



BLAIR STATE SCHOOL PERMISSION FORMS



STUDENT DETAILS	
Student Family Name:	
Student Given Name:	
Entry Year Level:	

Please note: We require all of the below documentation before processing your application.

All applications require supporting documents to validate enrolment:

- ✓ **Proof of Identity**
 - The child's Birth Certificate to be sighted and number recorded on enrolment form

- ✓ **If Born outside of Australia**
 - Passport
 - Visa or Australian Citizenship Certificate

- ✓ **Proof of Address**

If you own the property:

 - Current Ipswich City Rates Notice **OR**
 - Current Electricity bill

If you rent the property:

 - Current signed Lease agreement **OR**
 - Current Electricity bill **OR**
 - Confirmation from Electricity provider of connection to the property

- ✓ **Previous School**
 - 2 most recent Report Cards

- ✓ **Enrolment Interview**
 - Booked Date & Time: _____
 - Leadership team member informed

Blair State School
Cribb Street, Sadliers Crossing QLD 4305
Phone: 07 3813 8555
Email: admin@blairss.eq.edu.au



Principal

Lesley Gollan

Deputy Principal

Toni Brown

Head of Inclusive Education

Nick Marrinan

Head of Department-Curriculum

Lauren Lovell



Introduction to the State School Consent Form



This form is to provide details 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.

Our 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, to promote the school and more broadly, celebrating Queensland education.

To achieve this, the school may use newsletters, 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

The 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://blairss.eq.edu.au>
- Facebook: <https://www.facebook.com/blairstate>
- Local Newspaper
- Blair State School Newsletter and promotional material
- Traditional and online media, printed materials, digital platforms' promotional materials, presentations and display
- School Star

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 retract a consent, express a limited consent or withdraw consent, please contact:
admin@blairss.eq.edu.au



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: for the duration of the student's enrolment.

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.

10/2018/01



Information Communication Technology (ICT) Access Agreement



School network usage and access statement requirement of Acceptable Use of the Department's Information, Communication and Technology (ICT) Network and Systems

Student

I understand that the Internet can connect me to useful information from around the world stored on computers.

While I have access to computers, iPads and the internet:

- I will use them only for educational purposes.
- I will not record conversations or daily activities by taking photos or video footage that will invade someone's privacy.
- I will not look for anything that is illegal, dangerous or offensive on the internet.
- I will not download, distribute or publish inappropriate messages, pictures or videos.
- If I accidentally come across something that is illegal, dangerous or offensive, I will:
 - (a) Clear any offensive pictures or information from my screen; and
 - (b) Immediately, quietly, inform my teacher or tell my parents/guardians if I am at home.
- I will not reveal my own name (or others'), home address or phone number (or others') when on the internet.
- I will not use another student or staff member's username or password to access the school network.
- I will not use language that annoys, threatens or offends anyone else.
- I will not damage computers, iPads, printers or network equipment.
- I will not use a personal device at school except with permission from my teacher

I understand that if the school decides I have broken these rules, appropriate action will be taken as per the Student Code of Conduct. This may include loss of my access to computers, iPads and internet for a period of time.

Student Name: _____

Student Signature: _____ **Date:** _____

Parent or Guardian

- I recognise that ICT, including access to and use of the internet and email, are essential tools for schools in the provision of innovative educational programs.
- I understand that:
 - the Department of Education and Training monitors access to and usage of their ICT network. For example, email monitoring will occur to identify inappropriate use, protect system security and maintain system performance. Use of the school's ICT network is secured with a unique student username and password.
 - use of computers, iPads and the internet gives access to information on servers around the world; that the school cannot control what is on those servers; and that a very small part of that information may be illegal, dangerous or offensive.



- the department has adopted an internationally recognised web filtering system and is continually enhancing its systems to ensure the safety of students and staff, but web filtering is no substitute for the ongoing vigilance of caregivers.
- the school will educate students regarding cyber bullying, safe internet and email practices, copyright and health and safety regarding the physical use of ICT devices.
- I accept that teachers will always exercise their duty of care, but protection against exposure to harmful information should ultimately depend upon responsible use by students.
- 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 _____ (*Name of student*) understands this responsibility, and I hereby give my permission for him/her to access computers, iPads and the internet under the school rules. I understand that students breaking these rules will be subject to appropriate action by the school in line with the school's Student Code of Conduct. This may include loss of Internet, computer and iPad access for a period of time.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ **Date:** _____



Third Party Website Consent Form



At Blair State School teachers make decisions about the best technology to meet the needs of our students. It is beneficial for students to utilise services provided by third party web-based providers.

Blair State School wishes to utilise the third-party web-based service providers listed below to aid students learning and engagement. For your child to use these services, the teacher will need to register them as a user. Registering with these providers requires student personal information to be disclosed to the provider of the service. In the case of the services outlined below, they are private companies that are hosted onshore in Australia and outside of Australia. Outside of Australia means that data that is entered to register for these sites will be stored on servers that are not based in Australia and therefore are not bound by Queensland's privacy laws. Registration may include disclosing the following information about your student:

- Student Name
- Student ID
- Age
- Year group
- Class Teacher and/or
- Student email

In order to continue to use these online services at Blair we will need your permission for the registration and use of these sites for your child to use.

Before you complete this consent form it is important that you understand the reasons that these websites collect this information, what will be done with it, who else may have access to it and where the data is stored. This information can be found in the hyperlinks below referring to each website's terms and conditions and/or privacy policy.

Please read these and ensure that you understand the implications of using this service before giving your consent. If you have any queries around the storage of student's information, please feel free to contact the school to discuss further.

Below are the third-party web-based service providers

Service Name: Reading Eggs

URL: <https://readingeggs.com.au>

Data Hosting: Offshore (outside of Australia)

Purpose of use: Reading Eggs is an early childhood online literacy and numeracy education program.

Terms of use: <https://readingeggs.com.au/terms>

Privacy policy: <https://readingeggs.com.au/privacy/>

Service Name: Reading Eggspress

URL: <https://readingeggspress.com.au/>

Data Hosting: Offshore (outside of Australia)

Purpose of use: Reading Eggspress is an online literacy and numeracy education program.

Terms of use: <https://readingeggs.com.au/terms>

Privacy policy: <https://readingeggs.com.au/privacy/>

Service Name: Mathletics and Spellodrome



Service Name: Mathletics

URL: <https://www.mathletics.com/au/>

Data Hosting: Offshore (outside of Australia)

Purpose of use: Mathletics is proven to improve students' maths performance with a highly engaging, personalised learning experience. With hundreds of curriculum-aligned activities, it's the ultimate way to keep students motivated and on track.

Terms of use: <https://www.3plearning.com/terms/>

Privacy policy: <https://www.3plearning.com/privacy/>

Service Name: Book Creator

URL: <https://bookcreator.com/>

Data Hosting: Offshore (outside of Australia)

Purpose of use: This service allows users to create and collaborate on digital books by combining audio, visual and text elements.

Terms of use: <https://bookcreator.com/terms-of-service/>

Privacy policy: <https://bookcreator.com/pp-row/>

Service Name: Epic!

Additional consent is being sought for the following reasons:

- Student image, video, and/or recording are stored
 - Student works are stored
-

Service Name: Sound Scouts

URL: <https://www.soundscouts.com/au/>

Data Hosting: Offshore (outside of Australia)

Purpose of Use: Sound Scouts is an online hearing test app that delivers an immediate report, including next steps if a hearing loss is detected.

Terms of Use: <https://www.soundscouts.com/au/about-company/disclaimer/>

Privacy Policy: <https://www.soundscouts.com/au/about-company/privacypolicy/>

Service Name: ACER Online Assessment and Reporting (OARS)

URL: <https://oars.acer.edu.au>

Data Hosting: Onshore (in Australia)

Purpose of use: ACER is a recognised international leader in the development and provision of high quality assessment and reporting tools and services for schools, universities, and TAFE institutes. Educators can purchase and administer online assessments including PAT Maths, Reading, Spelling, Vocabulary, Grammar and Punctuation, Science through this service.

Terms of use: <https://oars.acer.edu.au/terms-conditions>

Privacy policy: <https://www.acer.org/privacy>



Service Name: ClickView

URL: <https://www.clickview.com.au>

Data Hosting: Onshore (in Australia)

Purpose of use: ClickView produces curriculum-aligned video and interactive content for teachers and students.

Terms of use: <https://www.clickview.com.au/clickview-online-terms/>

Privacy policy: <https://www.clickview.com.au/privacy-policy/>

Please tick ✓ your choice to your child's information being provided to each of the third-party providers for the provision of an educational service.

Reading Eggs	<input type="checkbox"/> Do Consent	<input type="checkbox"/> Do Not Consent
Reading Eggspress	<input type="checkbox"/> Do Consent	<input type="checkbox"/> Do Not Consent
Mathletics	<input type="checkbox"/> Do Consent	<input type="checkbox"/> Do Not Consent
Book Creator	<input type="checkbox"/> Do Consent	<input type="checkbox"/> Do Not Consent
ACER Online	<input type="checkbox"/> Do Consent	<input type="checkbox"/> Do Not Consent
ClickView	<input type="checkbox"/> Do Consent	<input type="checkbox"/> Do Not Consent
Sound Scouts	<input type="checkbox"/> Do Consent	<input type="checkbox"/> Do Not Consent

As a parent or guardian of this student, I have read the terms of use and privacy policy of each of the websites listed. I understand that my student's personal information will be provided to these third-party software providers for the purpose of my student's registration and use of the software programs and that this information may be stored outside of Australia.

Student Name: _____

Student Year Level: _____ **Year of Enrolment:** _____

Parent Name: _____

Parent Signature: _____

Date: _____



Religious Instruction Classes



Queensland state schools embrace a multitude of cultural, religious and non-religious beliefs. Under the Education (General Provisions) Act 2006, schools are to provide Religious Instruction (RI) if approached by a faith group seeking to provide RI and students of that faith attend the school.

RI informs students about the beliefs and values of a particular religion. It is delivered by volunteers of a faith group using instructional materials approved by that faith group. RI is required to be consistent with legislation and Department of Education policies and procedures.

All RI instructors must hold a blue card and participate in compulsory Student Protection and Code of Conduct training. RI instructors are only entitled to deliver the RI program outlined below. A school staff member will be present during the delivery of RI.

Participation in RI is not compulsory. Any student (except Prep students) may participate in RI if a parent has provided written instructions to the school. Students are allocated to RI based on information provided by parents on the completed Application for Student Enrolment unless other written instructions have been provided to the school.

Note: This consent remains in effect unless the parent informs the school otherwise in writing.

CHRISTIAN RELIGIOUS INSTRUCTION

Participating faith groups: Local Christian Churches come together to offer Christian RI on a cooperative and non-denominational basis. These local churches include Catalyst Church, Kruger Parade Baptist, Riverview Community Church, Silkstone Baptist and St Paul's Anglican Parish.

Authorized program: Connect

Aims and goals: The aim of Christian RI is to inform students about the basic beliefs of the Christian faith from a non-denominational perspective.

Lesson structure: Lessons will typically run for 25 minutes per week.

Other Instruction

Students who are not participating in RI will be provided with other instruction in a separate supervised location. Other instruction must relate to part of a subject area already covered in class and may include:

- personal research and/or assignments
- revision of class work such as creative writing or literacy and/or numeracy activities which could include online programs currently accessed by the students.
- wider reading such as independent reading appropriate to the student.

Parents will be advised of any changes to the RI and other instruction programs to ensure they are able to make an informed decision on their child's participation.



Permission to attend Christian Cooperative Lessons

I have been informed and understand that my child will be allocated to the 30 minute non-denomination religious instruction class being provided at Blair State School. I have been informed that lessons will be based on Christian Cooperative and Connect programs.

Parent/Guardian Signature: _____ **Date:** _____

Permission to attend Other Instruction

I give permission for my child to attend Other Instruction during the Religious Instruction allocated 30 minutes at Blair State School.

Parent/Guardian Signature: _____ **Date:** _____



Anti-Bullying Contract



The Anti-Bullying Contract provides a clear outline of the way our community at Blair State School works together to establish a safe, supportive and inclusive school environment. This contract is provided to all students and their parents/carers upon enrolment, and may be reviewed with individual students if issues of bullying arise.

We agree to work together to improve the quality of relationships in our community at Blair State School. It is through intentional consideration of our behaviour and communication that we can reduce the occurrence of bullying, and improve the quality of the schooling experience for everyone.

The agreed national definition for Australian schools describes bullying as:

- ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behaviour that intends to cause physical, social and/or psychological harm;
- involving an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening;
- happening in person or online, via various digital platforms and devices and it can be obvious (overt) or hidden (covert). Bullying behaviour is repeated, or has the potential to be repeated, over time (for example, through sharing of digital records);
- having immediate, medium and long-term effects on those involved, including bystanders. Single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying.

We believe that no one deserves to be mistreated and that everyone regardless of race, colour, religion, immigration status, nationality, size, gender, popularity, athletic capability, academic outcomes, social ability, or intelligence has the right to feel safe, secure, and respected.

I agree to:

- Treat everyone with kindness and respect.
- Abide by the school's anti-bullying policies and procedures.
- Support individuals who have been bullied.
- Speak out against verbal, relational, physical bullying and cyber bullying.
- Notify a parent, teacher, or school administrator when bullying does occur.

Student Name: _____

Student Signature: _____

Parent Name: _____

Parent Signature: _____

School Representative Name: _____

School Representative Signature: _____

Date: _____



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	



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 <https://ppr.qed.qld.gov.au/pp/debt-management-procedure>

Parents' Experiencing Financial Hardship

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

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.



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.



**Queensland
Government**



Enrolment Agreement



This enrolment agreement sets out the responsibilities of the student, parents or carers and the school staff about the education of students enrolled at Blair State 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 as outlined in the school's **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 the full school uniform as per the school's **Dress Code policy**
- respect the school property

Responsibility of parents to:

- ensure your child attends school on every school day for the educational program in which they are enrolled
- attend open meetings for parents
- 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
- inform the school of student absences and reasons for absences in a timely manner
- treat 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 the Principal (or delegate) if your student is under outside of home care arrangements
- keep school informed of any changes to student's details, such as student's home address and phone number

Responsibility of school staff to:

- design and implement engaging and flexible learning experiences for individuals and groups
- 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
- foster positive and productive relationships with students, families and the community
- inform students, parents and carers about the content being taught each term
- teach effectively and to set the highest standards in work and behaviour
- clearly articulate the school's expectations regarding the **Student Code of Conduct** and the school's **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



- set, mark and monitor homework regularly in keeping with the school's homework policy
- contact parents and carers as soon as is possible if the school is concerned about the child's school work, behaviour, attendance or punctuality
- deal with complaints in an open, fair and transparent manner in accordance with departmental procedure, Complaints Management – State Schools
- treat students and parents with respect

The following information will be discussed at interview:

- Student Code of Conduct
- Student Dress Code
- Homework Policy
- Student Resource Scheme
- School network usage and access statement requirement of Acceptable Use of the Department's Information, Communication and Technology (ICT) Network and Systems
- Absences and attendance
- School Excursions
- Complaints management
- Parent Notice for Religious Instruction in School Hours
- 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

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 Signature

Parent/Guardian 1 Signature

Parent/Guardian 2 Signature

On behalf of Blair State School: _____

Please sign this page at the enrolment interview