

OFFICE USE ONLY					
STUDENT NAME:					
DATE OF BIRTH:		YEAR LEVEL:		CLASS:	
INTERVIEW DATE:				INTERVIEW TIME:	
INTERVIEW WITH:					
PREP ORIENTATION:				COMMUNITY:	
PROPOSED START DATE:					



ENROLMENT
APPLICATION

PREP – YEAR 12



Dear Parents and Carers

Welcome to Meridan State College. This is the next stage in what is a life long journey of learning and discovery for your child.

Meridan State College is an innovative P-12 learning community that engages and supports a futures-orientated education, challenging students to excel and be creative, active and respected citizens in an evolving global society. The College is committed to providing an education that:

- embodies excellence in teaching and learning
- actively promotes the values of courtesy, compassion, collaboration, courage
- is inclusive and
- sets high expectations for all students.

Parents are required to return completed enrolment paperwork and the necessary supporting documentation to the Executive Office 48 hours prior to an enrolment interview.

Enrolment interviews are held on Wednesday mornings by appointment.

Please note that if any part of the enrolment form is not completed or supporting documentation not provided, the enrolment interview cannot occur until the necessary paperwork is completed and received.

As this is an official Education Queensland document, the Principal reserves the right to render a student's enrolment invalid, if incorrect information is provided in the enrolment application.

We welcome you to our learning community and look forward to working in partnership with you to ensure the best possible educational outcomes for your child.




Kind regards,



Tony Roberts
College Director
admin@meridansc.eq.edu.au

ENROLMENT CHECKLIST

No enrolment interview can progress until all required documentation is completed and provided to the school 48 hours prior to the interview.

 New Enrolment	 Re-Enrolment	 Repeating	Parent Checklist Please ✓
Enrolment Agreement: <ul style="list-style-type: none"> All sections must be completed and signed including Enrolment form, Media Consent Form, ICT Consent and ICT Agreement Form and Chaplaincy Program Form 			<input type="checkbox"/>
Acceptable Proof of Residency: <ul style="list-style-type: none"> Evidence of residential address of parent / carer must be provided e.g. Current phone or electricity bill, current long-term tenancy agreement, contract of sale, etc. AND Parent/carers Drivers Licence Statutory Declarations as required			<input type="checkbox"/>
State School Media Consent Form: <ul style="list-style-type: none"> All sections to be completed and signed 			<input type="checkbox"/>
Financial Commitment Form - Student Resource Scheme (SRS): <ul style="list-style-type: none"> SRS Participation form completed Finance Department located at Client Services to accept payment 			<input type="checkbox"/>
Chaplaincy Consent Form: <ul style="list-style-type: none"> All sections to be completed and signed 			<input type="checkbox"/>
Relevant Legal Guardianship Documentation: <ul style="list-style-type: none"> E.g. Custody orders, foster care etc. to be provided Only verified copies of court orders are acceptable			<input type="checkbox"/>
Student School Report: <ul style="list-style-type: none"> Most recent Semester Report A copy of recent Year 3,5,7 or 9 National Assessment Program – Literacy and Numeracy (NAPLAN) 			<input type="checkbox"/>
Student Queensland Curriculum and Assessment Authority (QCAA) Application for Senior students Year 11 and 12 only: <ul style="list-style-type: none"> To be completed only if student is enrolling from (A) Queensland Non-State School or (B) Interstate Transfer Paperwork available if applicable 			<input type="checkbox"/>
Unique Student Identifier (USI) Number – for Senior students only: Students in Year 10, 11 and 12 are required to obtain a Unique Student Identifier (USI). Go to www.usi.gov.au to register and provide details below: USI Number is : _____			<input type="checkbox"/>
Original Birth Certificate: Please provide the Original for us to sight and to record the Certificate Number below. Student Full Name: _____ DOB: _____ Birth Certificate Number: _____ Biological parents' names: _____ , _____			<input type="checkbox"/>
Passport and Visa for student and parent/carers: (if born overseas) Office to sight original and photocopy relevant sections.			<input type="checkbox"/>

ENROLMENT QUESTIONS AND ANSWERS

Question	Answer
My child has been verified with a disability as a Special Education student. How can I enrol him/ her?	Parents need to contact the Head of Special Education Services (HOSES) for discussions. PH: 07 5490 2666.
What are the school fees?	Education QLD encourages schools to provide a Textbook and Resource Scheme in an effort to minimize the cost to parents/carers of books and other learning resources. At Meridan State College we refer to this as the Student Resource Scheme . Further information is available on the College website: Resource Scheme . The Stationery List for the respective year level is also available on our website.
Are uniforms compulsory?	Yes, and able to be enforced under the Education Act 2006. The uniform policy is strongly supported by our P&C Association. The Dress Code Policy is available on our website.
How do I purchase the College uniform?	The School Locker: www.theschoollocker.com.au 1800 826 155 Located at the Maroochydore Homemaker Centre. Open 7 days a week for your convenience.
What do we need to bring to the Enrolment Interview?	See checklist on previous page. Please note that if all information required is not provided prior to enrolment interview, your interview will not proceed.
How do I get information about bus timetables and bus routes?	Phone CDC Bus 5476 6622 Website: https://cdcqueensland.com.au/bus-services/sunshine-coast-schools/
My child is in Secondary School, how do I know what subjects my child has been given?	They will receive a timetable on their first day of school.
What should I bring on the first day of school?	A school bag, suitable food, water bottle and College bucket hat. Students in Years Prep-6 are required to bring all items from the Stationery List.
Where do I go on the first day?	With the exception of arrival on the first day of the year when you will be advised of specific arrangements, you are required to report to the Executive Centre and you will be advised of your class.



PRIVACY AGREEMENT

Enrolment

The Department of Education collects this information for the purpose of school enrolment and student management. Personal information collected by the Department is protected by the Queensland Government's Information Standard 42 – Information Privacy. However, in accordance with Information Sharing Protocols and Memoranda of Understanding, some of this information may be passed on to government agencies. Some of these state government agencies include Queensland Health, Queensland Transport, Queensland Police Service and Department of Families. The commonwealth government, through Centrelink, may require information for matching purposes in relation to the payment of study assistance benefits to some students. Personal information on the enrolment form can be disclosed to other third parties without the individual's consent where authorised or required by law.

Attendance/Achievement/Behaviour

While students are enrolled in and attend state schools, school staff will collect personal information about their academic performance, attendance and behaviour for the purpose of monitoring their educational progress and providing educational programs to suit the needs of the student. Year 11 and 12 student details and academic profiles will be passed on to the QCAA for the purpose of processing Queensland Certificate of Education (QCE) and Tertiary Entrance Statements. Year 3, 5, 7 and 9 student names are passed on to the QCAA for the purpose of issuing individual reports in relation to the assessment of numeracy and literacy skills of students. This personal information can be disclosed to other third parties without the individual's consent where authorised or required by law.

Wellbeing, Protection and Safety

During a student's attendance, the Department of Education may also collect personal information that relates to the wellbeing, protection and safety of the student. This personal information may be passed on to agencies such as Queensland Health, Queensland Police Service and Department of Families in accordance with Education Queensland's Student Protection Policy and other policies relating to student behaviour. This personal information can be disclosed to other third parties without the individual's consent where authorised or required by law.

Children and Young People in the Care of the State – Data/Matching

The Department of Education and Department of Families conduct a data-matching program to improve school achievement outcomes for children and young people in care. The data-matching program involves a comparison, through a unique identifier, of certain personal information of children and young people in care and those children of similar age in the general school student population, including those who have specific needs. This personal information may include: achievement levels; retention rates; age; school year levels; school disciplinary absences; and student movement between schools. You may obtain further information about the Queensland Government's privacy regime contained in Information Standard 42 – Information Privacy. For any questions or enquiries relating to Privacy please contact the department's **Privacy Officer** via email: privacy@qed.qld.gov.au or via phone on (07) 3034 4557.

What is Education Queensland's role?

The Department of Education, known as Education Queensland, operates the state education system through a network of more than 1300 sites and administers grants and funding on behalf of the Government to the non-state school sector and universities. The department also provides advisory, monitoring and regulatory functions and strategic support to these areas.

Why does your privacy need protecting?

Every day, a vast amount of personal information is given to State Government departments and agencies. The Queensland Government respects your privacy and has established rules to ensure that your personal information is protected. The Government's privacy policy (Information Standard 42 – Information Privacy) stipulates that personal information be collected, stored, used and disclosed under very strict guidelines to prevent it from being misused or passed on without your permission. **Education Queensland is committed to protecting your privacy.**

What is personal information?

Personal information is an opinion or information about a person, whether true or false, that identifies or could identify the person. This information may be recorded in a document, or form part of a database. Examples of personal information include (but are not limited to) your date and place of birth, race or ethnicity, religion, financial record, criminal record or medical record.

Sometimes personal information about a person can reveal their identity even if their name is not mentioned.

How does the privacy policy work?

In all your dealings with Education Queensland, staff will make sure that your privacy is protected. Any personal information collected must be:

- ❖ directly related to, or necessary for, a lawful purpose or function of the agency;
- ❖ relevant, up-to-date and complete;
- ❖ collected fairly and lawfully; and
- ❖ stored safely and securely.

Generally, your personal information must be used only for the purpose for which it was collected or a directly related purpose, unless you have otherwise given permission.

The privacy principles do not apply to personal information contained in documents concerning covert police activity, witness protection, disciplinary actions and misconduct, whistleblowers and Cabinet and Executive Council matters. This is because the law overrides privacy principles in particular cases. Under what other circumstances can Education Queensland disclose your personal information?

If you consent, or if disclosure is: permitted by law; essential for law enforcement; or believed to be necessary to prevent or lessen an imminent threat to health or life.

Education Queensland may disclose limited information (for example, name, contact details, attendance, achievement etc.) about you to other parties for the purpose of issuing achievement awards, processing certificates, statements or reports in relation to assessments.

Listed below are agencies Education Queensland may give relevant personal information to where needed or authorised under law. The guidelines for release of personal information are strict.

Personal information may be disclosed to: Queensland Health or its nominated Health Providers, Queensland Transport, Queensland Police Service, Aboriginal and Torres Strait Islander Policy, Department of Employment and Training, Department Families, Disability Services Queensland, Department of Housing, Department of Justice and Attorney-General, Sport and Recreation Queensland, Centrelink and research organisations under contract to Education Queensland.

Data Matching

Education Queensland passes some personal information collected on to Centrelink for data matching purposes in relation to entitlements to Centrelink-administered payments; for example, study assistance benefits.

The Data-matching Program (Assistance and Tax) Act 1990 and the Social Security Administration Act 1999 authorises Centrelink to compare the personal information they hold to ensure that payments are being paid correctly. Education Queensland and the Department of Families conduct a data-matching program to improve school achievement outcomes for children and young people in care.

The data-matching program involves a comparison of certain personal information of children and young people in care and those children of similar age in the general school student population, including those who have specific needs. Personal information may include achievement levels, retention rates, age, school year levels, school disciplinary absences and student movement between schools.

Can you have access to personal information held by the Government?

Yes.

You can apply under the Right of Information Act 2009 to access, or to correct personal information held by State Government departments and agencies by using the [e-RTI online form](#). Alternatively, you can download the [Right to Information and Privacy Access Application Form](#) and lodge it with:

Manager, Information Release

Legal and Administrative Law Branch Department of Education

PO Box 15033

City East Qld 4002

Right to Information Legislation

The Right to Information is the Queensland Government's approach to giving the community greater access to information. The Queensland Government has made a commitment to provide access to information held by the government, unless on balance it is contrary to the public interest to provide that information.

Legislation replacing the *Freedom of Information Act 1992* came into effect on 1 July 2009:

[The Right to Information Act 2009](#)

[The Information Privacy Act 2009](#)

The Right to Information aims to make more information available, provide equal access to information across all sectors of the community, and provide appropriate protection for individuals' privacy.

How do I find out more?

For further information download the [Right to Information and Privacy Access Application Form](#) and lodge it with:

Manager, Information Release Legal and Administrative Law Branch

Department of Education

PO Box 15033

City East

Qld 4002

A copy of the Queensland Government's privacy policy and principles is available by accessing the Education Queensland's website

www.qld.gov.au/about/rights-accountability/right-to-information





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:

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

This collection is authorised by ss. 155 and 428 of the EGPA 2006. 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	<p>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.</p> <p>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.</p> <p>For international students approved for enrolment by EQI, a passport or visa will be acceptable.</p>	
For prospective mature age students, proof of identity supplied and copied*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Prospective mature age students must provide photographic identification which proves their identity:</p> <ul style="list-style-type: none"> current driver's licence; or adult proof of age card; or current passport. 	

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

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

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

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

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

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

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

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

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

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

PROSPECTIVE STUDENT'S PREVIOUS EDUCATION / ACTIVITY

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

RELIGIOUS INSTRUCTION*

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

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 st phone contact number*	Work/home/mobile	Work/home/mobile
2 nd phone contact number*	Work/home/mobile	Work/home/mobile
3 rd phone contact number*	Work/home/mobile	Work/home/mobile

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	

Uncontrolled copy. Refer to the Department of Education Policy and Procedure Register at <https://ppr.qed.qld.gov.au/pp/enrolment-in-state-primary-secondary-and-special-schools-procedure> to ensure you have the most current version of this document

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

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

☐ Yes ☐ No

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

Commencement date

____/____/____

End date

____/____/____

Other Court Orders*

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

☐ Yes ☐ No

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

Commencement date

____/____/____

End date

____/____/____

APPLICATION TO ENROL*

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

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

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

Office use only

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

Parental occupation groups for use with parent/carer details

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

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

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

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

Defence Forces commissioned officer

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

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

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

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

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

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

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

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

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

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

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

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

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

Defence Forces senior Non-Commissioned Officer.

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

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

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

Skilled office, sales and service staff:

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

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

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

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

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

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

Office assistants, sales assistants and other assistants:

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

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

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

Labourers and related workers

Defence Forces ranks below senior NCO not included above

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

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

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

State schools standardised medical condition category list

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

Application to enrol in a Queensland state school

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

Entitlement to enrolment

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

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

Prospective student

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

Parent's occupation and education

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

Court Orders

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

Name on enrolment form

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

Gender

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

Religious Instruction

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

Introduction to the State School Consent Form for Meridan State College (Media Consent Form)



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://meridansc.eq.edu.au/>
- Facebook: <https://www.facebook.com/MeridanStateCollege/>
- YouTube: Meridan State College Channel
- Instagram: <https://www.instagram.com/meridanstatecollege4551>
- Twitter: <https://twitter.com/meridansc>
- LinkedIn: N/A
- Other:
<https://qparents.qld.edu.au/#/login>
<https://qed.qld.gov.au/about-us/departments/apps/schools>
- 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 **Meridan State College**, admin@meridansc.eq.edu.au

Meridan State College 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:

(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: **N/A**

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/carers 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/carers 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.



Student Resource Scheme - Participation Agreement Form

The Student Resource Scheme

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

Government funding for schools does not extend to individual student resources and equipment for their personal use or consumption. Supply of these items, such as textbooks and personal laptops/iPads, is the responsibility of the parent.

The objective of the scheme is to provide parents a convenient and cost-effective alternative to individual supply of resources for their students. Participation in the SRS is optional, and no obligation is placed on a parent to participate.

Terms and conditions for participating in the scheme are provided on the reverse side of the form. Information is also provided on the Textbook and Resource Allowance (TRA) where applicable.

This Participation Agreement Form applies for the duration of a student's enrolment at the school, however parents who are participating in the scheme can choose to opt out from the SRS in future years by completing a new Participation Agreement Form. Any new Participation Agreement Form submitted annually and received by the school will supersede the previous form lodged.

Parents pay the annual participation fee in accordance with the selected payment arrangement. If a student joins the school mid-year, a pro-rata participation fee may apply.

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

To assist schools in managing and administering the scheme, parents are requested to complete the Participation section of this form and return it to the school.

If parents have not completed and returned the form before the due date indicated by the school in the SRS Annual Parent Information documents, the school will take the view that the parent does not wish to participate.

Payment

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

Participation

- ☐ **YES** I wish to participate in the Student Resource 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	

Privacy Statement

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



Terms and Conditions

Definition

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

Purpose of the SRS

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

Participation in the SRS

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

Non-Participation in the SRS

15. Parents who choose not to participate in the SRS are responsible for providing their student with all items that would otherwise be provided by the SRS to enable their student to engage with the curriculum.
16. The school will provide non-participating parents with a list of resources the parents are required to supply for their child.
17. All items included in the SRS must be able to be independently sourced, purchased and supplied by parents who choose not to participate in the SRS.
18. As the SRS operates for the benefit of participating parents and is funded from participation fees, SRS resources will not be issued to students whose parents choose not to participate in the SRS.

The Resources

19. SRS funds received by the school will only be expended on student resources outlined in the school's SRS and will not be expended on other items or used to raise funds for other purposes.
20. In return for payment of the participation fee, the SRS will provide the participating student with the entire package of resources for the specified participation fee. It is not available in parts unless specifically provided for by the school in the fee structure.
21. The resources, as determined and advised by the school may be:
 - retained by the student and used at their discretion; or
 - used/consumed by the student in the classroom; or

- hired to the student for their personal use for a specified period of time.

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

Payment Arrangements

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

Debt Management

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

Parents' Experiencing Financial Hardship

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

Additional Information

Textbook and Resource Allowance (TRA)

- The Queensland Government provides financial assistance to parents of students in Years 7 to 12, to offset the costs of textbooks and other resources. Assistance is provided in the form of a TRA which is paid through the school. Refer to the department's website for current TRA rates <https://education.qld.gov.au/about-us/budgets-funding-grants/grants/parents-and-students/textbook-resource-allowance>.
- The TRA is used to offset the fees associated with participation in the SRS.
- Parents not participating in the SRS will receive the TRA directly from the school.
- Parents not participating in the SRS should contact the school directly if they do not automatically receive the payment.



CONSENT FORM STUDENT USAGE OF INTERNET, INTRANET AND EXTRANET ICT NETWORK, FACILITIES AND EQUIPMENT AGREEMENT

TO BE COMPLETED AND SIGNED BY STUDENT AND PARENT/CARER

STUDENT USAGE OF INTERNET, INTRANET AND EXTRANET

To ensure our students are well equipped to function in, and contribute fully to our current society and information economy, Meridan State College and Education Queensland are responding to the innovation directions of the **Smart State Strategy** through **Smart Classrooms**. This strategy focuses innovative programs and resources used by the College, teachers and students. An essential tool for our College in the provision of innovative educational programs is the utilisation of intranet, internet and network services. This includes the growing number of Virtual Classrooms our students utilise through the Learning Place and the integration of these technologies in the investigation and collaboration phases of many curriculum programs. Therefore, access to these technologies is an increasingly essential part of the modern educational program provided in schools.

In order to maintain a safe and supportive learning environment, students need to accept the responsibility that comes with being given access to these resources, and understand that this access will be removed if not used appropriately.

Conditions of Use: Meridan State College ICT Network, Facilities and Equipment

I agree to use the Meridan State College ICT network, facilities and resources to:

- Complete assigned class work and assignments set by teachers
- Develop literacy, communication and information skills
- Author text, artwork, audio and visual material for publication on the Intranet or Internet, solely for educational purposes as supervised and approved by the college
- Conduct research for school activities and projects; communicating with other students, teachers, parents or experts in relation to school work
- Access online references such as dictionaries, encyclopedias
- Collaborate, research and learn through Education Queensland's e-learning environment

I understand that it is not acceptable, and will NOT use the Meridan State College ICT network, facilities and resources to:

- Download, distribute or publish offensive messages or pictures
- Use obscene or abusive language to harass, insult or attack others
- Deliberately waste printing and Internet resources
- Damage computers, printers or the network equipment
- Divulge personal information (e.g. name, parent's name, address), via the internet or e-mail, to unknown entities or for reasons other than to fulfil the educational program requirements of the school
- Make deliberate attempts to access restricted files, disrupt the College network system, destroy data or gain unauthorised data

I also understand that it is not acceptable, and will NOT:

- Use images of students in the College uniform, or images taken at College activities/lessons, without the permission of the College Executive Team (e.g. Putting photos or video taken at school on My Space, YouTube, Facebook or other social networking sites)
- Use USB or other memory storage devices to bring non-educational files onto the College network (e.g. games, music, images...)
- Deliberately waste printing and Internet resources
- Damage computers, printers or the network equipment
- Use College resources to play games, access or play unauthorised music, download applications or other

forms of software, or to procure without the express permission of the College Executive Team

- Use personal devices to create wireless hotspots to circumvent the secure College network.

I further understand that access to the Meridan State College network by student's wholly privately-owned ICT devices could compromise the integrity of the Education Queensland network, and is therefore not permitted.

Students need to be prepared for the possibility of unanticipated access to harmful information, materials or approaches from unknown persons via the internet (e.g. SPAM or viruses and Trojans with other files from the net). It is therefore a condition of use that students must report accidental access to offensive, illegal, harmful information and approaches from unknown persons via the internet to the supervising teacher or school staff member.

Meridan State College reserves the right to restrict/remove student access to the intranet, extranet, internet or network facilities if parents or students do not adhere to this network, facilities and equipment usage policy. This may also include other College behavioural consequences (e.g. Suspension) as outlined in College's [Code of Conduct](#) for Students and as seen as appropriate by the College eLearning Head of Department, Community Leaders and members of the College Executive Team.

The Department of Education and Training through Acceptable Use of the Department's Network and Information, Communication and Technology (ICT) Network and Systems is collecting your personal information in accordance with the Education General Provisions Act 2006 in order to ensure:

- appropriate usage of the school network; and
- appropriate usage of mobile private devices within the school network.

The information will only be accessed by authorised school staff to ensure compliance with Acceptable Use of Department's Information, Communication and Technology (ICT) Network and Systems.

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.

ICT NETWORK, FACILITIES AND EQUIPMENT AGREEMENT

The College and the Department monitor access to and usage of the ICT network. For example, e-mail monitoring will occur to identify inappropriate use, protect system security, maintain system performance, determine compliance with State and departmental policy and determine compliance with State and Federal legislation and regulation.

Student Agreement

I understand that the school's ICT network provides me with access to a range of essential learning tools, including the internet. I understand that the internet can connect me to useful information stored on computers around the world. While I have access to the school's ICT network: I will use it only for educational purposes; I will not undertake or look for anything that is illegal, dangerous or offensive; and I will not reveal my password or allow anyone else to use my school account. Specifically, in relation to internet usage, should any offensive pictures or information appear on my screen I will close the window and immediately quietly inform my teacher, or at home tell my parents/guardians. If I receive any inappropriate emails at school I will tell my teacher or if I receive any at home I will tell my parents/guardians.

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

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

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

Parent / Carer Agreement

I understand that the school provides my child with access to the school's ICT network (including the internet) for valuable learning experiences. In regards to internet access, I understand that this will give my child access to information on computers from around the world; that the school cannot control what is on those computers; and that a small part of that information can be illegal, dangerous or offensive.

I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend finally upon responsible use by students/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 of the school's ICT network.

Furthermore, I will advise the school if any inappropriate material is received by my student child that may have come from the school or from other students. I believe my child understands this responsibility, and I hereby give my permission for him/her to access and use the school's ICT network (including the internet) under the school rules.

I understand that students breaking these rules will be subject to appropriate action by the school. This may include loss of access and usage of the school's ICT network for some time.

Student Name: _____

Student Signature: _____

Date: _____

Parent Name: _____

Parent Signature: _____

Date: _____

VOLUNTARY STUDENT PARTICIPATION IN PROGRAM OF CHAPLAINCY

STUDENT PARTICIPATION IN CHAPLAINCY PROGRAM AT MERIDAN STATE COLLEGE

Meridan State College offers a School Chaplaincy service as an integral part of our Student Support Services Faculty. Our Chaplaincy service operates within the policy, procedures and guidelines established for such services by Education Queensland. The Chaplaincy service that has been established within our College provides a chaplaincy program endorsed by the **Meridan State College Parents and Citizens' Association** and this service is offered on a voluntary basis to all students. Information about the school's chaplaincy program is on the College website. The chaplain is involved in a range of activities at our College which are free of religious or spiritual content. Parent consent, or in some cases, the student's consent is required for participation in specific activities.

Voluntary Student Activities available to all students at Meridan on a voluntary basis where the College Chaplain may be in attendance :

- Breakfast clubs
- Coaching sporting teams
- Mentoring programs
- Outdoor educational programs
- College excursions and incursions
- College camps

Other Chaplaincy services offered by our School Chappy:

- One-to-one meetings
- Pastoral Care (Social and Emotional Support)
- Consultations

CONSENT

Parent Name/s	
Student Name (in full)	

- ☐ **Yes, I do give permission for my child to participate in the chaplaincy program offered at Meridan State College**
- ☐ **No, I do NOT give permission for my child to participate in the chaplaincy program offered at Meridan State College**

Parent/Carer (*)	Name:		
	Phone number:		
	Email address:		
	Signature:		Date:

PARENTS AND CITIZENS ASSOCIATION

Hello and welcome to Meridan State College.

We know your family will enjoy your time here with us and you will enjoy becoming a part of this wonderful school community.

Our P&C Association is an integral part of the College and we are very proud of the role the parents have played in shaping our school.

We meet in the Rainforest Retreat building on the second Tuesday of every month. Our meetings are very informal and are a terrific way of finding out what is happening in the College and what is being planned.

All parents/carers and community members are welcome to attend.

There are many ways in which you can become involved in the school and as a family new to the area this is also a great way to meet new people.

You may like to help out in classroom activities, in the Resource Centre, in the café, coaching sporting teams or fundraising events. Please let us know of any other area you may have some expertise and we will eagerly try to match your skills with our diverse curriculum.

Meridan State College is a wonderful school to be a part of and we look forward to your child settling in well.

Please complete the section below if you are able to help out, even if it is once a term, every little bit helps.

Kind regards, P&C Executive pandc@meridansc.eq.edu.au

Please complete below or email the P&C directly, if you are able to assist our College P&C. Thank you



To the Meridan State College P&C:

Name: _____

Phone: _____

Email: _____

I would like to assist in:

Café ☐

Resource Centre ☐

Fundraising/Classroom ☐

Activities ☐

Sports Coach (specify) ☐

Other (please specify) ☐

ENROLMENT AGREEMENT FOR PARENTS AND STUDENTS

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

Responsibility of student to:

- attend school regularly, on time, ready to learn and take part in school activities
- act at all times with respect and show tolerance towards other students and staff
- work hard and comply with requests or directions from the teacher and principal
- abide by College rules, meet homework requirements and wear the College uniform in line with the current [Dress Code Policy](#)
- complete to the best of your ability in class work, homework and assessment
- respect the College environment.

Responsibility of parents /carers to:

- ensure your child attends school on every school day for the education program in which they are enrolled
- attend open evenings for parents/carers
- let the College know if there are any problems that may affect your child's ability to learn
- inform the College of student absences and reasons for any absences in a timely manner
- treat College staff with respect and tolerance
- support the authority and discipline of the College enabling your child to achieve maturity, self-discipline and self-control
- not allow your child to bring dangerous or inappropriate items to school
- abide by College policy regarding access to College grounds before, during and after school hours
- advise Principal if your child is in the care of the state or you are the carer of a child in the care of the state
- keep College informed of any changes to student's details, such as student's home address, phone number, living arrangements.

Responsibility of school to:

- develop each individual student's talent as fully as possible
- inform parents and carers regularly about how their children are progressing
- inform students, parents and carers about what the teachers aim to teach the students each term
- teach effectively and to set the highest standards in work and behaviour
- take reasonable steps to ensure the safety, happiness and self-confidence of all students
- be open and welcoming at all reasonable times and offer opportunities for parents and carers to become involved in the school community
- clearly articulate the school's expectations regarding the [Code of Conduct](#) for students and the school's [Dress Code Policy](#)
- ensure that parents and carers are aware of the school's insurance arrangements and accident cover for students
- advise parents and carers of extra-curricular activities operating at the College in which their child may become involved, for example: Chaplaincy Services, sports programs
- ensure that the parent is aware of the College's record-keeping policy including the creation of a transfer note should the student enrol at another school
- set, mark and monitor homework regularly in keeping with the College's homework policy
- contact parents and carers as soon as is possible if the College is concerned about the child's school work, behaviour, attendance or punctuality
- deal with complaints in an open, fair and transparent manner
- consult parents on any major issues affecting students
- treat students and parents with respect and tolerance.

ENROLMENT AGREEMENT FOR PARENTS AND STUDENTS

I accept the rules and regulations of Meridan State College as stated in the College policies that have been provided to me through relevant links to the College website as follows, and show my acceptance by “ticking” the box:	Parent/Carer and Student Acknowledge ✓
Code of Conduct for Students: <ul style="list-style-type: none"> I have access to a copy of the Code of Conduct and Student Guidelines on the College website and accept the conditions of the agreement (incl. use of mobile phones). I understand that breaches of this policy may result in disciplinary action. 	<input type="checkbox"/> Student <input type="checkbox"/> Parent
Student Dress Code/Uniform Policy: <ul style="list-style-type: none"> I understand and agree to abide by the Dress Code Policy. 	<input type="checkbox"/> Student
School Charges, Secondary Subject Fees, voluntary contributions Student Resource Scheme (SRS): <ul style="list-style-type: none"> I fully understand the terms and conditions of the Student Resource Scheme and I have completed the participation agreement form. In agreeing to participate, I undertake to finalise payment of SRS fees by the due dates each year. I fully understand the terms and conditions of Subject fees as outlined in the Agreement, and agree to finalise payment of Subject fees by the due dates each year. I request that invoices for my child are addressed to the following custodial parent/carers: Name of parent/carers responsible for Financial expenses of student: _____ Relationship to student _____ Signature of parent/carers responsible for Financial expenses of student: _____	<input type="checkbox"/> Parent
Student usage of internet, intranet and extranet: <ul style="list-style-type: none"> I understand and accept the conditions of the Internet Use Agreement I understand that breaches of this policy may result in disciplinary action. 	<input type="checkbox"/> Student <input type="checkbox"/> Parent
Bring Your Own Device (BYOX): <ul style="list-style-type: none"> I understand and accept the conditions of the Bring Your Own Device Agreement. I understand that breaches of this policy may result in disciplinary action. 	<input type="checkbox"/> Student <input type="checkbox"/> Parent
Privacy Statement: I have read about privacy, confidentiality and access information included in this enrolment handbook.	<input type="checkbox"/> Student <input type="checkbox"/> Parent
Chaplaincy Program: I have read about the program and agreed to sign the consent for my child to participate in voluntary student activities.	<input type="checkbox"/> Parent
QParents, Facebook, Instagram, Newsletter and Twitter: <ul style="list-style-type: none"> Access your child’s student information online and stay connected to your school via QParents. Upon enrolment you will receive an invitation to join and register for QParents. Parents/carers are able to search our Meridan State College Facebook page for updates and upcoming events. As a part of the enrolment process, the College will register parents/carers to Schoolzine to receive our electronic Newsletter. Please check our College website calendar for all upcoming events, excursions, incursions and non - curriculum activities. 	<input type="checkbox"/> Parent
Consent to use Copyright Material or Personal Information: I have completed Sections 1, 5 and 6 of the State School Consent Form included in this enrolment handbook.	<input type="checkbox"/> Parent

Insurance: I acknowledge that the Department of Education and Training does not have Personal Accident Insurance to cover students.	<input type="checkbox"/> Parent
Transfer and/or Departure: I understand that upon transfer or departure of the student from the College, I will complete a signed release form. I will return all resources and finalise outstanding financial commitments to the College.	<input type="checkbox"/> Parent
Student Support: Previous known behaviours displayed <i>(Parent - please tick if applicable and provide details)</i> <ul style="list-style-type: none"> <input type="checkbox"/> No previous issues <input type="checkbox"/> Has some issues <input type="checkbox"/> Aggression <input type="checkbox"/> Experienced Bullying <input type="checkbox"/> Non-compliant <input type="checkbox"/> Has used poor language <input type="checkbox"/> Had had suspension 	
Previous known support <i>(Parent - please tick if applicable and provide details)</i> <ul style="list-style-type: none"> <input type="checkbox"/> Doctor <input type="checkbox"/> Pediatrician <input type="checkbox"/> Behaviour Support <input type="checkbox"/> Learning Support <input type="checkbox"/> Individual Curriculum Plan <input type="checkbox"/> Hearing Assessment <input type="checkbox"/> Vision Assessment <input type="checkbox"/> Child Psychology <input type="checkbox"/> Speech Language Therapy <input type="checkbox"/> Early Childhood Development Program <input type="checkbox"/> Child Youth Mental Health <input type="checkbox"/> Educational Support Plan <input type="checkbox"/> English as a Second Language Support <input type="checkbox"/> Other Health Professional (Guidance Officer Support NOTE: Permission to request GO files) 	
Previous known Learning Needs <i>(Parent - please tick if applicable and provide details)</i> <ul style="list-style-type: none"> <input type="checkbox"/> Oral Language <input type="checkbox"/> Reading / Spelling <input type="checkbox"/> Writing <input type="checkbox"/> Mathematics <input type="checkbox"/> Other (Extension / Enrichment Program i.e. Music) 	
Diverse Learning Needs <i>(Please tick if applicable and provide details i.e. medical/specialists report)</i> <ul style="list-style-type: none"> <input type="checkbox"/> Physical (May be Physical Impairment / Health /Asthma / Anaphylaxis) <input type="checkbox"/> Cognitive (May be Intellectual / Autism Spectrum Disorder ASD / ADHD / Speech Language) <input type="checkbox"/> Sensory (Only-Hearing, Vision) <input type="checkbox"/> Social and Emotional (May be Mental Health / ADHD / Autism Spectrum Disorder ASD) <div style="margin-left: 20px;"> <input type="radio"/> Supplementary <input type="radio"/> Substantial <input type="radio"/> Extensive <input type="radio"/> Extensive Plus </div> 	

<ul style="list-style-type: none"> I hereby declare that the information given in this enrolment form is true and correct at the date of enrolment. 	
<ul style="list-style-type: none"> I acknowledge that information about Meridan State College is available on the College website: www.meridansc.eq.edu.au 	

Print Student Name:	Student Signature:	Date:
Print Parent 1 Name:	Parent 1 Signature:	Date:
Print Parent 2 Name:	Parent 2 Signature:	Date:
MSC Admin Name:	Admin Signature:	Date:



Disclaimer: The policies and procedures of Meridan State College may be subject to change throughout the school year. Any changes will be notified to parents and cares through the College Newsletter and updated on the College website. Students will be advised through email and student assemblies.