



Enrolment Package

Student's name			
Date of birth			
Year level		Intended start date	

Contents

Enrolment Process	3
Parent Code of Conduct	4
Entitlement to Enrolment	5
Laptop Hire	6
BYOx	7
Acceptable Use of ICT Services	8
Consent for Local Excursions	12
Instrumental Music	13
Homework Centre	14
School Resources	15
Ending An Enrolment	16
QParents	17
Student Resource Scheme	19
Student Resource Scheme Participation Agreement	22
SRS Fee Payment	26
State School Media Consent Form	27
Enrolment Agreement	33



Enrolment Process

Supporting documents

Applicants are required to provide the following to the school upon enrolment:

- If enrolling for the first time in a Queensland state school, the prospective student's **birth certificate** (or alternative document such as passport or visa if birth certificate cannot be provided).
- If not an Australian citizen, provide **passport or visa details** or other documents as requested by the school.
- Details of any relevant Family Court or other court orders, if applicable.
- If the prospective student is identified as residing in care, schools should be provided legal documents relating to a prospective student being placed in care, such as a court order or a letter from Department of Child Safety.
- If the student's previous school was not a Queensland state school, a copy of the most recent report card.
- Where relevant, details of any medical conditions, symptoms, management, medications, or disabilities the child may have. Medical conditions may include (but are not limited to) seizures/epilepsy, fainting, diabetes, asthma, heart problems, anaphylaxis and allergies (such as food or insect stings).

Enrolment interview

The enrolment interview is an integral part of the enrolment process and completes the process.

At the meeting, we will:

- Give you a tour of our campus and our unique learning facilities;
- Review the details on the enrolment application;
- Provide information on uniforms, books, technology, and school fees;
- Outline the school's expectations of students;
- Discuss our curriculum and complete subject selections;
- Enter into an enrolment agreement between the student, parent/s, and school.

To book an enrolment interview, contact our school's main office on 4652 8333. Ensure you bring with you all components of the enrolment package and all supporting documents as detailed above.



Parent Code of Conduct

We welcome parents and other members of our diverse community into our school.

Working together with our school community, our staff support the learning and wellbeing of every student, and are entitled to a safe work environment.

Parents and visitors to schools are asked to support safety by ensuring their communications and conduct at the school and school activities is respectful.

Elements of engagement	It is expected that parents and visitors to our school communities will:	Parents and visitors to our school communities demonstrate this by:
Communication 	<ul style="list-style-type: none"> • be polite to others • act as positive role models • recognise and respect personal differences • use the school's communication process to address concerns 	<ul style="list-style-type: none"> • using polite spoken and written language • speaking and behaving respectfully at all times • being compassionate when interacting with others • informing staff if the behaviour of others is negatively impacting them or their family • respecting staff time by accepting they will respond to appropriate communication when they are able • requesting a meeting to discuss any concerns about their child's education — allowing staff time to prepare and appreciating their time may be limited
Collaboration 	<ul style="list-style-type: none"> • (parents) ensure their child attends school ready to learn • support the Student Code of Conduct 	<ul style="list-style-type: none"> • taking responsibility for their child arriving and departing school safely on time every day • reading and encouraging their child to understand and follow the Student Code of Conduct
School Culture 	<ul style="list-style-type: none"> • recognise every student is important to us • contribute to a positive school culture • work together with staff to resolve issues or concerns • respect people's privacy. 	<ul style="list-style-type: none"> • valuing each child's education • acknowledging staff are responsible for supporting the whole school community • speaking positively about the school and its staff • not making negative comments or gossiping about other school community members, including students — in person, in writing or on social media • understanding, at times, compromises may be necessary • considering the privacy of all school community members at all times, and understanding that the school cannot share confidential information.



Entitlement to Enrolment

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

- the school has an Enrolment Management Plan or an Enrolment Eligibility Plan (enrolment is subject to eligibility under the plan).
- the prospective student is mature age. They may only apply for enrolment at a mature age state school and will be subject to a satisfactory criminal history check and risk assessment by the principal to determine whether they may pose an unacceptable risk to the safety and wellbeing of the school community. If the prospective student poses an unacceptable risk, they may apply to enrol in a program of distance education. All mature age students must have a remaining allocation of state education.
- the prospective student is not of eligible age for enrolment (e.g. too young to enrol).
- the prospective student has been excluded from certain state schools or all state schools in Queensland, or is subject to suspension from a state school at the time of the application.
- the school principal reasonably believes that if enrolled, the prospective student would pose an unacceptable risk to the safety or wellbeing of members of the school community (application for enrolment will be referred to the Director-General).
- the school is a state special school and the decision maker has not referred the application for enrolment back to the principal to be dealt with under section 156 of the EGPA. To be eligible for enrolment in a state special school, all criteria outlined in the Special school eligibility ("person with a disability" criteria) policy must be met, and the relevant special school must be able to cater for the educational needs of the prospective student.
- the proposed enrolment requires approval as part of a flexible arrangement under section 183 of the EGPA, and the arrangement has not yet been approved.
- the prospective student holds a student visa or 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, this includes 500 Student Visa holders as legislation requires that the applicant 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/carer on their behalf) and granted.



Laptop Hire

Technology plays a significant role in the way our young people learn and how education is delivered in the modern classroom. To facilitate 21st century learning, all students at Longreach State High have their own laptop in every lesson, every day.

To support our parents and school community, we offer a 1:1 laptop hire scheme, which ensures every student has access to a device, ongoing IT support, and accidental damage coverage.

Please read this information carefully before signing in agreement. Any questions should be addressed to the school and clarification obtained prior to signing.

In signing, we acknowledge that we:

- understand our responsibilities regarding the use of the device and the internet.
- understand that failure to comply with this agreement could result in loss of access to a hire device.
- agree to pay a **\$100 loan fee** to allow take-home access:
 - \$50 of the loan fee will be credited to the following year's hire if the laptop, charger, and case are returned in satisfactory condition at the end of the student's school year.
 - The full cost associated with repair of damage to the device will be invoiced to the parent. If the computer is damaged beyond repair, the replacement cost will apply.
- The device will be returned by:
 - **Years 7, 8, and 9:** Monday, 29 November 2024
 - **Years 10 and 11:** Friday, 25 November 2024
 - **Year 12:** Monday, 14 November 2024
- Should a student leave the school, the device must be returned to the school prior to leaving or it will be deemed stolen property and escalated to Queensland Police.

Elevated access (administrator permissions)

Devices may have elevated permissions, which would allow students to install home items including home printers, cameras and/or licensed software. The student must hold a valid licence for any software installed and the licence must be appropriate for installation on the device.



BYOx

While our school provides a 1:1 laptop hire scheme and recommends participation of all families in this scheme as a preference, students are able to bring their own device to school through the Department of Education's BYOx scheme.

If choosing to participate in BYOx, this agreement must be signed and returned before a personal device is connected to the school network.

Please read this information carefully before signing in agreement. Any questions should be addressed to the school and clarification obtained prior to signing.

Responsibilities

Student

- I agree that the core purpose of my device while at school is for education.
- I agree to have my device provisioned on the school network by the IT service centre.
- I agree that I will never provide my password to anyone, or allow another person to use my device while at school.
- I will ensure the device is kept in a protective case at all times to minimise risk of damage.
- I will ensure the device is fully charged overnight where necessary, and will bring a charger to school each day.

Parents

Families participating in BYOx are required to:

- Ensure the device meets the school's technical specifications.
- Understand the device will be provisioned on the Department of Education's IT network through Microsoft InTune.
- Encourage and support appropriate digital citizenship and cybersafety.
- Arrange for the repair of the device should it malfunction or acquire damage.
- Manage non-school software such as anti-virus, operating systems, etc.
- Provide a case for the device.
- Ensure adequate warranty and insurance coverage of the device.



Acceptable Use of ICT Services

Information and communication technology (ICT), including access to and use of the internet and email, are essential tools for schools in the provision of innovative educational programmes.

School students, only with the approval of the principal, may be permitted limited connection of personally-owned devices to the department's network, where this benefits the student's educational programme.

Authorisation and controls

The principal reserves the right to restrict student access to the school's ICT services, facilities and devices if access and usage requirements are not met or are breached. However, restricted access will not disrupt the provision of the student's educational programme. For example, a student with restricted school network access may be allocated a stand-alone computer to continue their educational programme activities.

The Department of Education monitors access to and use of its network. For example, email and internet monitoring occurs to identify inappropriate use, protect system security, and maintain system performance in determining compliance with state and departmental policy.

The department may conduct security audits and scans, and restrict or deny access to the department's network by any device if there is any suspicion that the integrity of the network might be at risk.

Using school ICT services and devices

- Students are expected to demonstrate safe, lawful and ethical behaviour when using the school's ICT network as outlined in the *Student Code of Conduct*.
- Students are to be aware of occupational health and safety issues when using computers and other learning devices.
- Parents are also responsible for ensuring students understand the school's ICT access and usage requirements, including the acceptable and unacceptable behaviour requirements.
- Parents are responsible for appropriate internet use by students outside the school environment when using a school-owned or school-provided device.
- The school will educate students regarding cyber bullying, safe internet and email practices, and health and safety regarding the physical use of ICT devices. Students have a responsibility to adopt these safe practices.
- Use of the school's ICT network is secured with a username and password. The password must be difficult enough so that it cannot be guessed by other users and is to be kept private by the student and not divulged to other individuals (i.e. a student should not share their username and password with fellow students).
- Students cannot use another student's or staff member's username or password to access the school network. This includes not browsing or accessing another person's files, home or local drive, email or accessing unauthorised network drives or systems.



Additionally, students should not divulge personal information (e.g. name, parent's name, address, phone numbers), via the internet or email, to unknown entities or for reasons other than to fulfil the educational programme requirements of the school.

- Students need to understand that copying software, information, graphics or other data files may violate copyright laws without warning and be subject to prosecution from enforcement agencies.

Using a personal device on the department's network

- Prior to connecting any personally owned device, students must seek approval from the school principal to ensure it reflects the department's security requirements.
- Students are responsible for the security, integrity, insurance and maintenance of their personal devices and their private network accounts.
- Where possible, appropriate anti-virus software will be installed and managed.
- Students must follow any advice provided on best security requirements, e.g. password protection.
- Students and parents are to employ caution with the use of personal devices, particularly as these devices can store significant numbers of files, some of which may be unacceptable at school—e.g. games and 'exe' files.
- Any inappropriate material or unlicensed software must be removed from personal devices before bringing the devices to school and such material is not to be shared with other students.
- Unacceptable use will lead to the device being confiscated by school employees, with its collection/return to occur at the end of the school day where the device is not required for further investigation.

Appropriate use by a student

It is acceptable for students while at school to:

- use devices for:
 - assigned class work and assignments set by teachers
 - developing appropriate literacy, communication and information skills
 - authoring text, artwork, audio and visual material for publication on the intranet or internet for educational purposes as supervised and approved by the school
 - conducting general research for school activities and projects
 - communicating or collaborating with other students, teachers, their parents or experts in relation to schoolwork
 - accessing online references such as dictionaries, encyclopaedias, etc.
 - researching and learning through the department's eLearning environment
- be courteous, considerate and respectful of others when using a device
- switch off and place out of sight the device when not being used in a teacher-directed activity to enhance learning
- use their personal device for private use before or after school, or during recess and lunch breaks, in accordance with Student Code of Conduct
- seek teacher's approval where they wish to use a device under special circumstances.



Inappropriate use by a student

It is unacceptable for students while at school to:

- use a mobile device in an unlawful manner
- download, distribute or publish offensive messages or pictures
- use obscene, inflammatory, racist, discriminatory or derogatory language
- use language and/or threats of violence that may amount to bullying and/or harassment, or stalking
- insult, harass or attack others or use obscene or abusive language
- deliberately waste printing and internet resources
- damage computers, printers or network equipment
- commit plagiarism or violate copyright laws
- ignore teacher directions regarding the use of social media, online email and internet chat
- send chain letters or spam email (junk mail)
- share their own or others' personal information and/or images which could result in risk to themselves or another person's safety
- knowingly download viruses or any other programs capable of breaching the department's network security
- use in-device cameras inappropriately
- invade 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
- use the device (including those with Bluetooth functionality) to cheat during exams or assessments
- take into or use devices at exams or during class assessment unless expressly permitted by school employees.

Student agreement

- I understand that the school's information and communication technology (ICT) services, facilities and devices provide me with access to a range of essential learning tools, including access to the internet.
- While I have access to the school's ICT services, facilities and devices: 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.
- Specifically in relation to internet usage, should any offensive information appear on my screen, I will close the window and immediately inform my teacher quietly, or tell my parent/s if I am at home.
- If I receive any inappropriate emails at school, I will inform my teacher. If I receive any at home, I will tell my parent/s.
- When using email 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 service, facilities, or devices (including the internet) to annoy or offend anyone else.
- I understand that my online behaviours are capable of impacting on the good order and management of the school whether I am using the school's ICT services, facilities and devices inside or outside of school hours.
- I understand that if the school decides I have broken the rules for using its ICT services, facilities and devices, appropriate action may be taken as per the school's Student Code of Conduct, which may include loss of access to the network.
- I have read and understood this policy and the Student Code of Conduct.
- I agree to abide by the above rules/the policy.

Parent agreement

- I understand that the school provides my child with access to the school's information and communication technology (ICT) services, facilities, and devices (including the internet) for valuable learning experiences. Regarding internet access, I understand that this will give my child access to information from around the world; that the school cannot control what is available online; 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 upon responsible use by my child. Additionally, I will ensure that my child understands and adheres to the school's appropriate behaviour requirements and will not engage in inappropriate use.
- I will advise the school if any inappropriate material is received by my child that may have come from the school or from other students.
- I understand that the school is not responsible for safeguarding information stored by my child on a departmentally owned student computer or device.
- I understand that the school may remotely access the departmentally owned student computer or device for management purposes.
- I understand that the school does not accept liability for any loss or damage suffered to personal devices as a result of using the department's services, facilities, or devices. Further, no liability will be accepted by the school in the event of loss, theft, or damage to any device.
- I believe my child understands this responsibility, and I hereby give my permission for him/her to access and use the school's ICT services, facilities and devices (including the internet) under the school rules. I understand where inappropriate online behaviours negatively affect the good order and management of the school, the school may commence disciplinary actions in line with this user agreement or the Student Code of Conduct. This may include temporary loss of access.



Consent for Local Excursions

‘Category B’ excursions

Sometimes, students may leave school premises for short periods of time in connection with their studies, their personal development, or their co-curricular commitments. Providing your consent for ‘category B’ excursions will provide access to facilities, programmes, and other learning opportunities during school hours, such as university facilities, careers fairs, short low-risk curriculum excursions within the local area, other schools, sporting grounds, et al. At all times, students will be supervised by school staff.

School camps, events outside of school hours, sporting events, or excursions or activities that are assessed as medium risk or higher will require separate consent through the QParents portal when the time arises.

Participation agreement

I give my consent for my student to participate in ‘category B’ excursions and agree to delegate my authority to the teachers involved. Such teachers may take action to ensure the safety, wellbeing, and satisfactory conduct of all students.

Medical assistance

I hereby authorise the supervising teachers to obtain any medical or associated assistance that they deem to be necessary should any medical condition or accident occur.

Medical assurance

I agree to pay any medical, dental and/or pharmaceutical expenses incurred that are not covered by my medical benefits fund. I understand that, should a medical situation arise, the supervising teachers will endeavour to contact me by phone as soon as practicable.

Current medication

The medication/s listed in my enrolment form has/have been prescribed for this student by a registered medical practitioner and will be required to be administered while this student is involved in school excursions. I understand that the teacher accompanying the excursion has been authorised by the principal to administer the medication/s in accordance with the instructions written on the medical container/s by the pharmacist in accordance with the medical practitioner’s instructions. Details of the medication/s are listed in my enrolment application.



Instrumental Music

Our programme

- Weekly 30-minute small group instrumental music lessons.
- Flute, clarinet, saxophone, bass clarinet, trumpet, trombone, euphonium, percussion, or bass guitar.
- Lessons take place during class time and rotate through different time slots each week to ensure students do not consistently miss the same subject.
- At the teacher's discretion, after reasonable musical progress, invitation to join school band for group rehearsals and performance opportunities.
- Some instruments may be available for hire.

Required by student

- **\$80 levy** payable to the office before lessons commence—this covers all tuition materials, consumables, and instrument incidentals within reason.
- Music stand.
- Support to practise at home.
- Travel to and from performances and rehearsals as required.
- Parent support in the maintenance and care of instrument.

Student commitment

- Regular practise at home.
- Attend all lessons and performances on time and with necessary equipment.
- Maintenance and care of instrument.
- A minimum of one **full year** of enrolment in the programme.



Homework Centre

Longreach State High School is the host of a Queensland Government Homework Centre. A Homework Centre provides a supervised and suitable learning environment where your child can complete their homework before they come home from school.

Homework Centres provide your child additional learning time with their peers, and support good study habits and are free for a maximum of 3 hours per week, for 30 weeks per year. The sessions are supervised by teacher aides.

Any student of a participating school can attend and participation is voluntary.

Participation agreement

- I understand that teacher aides will not instruct my child or provide personalised tuition. Teacher aides will provide supervision of my child during the session.
- I give permission for my child to sign out from the Homework Centre at the time that the Homework Centre session finishes (4:30pm).
- I confirm that if my child is booked to attend the Homework Centre but will not attend on a particular day, I will contact the school administration staff to advise of this.
- I confirm that if my child has not arrived as scheduled for the Homework Centre, I will be contacted about the unexplained absence to ensure my child is safe.



School Resources

School resources are a significant asset for use by everyone in our school community. For us to continue to provide our school with current resources, we require the ongoing assistance of our students and their parents.

All library books, textbooks, laptops, media equipment, sporting equipment, and other resources that students borrow while enrolled at Longreach State High School are required to be returned in reasonable condition. The cost of repair or replacement of resources not returned in satisfactory condition may be invoiced to parents in full.

Student agreement

- I will promptly return all resources within the relevant loan period, or when they are no longer required for the completion of my studies.
- If I have outstanding resource loans, I will be unable to borrow additional resources until outstanding resources have been returned or paid for.
- When I borrow a resource:
 - I will ensure that the resource has been scanned and allocated to me.
 - I will not lend the resource to another person, acknowledging that if they were to lose it, it is still my responsibility.
 - I will not leave the resource in the classroom, unless instructed to do so by the teacher.
 - If a resource goes missing from the classroom, it is still my responsibility.
 - I will always check that the resource I take home has my name attached.
 - I understand that some resources may be able to be borrowed but not taken home.

Parent agreement

- I will encourage my student/s to be responsible for the resources they borrow and ensure they promptly return them when no longer required.
- I understand that if damage occurs while the equipment/resources are on loan to my student, I will be liable to for repair or replacement.
- I have read, understood, and agree to abide by the conditions pertaining to my student in relation to school resources.



Ending An Enrolment

Schools may treat a student's enrolment as having ended only if one or more of the following circumstances arise:

- student has graduated or has completed studies to the highest year level offered at the school.
- student has no remaining allocation of semesters.
- student has been excluded or his/her enrolment cancelled under the Education (General Provisions) Act 2006.
- parent/carer of student on suspension (or independent student on suspension) has told the school that the enrolment has ended, and the entire suspension period has been completed.
- student has enrolled in another school (state or non-state), and the enrolment is not part of an approved flexible arrangement.
- there is reasonable evidence that the student is participating full-time in another eligible option (e.g. TAFE) or with a Registered Training Organisation and this is equivalent to full-time schooling, and the student has ceased attending school. This does not apply to students attending a Youth Detention Education and Training Centre or an educational service in a hospital or health setting. It is also not applicable for students on charge-related suspensions who are accessing temporary educational support through a School of Distance Education.
- there is reasonable evidence that the student has left school to undertake a full-time apprenticeship or traineeship (e.g. signed contract with the Registered Training Organisation for an apprenticeship or traineeship) or, for compulsory participation students only, full-time employment (e.g. letter from employer confirming full-time employment).
- there is reasonable evidence that the student will register for home education (i.e. the school has been advised by the parent/carer that they will apply to register for home education, the student is not attending school, and the Home Education Unit (HEU) has received an application for registration for the student.) Evidence that an application for registration has been made can be:
 - an acknowledgement email from the HEU (for online and email applications), or
 - (for applications made by post) schools can email the HEU to confirm registration status.
- student has permanently moved interstate or overseas with no intention of returning.
- parent/carer (or independent student) has told the school that the student's enrolment has ended and the student ceases attending. This does not apply to students who cease attending their school because they are on suspension, in youth detention or attending an educational service in a hospital or health setting, or where conflicting instructions are given to the school by the parents/carers.
- student is deceased.



QParents

The QParents web and mobile application provides parents with secure, online access to their child's student information, including:

- Attendance and absence details, as well as the ability to notify the school of a future absence.
- Digital consent forms and managing permissions.
- Academic report cards.
- Class timetables.
- Downloading exam timetables and assessment planners.
- Viewing unpaid invoice details, payment history, and making payments online.
- Viewing and updating personal student details, including medical conditions and address.
- Enrolment details.
- Upcoming events list showing school events, exam and assessment dates, and excursions.

QParents also provides an efficient and effective way for parents to communicate with the school.

QParents Account Owner

The school will invite parents for each student to be QParents Account Owners (QPAOs). QPAOs will be able to register for QParents to access and manage their child's student information online, and submit update requests.

QPAOs can also invite another person to view a student's information in QParents as a 'Delegated Viewer'. The QPAOs nominate which information can be viewed, as the delegated viewer cannot make updates.

Registering for QParents

Creating a QParents account involves a four-step registration process. You will need to have your child's EQ ID (their Education Queensland identification number) in order to complete your QParents registration.

- **Step 1** Open the email from no.reply@qparents.qld.edu.au with a unique invitation code and select the link to register.
- **Step 2** Verify your identity with 100 points of ID (this must be done on a computer).
- **Step 3** Create a QParents account using an email address.
- **Step 4** Add your child to the account using the student's EQ ID.

Once your child has been added, a request will be sent to us for final review and approval. This process protects the security of your child's student information.



Identity verification

QParents offers two options for identity verification – online and offline.

For fully online verification (the fastest option), you will need to verify 100 points of the following identity documents:

Australian Passport	50 pts	Australian Marriage Certificate	40 pts
Australian Driver Licence	50 pts	Australian Citizenship Certificate	40 pts
Australian Birth Certificate	50 pts	Change of Name Certificate	40 pts
Medicare Card	20 pts	Australian Visa (foreign passports)	20 pts

If you cannot verify 100 points of the above ID documents online, you may still register for QParents, but you will need to attend the school to verify documentation in person after you have registered online.

Contact the Deputy Principal to arrange the manual identity verification process.

Student information security

QParents is a secure portal that meets strict industry standards and all student information presented in QParents is surfaced from the OneSchool system used by Queensland state schools.

Please advise us if you don't want to register for QParents. Your account will not be created and your child's information will not be made available through QParents.



Student Resource Scheme

Queensland Government supports students' education by providing funding for:

- Instruction (e.g. teachers)
- Facilities (e.g. buildings, amenities, furniture)
- Administration (e.g. staffing and resources to administer the operations of the school)

Funding does not extend to individual student resources such as textbooks, computer or musical equipment for personal use, and many items used/consumed by the student in the classroom. Supply of these items is the responsibility of parents.

To provide parents with a cost-effective alternative to purchasing textbooks and resources elsewhere, Longreach State High School operates a Student Resource Scheme (SRS).

The scheme ensures that students have the resources required for them to engage with the curriculum for their education, and saves parents time and money in sourcing the prescribed materials elsewhere. Savings are gained through the school's bulk purchasing practices and hiring arrangements. The scheme is not used to raise funds for other purposes, and revenue collected through the scheme is applied only to the resources and operation of the scheme.

The scheme's operation, resource inclusions, and participation fees were approved by the school's P&C Association at the meeting held on 28 August 2023.

Participation in the SRS

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. Participation is for the duration of your child's enrolment at the school.

New students

Parents are required to complete and return the SRS Participation Agreement Form when joining the scheme for the first time. If no participation form is received at the time of enrolment, the school will take the view that the parent has chosen to opt out of the SRS. The parent is then required to provide the educational resources listed in the SRS for their child. A parent can opt in or out of the scheme in subsequent years by completing another SRS agreement.

Continuing students

A parent's participation or non-participation in the scheme will continue as per the preceding year. A parent can opt in or out of the scheme in subsequent years by completing another SRS agreement. If a parent has opted out of the scheme, the parent is required to provide the educational resources listed in the SRS for their child by the start of the school year.



Resource inclusions

All resources included in the SRS are detailed in the **SRS resources list**. This list is available on the school's website. It is a comprehensive list of all resources that are included in the scheme and their associated costs.

Parents must inform the school if items on the list of resources are not received by their child when resources are distributed.

Type of resources provided

Generally, the three types of resources that could be included are:

- **Owned**—these items are retained by the student and used as required (e.g. stationery, exercise books, student diary).
- **Used**—these items are used/consumed in class by the student (e.g. industry technology/cooking/art supplies).
 - Work/items produced from these resources will remain the property of the student.
- **Hired** – these items are hired to the student for their personal use for a specific period of time (e.g. textbooks, musical instruments, laptops).
 - Hired items must be returned to the school in satisfactory condition at the end of the hire period or if the student leaves the school.
 - A repair or replacement cost may be charged to the parent for any hired items that are damaged or not returned.

Costing methodology

The school's SRS fee is calculated based on:

1. A flat fee for all students in the school, OR
2. A flat fee for a cohort group of students (e.g. a year level), OR
3. A fee determined by the subjects selected by the individual student.

Please refer to the **SRS resources list** for the associated costings.

The Textbook and Resource Allowance (TRA)

The Department of Education provides a Textbook and Resource Allowance (TRA) to assist parents with the cost of textbooks and other education resources for eligible years 7 to 12 students. For those students who are eligible to receive the TRA, it will be applied to reduce the cost of participation in the SRS. Information on the TRA can be found on the Department's website.

Year level	TRA rate
Years 7 to 10	\$146
Years 11 to 12	\$317

SRS participation fee

The SRS fee payable for the year is available in the attached information and published on the school's website. This fee includes the TRA contribution, which has been deducted to reduce the SRS fee payable. If the cost of the SRS is equal to the TRA rate, no SRS fee will be payable.



Financial hardship

Parents experiencing financial hardship who are currently participating or wish to participate in the SRS should contact the school to discuss available options in confidence.

Payment arrangement

Several payment options are available, including a single payment for the full year's fee, or continuing termly instalments. An instalment plan can also be negotiated with the school.

Any unpaid invoices will be managed according to the Department of Education's *Debt Management Procedure* and may result in the student being excluded from the scheme and/or from participating in non-curricular activities until payment is made.

Payment methods

SRS payments can be made via QParents, BPAY, EFTPOS (credit/debit card), cash, or Centrepay.

- Payment may be made through the **QParents** portal using a credit card. Payment will be directed from the QParents portal to BPOINT, where relevant outstanding invoice information may be selected.
- When paying by BPOINT, please use the Customer Reference Number (CRN) and invoice number printed on the invoice received from the school. If unsure of the CRN, please contact the school.
- Centrepay deductions are available to pay SRS fees. Use Centrepay to make regular deductions from your Centrelink payment. Go to humanservices.gov.au/centrepay for more information on how to set up your Centrepay deductions.

Further SRS information

For all queries regarding the SRS and its inclusions, please contact and arrange an appointment with the **Business Manager, Chloe Fuller**.



Student Resource Scheme Participation Agreement

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.



Terms and Conditions

Definition

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

Purpose of the SRS

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

Participation in the SRS

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

The Resources

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



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

Payment Arrangements

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

Debt Management

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

Parents Experiencing Financial Hardship

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

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.



Payment

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

Participation in Student Resource Scheme

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

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

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



SRS Fee Payment

Section 1: Student Details

Student Name	
Student ID	
Year Level	

Section 2: SRS Category

SRS Category	SRS Fee	Selection
Year 2024 Curriculum Resources	\$200.00	<input type="checkbox"/>
Computing Device Hire	\$100.00	<input type="checkbox"/>
Instrumental Music	\$80.00	<input type="checkbox"/>
Other Educational Programme (e.g. VET course, SDE)		<input type="checkbox"/>

Section 3: Payment Arrangement

Please select the preferred payment option:

Payment Options	Instalments	Amounts	Selection
A single payment of the full year's fee	Instalment 1:	\$200	<input type="checkbox"/>
Termly instalments (paid over the first 3 terms)	Instalment 1: Instalment 2: Instalment 3:	\$67.00 \$67.00 \$66.00	<input type="checkbox"/>
An instalment plan as negotiated with the school			<input type="checkbox"/>

Section 4: Return of the Participation Form

Parents are reminded to complete and return the SRS Participation Agreement Form when joining the scheme for the first time or opting in/out during the student's enrolment.

Please note: if you choose to opt out of the SRS, you are still required to complete and return the Participation Agreement Form.

Section 5: Parent Signature

Parent Name	
Parent Signature	
Date	



State School Media Consent Form

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 applicable to consent

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: longreachshs.eq.edu.au
- Facebook: facebook.com/LongreachSHS
- YouTube: youtube.com/@LongreachStateHighSchool
- Instagram: Instagram.com/longreachshs
- LinkedIn: linkedin.com/company/longreach-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.

Whom to contact

To return a consent, express a limited consent or withdraw consent please contact Mr Ruby Foster on 4652 8333 or deputyprincipal@longreachshs.eq.edu.au.

Mr Foster 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).

Full name of individual							
Date of birth							
Name of school	Longreach State High School						
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, the student's **full name** will be used unless a limitation is given in Section 5 below.

2 PERSONAL INFORMATION AND MATERIALS COVERED BY THIS CONSENT FORM

- 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
- Materials created by the person in Section 1:
 - Sound recording
 - Artistic work
 - Written work
 - Video or image
 - Software and/or computer programming
 - Music score
 - Dramatic work



3	<i>APPROVED PURPOSE</i>
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If consent is given in Section 6 of this 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 information;
 - year books/annuals and school photographs;
 - promotional/advertising materials; and
 - presentations and displays.

4 TIMEFRAME FOR CONSENT

Timeframe of this consent: duration of the student's enrolment at Longreach State High School.

5 LIMITATIONS OF CONSENT

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

--



**CONSENTER**

I am (tick the applicable box):

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

By signing below, I agree that:

- 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.
- 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.
- I 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.

Name of student	
Signature of consenter	
Date	

Signature of student	(only 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 consentor 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 consentor. 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.

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 consentor, 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 consentor 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 information has been provided to the consentor.

Name 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.



Enrolment Agreement

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

By enrolling in our school, a student agrees to:

- attend school on time on every school day, ready to learn
- act at all times with respect and show kindness towards other students and to staff
- work hard on personal progress—academically and emotionally
- comply with requests or directions from staff
- model the school's values of *responsibility*, *respect*, and *resilience*
- abide by school rules and policies as outlined in the Student Code of Conduct
- wear the correct uniform as outlined in the Uniform Policy
- demonstrate an understanding and appreciation of legislation, regulation, and departmental policies that apply within our Queensland Government school
- respect the school's resources and property.

Parents agree to:

- recognise and appreciate that we are all working towards the same shared objective—the very best outcomes for our young people
- ensure your child attends school on every school day for the duration of enrolment
- advise the school as soon as possible if your child is unable to attend school and reason/s why (e.g. child is sick)
- demonstrate an understanding and appreciation of legislation, regulation, and departmental policies that apply within our Queensland Government school
- make efforts to communicate openly with teachers regarding any concerns that may affect your child's ability to learn
- be kind and respectful in communications with and about school staff, including in public forums
- read and comply with the Parent and Community Code of Conduct
- 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
- keep the 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.



The school agrees to:

- design and implement engaging and flexible learning experiences for individuals and groups of students
- design and implement intellectually challenging learning experiences that develop language, literacy, and numeracy
- create and maintain safe and supportive learning environments
- inform parents regularly about how their children are progressing
- support personal development and participation in society for students
- foster positive and productive relationships with families and the community
- inform students and parents about what teachers aim to teach students each term
- clearly articulate the school's expectations and policies
- ensure that parents are aware that the school does not have personal accident insurance cover for students
- contact parents as soon as practicable if the school is concerned about a child's participation, behaviours, or attendance
- notify parents of an unexplained absence of their child as soon as practicable on the day of the student's absence
- deal with complaints in an open, fair and transparent manner in accordance with departmental policy
- treat students and parents with respect.

I acknowledge that I have read and understood the responsibilities of the student, parents, and school staff outlined above, and I agree that information about the school's current rules, policies, programmes, and services has been provided and explained to me.

Parent/carer's name	
Signature	
Student's name	
Signature	
Enrolment officer	
Signature	
Date of agreement	



Policy or Procedure	Initials
Parent and Community Code of Conduct	
I agree that I have read, understood, and intend to comply with the <i>Parent and Community Code of Conduct</i> .	
Entitlement to Enrolment	
I agree that I have read and understood this information and confirm that, to the best of my knowledge, my child is eligible to enrol in accordance with the <i>Education (General Provisions) Act 2006</i> (Qld).	
Laptop Hire	
<p>I agree that my child and I have read and understood this information and provide the below additional information:</p> <ul style="list-style-type: none"> I require the provisioning of (tick one) internet filtering on the device: <ul style="list-style-type: none"> <input type="checkbox"/> medium (access to social media sites) <input type="checkbox"/> high (blocked social media sites, including YouTube). For the provisioning of elevated permissions on the device, I: <ul style="list-style-type: none"> <input type="checkbox"/> agree to the provision of elevated permissions on the student's device <input type="checkbox"/> do not agree to the provision of elevated permissions on the student's device. 	
BYOx	
I agree that my child and I have read and understood this information.	
Acceptable Use of ICT Services	
I agree that my child and I have read and understood this information.	
Student Resource Scheme	
I agree that my child and I have read and understood this information.	
Consent for Local Excursions	
I agree that I have read and understood this information and I consent to my child's participation in local ('Category B') excursions.	



Policy or Procedure	Initials															
Instrumental Music To ensure that students have the most positive experience they can, we will conduct suitability testing and discuss with them which instrument they are most suited to. Does your child (or another family member) have any music or instrumental experience? Please provide detail and any other information you may wish to share:																
Homework Centre I agree that my child and I have read and understood this information. <table border="1"> <thead> <tr> <th>Day</th> <th>Session begins</th> <th>Session ends</th> <th>Intended attendance</th> <th>Intended collection</th> </tr> </thead> <tbody> <tr> <td>Tuesday</td> <td>3:00pm</td> <td>4:30pm</td> <td><input type="checkbox"/></td> <td> <input type="checkbox"/> Parent/carer collect <input type="checkbox"/> Student sign out </td> </tr> <tr> <td>Wednesday</td> <td>3:00pm</td> <td>4:30pm</td> <td><input type="checkbox"/></td> <td> <input type="checkbox"/> Parent/carer collect <input type="checkbox"/> Student sign out </td> </tr> </tbody> </table>	Day	Session begins	Session ends	Intended attendance	Intended collection	Tuesday	3:00pm	4:30pm	<input type="checkbox"/>	<input type="checkbox"/> Parent/carer collect <input type="checkbox"/> Student sign out	Wednesday	3:00pm	4:30pm	<input type="checkbox"/>	<input type="checkbox"/> Parent/carer collect <input type="checkbox"/> Student sign out	
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School Resources I agree that my child and I have read and understood this information.																
Ending An Enrolment I agree that I have read and understood this information.																

Privacy Statement

The Department of Education through its *information privacy and right to information* procedure is collecting your personal information in accordance with the *Education (General Provisions) Act 2006* (Qld).

The information will only be accessed by authorised school employees to ensure compliance with its *information privacy and right to information* procedure. 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. If you have a concern or complaint about the way your personal information has been collected, used, stored, or disclosed, please also contact your child's school.

