



**Office Use Only:** It is acknowledged that the following documentation has been provided enabling the enrolment to proceed:

Agree	Document/Information	Details if not in agreement
	Birth Certificate	
	Custody Order (copy to be provided if YES)	
	Passport and visa copy - STUDENT if born o/seas	
	Passport and visa copy - PARENT if born o/seas	
	Student in Care (INFO ONLY)	
	SEP - diagnosed disability (INFO ONLY)	
	Evidence of primary place of residence	

The following documents, enclosed in this booklet, have been discussed with parent/carer's and their child at the enrolment interview taking place at least two days prior to the child's start date at Harristown, if approved:

	State School Consent Form	
	Consent for Voluntary Participation - Chaplaincy Program	
	Participation Agreement - High Risk Activity (7-12)	
	Enrolment Agreement	
	Enrolment Declaration regarding Preferred Name	
	Parent/Carer Input	
	Additional Information	
	Compulsory Curriculum Excursion Consent	
	Parent/Carer 1 - responsible for 100% fees (INFO ONLY)	

The following separate documents have been signed and will be forwarded to the relevant personnel:

	Student Resource Scheme (P&C)	
	Subject Selection Form (if applicable)	

The following issues/policies have been discussed:

	Stationery List	<a href="https://harristownshs.eq.edu.au/facilities/uniform-shop">https://harristownshs.eq.edu.au/facilities/uniform-shop</a>
	Uniform requirements and price list	<a href="https://harristownshs.eq.edu.au/facilities/uniform-shop">https://harristownshs.eq.edu.au/facilities/uniform-shop</a>
	Assessment Information	<a href="https://harristownshs.eq.edu.au/curriculum">https://harristownshs.eq.edu.au/curriculum</a>
	School Attendance Information	
	Excursions	
	Complaints Management	
	School Access via Administration	

**SIGNATURES:** As the student and/or parent/carer, I sign here to give the above consents and/or agreements as enclosed documents as necessary. I acknowledge that each of these has been explained to me during the enrolment interview and I am aware that further information is accessible on the Harristown State High School website.

Please ensure all highlighted sections are signed. Each page will be explained in detail at the enrolment interview.

.....  
Student's Name

.....  
Student's Signature

.....  
Date

.....  
Parent/Carer's Name

.....  
Parent/Carer's Signature

.....  
Date

.....  
Staff Member/s Name

.....  
Staff Member/s Signature

.....  
Date

#### 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* (EGPA 2006), and in particular for:

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

This collection is authorised by ss. 155 and 428 of the EGPA 2006. DOE will disclose personal information from this form to the Queensland Curriculum and Assessment Authority when opening student accounts, in compliance with Part 3 of the *Education (Queensland Curriculum and Assessment Authority) Act 2014 (Qld)*. Personal Information from this form will also be supplied to Centrelink in compliance with ss.194 and 195 of the *Social Security (Administration) Act 1999 (Cth)*. De-identified information concerning parents' school and non-school education, occupation group and main language other than English and students' country of birth, main language other than English, sex 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.



## **Introduction to the State School Consent Form (attached) for Harristown State High School**

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

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

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

Your child's student materials:

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

### **Purpose of the consent**

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

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

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

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

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



### **Voluntary**

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

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

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

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

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

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

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

### **Media sources used**

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

- School website: <https://harristownshs.eq.edu.au>
- Facebook: <https://www.facebook.com/HarristownSHS>
- YouTube: <https://www.youtube.com/channel/UCT6svMqXXJBGdDzam3eNXXg>
- Instagram: [www.instagram.com/HarristownSHS](http://www.instagram.com/HarristownSHS)
- 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 Ian Brackstone, Deputy Principal, (07) 4636 8700 or [ibrac1@eq.edu.au](mailto:ibrac1@eq.edu.au). Ian Brackstone 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: Harristown State High School

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

Full Name    First Name    No Name    Other Name \_\_\_\_\_

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

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

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

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

Name (as indicated in section 1)    Image/photograph    School name

Recording (voices and/or video)    Year level

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

Sound recording    Artistic work    Written work    Video or image

Software    Music score    Dramatic work

### 3 APPROVED PURPOSE

If consent is given in section 6 of the form:

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

### 4 TIMEFRAME FOR CONSENT

School representative to complete.

(a) Timeframe of consent: duration of enrolment.

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

### 5 LIMITATION OF CONSENT

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


**6 CONSENT AND AGREEMENT**

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

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

I have read the explanatory letter, or it has been read to me. I have had the opportunity to ask questions about it and any questions that I have asked have been answered to my satisfaction. By signing below, I consent to the school recording, using and/or disclosing (publishing) the personal information and materials identified in section 2 for the purposes detailed in section 3. By signing below, I also agree that this State School Consent form is binding. For the benefit of having the materials (detailed in section 2) promoted as DoE may determine, I grant a licence for such materials for this purpose. I acknowledge I remain responsible to promptly notify the school of any third party intellectual property incorporated into the licensed materials. I accept that attribution of the identified person in section 1 as an author or performer of the licensed materials may not occur. I accept that the materials licensed may be blended with other materials and the licensed materials may not be reproduced in their entirety.

Print name of student: \_\_\_\_\_

Print name of consenter: \_\_\_\_\_

Signature or mark of consenter: \_\_\_\_\_

Date: \_\_\_\_\_

Signature or mark of student (if applicable): \_\_\_\_\_

Date: \_\_\_\_\_

**SPECIAL CIRCUMSTANCES**

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

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

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

Print name of witness \_\_\_\_\_

Signature of witness \_\_\_\_\_

Date \_\_\_\_\_

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

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

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

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

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

Print name and role of person taking the consent \_\_\_\_\_

Signature of person taking the consent \_\_\_\_\_

Date \_\_\_\_\_

**Privacy Notice**

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



## Parent/Carer's Consent for Voluntary Student Participation in the Chaplaincy Program

This school community provides a chaplaincy program endorsed by the school's Parents and Citizens' Association available on a voluntary basis to all students. The chaplain is involved in a range of activities at this school that are free of religious, spiritual and/or ethical content. These activities are available to all students on a voluntary basis. Chaplains may also be involved in activities with religious, spiritual and/or ethical content and additional consent is required.

Parent/carers consent, or in some cases, the student's consent is required for participation in specific activities with religious or spiritual content. If the principal decides that the student has the appropriate level of maturity and understanding to give informed consent, the student must sign this form. Otherwise, the parent/carers must sign the form on the student's behalf.

<b>Voluntary Student Activities <u>without</u> Religious, Spiritual and/or Ethical Content</b>	<b>Voluntary Student Activities <u>with</u> Religious Spiritual and/or Ethical Content</b>
These activities are available to students on a voluntary basis if a parent/carers has given consent in writing.	These activities are available to students on a voluntary basis if a parent/carers has given consent in writing.
<ul style="list-style-type: none"> <li>• One-on-one/small group meeting: to support students emotionally and socially.</li> <li>• Resilience-based programs: supporting students by teaching positive self-worth, managing stress and anxiety through learning practical life skills. These HRE Programs may include but are not limited to: Friends for Life, Shine and others as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• One-on-one/small group meeting: to support students emotionally, socially and spiritually.</li> <li>• Youth Alpha: for all those who are wishing to explore their spiritual world views</li> <li>• Thursday morning prayer meeting: opportunity for students to come and request prayer points.</li> <li>• Prayer breakfast</li> <li>• Christian Organizations' Visit: throughout the school year some events may be scheduled that involve Christian content, for example, music, special speakers, social justice, sports demos.</li> </ul>
Please tick one of the boxes below: <input type="checkbox"/> <b>I give</b> my consent for my child to participate in these activities.	Please tick one of the boxes below: <input type="checkbox"/> <b>I give</b> my consent for my child to participate in these activities.
<input type="checkbox"/> <b>I do not give</b> my consent for my child to participate in these activities.	<input type="checkbox"/> <b>I do not give</b> my consent for my child to participate in these activities.

I understand that, where I agree that my child can participate in the chaplaincy program, this information will be passed on to the school chaplain.

### Privacy Notice

The Department of Education is collecting student's personal information in order to determine student participation in the school's chaplaincy program. This information will only be accessed by the school principal, administrative staff and the school chaplain and, if the student is participating in the program, relevant class teachers will be advised. Student's personal information will be recorded, used and disclosed in accordance with s426 of the Education (General Provisions) Act 2006 (Qld) and will not be given to any other person or agency unless you have given the Department permission or the disclosure is otherwise required by law.

Student's Signature	Parent/Carer's Signature

### High Risk Activities across the Curriculum in Years 7 to 12

A number of activities within the curriculum have been designated as carrying a high risk. While the school has effective control measures in place, students selecting particular subjects listed here are required to follow workplace health, safety and well-being practices. We rely on your support to direct your child not only in the wearing of personal protective equipment (PPE) but in following protocols established in learning areas, be these classrooms, workshops, laboratories, gymnasiums, sporting fields, farming environs or other. The school provides students with certain PPE and parents/carers are expected to provide their children with the appropriate footwear PPE for the subject, as stated in the school's dress code or in a subject's essential equipment requirements. Specific permission for involvement in high risk activities conducted as part of excursions will be sought from parents/carers individually as part of the excursion process.

#### HEALTH & PHYSICAL EDUCATION

The subjects in this learning area that involve high risk activities are Health, Physical Education, Sport & Recreation, Sports Specialisation and the Certificate III in Fitness. These risks relate to: activities in the swimming pool, in the weight training facility, as well as involvement in the track and field events of discus, javelin and high jump. A courtesy letter will be sent home each year identifying the activities that all students will be involved in. Specific permission for involvement in high risk activities conducted through the Sports Academy will be sought from parents/carers individually in preparation for embarking on these activities.

#### SCIENCE

The subjects in this learning area that involve high risk activities are Science, Agricultural Science, Agricultural Practices, Biology, Chemistry, Physics and Science in Practice. These risks relate to: biological activities, chemical hazards, maintenance and operation of a safe laboratory, maintenance and operation of a safe work area outside the laboratory, managing and storing of hazardous materials in Science, safe operation of laboratory equipment, Science experiment activities, conducting safe work practices, gardening with hand tools, handling live animals in a school and stockyard setting, agricultural machinery, portable power generating equipment, fencing construction, managing hazardous materials in Agricultural Studies, stockyards, towing and tractor driving.

ESSENTIAL EQUIPMENT IN AGRICULTURAL SCIENCE SUBJECTS: Workplace clothing, hat, leather work boots for practical activities.

#### TECHNOLOGIES (Engineering & Materials Contexts)

The subjects in this learning area that involve high risk activities are Building & Construction Skills, Engineering Skills, Furnishing Skills. These risks relate to: Drill Press, Folder, Press Brake, Bench Grinder, Guillotine, Heavy Sheet Metal, Metal Lathe, Wood Lathe, Milling Machine, Drum Sander, Cold Saw, Metal Band Saw, Wood Band Saw, Panel Saw, Metal Shears, Spindle Moulder, Spray Painting Plant, Sander, Drum, Surface Planer, Thicknesser, Biscuit Jointer, Angle Grinder, Metal Nibbler, Nail Gun, Electric Planer (Hand), Trimmer, Plunge or Fixed base router, Router table, Belt Sander, Orbital Sander, Circular Saw, Compound Mitre Saw, Jigsaw, Staple Gun, Reciprocating Saw, Manual Metal Arc Welding, Mig Welding, Oxy or Acetylene Welding, Spot Welder.

ESSENTIAL EQUIPMENT IN YEARS 11 & 12: Safety work boots for all lessons to access workshop.

#### TECHNOLOGIES (Food Specialisation Context)

The subjects in this learning area that involve high risk activities are Hospitality Practices and Home Economics. These risks relate to: cookery, food experimentation and maintaining a safe kitchen.

#### THE ARTS

The subjects in this learning area that involve high risk activities are Dance, Dance in Practice, Art, Visual Art and Visual Art in Practice. Risks relating to Dance include: students performing movements which require a high degree of flexibility, control and coordination, exploring movement and creating dance. Risks relating to Visual Art include: the use of low-odour solvents, spray aerosols, cutting and construction tools, print-making, sculpture and hot wax activities.

ESSENTIAL EQUIPMENT: Dance clothing as detailed on the booklist.

**AGREEMENT:** I give permission for my child to be involved in any of the subjects mentioned above, recognising that there will be high risk activities involved at times. I understand that the school has effective control measures in place to minimise the risks to my child. I accept the responsibility to outfit my child correctly with appropriate footwear as part of their personal protective equipment, so that they may participate in these subjects and complete the course requirements.

**Please provide advice to the school administration if your child has a medical condition and/or you have concerns regarding your child's ability to participate in any of the abovementioned activities.**

Student's Signature	Parent/Carer's Signature

## **Explanatory Information**

**This Information explains further details about the rules and regulations cited in the Enrolment Agreement**

### **Homework Policy**

Homework at high school falls into three broad categories:

- Set by the teacher
- Regular review of the day's work by the student
- Assignment work requiring some time management to complete draft work and to submit final assignment work by the due date.

Students use their Student Planner to record their homework and assignments and keep these in good order. This is a way for parents/carers to also keep track.

### **Internet Usage, Social Media Use & Third Party Website Access**

Each time students log on at a computer at Harristown, they must agree to the terms and conditions of use. Essentially, students must agree to treat the equipment with respect and not to engage in certain activities when using the network. This includes accessing sites that any reasonable person might find offensive, such as those promoting violence or with images of a sexual or racist nature. Further, students are not permitted to send or receive personal emails, participate in online chat programs using non-approved social media such as Facebook or twitter, download files without the express permission of the teacher, bully or intimidate others; or pursue activities which may alter or avoid system security settings.

If this behaviour is breached, then a student will lose the right to use the internet at Harristown State High School and access to school computers will be strictly limited or refused. As a result, a student's behaviour will be monitored and a suspension from school may apply.

### **School Excursions**

Students are required to have paperwork for school excursions returned in a timely manner. A number of compulsory excursions apply in various subjects which are fundamental to students understanding subject content. Monies for excursions are paid at the P&C Shop once the Principal has approved the activity. Refunds may not be available in certain circumstances even if students have a reasonable excuse for cancellation e.g. where buses have had to be pre-booked.

### **Complaints Management**

At Harristown, staff would like every student to be happy at school. Staff would expect that students have a certain level of resilience to ignore or to respond to minor behaviours and that students are speaking with parents/carers about issues of an upsetting nature. If a student is finding a situation unmanageable, then there are various staff members who can be approached to report the issue. These include Form teachers, Class teachers, Positive Behaviour Coach or House Deputies. If the issue is occurring in the school, then school staff will assist to resolve the situation. A number of support staff are also available to assist.

### **Departmental Insurance Arrangement and Accident Cover for Students**

Harristown does not carry insurance or accident cover for students. If a student is injured at school or during a school activity, it is a parent's/carer's responsibility to pay for any costs incurred.

### **Appropriate Use of Mobile Telephones and other Electronic Equipment by Students**

At Harristown students are able to bring their mobile phones and devices to school, but they are not to be used from 8:30am until the end of the school day. After 8.30am all devices must be switched off (not placed on silent) and be out of sight unless they have special permission from the class teacher during class time, or the permission of a Deputy Principal at all other times.

### **School Instructions for School Access**

Students have permission to access the school premises when attending school and for a reasonable period of time before and after school. At all other times students must be engaged in activities approved by the school to be on the premises. Students are not to ride vehicles of any type in the school grounds e.g. bicycles, scooter or skateboards.

### **Attendance & Compulsory Participation**

- If a student is between the ages of 6 and 16 years, they must attend school (unless Year 10 has been completed). This is known as the Compulsory School Age phase. When participating in this compulsory school age phase a parent is responsible to advise the school of reasons for absence. An exemption from the Compulsory School Age phase for more than 10 days can be requested if a student cannot attend school or it would be unreasonable in all the circumstances to make a student attend.
- Every student is required to attend school on every school day of their education program unless they have a reasonable excuse. The following circumstances are considered reasonable excuses such as, legal responsibility, medical or dental treatment, holiday, religious observance, funeral or non-sport representative, school activity, excursion, natural disaster, off campus activity, representative sport, work experience, exemption or attendance not required in the case of a part time student.
- A medical certificate will be required if a student has an on-going illness or is absent during assessment in the senior years.
- Harristown informs parents/carers of a student's daily absence from school via SMS. The school must take reasonable steps to follow up unexplained absences. At Harristown an attendance rate of 95% is expected.
- If a student is regularly absent from school without a reasonable and adequate excuse, the school is required to provide information to the Department of Communities, Child Safety and Disability Services. These various Departments may then investigate whether or not there is child protection issues involved like neglect. Penalties may apply.



**Enrolment Agreement – Harristown State High School**

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

**Responsibility of student to:**

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

**Responsibility of parents/carers to:**

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

**Responsibility of school staff to:**

- design and implement engaging and flexible learning experiences for individuals and groups of students
- inform parents and carers regularly about how their children are progressing
- design and implement intellectually challenging learning experiences which develop language, literacy and numeracy
- create and maintain safe and supportive learning environments
- support personal development and participation in society for students
- foster positive and productive relationships with families and the community
- inform students, parents and carers about what the teachers aim to teach the students each term
- teach effectively and to set high standards in work and behaviour
- clearly articulate the school's expectations regarding the Student Code of Conduct and the Student Dress Code policy
- ensure that parents and carers are aware that the school does not have personal accident insurance cover for students
- advise parents and carers of extra-curricular activities operating at the school in which their child may become involved (for example Program of Chaplaincy Services, sports programs)
- set, mark and monitor homework regularly in keeping with the school's homework policy
- contact parents and carers as soon as possible if the school is concerned about the child's school work, behaviour, attendance or punctuality
- notify parents/carers of an unexplained absence of their child as soon as practicable on the day of the student's absence (allowing time for parents/carers to respond prior to the end of the school day)
- deal with complaints in an open, fair and transparent manner in accordance with [departmental policy](#)
- treat students and parents/carers with respect.

As student and as parent/carer, I accept the rules and regulations of Harristown State High School as stated in the school documents provided to me, available on the school website or within the Student's Planner, particularly those related to:

- Student Code of Conduct
- Uniform and Student Personal Presentation Policy
- Homework Policy
- School Charges and voluntary contributions
- School network usage and access statement requirement of Acceptable Use of the Department's Information, Communication and Technology (ICT) Network and Systems
- Absences
- School Excursions
- Complaints management
- Parent Notice for Religious Instruction in School Hours
- Parent / Carer Consent form for *Voluntary Student Participation in Program of Chaplaincy Services*
- Department insurance arrangements and accident cover for students
- Managing Consent to Use Student/Volunteer Copyright Materials and/or to Record, Use or Disclose Student Personal Information
- Appropriate Use of Mobile Telephones and other Electronic Equipment by Students
- School instructions for school access

I acknowledge:

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

Student's Signature	Date	Parent/Carer's Signature	Date
On behalf of Harristown State High School		Date	



**Enrolment Declaration Regarding Preferred Name  
Only if Applicable**

Enrolment Name (only if preferred name is different to birth certificate)

Name on Birth Certificate (legal name)

I declare that by enrolling the nominated student using the preferred name:

- I am not intending to defraud
- I am not contravening a court order
- I am not infringing a parent/carer's rights

**Name on Enrolment Form**

A child should be enrolled under their legal name as per their birth certificate. There is provision to also record a child's preferred family and given name. Parents/carers nominating a preferred name for their child should note that the legal name will appear on semester reports but the preferred name will only be used on internal school documents such as class rolls.

Parent/Carer Name

Parent/Carer Signature

Date



**Individual Student  
Support**

- |    |  |     |    |
|----|--|-----|----|
| 1. | Was your student included in the Nationally Consistent Collection (NCCD) of Data at their previous school?<br>If yes, please list the Category: _____ & Level: _____ of support. | YES | NO |
| 2. | Does your student access any external support agencies?<br>If yes, please list _____   | YES | NO |
| 3. | Is your student required to take any medication while at school?<br>If yes, please list _____  | YES | NO |
| 4. | Does your student have a current Health Plan?<br>If yes, please list the medical condition _____   | YES | NO |
| 5. | Were there any strategies your student's previous school was using that you believed had a positive outcome. _____<br>_____<br>_____   |     |    |

Notify the Head of Diverse Learning

(office use only)

**Additional Information**

**Student Contact**

Where a student is residing regularly at an address other than that listed on the enrolment form, please give adult carer name, address and telephone contact details

---



---



---

Please list your **student's personal mobile phone number** if you are happy for the school to record this for use in case of an emergency.

---

**Student Information**

Are there any additional persons who should receive copies of this student's reports? Yes No (PLEASE CIRCLE)  
If yes, please give name, address and telephone contact details:

---



---



---

**Agreement**

I give permission for my student to attend compulsory curriculum excursions, including school carnivals, when there is no cost associated. I give permission for my student to use transport that the school provide to attend these excursions.

Student's Signature	Parent/Carer's Signature

**Payment of Student Accounts**

The Department of Education Queensland OneSchool program allows for a division of payment of a student's account. **The system will regard Parent/carer 1 on the Enrolment Form as responsible for 100% of the account UNLESS the school receives in writing a commitment from another party assuming responsibility for all or part of the account.** Please note that any CHANGES to financial responsibility for a student's account must be received in writing, signed by the person taking on the responsibility, before the school can make the change.

**Parent/carer 1**

.....%  
(name) (relationship to student) (signature accepting responsibility for payment) (division of payment)

**Parent/carer 2**

.....%  
(name) (relationship to student) (signature accepting responsibility for payment) (division of payment)

**Total must equal 100%**