End date		
Contact details of the Child Safety Officer (if known)	Name		
	Phone number		

**COURT ORDERS\* (continued)****Family Court Orders\***

Are there any current orders made pursuant to the *Family Law Act 1975* concerning the welfare, safety or parenting arrangements of the prospective student?

Yes  No

If yes, what are the dates of the court order? Please provide a copy of the court order.

Commencement date

End date

**Other Court Orders\***

Are there any other current court orders, such as a domestic violence order, concerning the welfare, safety or parenting arrangements of the prospective student?

Yes  No

If yes, what are the dates of the court order? Please provide a copy of the court order.

Commencement date

End date

**APPLICATION TO ENROL\***

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

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

	Parent/carer 1	Parent/carer 2	Prospective student (if student is mature age or independent)
Signature			
Date			

**Office use only**

Enrolment decision		Has the prospective student been accepted for enrolment? <input type="checkbox"/> Yes <input type="checkbox"/> No (applicant advised in writing)					
		If no, indicate reason: <input type="checkbox"/> Does not meet School EMP or Enrolment Eligibility Plan requirements <input type="checkbox"/> Prospective student is mature age and school is not a mature age state school <input type="checkbox"/> Does not meet Prep age eligibility requirement <input type="checkbox"/> Prospective student is subject to suspension from a state school at the time of enrolment application <input type="checkbox"/> Does not meet requirements for enrolment in a state special school <input type="checkbox"/> Does not have an approved flexible arrangement with the school <input type="checkbox"/> School does not offer year level prospective student is seeking to be enrolled in <input type="checkbox"/> Prospective student has no remaining semester allocation of state education					
Date enrolment processed		Year level		Roll Class		EQ ID	
Independent student	<input type="checkbox"/> Yes <input type="checkbox"/> No			Birth certificate/passport sighted, number recorded and DOB confirmed		<input type="checkbox"/> Yes <input type="checkbox"/> No Number:	
Is the prospective student over 18 years of age at the time of enrolment?		<input type="checkbox"/> Yes <input type="checkbox"/> No					
If yes, is the prospective student exempt from the mature age student process?		<input type="checkbox"/> Yes <input type="checkbox"/> No					
If no, has the prospective mature age student consented to a criminal history check?		<input type="checkbox"/> Yes <input type="checkbox"/> No					
School house/team				EAL/D support		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> To be determined	
FTE		Associated unit		Visa and associated documents sighted		<input type="checkbox"/> Yes <input type="checkbox"/> No	
EQI category				SV – student visa TV – temporary visa DS – dependent – parent on student visa		EX – exchange student DE – distance education	

## Parental occupation groups for use with parent/carer details

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

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

**Public service manager** [section head or above], regional director, health/education/police/fire services administrator **Other administrator** [school principal, faculty head/dean, library/museum/gallery director, research facility director] **Defence Forces** commissioned officer

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

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

**Business** [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]

**Air/sea transport** [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller].

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

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

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

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

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

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

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

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

**Business/administration** [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]

**Defence Forces** senior Non-Commissioned Officer.

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

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

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

**Skilled office, sales and service staff:**

**Office** [secretary, personal assistant, desktop publishing operator, switchboard operator]

**Sales** [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]

**Service** [aged/disabled/refugee/childcare worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor].

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

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

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

**Office assistants, sales assistants and other assistants:**

**Office** [typist, word processing/data entry/business machine operator, receptionist, office assistant]

**Sales** [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]

**Assistant/aide** [trades' assistant, school/teacher aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]

**Labourers and related workers**

**Defence Forces** ranks below senior NCO not included above

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

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

### Group 8: Have not been in paid work in the last 12 months

## State schools standardised medical condition category list

Acquired brain injury
Allergies/Sensitivities
Anaphylaxis
Airway/lung/breathing - Oxygen required (continuously/periodically)
Airway/lung/breathing - Suctioning
Airway/lung/breathing - Tracheostomy
Airway/lung/breathing - Other
Artificial feeding - Gastrostomy device (tube or button)
Artificial feeding - Nasogastric tube
Artificial feeding - Jejunostomy tube
Artificial feeding - Other
Asthma
Asthma – student self-administers medication
Attention-deficit /Hyperactivity disorder (ADHD)
Autism Spectrum Disorder (ASD)
Bladder and bowel - Urinary wetting, incontinence
Bladder and bowel - Faecal soiling, constipation, incontinence
Bladder and bowel - Catheterisation (continuous, clean intermittent)
Bladder and bowel - Stoma site, urostomy, Mitrofanoff, MACE, Chair
Bladder and bowel - Other
Blood disorders - Haemophilia
Blood disorders - Thalassaemia
Blood disorders - Other
Cancer/oncology
Coeliac disease
Cystic Fibrosis
Diabetes - type one
Diabetes - type two
Ear/hearing disorders - Otitis Media (middle ear infection)
Ear/hearing disorders - Hearing loss
Ear/hearing disorders - Other
Epilepsy - Seizure
Eye/vision disorders
Endocrine disorder - Adrenal hypoplasia, pituitary, thyroid
Heart/cardiac conditions - Heart valve disorders
Heart/cardiac conditions - Heart genetic malformations
Heart/cardiac conditions - other
Mental Health - Depression
Mental Health - Anxiety
Mental Health - Oppositional defiant disorder
Mental Health - Other
Muscle/bone/musculoskeletal disorders - spasticity (Baclofen Pump)
Muscle/bone/musculoskeletal disorders - Other
Skin Disorders - eczema
Skin Disorders - psoriasis
Swallowing/dysphagia - requiring modified foods
Swallowing/dysphagia - requiring artificial feeding
Transfer & positioning difficulties
Travel/motion sickness
Other

## Application to enrol in a Queensland state school

This sheet contains information on how to complete the Application for student enrolment form (SEF-1 Version 8).

### Entitlement to enrolment

Under the *Education (General Provisions) Act 2006 (Qld)* a state school must enrol a prospective student if they are entitled to enrolment. While not exhaustive, the following matters may affect a prospective student's entitlement to enrol in a state school:

- if the school has a School Enrolment Management Plan or an Enrolment Eligibility Plan (enrolment is subject to eligibility under the plan)
- the applicant is a prospective mature age student (the applicant can only apply for enrolment at a mature age state school and will be subject to a satisfactory criminal history check, or as a student in a program of distance education. All prospective mature age students must have a remaining allocation of state education.)
- the prospective student is not of correct age for enrolment (relates to Preparatory Year and Years 1 to 6)
- the prospective student has been excluded, or is subject to suspension from a state school at the time of the application
- the school principal reasonably believes that the prospective student presents an unacceptable risk to the safety or wellbeing of members of the school community (application is referred to the Director-General)
- the school is a state special school and the prospective student does not meet the criteria for enrolment in a special school
- the proposed enrolment requires approval as part of a flexible arrangement under s.183 of the *Education (General Provisions) Act 2006 (Qld)*, and the arrangement has not yet been approved
- the prospective student is not an Australian resident or citizen or the child of an Australian permanent resident or citizen (visa restrictions may apply, fees may be charged, in some cases legislation requires that the prospective student must obtain approval from the Chief Executive via Education Queensland International (EQI) to enrol)
- the school does not offer the year level that the prospective student should be enrolled in
- the prospective student has no remaining semester allocation of state education. Enrolment cannot proceed until additional semesters are applied for by the prospective student (or parent on their behalf) and granted.

### Prospective student

A prospective student is a person who has applied to enrol at a state school but who has not yet been accepted for enrolment.

### Parent's occupation and education

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

### Court Orders

Any court orders concerning the prospective student's welfare, safety or parenting arrangements should be provided to the school, and the school should also be provided with any new or updated orders.

### Name on enrolment form

A prospective student should be enrolled under their legal name as per their birth certificate. There is provision to also record a preferred family and/or given name. The preferred name will be used on internal school documents such as class rolls. The legal name will appear on semester reports unless there is a specific request to use the preferred name only. This request can come from parents/carers or the student (if the student is independent/mature age).

### Gender

Information about gender is supplied to the Federal Government to comply with State funding agreements. The gender category with which a person identifies may not match the sex they were assigned at birth. There is no requirement for a student's gender recorded on this form to align with the sex shown on their birth certificate or passport.

### Religious Instruction

Religious instruction is a program approved and provided by a religious denomination or religious society. Other instruction relates to part of a subject area that has been covered within the curriculum and may include, but is not limited to, personal research and/or assignments, revision of class work, and wider reading. Information about religious instruction available at the school, and about other instruction, is provided by the school at the time of enrolment and on the school's website.

# Permissions & Consent Forms





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### **Introduction to the State School Consent Form for Palmview State Primary 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; and
- 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 your 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 consent provided.

It should be noted that 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 or 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 social media websites and traditional media sources where the school may publish your personal information or materials subject to your consent.

- School website: <https://palmviewss.eq.edu.au/>
- Facebook: <https://m.facebook.com/PalmviewPrimarySchool/>
- YouTube: N/A
- Instagram: N/A
- Twitter: N/A
- LinkedIn: N/A
- Other:
- Local newspaper
- School newsletter
- Traditional and online media, printed materials, digital platforms' promotional materials, presentations and displays.

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

**Duration**

The consent applies for the period of employment, volunteering or another period as stated in the State School Consent Form for school staff and volunteers, or until you decide to limit or withdraw your consent.

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

**Who to contact**

To return a consent, express a limited consent or withdraw consent please contact the administration office.

The Business Manager should be contacted if you have any questions regarding consent.

## State School Consent Form

### 1 IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

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

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

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

(c) Name of school: Palmview State Primary 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: Scope of Enrolment Period.

### 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.





## Local Area Permission

At Palmview State Primary School we have a unique opportunity to co-exist with our close neighbours, Palmview State Secondary College and Palmview State Special School – forming the Palmview Learning Community. This position allows for some amazing collaboration opportunities across our schools. Written permission is required for your child to transition between the three schools to access a range of activities throughout the coming years. Please review the details below and return the signed permission letter to school.

The aims of the activity are to extend the learning opportunities and access to school-based resources.

### *Activity details:*

#### **When:**

- Ongoing for the duration of your student's enrolment. This permission form is current for this school year.

#### **What:**

- Activities may include arts-related activities, sporting activities, cultural activities, joint student meetings, buddy activities, individual interest-based activities, parades.

#### **Where:**

- Palmview State Secondary School and Palmview State Special School – indoor and outdoor areas.

#### **Who:**

- All students of Palmview State Primary School will have access to this program with supervision provided by classroom or leadership team staff.

#### **Transport:**

- Students will walk between the three schools.

#### **Requirements:**

- Specific requirements will be advised by teacher if required, however the following will be a basic requirement of every outing:
  - hat;
  - full school uniform;
  - student specific emergency medication and health plans.

#### **Risk Assessment:**

- Access to this activity has been assessed as a low risk. Department of Education (Queensland) policy requires us to assess every activity on an individual basis, if ever an activity is deemed either high or above, you will be contacted seeking specific permission.

#### **Cost:**

- This permission covers no-cost activities.
- You will be notified if any costs apply for specific program.

Student Behaviour will be responded to in accordance with Palmview State Primary School Student Code of Conduct. Refer to our website for a copy of this document.



**Privacy notice**

The Department of Education is collecting the personal information requested in this form in order to:

- obtain lawful consent for your child to participate in the activity;
- help coordinate the activity;
- respond to any injury or medical condition that may arise during, or as a result of the activity; and
- update school records where necessary.

The information will only be accessed by authorised school staff and will be dealt with in accordance with the confidentiality requirements of, as applicable, s.426 of the Education (General Provisions) Act 2006 (Qld), the Information Privacy Act 2009 (Qld), and/or the Privacy Act 1988 (Cwlth). The information will not be disclosed to any other person or agency unless the disclosure is authorised or required by law, or you have given the department permission for the information to be disclosed.

**Activity Risks and Insurance**

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

**Consent**

By signing this form, I agree that:

- I have read all of the information contained in this form in relation to the activity (including any attached material) and I am aware that the department does not have personal accident insurance cover for students/children.
- I give consent for my child (named below) to participate in Palmview Learning Community excursions while enrolled at Palmview State Secondary College.
- In the event of an accident or illness, school staff may obtain or administer any medical assistance or treatment my child may reasonably require, including contacting my child's doctor.
- I accept liability for all reasonable costs incurred by the department in obtaining such medical assistance or treatment (including any transportation costs) and undertake to reimburse the department the full amount of those costs.
- I have provided the school all relevant details of my child's medical or physical needs on registration/enrolment and where relevant have updated this information.

<b>Student's Name</b>	
<b>Parent/Carer's Name</b>	
<b>Parent/Carer's Signature</b>	
<b>Date</b>	

**If there are changes to your child's medical information  
please contact the Office on 07 5231 5222**



### General Use

1. I understand it is required that I leave my iPad inside its case/cover when not in use.
2. I will ensure my iPad is plugged into the charging station after use so it is ready to use at the beginning of each school day.
3. I will hold the iPad with two hands when carrying it and will walk with it at all times.
4. I will keep food and drinks away from my iPad at school.
5. I will immediately report any accidents or breakages to my parents and teachers.
6. I will only take photos and record sound and video when granted permission by my teacher.
7. I will follow all staff directions in relation to the use of my iPad.

### Content

1. I will use my iPad only to **support my school learning program** whilst at Palmview State Primary School.
2. I permit my teachers and parents to **perform checks** to monitor that I have not installed illegal / unsuitable software and content and to check the websites which I visit. I understand there will be **consequences** for inappropriate use including, but not limited to, loss of privilege of using the iPad for a period of time.
3. I will ensure there is adequate free storage available on my device for classroom use. Social networking apps are not permitted and only appropriate pictures and videos are to be stored on the device.

### Safety and Security

1. Whilst at school, I will **only connect my iPad to DOE's filtered Internet service**, Education Queensland's Managed Internet Service only.
2. Whilst at school, I will **only go to websites at school** that support my learning activities.
3. I will only use my **school email account** for mail related to my learning.
4. Electronic messaging, communications and file transfer may be used for **educational purposes only**, under the direction of my teacher.
5. I will not reveal names, personal details or images of myself or others, online or in electronic communication unless it is safe and I am authorised to do so (parents and students are encouraged to visit the government eSafety site at <https://www.esafety.gov.au/> and discuss online safety and privacy).
6. I will **only take photos and record sound and video** when granted permission by my teacher.
7. The school name, crest or uniform must not be used in any way which would result in a negative impact for the school and its community. I will not post photos, audio or video of such online.
8. I will use my iPad lawfully and in accordance with the *Appropriate Use/Behaviour of School Network* guidelines regarding **ethical use** of equipment, technology, use of legal software, use of the Internet and the protection of personal data.
9. For security reasons, I am **not to share account names and passwords** with anyone unless requested by Palmview State Primary School staff.
10. I am **responsible for the security and use of my iPad** while at Palmview State Primary School.

I have read and understand the Student iPad SRS, Student Code of Conduct and the above Student ICT Use Agreement. Current versions of these forms can be found on the school's website.

I agree to abide by the guidelines outlined in these documents.

I am aware that non-compliance or irresponsible behaviour will result in consequences determined by the school

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent/Carer Name: \_\_\_\_\_ Parent/Carer Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



Our school community provides a chaplaincy program endorsed by the School's Parents and Citizens Association which is available on a voluntary basis to all students. The chaplain is involved in a range of activities which happen at this school that are free of religious, spiritual and/or ethical content. These activities are available to all students on a voluntary basis unless a parent or guardian requests in writing that this is not to occur for their child/ren.

Chaplains may also be involved in activities with religious, spiritual and/or ethical content and additional consent is sought from parent/guardians for these specific activities. Prior to commencement of any additional activities with religious, spiritual and/or ethical content in the school, parents/guardians will be advised through the school newsletter and website.

Please complete both sides below.

<p><b>Options for Voluntary Student Activities without Religious, Spiritual and/or Ethical Content.</b></p> <p>These activities without religious, spiritual and/or ethical content provided at the school through the chaplaincy program are available to students on a voluntary basis if a parent or guardian has given consent in writing.</p> <p>Some examples are, but not limited to, breakfast clubs, coaching sporting teams, mentoring programs, outdoor education programs, one-to-one meeting with the chaplain for support, lunch time activities and support school camps.</p> <p><b>Please tick one of the boxes below:</b></p> <p><input type="checkbox"/> I give my consent for my child to participate in these activities <b>without</b> religious, spiritual and/or ethical content.</p> <p><input type="checkbox"/> I do not give my consent for my child to participate in these activities.</p>	<p><b>Options for Voluntary Student Activities with Religious, Spiritual and/or Ethical Content.</b></p> <p>These activities with religious, spiritual and/or ethical content provided at the school through the chaplaincy program are available to students on a voluntary basis if a parent or guardian has given consent in writing.</p> <p>Some examples are, but not limited to, one-to-one meeting with the chaplain for religious and spiritual support, lunch time activities and groups visiting the school for performances e.g. support programs for students</p> <p><b>Please tick one of the boxes below:</b></p> <p><input type="checkbox"/> I give my consent for my child to participate in these activities <b>with</b> religious, spiritual and/or ethical content.</p> <p><input type="checkbox"/> I do not give my consent for my child to participate in these activities.</p>
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**I understand that, where I agree that my child can participate in the chaplaincy program, this information will be passed on to the school chaplain.**

Student Name:	
Parent/Carer Name:	
Parent/Carer Signature:	Date: ____ / ____ / ____



## QParents Registration

QParents is a secure, online portal that has been created by the Department of Education to provide parents of Queensland state school students with 24-hour access to their child's information.

The portal allows you to securely access information about your child and communicate directly with your child's school.

### Features of QParents

QParents provides secure, online access to student information such as:

- Excursion consent
- attendance details
- update student details
- report cards
- upcoming events
- invoices
- payment history
- student photo.

To make the QParents registration process as smooth as possible, please help us out by filling out the details below and returning them to the school office.

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.

### 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.

<b>Student Name:</b>	
<b>Student Year Level:</b>	
<b>Name of Preferred QPAO:</b>	
<b>QPAO's Email Address:</b>	
<b>QPAO's Mobile Phone Number:</b>	



## **Home Reading Program – Prep to Year 3**

Home Reading is an integral part of Palmview’s commitment to connect with families, and together grow and develop students reading. As part of our Home Reading Program, students in our younger year levels have access to designated and specialised home reading resources.

To support the needs of all students, a Home Reading Book should be read over the two nights and then returned to school.

- **Monday** – a home reader is sent home
- **Wednesday** - the student returns their reader and a new reader is sent home
- **Friday** – student returns their reader.

**Students are expected to participate in the program.**

Each class teacher records the home reading book lent to a student. The book must be returned to the class teacher before a different one is borrowed.

Our School has invested in quality reading books for you child. The care is the responsibility of the student. Lost, damaged or unreturned *Home Reading Books* must be paid for by the parent/carer.

**The replacement cost of a lost Home Reading Book is \$10. An invoice will be issued for any missing/damaged home reader.**

I agree to reimburse the school for resources which are lost or damaged as part of the school’s Home Reading Program.

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent/Carer Name: \_\_\_\_\_ Parent/Carer Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



**Stephanie Alexander Kitchen Garden Program**

Our Stephanie Alexander Kitchen Garden program (SAKG) allows students to apply their learning in a real and authentic context.

The Stephanie Alexander Kitchen Garden (SAKG) Program is a fun, hands-on learning program delivering food and garden education. With strong curriculum integration and a focus on student wellbeing, collaboration and leadership, students learn to grow, harvest, prepare, cook and share fresh, seasonal, delicious food forming positive food habits for life. Students in years 3-6 rotate through garden and cooking lessons. In addition, it also offers students:

- life and practical skills
- student wellbeing and connectedness
- alternate ways of learning for increased engagement
- investigations into sustainability and food security.

At the end of each term students from Prep to Year 2 have the opportunity to explore the Kitchen and Garden with their buddy class. During this time P-2 students will work alongside their buddies in the garden and in the kitchen to prepare, cook and sample various foods.

As your child will be participating, please advise of any dietary requirements below.

Dietary requirements (i.e.: Coeliac, Lactose etc.)

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Please note dietary preferences are not requirements.

Cultural requirements (i.e.: Vegetarian, Halal etc.)

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Allergies

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Palmview State Primary School offers three separate Student Resource Scheme's (SRS) which you are invited to join. All the SRS's are supported by the school's P&C and are managed by the school. It operates under the policies and guidelines as set out by the Department of Education and Training FNM-PR-108: Student Resource Scheme and in accordance with section 51 of the Education (General Provisions) Act 2006.

Participation in the SRS is voluntary, and you are under no obligation to join. However, please be aware that books, iPads, instruments, materials and consumables required under this scheme are not funded by school grants and are provided on a user-pays basis. If you do not wish to participate in the scheme, you are still responsible for providing your child with the items that would otherwise be provided by the scheme. A detailed list of requirements is available from the office or our school website.

The purpose of the scheme is to provide you with a cost-effective, value for money alternative to purchasing textbooks, resources, consumables and materials including stationery resources, through reduced prices gained from the school's bulk purchasing processes. All year levels can access the SRS Curriculum and SRS iPad however the Instrumental Music SRS is only available for students who have indicated interest, have parental consent and received invitation to participate in the program.

The cost for participation in the schemes will be calculated at the end of each year for the following year. It will always work out financially viable to join the schemes rather than purchasing these items individually. Please complete the following form, indicating your choice of participation in the scheme/s. **If you do not elect to join the scheme, you are still required to complete the Participation Agreement form.**

The completed Participation Agreement Form will remain current for the entity of your child's schooling at Palmview State Primary School unless you notify us of changes in writing. Once this has been returned and the following year SRS fee amounts are finalised you will receive an invoice via email with amount owing and payment details. You will only receive an invoice for Instrumental Music if you have completed a further parental consent form issued through our music department.

#### **Other Financial Commitments**

The following information provides details of additional financial commitments **NOT** covered by the SRS that will be required to be purchased by the parent/guardian or will be invoiced separately by the school.

Commitments **NOT** included are

- Excursions – including swimming programs, year level excursions, camps or interschool sport
- Instrumental Music Program (including instrument hire) - Palmview State Primary School is running a separate Instrumental Music SRS. Please see the Instrumental Music SRS letter for further information
- Competitions
- Uniforms

#### **Payment Options**

Payment plans are available and can be organised by contacting the school administration team. The first payment must be received by the end of the first week of Term One and be finalised in full by the last week of Term Three. Payments can be made by EFT, Cheque, Centrepay, Direct Deposit, QKR, QParents or BPoint.

#### **Non-Participation in the scheme**

Whilst it is voluntary to join the SRS/s, parents who elect not to participate in the scheme/s will be issued a list of resources that you are required to provide directly to your student's teacher. A discussion with our Business Manager will also occur to around required art-based resources, library-based resources and participation in the Stephanie Alexander Kitchen Garden Program.

Anybody who joins the scheme but fails to pay the full contribution may be excluded from the scheme at the discretion of the Principal.

Please contact the Business Manager on [bsm@palmviewss.eq.edu.au](mailto:bsm@palmviewss.eq.edu.au) should you have any questions regarding the scheme.

# 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.

## 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 Schemes indicated below.** 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.

SRS Curriculum       SRS iPad       SRS Instrumental (program participation required)

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

SRS Curriculum       SRS iPad       SRS Instrumental (program participation required)

<b>School Name</b>	
<b>Form Return Date</b>	
<b>Student Name</b>	
<b>Year Level</b>	
<b>Parent Name</b>	
<b>Parent Signature</b>	
<b>Date</b>	

### Privacy Statement

The Department of Education collects the information you complete on the Participation Agreement Form in order to administer the Student Resource Scheme (SRS). The information will only be accessed by school employees administering the SRS. However, if required, some of this information may be shared with departmental employees for the purpose of debt recovery. Your information will not be given to any other person or agency unless you have given permission or the Department of Education is authorised or required by law to make the disclosure.



## Terms and Conditions

### Definition

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

### Purpose of the SRS

2. In accordance with the *Act*, the cost of providing instruction, administration and facilities for the education of students enrolled at state schools who are Australian citizens or permanent residents, or children of Australian citizens or permanent residents, is met by the State.
3. Parents are directly responsible for providing textbooks and other personal resources for their children while attending school.
4. The SRS enables a parent to enter into an agreement with the school to provide the resources as advised by the school 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.
32. 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

33. Parents experiencing financial hardship who are currently participating in or wish to participate in the SRS should contact the school to discuss options.
34. Principals may vary payment options, negotiate alternative arrangements and/or waive all or part of the participation fee for parents experiencing financial hardship.
35. The onus of proof of financial hardship is on the parent.
36. The school may require annual proof of continuing financial hardship.
37. 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 directly from the school.
- Parents not participating in the SRS should contact the school directly if they do not automatically receive the payment.





Dear Parent/Guardian,

The use of web based educational resources has risen steadily over the last decade and are increasingly being used by teachers across Queensland to improve student learning outcomes.

Our school and teachers make decisions about the best technology to meet the needs of our students. Sometimes it is beneficial for students to utilise services provided by third party web based providers.

Palmview State Primary School wishes to utilise the third party web based service provider/s listed below to aid students learning. For your student to use the service the teacher will need to register them as a user. Registering with these providers requires student personal information to be disclosed to the provider of the service. In the case of the services outlined below they are private companies that are hosted *onshore in Australia/ or outside of Australia*). Outside of Australia means that data that is entered to register for these sites will be stored on servers that are not based in Australia and therefore are not bound by Queensland's privacy laws. Registration may include disclosing the following information about your student:

- Student first name
- Year group and class teacher
- Student email

We need your permission for the registration and use of these sites by your student.

***Note: 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.***

Before you complete this consent form it is important that you understand the reasons that these websites collect this information, what will be done with it, who else may have access to it and where the data is stored. This information can be found in the hyperlinks below referring to each website's terms and conditions and/or privacy policy.

Please read these and ensure that you understand the implications of using this service before giving your consent. If you have any queries around the storage of student's information, please feel free to contact your class teacher or school administration on [admin@palmviewss.eq.edu.au](mailto:admin@palmviewss.eq.edu.au)

**Below are the third party web based service provider/s we will be using:**

**Name of Provider:** Apple School Manager

**Type of Service:** Apple School Manager is a web-based portal that helps IT administrators deploy iPad and Mac devices, providing students and staff access to various Apple services, including Classroom, Classwork, iWork, and Shared iPad; 200GB of non-personal iCloud storage; apps and books

**Website:** <https://school.apple.com>

**Terms of Use:** <https://school.apple.com>

**Privacy Policy:** <https://www.apple.com/au/privacy>

**File Storage:** Cloud based storage in the United States of America

**Name of Provider:** SeeSaw

**Type of Service:** The purpose of this website is to enable students to create, reflect and their learning with their teachers and parents.

**Website:** <https://web.seesaw.me/>

**Terms of Use:** <https://web.seesaw.me/terms-of-service>

**Privacy Policy:** <https://web.seesaw.me/privacy>

**File Storage:** Cloud based storage in the United States of America

**Name of Provider:** Reading eggs (3P Learning)

**Type of Service:** The purpose of this website is to promote and provide access to a product designed to develop a students ability to read English.

**Website:** <http://www.readingeggs.com.au> and <http://www.3plearning.com/au/>

**Terms of Use:** <http://readingeggs.com.au/privacy>

**Privacy Policy:** <http://readingeggs.com.au/terms>

**File Storage:** Cloud based storage in the United States of America

**Name of Provider:** Mathletics

**Type of Service:** The purpose of this website is to provide an adaptive online system that helps students to become fluent with their math facts.

**Website:** <https://community.mathletics.com/signin#/student>

**Terms of Use:** [www.3plearning.com/terms-conditions](http://www.3plearning.com/terms-conditions)

**Privacy Policy:** [www.3plearning.com/privacy-policy](http://www.3plearning.com/privacy-policy)

**File Storage:** Cloud based storage in the United States of America

**Name of Provider:** Padlet (Wallwisher Inc)

**Type of Service:** The purpose of this website is to enable students to create, reflect and their learning with their teachers and peers

**Website:** <https://padlet.com>

**Privacy Policy:** <https://padlet.com/about/privacy>

**File Storage:** Cloud based storage in the United States of America

**Name of Provider:** Book Creator

**Type of Service:** This service allows users to create and collaborate on digital books by combining audio, visual and text elements

**Website:** <https://bookcreator.com/>

**Terms of Use:** <https://bookcreator.com/terms-of-service>

**Privacy Policy:** <https://bookcreator.com/pp-row>

**File Storage:** Cloud based storage in the United States of America

**Name of Provider:** Epic! (GetEpic)

**Type of Service:** Online library of teacher created collections featuring ebooks, videos and quizzes. Teachers can track students' progress through the resources

**Website:** <https://www.getepic.com/educators>

Privacy policy: <https://www.getepic.com/school-privacy-promise>

Terms of use: <https://www.getepic.com/tos>

**File Storage:** Cloud based storage in the United States of America

**Name of Provider:** ClassDojo

**Type of Service:** Connects teachers with students to build online classroom communities

**Website:** <https://ww.classdojo.com/en-gb>

Privacy policy: <https://www.classdojo.com/en-gb/privacy/>

Terms of use: <https://www.classdojo.com/en-gb/terms/>

**File Storage:** Multiple locations – UK, US, India, Philippines and Japan

**Name of Provider:** Sphero Edu (Sphero Inc)

**Type of Service:** Sphero offers an educational hub that provides classroom STEM kits, robotics and coding activities that enable students to develop programming skills.

**Website:** <https://edu.sphero.com/>

Privacy policy: <https://sphero.com/pages/privacy>

Terms of use: <https://sphero.com/pages/terms-of-use>

**File Storage:** Cloud based storage in the United States of America



**Name of Provider:** Studyladder (Study Ladder PTY LTD)

**Type of Service:** Studyladder is a program that assists with the consolidation of all learning areas of the Australian Curriculum to increase the engagement of students with their learning.

**Website:** <https://www.studyladder.com.au>

Privacy policy: <https://www.studyladder.com.au/about/privacy>

Terms of use: <https://www.studyladder.com.au/about/terms>

**File Storage:** Cloud based storage outside of Australia

**Name of Provider:** Code.org

**Type of Service:** This program provides Prep to Year 12 students access to Computer Science coursework.

**Website:** <https://code.org/>

Privacy policy: <https://code.org/privacy>

Terms of use: <https://code.org/tos>

**File Storage:** Cloud based storage outside of Australia

**Name of Provider:** Prodigy Game

**Type of Service:** Prodigy Game is a program that assists with the consolidation of English and Maths within the Australian Curriculum to increase the engagement of students with their learning.

**Website:** <https://prodigygame.com>

Privacy policy: <https://prodigygame.com/Privacy-Policy/>

Terms of use: <https://prodigygame.com/main-en/terms-and-conditions/>

**File Storage:** Cloud based storage in USA

**Name of Provider:** Canva

**Type of Service:** Canva is a design platform for creating graphics, presentations, posters and other visual content with a library of images, fonts, templates and illustrations. Canva for Education provides eligible school members free access to full features of Canva Pro version.

**Website:** <https://www.canva.com/education/>

Privacy policy: <https://about.canva.com/privacy-policy/>

Terms of use: <https://www.canva.com/policies/terms-of-use/>

**File Storage:** Cloud based storage outside of Australia



Student's Name:
Year Level:

As a parent or guardian of this student, I have read the terms of use and privacy policy of each of the websites listed.

- Apple School Manager
- SeeSaw
- Reading eggs (3P Learning)
- Mathletics
- Padlet (Wallwisher Inc)
- Book Creator
- Epic! (GetEpic)
- ClassDojo
- Sphero Edu
- Studdy Ladder
- Code.org
- Prodigy Game
- Canva

I understand that my student's personal information (name, email, class) may be provided to these third party software providers for the purpose of my student's registration and use of the software programs and that this information may be stored outside of Australia.

***I further give consent to other programs and apps being added to this list in the future as deemed acceptable and approved by the Principal and the school P&C Committee.***

As a parent or guardian of this student, I have read the terms of use and privacy policy of each of the websites listed. If further websites are added I understand that I can view the terms of use and privacy policy of each website through the office or school website. I understand that my student's personal information will be provided to these third party software providers for the purpose of my student's registration and use of the software programs and that this information may be stored outside of Australia.

Parent/Guardian's Name:
Parent/Guardian's Signature:
Date:

**Privacy Notice**

*The Department of Education and Training is collecting your personal information on this form in order to obtain consent for disclosure of a student's personal information to facilitate registration and use of third party web based software identified on the form. The information will be used and disclosed by authorised school employees for the purposes outlined on the form.*

*Student personal information collected on this 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*



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For more information, contact:

Phone: (07) 5231 5222

Email: [enrolment@palmviewss.eq.edu.au](mailto:enrolment@palmviewss.eq.edu.au)

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Palmview QLD 4553

Web: [www.palmviewss.eq.edu.au](http://www.palmviewss.eq.edu.au)

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