



### 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 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 the school in the first instance.

### PROSPECTIVE STUDENT DEMOGRAPHIC DETAILS

Legal family name* (as per birth certificate)			
Legal given names* (as per birth certificate)			
Preferred family name			Preferred given names
Gender*	<input type="checkbox"/> Male	<input type="checkbox"/> Female	Date of birth*
Copy of birth certificate available to show school staff*	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Enrolment may not be approved without enrolling staff sighting the prospective student's birth certificate. An alternative to birth certificate will be considered where it is not possible to obtain a birth certificate (e.g. prospective student born in country without birth registration system. Passport or visa documents will suffice). This does not include failure to register a birth or reluctance to order a birth certificate. The requirement to sight the birth certificate does not apply where the prospective student has been previously enrolled in a state school and a birth certificate has been sighted. For international students approved for enrolment by EQI, a passport or visa will be acceptable.
For prospective mature age students, proof of identity supplied and copied*	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Prospective mature age students must provide photographic identification which proves their identity: <ul style="list-style-type: none"> <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
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
Email		
Occupation		
What is the occupation group of the parent/carer?	<input type="checkbox"/> (Please select the parental occupation group from the list provided at the end of this form. If parent/carer 1 is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the last occupation. If parent/carer 1 has not been in paid work in the last 12 months, enter '8')	<input type="checkbox"/> (Please select the parental occupation group from the list provided at the end of this form. If parent/carer 2 is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the last occupation. If parent/carer 2 has not been in paid work in the last 12 months, enter '8')
Employer name		
Country of birth		
Does parent/carer 1 or parent/carer 2 speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other - please specify _____	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other - please specify _____
	Needs interpreter? <input type="checkbox"/> Yes <input type="checkbox"/> No	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

## FAMILY DETAILS (continued)

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	<b>What is the <i>highest</i> year of schooling parent/carer 1 has completed?</b> (For people who have never attended school, mark 'Year 9 or equivalent or below')		<b>What is the <i>highest</i> year of schooling parent/carer 2 has completed?</b> (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	<b>What is the level of the <i>highest</i> qualification parent/carer 1 has completed?</b>		<b>What is the level of the <i>highest</i> qualification parent/carer 2 has completed?</b>	
Certificate I to IV (including Trade certificate)	<input type="checkbox"/>		<input type="checkbox"/>	
Advanced Diploma/Diploma	<input type="checkbox"/>		<input type="checkbox"/>	
Bachelor degree or above	<input type="checkbox"/>		<input type="checkbox"/>	
No non-school qualification	<input type="checkbox"/>		<input type="checkbox"/>	

## COUNTRY OF BIRTH\*

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

## PROSPECTIVE STUDENT LANGUAGE DETAILS

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

## EVIDENCE OF PROSPECTIVE STUDENT'S IMMIGRATION STATUS (to be completed if this person is NOT an Australian citizen)\*

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

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

Passport and visa details (to be completed for a prospective student who is NOT an Australian citizen).  
 NOTE: A permanent resident will have a visa grant notification with an indefinite stay period indicated.  
 For prospective students arriving in Australia as refugee or humanitarian entrants, either PLO 56 Immigration issued card or 'Document to travel to Australia' with 'stay indefinite' recorded must be sighted by the school.

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

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

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

**RELIGIOUS INSTRUCTION\***

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

## 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 <i>Family Law Act 1975</i> concerning the welfare, safety or parenting arrangements of the prospective student?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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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 domestic violence order, concerning the welfare, safety or parenting arrangements of the prospective student?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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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 Prospective student has no remaining semester allocation of state education					
Date enrolment processed		Year level		Roll Class		EQID
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 experiences 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/service 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 - 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)
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



## 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 an applicant 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 a 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.



This enrolment agreement sets out the conditions of enrolment and the responsibilities of the student, parents/carers and the School staff in the education of students enrolled at Gordonvale State High School.

**School Motto**

Gordonvale State High School is guided by our motto, Strive to Excel.

**School Policies and Procedures**

The school has a range of policies and procedures to guide the operation and management of the school.

⇒ All current policies and procedures can be found at <https://gordonvalehigh.eq.edu.au/our-school/rules-and-policies>

The school reserves the right to develop and review policies and procedures to suit the context of the school and/or Department of Education guidelines, policies and/or procedures.

**Responsibilities**

*Responsibility of student to:*

- attend school on time each and every day.
- have the resources required to participate in learning.
- actively participate in learning to the best of your ability.
- meet the school's behaviour expectations of:
  - I am RESPECTFUL.
  - I am RESPONSIBLE.
  - I am SAFE.
  - I STRIVE TO EXCEL.
- follow the school's policies and procedures.

*Responsibility of parents/carers to:*

- Inform the school if your child is subject to any court orders including out-of-home care arrangements under the Child Protection Act, family court orders or other court orders and provide a copy of appropriate documentation.
- Inform the school if there are any issues that may affect your child's ability to learn.
- Encourage and support your child to attend school on time each and every day.
- Inform the school if your child is going to be absent from school and provide an explanation for the absence.
- Encourage and support your child to actively participate in their learning to the best of their ability.
- Encourage and support your child to meet the school's behaviour expectations of:
  - I am RESPECTFUL.
  - I am RESPONSIBLE.
  - I am SAFE.
  - I STRIVE TO EXCEL.
- Encourage and support your child to follow the school's policies and procedures.
- Support the authority and behaviour management of the school to enable your child to develop self-discipline and accept responsibility for their actions.
- Actively participate in the education of your child by attending P&C meetings, school celebratory and information events and academic progress interviews.
- contact the appropriate staff member at the school to discuss any concerns you may have about your child's education or welfare.
- treat the school and staff with respect and courtesy at all times.



Responsibility of school and staff to:

- inform students and parents/carers about what students are learning and how they are progressing.
- implement effective teaching practices to ensure each and every student is achieving to the best of their ability.
- set high standards for student attendance, effort, behaviour and school work.
- contact parents/carers as soon as possible if there are concerns about a student's attendance, effort, behaviour or school work.
- consult parents/carers on any major issues affecting a student.
- encourage and support students to meet the school's behaviour expectations of:
  - I am RESPECTFUL.
  - I am RESPONSIBLE.
  - I am SAFE.
  - I STRIVE TO EXCEL.
- clearly articulate and communicate the school's policies and procedures.
- follow and apply the school's policies and procedures in a consistent, fair and transparent manner.
- openly welcome parents/carers to actively participate in the education of their child by inviting them to attend P&C meetings, school celebratory and information events and academic progress interviews.
- ensure that the parents/carers are aware of the school's record-keeping policy including the creation of a transfer note should the student enrol at another school.
- treat students and parents/carers with respect and courtesy at all times.

**Student Support Services**

The school employs trained staff to support the health and wellbeing of students. These staff include:

- Clontarf Academy
- Community Education Counsellor
- Guidance Officer
- Youth Health Nurse
- Youth Support Coordinator

**Local Area Excursions**

The school program involves a range of local area excursions which start after 9:00am and finish before 3:00pm. The school will advise parents/carers of these excursions in advance. Examples include but are not limited to: walking to local sporting venues (tennis courts, golf course, swimming pool, etc.), Cross Country, Gordonvale State School and Gordonvale Business Centre.

**School Sporting Activities and Events**

The school program involves a range of sporting activities and events including but not limited to the Athletics Carnival, Cross Country and the Swimming Carnival. The school will advise parents/carers of sporting events and associated risks in advance. All activities will be risk assessed by the school and supervised by appropriate staff.

**Disclaimer**

The Department of Education does not have personal accident insurance cover for students. If your child is injured as a result of an accident or incident while participating in an activity, all costs associated with the injury, including medical costs are the responsibility of the parents/carers. 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 an activity.



### **Dual Distribution**

In some cases parents/carers may not reside at the same residential address as their child. In this circumstance, the school will send a 'dual distribution' of correspondence.

Correspondence may include:

- Individual Student Information and Permission Notes.
  - The dual distribution is for information only.
  - Permission from the primary parent/carer will be accepted by the school.
  - Examples include but are not limited to: Attendance Meetings, Request to Share Student Information and Provision of Support Services.
- Activity Information Notes.
  - The dual distribution is for information only.
  - Examples include but are not limited to: local curriculum activities, extra-curricular activities and school events.
- Excursion Permission forms.
  - The dual distribution is for information only.
  - Permission from the primary parent/carer will be accepted by the school.
  - Examples include but are not limited to: curriculum excursions, extra-curricular activities and camps/trips.
- School Disciplinary Absence letters.
- Report Cards.
- Newsletter and email.



I agree to inform the school if my child is subject to any court orders including out-of-home care arrangements under The Child Protection Act, family court orders or any other court orders and provide a copy of appropriate documentation.

I have read all of the information contained in this Enrolment Agreement including any attached material.

I agree to meet my responsibilities.

I agree to meet the school's behaviour expectations:

- I am RESPECTFUL.
- I am RESPONSIBLE.
- I am SAFE.
- I STRIVE TO EXCEL.

I agree to follow the school's policies and procedures.

I give permission for my child to see staff trained to support them with their health and wellbeing.

I give permission for my child to participate in local area excursions.

I give permission for my child to participate in sporting activities and events which may include the high risk activities: javelin, discus and competitive swimming.

I am aware that the Department of Education does not have personal accident insurance cover for students.

I will pay to the school the costs detailed in this consent form for my child's participation in the activity.

In the event of an accident or illness, school staff may obtain or administer any medical assistance or treatment my child may reasonably require, including contacting my child's doctor or calling an ambulance.

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 enrolment and where relevant I will update this information.

**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/guardian. 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 parent/guardian. It is up to all parents/guardians 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.

Student Name	Parent Name	Staff Name on behalf of Gordonvale State High School
.....	.....	.....

Student Signature	Parent Signature	Staff Signature on behalf of Gordonvale State High School
.....	.....	.....

Date	Date	Date
.....	.....	.....



## INTRODUCTION TO THE STATE SCHOOL CONSENT FORM FOR GORDONVALE STATE HIGH SCHOOL

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

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

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

Your child's student materials:

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

## PURPOSE OF THE CONSENT

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

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

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

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

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





# Gordonvale State High School

## STATE SCHOOL CONSENT FORM

### VOLUNTARY

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

### CONSENT MAY BE LIMITED OR WITHDRAWN

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

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

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

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

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

### MEDIA SOURCES USED

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

- School website: [www.gordonvalehigh.eq.edu.au](http://www.gordonvalehigh.eq.edu.au)
- Facebook: [www.facebook.com/gordonvaleshs](http://www.facebook.com/gordonvaleshs)
- YouTube: n/a
- Instagram: n/a
- Twitter: n/a
- Other: n/a
- 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.

### WHO TO CONTACT

To return a consent, express a limited consent or withdraw consent please contact the school via email [admin@gordonvalehigh.eq.edu.au](mailto:admin@gordonvalehigh.eq.edu.au)

The school Principal or Deputy Principal should be contacted if you have any questions regarding consent.



**1. IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES**

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

- (a) Full name of individual: .....
- (b) Date of birth: .....
- (c) Name of school: .....
- (d) Name to be used in association with the person's personal information and materials\* (please select):
- Full name     First name     No Name     Other name .....

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

**2. PERSONAL INFORMATION AND MATERIALS COVERED BY THIS CONSENT FORM**

- (a) **Personal information** that may identify the person in section 1:
- ◆Name (as indicated in section 1)    ◆Image/photograph    ◆School name
  - ◆Recording (voices and/or video)    ◆Year level
- (b) **Materials created by the person in section 1:**
- ◆Sound recording    ◆Artistic work    ◆Written work    ◆Video or image

**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 (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;
  - promotional/advertising materials; and
  - presentations and displays.

**4. LIMITATION OF CONSENT**

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





**5. CONSENT AND AGREEMENT**

Person giving consent - 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 license 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:

- the identified materials will be used in accordance with the State School Consent Form
- reference to the identified person will be in the manner consented
- 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: .....

**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.



Dear Parent/Carer

**STUDENT RESOURCE SCHEME**

The cost of supplying textbooks for students and of purchasing equipment such as uniforms, drawing equipment, writing materials, consumable equipment is increasing each year. In an attempt to keep the rising costs financially manageable for most families, the school invites parents to consider the Student Resource Scheme.

The scheme has many benefits for both students and parents. Families who choose to become members of the Student Resource Scheme will have access to textbooks and some consumables within Technologies and The Arts subjects from the beginning of the school year. Students will also have access to wide range of supplementary resources not possible without the Student Resource Scheme.

Attached is the Participating Agreement Form for Student Resource Scheme operated by our school and endorsed by our Parents and Citizens' Association. The Participating Agreement Form will be completed during your student's enrolment interview.

It is a requirement of the Department of Education that the Participating Agreement Form is completed and signed, by the parent/ carer. This should be done irrespective of whether or not you wish to join the scheme, as indicated by ticking either the 'Yes' or 'No' box on the form.

Parents/carers are now able to participate in the scheme for the duration of their student's enrolment at our school, saving the need to return the agreement each year. Parents/carers are also free to opt out in any year by advising the Business Manager before the invoice due date.

Should you have any questions about the scheme please contact me or the Business Manager, Sharlene Brosseuk on 4043 3222. we will be able to assist with a payment arrangement if you wish to make instalment payments.

We look forward to you participating in this scheme, and value the opportunity to provide this service to parents and students.

Kind Regards,

Mr Geoff Moore  
Principal



The school operates a Student Resource Scheme (SRS) under Education Queensland guidelines. The scheme aims to provide all student with the necessary basic textbooks and associated learning materials at considerable savings to parents. Parents have a choice of either joining the scheme OR privately purchasing all the various textbooks, novels and other materials as well as paying for all other items included in the scheme. Personal stationery items are not provided as part of the scheme and need to be purchased by students. For further information regarding the SRS please see the school website. The SRS charges have been fixed for two years (2022-2023). During 2023 the SRS charges will be reviewed by the school and endorsed by our Parents & Citizens' Association.

**What are the costs involved?**

Students in Years 7-10 will pay a flat fee of \$240. Participants will be required to pay the following amounts by the due dates shown or can make payment in full by the first instalment date. See all payment options below.

SRS Instalment due by:	23 February 2024	3 May 2024	12 July 2024	Total
Years 7-10	\$80	\$80	\$80	\$240

Students in Years 11-12 will pay a flat fee of \$270 plus additional subject charges. Participants will be required to pay the following amounts by the due dates shown or can make payment in full by the first instalment date. See all payment options below.

SRS Instalment due by:	23 February 2024	3 May 2024	12 July 2024	Total
Years 11-12	\$90	\$90	\$90	\$270
Visual Art	\$20	\$20	\$20	\$60
Visual Arts in Practice	\$20	\$20	\$20	\$60
*Cert III in Early Childhood Education and Care	\$20	\$20	\$30	\$70
*Cert II in Engineering Pathways	\$40	\$40	\$30	\$110
*Cert III in Fitness	\$140	\$140	\$150	\$430
*Cert II in Hospitality	\$30	\$30	\$30	\$90

\* **Student Resource Scheme 2024** will be reviewed by the school and endorsed by our Parents & Citizens' Association during 2023. The fees listed on this page are valid for 2022-2023.

**\*Certificate Courses through External Providers**

The school will offer certificate courses through external providers from time to time. Currently, certificates/subjects are offered through Binnacle Training, Brisbane School of Distance Education and Cairns School of Distance Education. The cost of these subjects will be discussed on enrolment of the subject and payment for the course needs to be paid in advance. Prices are correct at time of printing but may be subject to change.



# Gordonvale State High School

## STUDENT RESOURCE SCHEME 2024

### PAYMENT OPTIONS

BPoint is the school preferred payment method. The link is shown on your invoice, or you can type <https://www.BPOINT.com.au/payments/dete> into your web browser. The web link will open up a new secure window. Enter the payment information into the fields, CRN, invoice number, student name and amount. This information can be found on the invoice/statement provided to you by the school.

Qkr! By MasterCard, the secure and easy way to pay for school items from your phone at a time and place that suits you. Download Qkr! On your Android phone or iPhone, iPad users can download the iPhone app. Step 2 is to Register then find Gordonvale State High School, add a profile then make a payment.

Direct Deposit - To perform a direct deposit into the school account please contact the school for our Bank Account Details on 4043 3222.

In Person - Payment by cash or EFTPOS (includes Visa or MasterCard) at the office from 8:00am until 4:00pm.

Centrepay Deductions - Payments by Centrepay deductions can be arranged through the school office from 8:00am until 4:00pm.

Credit Card Payment - Contact BPoint on 1300 631 073 and quote your CRN and invoice number as listed on your invoice.



**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.

**PAYMENT**

- YES** I wish to participate in the Student Resource Scheme. I have read and understood the Terms and Conditions of the scheme (see reverse) and agree to abide by them and to pay the annual participation fee in accordance with the selected payment arrangement. I understand that I can opt out of participation in the SRS in any year by completing a new Participation Agreement Form.
- NO** I have read the terms and conditions and I do not wish to participate in the Student Resource Scheme. I understand I must provide my child with all items that would otherwise be provided by the SRS as detailed in the information provided by the school. I understand that I can choose to join the SRS in future years by completing a new Participation Agreement Form.

<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>	





**TERMS AND CONDITIONS OF THE STUDENT RESOURCE SCHEME**

**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.

**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 it's 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 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.



# Gordonvale State High School

## CHAPLAINCY AND STUDENT WELFARE WORKER SERVICES

### PARENT/STUDENT CONSENT FORM

Gordonvale State High School provides a Chaplaincy/Student Welfare Worker service, which is approved by the school's P&C Association and is available to all students. The Chaplain is employed through Scripture Union Queensland. Chaplains and student welfare workers provide social, emotional and spiritual support to students and the school community and are inclusive of and show respect for all religious and non-religious beliefs and other stances represented in the school community.

Information about the school's Chaplain is available on the school's website and through newsletters. Further information about the chaplaincy and student welfare worker program, including definitions, is located on the department's website at <https://education.qld.gov.au/students/student-health-safety-wellbeing/student-support-services/chaplaincy-student-welfare-worker-services>.

To utilise this service for your student, your written informed consent is required. The focus of these meetings, which may occur during lesson time or within the broader school day, will be determined by the student's needs, however Chaplains and student welfare workers are not allowed to provide counselling. If a referral to an external agency or service is required, the Chaplain must have the approval of the principal, deputy principal or guidance officer and your consent.

The meetings with the Chaplain are confidential and the Chaplain may record what happened or was said during the meetings. These notes will be securely stored at the school and may be viewed by the student, if requested.

There may be times when the Chaplain is required to disclose confidential information provided by the student to the principal. The principal may be required to inform you, the Queensland Police Service and/or Child Safety Services. This would happen if:

- a person is at risk of harm, or being harmed;
- the student plans to, or is harming themselves; the student has harmed, or is planning to harm, another person; or a law has been broken.

Consent provided on this form will be considered valid for the duration of the student's enrolment at Gordonvale State High School. Consent provided may be withdrawn at any time by notifying the school principal in writing or by completing and submitting another Chaplaincy and student welfare worker services parent/student consent form. The reason the student accesses this support service, and the outcome of any consultation with them, will not be disclosed without your consent, unless required by law.

### PARENT/STUDENT CONSENT FORM

Student Name: ..... DOB: .....

Please indicate whether you consent to your student accessing the school chaplain and any associated activities.

I **CONSENT** for my student to receive support from the School Chaplain and participate in any associated activities.

I **DO NOT CONSENT** for my student to receive support from the School Chaplain and participate in any associated activities.

Parent/carer or Student Signature: ..... Date: .....

Please print name: .....

#### Privacy Notice

The Department of Education is collecting personal information about the student in this form for the purpose of recording consent for participation in one-on-one meetings with the school's chaplain or student welfare worker. This form will be stored securely at school and only be accessed by the chaplain/student welfare worker, the school's student support team and the principal. The personal information collected here will not otherwise be used or disclosed unless you consent, or the use or disclosure is authorised by law.



**STUDENT**

I understand that the school's ICT network provides me with access to a range of essential learning tools, including the internet. I understand that the internet can connect me to useful information stored on computers around the world.

While I have access to the school's ICT network:

- I will use it only for educational purposes;
- I will not undertake or look for anything that is illegal, dangerous or offensive;
- I will not reveal my password or allow anyone else to use my school account;
- I will not attempt to gain unauthorised access or tamper with the network;

If I accidentally come across something that is illegal, dangerous or offensive, I will:

- Clear any offensive pictures or information from my screen, and
- Immediately, quietly inform my teacher.

If I receive any inappropriate emails at school I will tell my teacher.

When using e-mail or the internet I will not:

- reveal names, home addresses or phone numbers – mine or that of any other person;
- Use the school's ICT network (including the internet) to annoy, threaten, harass or offend anyone else.

I understand that if the school decides I have broken the rules for using its ICT network, appropriate action will be taken, which may include loss of access to the network (including the internet) for a period of time.

Student Name: .....

Signature: ..... Date: .....

**PARENT/CARER**

I understand that the school provides my child with access to the school's ICT network (including the internet) for valuable learning experiences.

I also understand that this will give my child access to information on computers from around the world; that the school cannot control what is on those computers; and that a small part of that information can be illegal, dangerous or offensive.

I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful Information should depend finally upon responsible use by students.

I believe my student understands this responsibility, and I hereby give my permission for him/her to access and use the school's ICT network (including the internet) under the school rules. I understand that students breaking these rules will be subject to appropriate action by the school. This may include loss of access and usage of the school's ICT network for some time. For further details of unacceptable/inappropriate use, please refer to GSHS Information and Communication Policies.

Parent/Carer Name: .....

Parent/Carer Signature: ..... Date: .....





## USING VIRTUAL REALITY EQUIPMENT AGREEMENT

This document is the Gordonvale State High School policy for students regarding acceptable use of the virtual reality facilities and devices. Students and parents/carers are required to sign this document acknowledging that they have read and understood the policy. Student access to virtual reality facilities will not be provided without a signed 'Using Virtual Reality Equipment Agreement'.

### SCHOOL RULES

**The following rules apply to all areas in the school where there is access to computers with virtual reality associated equipment. This also includes furniture, chairs and decals.**

- Normal school rules apply in all areas where there is virtual reality equipment.
- Virtual reality areas must be left in which they are found, clean and tidy.
- Shifting computer or virtual reality equipment or interfering with cables is prohibited.
- School bags are to be kept away from virtual reality and placed in a designated area for safety reasons.
- Students are not permitted to have food and/or drink near virtual reality equipment.
- Students are required to familiarise and practice the virtual reality safety rules of the school.
- Some students may experience discomfort such as nausea, motion sickness, dizziness, disorientation, headache, fatigue, or eye strain when using virtual reality, it is the student's responsibility to identify if this is happening and remove the headset.
- Users experiencing difficulties with virtual reality or the network are to report the matter to their teacher who will subsequently report the matter to the Network Manager.
- Standard equipment hygiene practices to be used when using virtual reality.
- The virtual reality computer facilities are provided to students for the purposes of:
  - Providing them with school approved resources aimed at enhancing their education.
  - helping them understand future technologies and employment opportunities.
  - providing them with facilities needed for producing and experiencing **school related projects**.
- Students must not copy or transfer files or programs from the network, Internet or any other device into home drives unless directed to do so by a teacher or supervisor.
- Students must keep backup file copies of their own work,
- Any attempt to circumvent the policies of the network or put at risk the security of the network in the opinion of the Network Administrator will be considered a breach of the agreement.

### USING EQUIPMENT

While student access to virtual reality is encouraged, principles of usage need to be understood and appreciated. These services are provided for school work only.

The equipment is not free. Gordonvale State High School has invested in hardware and software requirements to deliver an exciting and engaging virtual reality experience. Students have a responsibility to respect and **treat the equipment with care**, this will ensure all students get to enjoy the technology.

#### Student:

I understand that the virtual reality equipment is only to be used for the manner in which it is intended and I will abide by the following:

- I will only use it for **educational** purposes.
- I will not use it for private/personal use or to look for anything that is illegal, dangerous or offensive.
- If I accidentally find something that is illegal, dangerous or offensive, I will:
  - clear any offensive pictures or information from my screen or ICT devices; and
  - immediately, quietly, inform my teacher.
- I will not use the hardware in the manner that it was not intended.
- I will adhere to the **virtual reality safety rules** at all times.
- I will stop and rest if I feel discomfort.
- I will not touch or enter the immersive space of any student/person that is immersed in virtual reality.



# Gordonvale State High School

## USING VIRTUAL REALITY EQUIPMENT AGREEMENT

I understand that the school and the Education Department **monitor** both the internet computer network and virtual reality equipment, if the school or Department decides I have broken these rules, appropriate action will be taken. Any attempt to circumvent the policies will be considered a breach of the Agreement. Consequences of any breach may include my access being disabled (i.e. no school computer/virtual reality access) for specified durations.

Student Name

Year Level

.....

.....

Date of Birth

Student's Signature

.....

.....

### Parent/Carer:

I understand that computers with virtual reality can provide students with valuable learning experiences.

I also understand that the Internet gives access to information on computers around the world, that the school cannot control what is on those computers and that some of that information can be illegal, dangerous or offensive.

I accept that, while teachers will always exercise their duty of care, caring for equipment and students personal health and safety must depend finally upon responsible use by students.

I believe ..... (name of student) understands this responsibility and I hereby give my permission for him/her to access the computers and virtual reality under the school rules. I understand that students breaking these rules will be subject to appropriate action by the school. This may include loss of computer and/or virtual reality and/or Network access for some time.

Parent/Carer's Name

.....

Parent/Carer's Signature

Date

.....

.....

**This Agreement remains active while the student is enrolled at Gordonvale State High School.**

### Office use only

Student EQ number: .....

Date actioned: .....

*Place on Student File; notify Network Administrator if agreement is not returned/signed.*

*(Reviewed Feb 2019)*



## INTRODUCTION TO THE ONLINE SERVICES CONSENT FORM FOR GORDONVALE STATE HIGH SCHOOL

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

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

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

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

### About the Online Services

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

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

#### *Student information*

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

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

#### *Student works*

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

#### *Parent information*

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

### Purpose of the consent

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

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

It should be noted that, in some instances, the school may be required or authorised 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.



# Gordonvale State High School

## ONLINE SERVICES CONSENT FORM

### **Voluntary consent provision**

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

### **Consent may be limited or withdrawn**

You can withdraw your consent at any time by notifying the school in writing (by email or letter). The school will confirm the receipt of your request via email if you provide an email address.

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

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

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

### **Duration of consent**

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

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

### **Who to contact**

To return the form, express a limited consent, withdraw consent or ask questions regarding consent, please contact Mechelle Zucco, Resource Centre Manager on 4043 3222 or [mzucc2@eq.edu.au](mailto:mzucc2@eq.edu.au)



**Privacy Notice**

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

This form is to be completed by:

- Parent/carer\*;
- Student over 18 years; or
- Student with independent status

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

**1. IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES**

Full name of student: .....

**2. INFORMATION COVERED BY THIS CONSENT FORM**

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

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

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

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

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

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

- Student assessment
- Student projects, assignment, portfolios
- Student image, video, and/or audio recording
- Sensitive information (e.g. medical, wellbeing)
- Name and/or contact details (e.g. email, mobile phone number) of student's parent



### 3. APPROVED PURPOSE

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

- For your child to register an account for the online services.
- For your child to use the online services in accordance with each service's *terms of use and privacy policy* (including service provider use of the information in accordance with their *terms of use and privacy policy*).
- For the school to:
  - administer and plan for the provision of appropriate education, training and support services to students
  - assist the school and departmental staff to manage school operations and communicate with parents and students

### 4. TIMEFRAME FOR CONSENT

The consent granted by this form is for the duration of the student's current phase of learning (i.e. Years 7-9 and 10-12). Consent is obtained upon enrolment and renewed when students move into a new phase of learning (e.g. minimum every four years).

### 5. CONSENT FOR ONLINE SERVICES

For each online service listed below, please indicate your choice to **give consent** or **not give consent** for the information outlined in Section 2 to be disclosed to the online service in accordance with the purpose outlined in Section 3, and for the timeframe specified in Section 4.

Service name:	<b>ClickView</b>	Data hosting:	<b>Onshore</b>	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	<a href="https://www.clickview.com.au/">https://www.clickview.com.au/</a>				
Purpose of use:	ClickView curates the best educational videos from Renowned content providers and free-to-air TV channels				
Terms of use:	<a href="https://www.clickview.com.au/terms-and-conditions/">https://www.clickview.com.au/terms-and-conditions/</a>				
Privacy policy:	<a href="https://www.clickview.com.au/privacy-policy">https://www.clickview.com.au/privacy-policy</a>				

Service name:	<b>ASX</b>	Data hosting:	<b>Onshore</b>	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	<a href="https://www.asx.com.au/education/shares-education.htm">https://www.asx.com.au/education/shares-education.htm</a>				
Purpose of use:	ASX offers an educational platform which enables users to access online courses, attend webinars, watch investment videos and play and practise share market games to develop knowledge in the financial market exchange				
Terms of use:	<a href="https://www.asx.com.au/about/terms-use.htm">https://www.asx.com.au/about/terms-use.htm</a>				
Privacy policy:	<a href="https://www.asx.com.au/about/privacy-statement.htm">https://www.asx.com.au/about/privacy-statement.htm</a>				

Service name:	<b>Kahoot</b>	Data hosting:	<b>Offshore</b>	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	<a href="https://kahoot.it">https://kahoot.it</a>				
Purpose of use:	Kahoot! is a game based learning program. It provides the ability to create, discover, play and share fun learning quizzes, surveys and activities for any subject, in any language, on any device, for all ages				
Terms of use:	<a href="https://kahoot.com/terms-and-conditions/">https://kahoot.com/terms-and-conditions/</a>				
Privacy policy:	<a href="https://kahoot.com/privacy-policy/">https://kahoot.com/privacy-policy/</a>				





**6. CONSENT AND AGREEMENT**

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

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

*I have read the explanatory letter, or it has been read to me. I have had the opportunity to ask questions about it and any questions that I have asked have been answered to my satisfaction. By signing below, I consent for the information outlined in Section 2 and any additional consent requirements outlined in Section 5 to be disclosed to the online services in accordance with the purpose outlined in Section 3 and for the timeframe specified in Section 4.*

Print name of student: ..... Signature of student\*: .....

Print name of consenter: ..... Signature of consenter: .....

Date: ..... Date: .....

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

**SPECIAL CIRCUMSTANCES**

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

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

⇒ **Witness - for consent from an independent student or where the explanatory letter and the form were read**

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

Print name of witness: ..... Signature of witness: .....

Date: .....

⇒ **Statement by the person taking consent - when it is read**

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

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

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

A copy of the explanatory letter has been provided to the person giving consent.

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

Signature of person taking the consent: .....