



**Craigslea**  
State High School

**2027**

# **Enrolment Pack**



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## Enrolment Check Sheet

**Student Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Year Level Commencing:** Year \_\_\_\_\_ **Year Commencing:** 2026 / 2027 (please circle)

**Why Craigslea State High School?** \_\_\_\_\_

Please use the Check List below to ensure you have all documents and forms **completed in full before the Enrolment Interview.**

**All documentation listed here is to be completed prior to the Enrolment Interview**

Enrolment	
	Application for Student Enrolment Form
	Enrolment Agreement Form
	State School Media Consent Form
	Acceptable Use of ICT Facilities & Devices Policy
	Responsible Use of BYOx (Department of Education Form)
	Student Resource Scheme Participation Agreement Form

Identification Information Form		
Yes	No	Student with Disabilities
Yes	No	Literacy and Numeracy Intervention (LANI)
Yes	No	English as an Additional Language / Dialect (EALD)



## Enrolment Check Sheet (Continued)

### Subject Selection

	Subject Selection Form
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### Craigslea Music Academy

Yes	No	Instrumental Music Enrolment Application Form (if applicable)
Yes	No	Vocal Program Application Form (if applicable)

In preparation for your Enrolment Interview please bring the following documentation with you for verification. Please tick the relevant box which relates to this student's application:

#### Student born in Australia:

	Student Birth Certificate
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#### Student not Born in Australia and DO have Australian Citizenship

	Australian Citizenship Certificate
	Student Passport
	Student Visa

#### Student not Born in Australia and DO NOT have Australian Citizenship

	Student Passport
	Student Visa

#### Parent/Caregiver Details: If Parent/Caregiver is born outside of Australia

	Parent/Caregiver's Passport with Date of Arrival Stamp
	Parent/Caregiver's Visa <u>OR</u> Australian Citizenship Certificate

#### Proof of Address - Please submit a copy of both documents

	Proof of Residential Address – Rental Agreement or Rates Notice
	Proof of Residential Address – Recent Utility Invoice

#### Reports

	Copy of the Student's last two end of Semester Reports
	Most recent NAPLAN ( Yr3, Yr 5 , Yr 7 <u>or</u> Yr 9)
	Any current Medical or Academic Support Plans
	If any custody issues apply please provide a copy of all official court orders



# Application for student enrolment form

## INSTRUCTIONS

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

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

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

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

## PRIVACY STATEMENT

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

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

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

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

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

## PROSPECTIVE STUDENT DEMOGRAPHIC DETAILS

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

**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	What is the <b>highest</b> year of schooling parent/carer 1 has completed? (For people who have never attended school, mark 'Year 9 or equivalent or below')			What is the <b>highest</b> year of schooling parent/carer 2 has completed? (For people who have never attended school, mark 'Year 9 or equivalent or below')		
Year 9 or equivalent or below	<input type="checkbox"/>			<input type="checkbox"/>		
Year 10 or equivalent	<input type="checkbox"/>			<input type="checkbox"/>		
Year 11 or equivalent	<input type="checkbox"/>			<input type="checkbox"/>		
Year 12 or equivalent	<input type="checkbox"/>			<input type="checkbox"/>		
Parent/carer non-school education	What is the level of the <b>highest</b> qualification parent/carer 1 has completed?			What is the level of the <b>highest</b> qualification parent/carer 2 has completed?		
Certificate I to IV (including trade certificate)	<input type="checkbox"/>			<input type="checkbox"/>		
Advanced Diploma/Diploma	<input type="checkbox"/>			<input type="checkbox"/>		
Bachelor degree or above	<input type="checkbox"/>			<input type="checkbox"/>		
No non-school qualification	<input type="checkbox"/>			<input type="checkbox"/>		

**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 _____
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**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.	Do you want the prospective student to participate in religious instruction?
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.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Parents/carers may change these arrangements at any time by notifying the principal in writing.	If 'Yes', please nominate the religion:

**PROSPECTIVE STUDENT ADDRESS DETAILS\***

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

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

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

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

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

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

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

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

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

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

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

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

Are there any current orders made pursuant to the <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
If yes, what are the dates of the court order? Please provide a copy of the court order.	Commencement date      / /
	End date      / /

**Other Court Orders\***

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

**APPLICATION TO ENROL\***

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

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

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

**Office use only**

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



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

Application for Student Enrolment Form SEF – 1 V8

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

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

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

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

**Defence Forces** commissioned officer

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### Office assistants, sales assistants and other assistants:

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

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

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

#### Labourers and related workers

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

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

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

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



## State schools standardised medical condition category list

Application for Student Enrolment Form SEF – 1 V8

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



# Application to enrol in a Queensland state school

Application for Student Enrolment Form SEF – 1 V8

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

## Entitlement to enrolment

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

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

## Prospective student

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

## Parent's occupation and education

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

## Court Orders

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

## Name on enrolment form

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

## Gender

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

## Religious Instruction

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





## Enrolment Agreement

This Enrolment Agreement sets out the responsibilities of the student, parents / caregivers and the school staff about the education of students enrolled at Craigslea State High School.

### Responsibility of the Student to:

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

### Responsibility of the Parents / Caregivers to:

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

### Responsibility of the School Staff to:

- design and implement engaging and flexible learning experiences for individuals and groups of students
- inform parents / caregivers regularly about how their children are progressing
- design and implement intellectually challenging learning experiences which develop language, literacy and numeracy
- create and maintain safe and supportive learning environments
- support personal development and participation in society for students
- foster positive and productive relationships with families and the community
- inform students, parents / caregivers about what the teachers aim to teach the students each term
- teach effectively and to set high standards in work and behaviour.



### Responsibility of the School Staff to: (Continued)

- clearly articulate the school's expectations regarding the Student Code of Conduct and the Student Dress Code policy
- ensure that parents / caregivers are aware that the school does not have personal accident insurance cover for students
- advise parents / caregivers of extra-curricular activities operating at the school in which their child may become involved (for example Program of Chaplaincy Services, sports programs)
- set, mark and monitor homework regularly in keeping with the school's homework policy
- contact parents / caregivers as soon as possible if the school is concerned about the child's school work, behaviour, attendance or punctuality
- notify parents / caregivers of an unexplained absence of their child as soon as practicable on the day of the student's absence (allowing time for parents / caregivers to respond prior to the end of the school day)
- deal with complaints in an open, fair and transparent manner in accordance with [departmental policy](#)
- treat students and parents / caregivers with respect.

I accept the rules and regulations of Craigslea State High School as stated in the school policies that have been made available to me either in hard copy or on the school website as follows:

- Student Code of Conduct
- Homework, Assessment Policies
- Student Responsible Usage of Internet, Intranet and Extranet
- Appropriate use of Mobile Phones and other Electronic Devices by Students
- Use of Photos for Positive Publicity – State School Media Consent Form provided
- Chaplaincy Involvement at School
- Student Dress Code
- Student Absences
- Student Resource Scheme
- Complaints Management

I acknowledge:

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

Student Signature

Parent/Caregiver Signature

On behalf of Craigslea State High School

Date



## State School Consent Form

### Introduction to the State School Consent Form (attached) for Craigslea 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 licence for the student materials to be published online or in other public forums. It also allows your child's personal information and student materials to be presented in part or alongside other students' achievements.

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

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

### Voluntary

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

## Consent may be Limited or Withdrawn

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

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

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

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

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

## Media Sources used

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

- School website: <https://www.craigsleashs.eq.edu.au>
- Facebook: <https://www.facebook.com/pages/Craigslea-State-High-School>
- Instagram: <https://www.instagram.com/craigsleashs/>
- LinkedIn <https://au.linkedin.com/company/craigslea-state-high-school>
- Local newspaper
- School newsletter
- Traditional and online media, printed materials, digital platforms' promotional materials, presentations and displays.

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

## Duration

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

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

## Who to Contact

To return a consent, express a limited consent or withdraw consent please contact [admin@craigsleashs.eq.edu.au](mailto:admin@craigsleashs.eq.edu.au).

The Administration Office should be contacted if you have any questions regarding consent.



## State School Consent Form

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

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

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

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

(c) Name of school: Craigslea State High School .....

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

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

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

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

### 2 PERSONAL INFORMATION AND MATERIALS COVERED BY THIS CONSENT FORM

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

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

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

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

### 3 APPROVED PURPOSE

If consent is given in section 6 of the form:

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

### 4 TIMEFRAME FOR CONSENT

**School representative to complete.**

(a) Timeframe of consent: duration of enrolment.

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

### 5 LIMITATION OF CONSENT

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



## 6 CONSENT AND AGREEMENT

### ► CONSENTER – I am (tick the applicable box):

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

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

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

Print name of student .....

Print name of consenter .....

Signature or mark of consenter .....

Date .....

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

Date .....

### SPECIAL CIRCUMSTANCES

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

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

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

Print name of witness .....

Signature of witness .....

Date .....

### ► Statement by the person taking consent – when it is read

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

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

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

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

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

Signature of person taking the consent .....

Date .....

### Privacy Notice

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



## Acceptable Use of Information and Communication Technology (ICT) Facilities and Devices Policy

Craigslea State High School provides computer resources, access to Local Area Networks and the Internet in an effort to support its primary objective of enhancing teaching and learning in a supportive school environment.

The school encourages students to use and become familiar with the use of information technology. Each computer workstation is configured to only allow student access to the programs and services that the school sees necessary. However, students must recognise that:

- **Under NO Circumstances** are these workstations to be reconfigured to suit the personal needs of a particular student, or for the purpose of running alternative software.
- When a student logs onto a computer, they are totally responsible for what happens on that computer until they logoff.
- Internet access is provided as a means of researching information for school subjects, not for personal use.

In order to have a computer account activated, this agreement must be signed by students and parents/caregivers and returned with the Enrolment forms. Parents/caregivers are encouraged to contact the Network Administrator if they require more information about this form.

I, \_\_\_\_\_ am the parent/caregiver of  
Parent/Caregiver Name - Please Print

\_\_\_\_\_  
Student Name

I have read and understood the above guidelines and I hereby give permission for my student to use the Internet and Local Area Network Computer services provided by Craigslea State High School and understand that my student is required to follow the above guidelines.

I further understand that there is a potential for my student to access information on the Internet that is inappropriate for school students. While I am aware that every reasonable effort will be made on the part of the staff of Craigslea State High School to restrict/monitor access to such information, I acknowledge that my student is ultimately responsible for the consequences from inappropriate computer usage, and for restricting themselves from inappropriate information.



## Student

I understand that the school's computer network can connect me to useful information.

While I have access to the computer network, I will follow all rules as stated in the school's computer access policy. In particular -

### **I will be the sole user of my network account and accept responsibility for my actions.**

- I will only use my own username, and will not share my password to anyone else.
- I will never try to evade, disable, modify, guess, or "crack" other users' password/s.
- I will not reveal any private information such as another person's password, name, address or phone number.
- I will use school computers and/or the school network for educational purposes **only**, as directed by the teacher in charge. Computers are **not** to be used for downloading personal content, games, viruses, plug-ins, programs, jokes, music lyrics, pornographic material, MP3/4 files, videos etc.
- I will not download and/or email to myself and/or others any inappropriate files (as deemed by system administrators) and/or store such programs in my home directories. If any such files are e-mailed to me by other people, then I will delete them immediately.
- I will not tamper with the computer network in any way, including adjusting the mouse, keyboard, speakers, monitors, computer chairs and/or cabling.
- I will not run any program and/or any executable code that is not on the desktop or in the Start menu.
- I will only use Internet Browsers for browsing the Internet, **not** the network and/or local drives and/or network drives.
- I will not access **any** chat/instant messaging services. I will not participate in any commercial and/or private transaction including (but not limited to) online trading, auctions, casinos, banking, shopping, etc., that may/does incur any cost and/or profit to myself and/or the school.
- I will not attempt to remotely access other computers on the school network.
- I will not deliberately waste printing and internet resources.
- I will not violate copyright laws which include plagiarism.
- I will not send annoying, offensive or abusive messages and/or jokes to any other person - this includes "broadcast" messages, e-mail, chat clients and instant messaging software.
- I will not look for any information that is illegal, pornographic, dangerous or offensive. If I accidentally come across something of this nature, then I will leave that site immediately, and quietly inform my teacher.
- I understand that the system administrator has the right to administer files that are not necessary for school use. Files deemed unacceptable and/or excessive by the administrator will be **automatically** deleted daily.

I understand that if the school decides if I have broken this agreement, then there will be consequences, depending on the severity of the incident. Consequences may include:

- Being denied access to the Internet and/or e-mail for a period of time.
- Being prevented from using the school's computers for a period of time.
- Being suspended from the school.
- In serious cases, I will be required to change to a subject that does not require computer use.

I have read and understand the above Acceptable use of ICT Facilities and Devices Policy and agree to adhere to all of the provisions.

---

Student Name - Please Print

Year Level of Enrolment

---

Student Signature

Date

---

Parent / Caregiver's Name – Please Print

---

Parent / Caregiver's Signature

Date

## Responsible use of BYOx

Our goal is to ensure the safe and responsible use of facilities, services and resources available to students through the provision of clear guidelines.

### Responsibilities of stakeholders involved in the BYOx program:

#### *School*

- BYOx program induction - including information on (but not responsible for) connection, care of device at school, workplace health and safety, appropriate digital citizenship and cybersafety
- network connection at school
- internet filtering (when connected via the school's computer network)
- some technical support (please consult Technical support table below)
- some school-supplied software e.g. Adobe, Microsoft Office 365
- printing facilities
- school representative signing of BYOx Charter Agreement.

#### *Student*

- participation in BYOx program induction
- acknowledgement that core purpose of device at school is for educational purposes
- care of device
- appropriate digital citizenship and online safety (for more details, see [eSafety](#))
- security and password protection - password must be difficult enough so as not to be guessed by other users and is to be kept private by the student and not divulged to other individuals (e.g. a student should not share their username and password with fellow students)
- some technical support (please consult Technical support table below)
- maintaining a current back-up of data
- charging of device
- abiding by intellectual property and copyright laws (including software/media piracy)
- internet filtering (when not connected to the school's network)
- ensuring personal login account will not be shared with another student, and device will not be shared with another student for any reason
- understanding and signing the BYOx Charter Agreement.

#### *Parents and Caregivers*

- participation in BYOx program induction
- acknowledgement that core purpose of device at school is for educational purposes
- internet filtering (when not connected to the school's network)
- encourage and support appropriate digital citizenship and cybersafety with students (for more details, see [eSafety](#))
- some technical support (please consult Technical support table below)
- required software, including sufficient anti-virus software
- protective backpack or case for the device
- adequate warranty and insurance of the device
- understanding and signing the BYOx Charter Agreement.

## Technical Support

	Connection:	Hardware:	Software:
Parents and Caregivers	✓ (home-provided internet connection)	✓	✓
Students	✓	✓	✓
School	✓ school provided internet connection	(dependent on school-based hardware arrangements)	✓ (some school-based software arrangements)
Device Vendor		✓ (see specifics of warranty on purchase)	

### The following are examples of responsible use of devices by students:

- Use mobile devices for:
  - engagement in class work and assignments set by teachers
  - developing appropriate 21<sup>st</sup> Century knowledge, skills and behaviours
  - authoring text, artwork, audio and visual material for publication on the Intranet or Internet for educational purposes as supervised and approved by school staff
  - conducting general research for school activities and projects
  - communicating or collaborating with other students, teachers, parents, caregivers or experts as part of assigned school work
  - accessing online references such as dictionaries, encyclopedias, etc.
  - researching and learning through the school's eLearning environment
  - ensuring the device is fully charged before bringing it to school to enable continuity of learning.
- Be courteous, considerate and respectful of others when using a mobile device.
- Switch off and place out of sight the mobile device during classes, where these devices are not being used in a teacher directed activity to enhance learning.
- Use the personal mobile device for private use before or after school, or during recess and lunch breaks.
- Seek teacher's approval where they wish to use a mobile device under special circumstances.

### The following are examples of irresponsible use of devices by students:

- using the device in an unlawful manner
- creating, participating in or circulating content that attempts to undermine, hack into and/or bypass the hardware and/or software security mechanisms that are in place
- disabling settings for virus protection, spam and/or internet filtering that have been applied as part of the school standard
- downloading (or using unauthorised software for), distributing or publishing of offensive messages or pictures
- using obscene, inflammatory, racist, discriminatory or derogatory language
- using language and/or threats of violence that may amount to bullying and/or harassment, or even stalking
- insulting, harassing or attacking others or using obscene or abusive language
- deliberately wasting printing and Internet resources

- intentionally damaging any devices, accessories, peripherals, printers or network equipment
- committing plagiarism or violate copyright laws
- using unsupervised internet chat
- sending chain letters or spam email (junk mail)
- accessing private 4G/5G networks or using VPN connections during lesson time
- knowingly downloading viruses or any other programs capable of breaching the department's network security
- using the mobile device's camera anywhere a normal camera would be considered inappropriate, such as in change rooms or toilets
- invading someone's privacy by recording personal conversations or daily activities and/or the further distribution (e.g. forwarding, texting, uploading, Bluetooth use etc.) of such material
- using the mobile device (including those with Bluetooth functionality) to cheat during exams or assessments
- take into or use mobile devices at exams or during class assessment unless expressly permitted by school staff.

**In addition to this:**

Information sent from our school network contributes to the community perception of the school. All students using our ICT facilities are encouraged to conduct themselves as positive ambassadors for our school.

- Students using the system must not at any time attempt to access other computer systems, accounts or unauthorised network drives or files or to access other people's devices without their permission and without them present.
- Students must not record, photograph or film any students or school personnel without the express permission of the individual/s concerned and the supervising teacher.
- Students must get permission before copying files from another user. Copying files or passwords belonging to another user without their express permission may constitute plagiarism and/or theft.
- Students need to understand copying of software, information, graphics, or other data files may violate copyright laws without warning and be subject to prosecution from agencies to enforce such copyrights.
- Parents and caregivers need to be aware that damage to mobile devices owned by other students or staff may result in significant consequences in relation to breaches of expectations and guidelines in the school's Responsible Behaviour Plan.
- The school will educate students on cyber bullying, safe internet and email practices and health and safety regarding the physical use of electronic devices. Students have a responsibility to incorporate these safe practices in their daily behaviour at school.

The school's BYOx program supports personally-owned mobile devices in terms of access to:

- printing
- internet
- file access and storage
- support to connect devices to the school network.

However, the school's BYOx program does not support personally-owned mobile devices in regard to:

- technical support
- charging of devices at school
- security, integrity, insurance and maintenance
- private network accounts.

**The following is to be read and completed by both the Student and Parent/Caregiver:**

- I have read and understood the BYOx Charter and the school Student Code of Conduct.
- I agree to abide by the guidelines outlined by both documents.
- I am aware that non-compliance or irresponsible behaviour, as per the intent of the BYOx Charter and the Student Code of Conduct, will result in consequences relative to the behaviour.

---

Student Name - Please Print

Year Level of Enrolment

---

Student Signature

Date

---

Parent / Caregiver's Name – Please Print

---

Parent / Caregiver's Signature

Date



## QParents

**QParents** is a user-friendly portal accessible via the app or web browser, providing parents/caregivers with secure online access to information about your student's state schooling.

Craigslea State High School encourages all our current and new families to have at least one QParents account. Having a QParents account allows parents to access information about your student and provide information digitally:

- attendance details
- timetables and upcoming events
- report cards and assessments
- provide digital consent or non-consent for excursions, third party website and media
- pay invoices and a provide a snapshot of your payment history



Further information is available on the **QParents** website:

[QParents help page](#)

[QParents fact sheet for parents](#)

[Learn more about QParents](#) 

QParents provides the following benefits for your student:

- greater transparency with online access to your student's information
- ease of viewing and updating your student's details including address and medical conditions
- anytime, anywhere access on a smart phone, tablet or computer
- access to the latest information in one central place

To register for QParents, visit the **QParents** website

[Register for the first time](#)

If you want to register a QParents account for the first time.

[Register](#) 

If you would like to further information about registering with QParents, please contact Craigslea QParents administrator via email at [admin@craigsleashs.eq.edu.au](mailto:admin@craigsleashs.eq.edu.au) or contact the administration office on (07) 3326 5222.



## QParents Questionnaire

Craigslea State High School utilises QParents to keep parents updated on their student's activities and progress at school.

Parent Name 1. \_\_\_\_\_ (Invoice Debtor)

Parent Name 2. \_\_\_\_\_

Enrolling Student's Name/s

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Do you currently have a QParents account?

Yes

No

If you currently have a QParents account, name of the parent who is the primary account holder:

\_\_\_\_\_

If you have a QParents account, is the account active and used regularly?

Yes

No

Are all students residing with you who attend any state school, linked to this QParents account?

Yes

No

Names of linked students residing at your address:

1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_ 4. \_\_\_\_\_  
5. \_\_\_\_\_ 6. \_\_\_\_\_



## **Student Resource Scheme**

Craigslea State High School has had a Student Resource Scheme in place for many years. It was previously called Subject Contribution and was introduced to enable the school to provide students with classroom resources in a cost-effective way. Since 1 January 2011 the Scheme has operated under the policy and guidelines of the Department of Education. The Scheme is supported annually by the school's P&C Association, managed by the school and operates in accordance with section 51 of the Education (General Provisions) Act 2006.

It is the responsibility of the Parents/Caregivers to supply textbooks and resources for their children; the role of schools and Government is to assist in this.

A list outlining the prescribed textbooks and other materials under this Scheme is available on the school's website.

### **The procedure will be:**

- Students will be invoiced within the first three weeks of the new school year and payment should be made to the Cashier's Office in the Administration Block as early as possible, but no later than the **last Friday in March**.
- Credit Card/Eftpos (no cash out) facilities are available.
- An official receipt will be issued as payment is received.
- Those Parents/Caregivers who do not join the Resource Scheme will have the option of receiving an individual Textbook Allowance cheque but are reminded that they will need to purchase all textbooks, class sets and consumable resources required.





## Student Resource Scheme - Participation Agreement Form

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

State funding for schools does not extend to individual student resources such as textbooks, personal laptops/iPads and other items used/consumed by the student in the classroom. Supply of these items is the responsibility of the parent.

The objective of the scheme is to provide a convenient and cost-effective way for students to access the educational resources necessary to enhance their learning experience at school. The Department encourages parents to participate in the scheme. 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, including provision of the Textbook and Resource Allowance (TRA) where applicable.

Participation is for the duration of your child's enrolment at the school. Parents pay the annual participation fee in accordance with the selected payment arrangement. 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.

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

Any new Participation Agreement Form submitted and received by the school will supersede any previous form lodged.

To assist schools in managing and administering the scheme, parents are required to complete the Participation section of this form. Tick the box indicating your preference, fill in your child's information, sign and return the form 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, the school will take the view that you do not wish to participate. You must provide the educational resources for your child.

### Payment

On agreeing to participate in the SRS, a parent agrees to pay any costs associated with the SRS as advised and invoiced by the school.

If you are experiencing financial hardship, please contact the school as soon as possible to discuss options available.

### Participation

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

**NO** **I do not wish to participate in the Student Resource Scheme.** I have read and understand the Terms and Conditions of the scheme (see reverse) and agree to abide by them. 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>	Craigslea State High School
<b>Student Name</b>	
<b>Year Level</b>	
<b>Parent / Caregiver Name</b>	
<b>Parent / Caregiver Signature</b>	
<b>Date</b>	

# Terms and Conditions

## Privacy Statement

The Department of Education collects this information 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 listed 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.
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 prescribed fee implies acceptance of the SRS including the Terms and Conditions irrespective of whether or not the signed form has been returned.
13. A student entering the school during the school year is entitled to pay a pro-rata 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 point 38 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 child with all items that would otherwise be provided by the SRS to enable their child to engage with the curriculum.
16. The school will provide non-participating parents with a list of resources the parents are required to supply for their child.
17. All items included in the SRS must be able to be independently sourced, purchased and supplied by parents who choose not to participate in the SRS.
18. As the SRS operates for the benefit of participating parents and is funded from participation fees, SRS resources will not be issued to students whose parents choose not to participate in the SRS.

## The Resources

19. SRS funds received by the school will only be expended on student resources outlined in the school's SRS and will not be expended on other items or used to raise funds for other purposes.

20. In return for payment of the participation fee, the SRS will provide the participating student with the entire package of resources for the specified participation fee. It is not available in parts unless specifically provided for by the school in the fee structure.

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

## Payment Arrangements

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

## Debt Management

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

## Parents' Experiencing Financial Hardship

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

## Textbook and Resource Allowance (TRA)

38. 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>
39. The TRA is used to offset the fees associated with participation in the SRS.
40. Parents not participating in the SRS will receive the TRA directly from the school.
41. Parents not participating in the SRS should contact the school directly if they do not automatically receive the payment.



## Identification Information

Please complete this form if your student was provided with support in their previous school.

### Student Details

Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

### Student Diagnosis

Which of the following has your student been **diagnosed** as having?

Please provide **diagnosis letter** and associated information from a medical professional for enrolment to be finalised

<input type="checkbox"/> Autism Spectrum Disorder (ASD)	<input type="checkbox"/> Speech Language Impairment
<input type="checkbox"/> Intellectual Impairment (II)	<input type="checkbox"/> Physical Impairment
<input type="checkbox"/> Attention Deficit Hyperactivity Disorder (ADHD)	<input type="checkbox"/> Dyslexia / Dysgraphia / Dyscalculia ( <i>Please Circle</i> )
<input type="checkbox"/> Attention Deficit Disorder (ADD)	<input type="checkbox"/> Anxiety / Mental Health Support
<input type="checkbox"/> Oppositional Defiant Disorder (ODD)	Other: <i>(Give Details)</i>
<input type="checkbox"/> Hearing Impairment	_____
<input type="checkbox"/> Visual Impairment	_____

### Support Provisions and Intervention

Has your student previously accessed any **Learning Support**?  Yes (*Provide Details Below*)

No

Literacy: \_\_\_\_\_

Numeracy: \_\_\_\_\_

Behavior Supports: \_\_\_\_\_

Social Supports (*Friendship, Guidance Officer, Chaplin etc.*): \_\_\_\_\_

Assessment Adjustments: \_\_\_\_\_

Has your student been working at a **different year level** in any subject? (**ICP**)?  Yes (*Provide Details Below*)

No

### Enrolment Checklist (*Completed by CSHS*)

<input type="checkbox"/> Evidence of medical condition provided during enrolment interview.
<input type="checkbox"/> Follow up required → <input type="checkbox"/> HOES <input type="checkbox"/> DP <input type="checkbox"/> GO
<input type="checkbox"/> Condition requires Health Plan? <input type="checkbox"/> No <input type="checkbox"/> Yes





## Year 7 Subject Selection

If required, Staff may assist in completion at time of interview

**Student Name:** .....

**Primary School:** ..... **Date:** ..... / ..... / .....

### Subjects

English	(3 x 70 minute lessons/week)		
Mathematics	(3 x 70 minute lessons/week)		
Science	(3 x 70 minute lessons/week)		
Social Sciences	History, Geography, Civics (3 x 70 minute lessons/week)		
The Arts (Year 7 & 8)	<p>Students will study an Arts Subject for one Semester in Year 7 and year 8.</p> <p><b>Select your preference by numbering 1 (most preferred) to 4 (least preferred)</b></p> <p><input type="checkbox"/> Dance      <input type="checkbox"/> Drama</p> <p><input type="checkbox"/> Music      <input type="checkbox"/> Visual Arts</p>		
HPE	(3 x 70 minute lessons/week)		
Languages	<p><b>Select ONE to be studied</b> (3 x 70 minute lessons/week)</p> <p><input type="checkbox"/> German      <input type="checkbox"/> Japanese</p>		
Support	<p><input type="checkbox"/> Tutorial/In discussion with Head of Educational Service at time of interview</p>		





## Craigslea Music Academy

### Instrumental Music Enrolment Application

**Please Note: Enrolment is for a minimum of 12 months**

This application can also be completed on our school website under the “Enrolling at our School” page ([craigsleashs.eq.edu.au](http://craigsleashs.eq.edu.au)).



#### Student Details

First Name:			
Last Name:			
Previous School Attended	Year Level Commencing		Please circle: Male / Female / Other
Instrument	Address		
Parent Name			
Mobile	Email		

#### Continuing Enrolments

All students entering our school from an instrumental music program will be automatically enrolled into our program, with the expectation that they are a minimum of Level 2 in the EQ Instrumental Music Curriculum.

		Yes/No	Details
1	Has your child played an instrument at their previous school, which they intend to continue learning in secondary school?		
2	Has your child had private music lessons?		
3	Do you require the loan of a school-owned instrument? (incurs a \$100 levy)		
4	Current Instrumental Music Teacher		
5	Current Method Book and Page Number		
6	Current EQ Level or AMEB Equivalent		

#### New Enrolments

The music program may accept beginner applications on cello, double bass, oboe, bassoon, French horn, trombone and tuba only.

**Electric Guitar, Piano/Keyboard and Drum Kit are not included in the instrumental music curriculum**, however if your child is intermediate to advanced in these instruments (and can read music) they will be considered for the ensembles, after a video audition process. See Page 2 for this process.

		Yes/No	Details
1	Is your child interested in beginning an instrument in the Craigslea SHS Instrumental Music Program? Please refer to the information above.		

**If your child's intentions change at any stage, you are obliged to let us know. We also require immediate notification if your child accepts a place which is offered by another state or private school.**

Jennifer Pedder – [jpedd12@eq.edu.au](mailto:jpedd12@eq.edu.au)  
Head of Department – The Arts



## Electric Guitar, Piano/Keyboard and Drum Kit

Please submit a two-minute Audition Video: This video is your chance to showcase your musical talent and passion. Make sure it's well-lit, with clear audio and video quality. Practise beforehand to ensure you stay within the time limit and present your best performance. The video needs to include the following:

- Two Scales: Make sure you practise them thoroughly and demonstrate your proficiency and understanding of musical theory.
- One Song: Choose a piece that highlights your strengths as a musician. Whether it's an original composition, a classical piece or a contemporary song, make sure it showcases your skills effectively.

*Note: If you are applying for the Signature Music Program, you may use the same audition video.*

**Please provide the school with a USB drive containing the two-minute Audition video.**



## Craigslea Music Academy

### Vocal Lessons

### Enrolment Application Form



**Enrolment is for a minimum of 12 months**

This application can also be completed on our school website under the “Enrolling at our School” page ([craigsleashs.eq.edu.au](http://craigsleashs.eq.edu.au)).

Student Details				
First Name:				
Last Name:				
Previous School Attended		Year Level commencing		Please circle: Male / Female / Other
1. Has your child learnt to sing either at school and/or private lessons If NO, please go to question 4				<input type="checkbox"/> Yes <input type="checkbox"/> No
2. If yes, who was their instructor?				
3. Please indicate their voice classification:				<input type="checkbox"/> Soprano <input type="checkbox"/> Alto/Tenor
4. Is your child interested in the beginner's Vocal Lessons?				<input type="checkbox"/> Yes <input type="checkbox"/> No

**Auditions for vocal classification and choirs** will be held in the first two weeks of the school year and must be attended. Audition times will be announced in the student notices. Vocal Lessons will be half an hour once a week.

**Please Note:** All students participating in Vocal Lessons are required to sing in one of our school choirs.

**Cost of Program:** \$50 (payable after being accepted into Vocal Lessons)

Please provide the information below to allow us to contact you for more information or to discuss aspects of Vocal Lessons. Please write clearly.

Contact Name:		Home:	
Mobile:		Email:	

Please return this form to Craigslea State High School with your enrolment to enable us to plan our Vocal Lessons for next year. If your student's intentions change at any stage, please let us know on 07 3326 5222.

Jennifer Pedder ([jpedd12@eq.edu.au](mailto:jpedd12@eq.edu.au))

Head of Department - The Arts

Department of Education

Trading as Education Queensland International

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