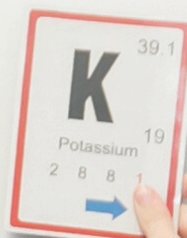
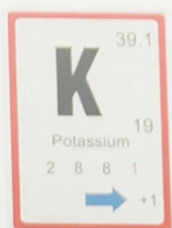


# FLAGSTONE STATE COMMUNITY COLLEGE

## ENROLMENT YEAR 7



*Where our focus is*

Inspiring Success  
Every Day

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# Learning at Flagstone State Community College

Flagstone State Community College is a learning environment that promotes pathways to success for all of our diverse learners. Students are able to study both academic and vocational curriculum and participate in a wide range of sports and cultural activities.

Our College is characterised by innovative curriculum which emphasises:

- the development of abilities for prospering in the real world
- active learning
- personal responsibility for learning and behaviour
- real-life purposes, roles and contexts
- links with the community for mutual capacity building
- teachers operating as facilitators of learning
- productive use of information and communication technologies
- a rich variety of pathways to future employment, personal enterprise, training and higher education



# Our Enrolment Procedure

Flagstone State Community College has an approved Enrolment Management Plan. A catchment area map may be downloaded from the school website. Requests for consideration of an outside catchment enrolment should be directed to: [principal@flagstonescc.eq.edu.au](mailto:principal@flagstonescc.eq.edu.au)

In order to enrol, parents and students must complete this enrolment application pack and return it to the school office. The student to be enrolled must be present at the interview. Parents/carers should bring the following materials to the interview:

- Completed and signed Enrolment Application
- Completed and signed Secondary School Student Agreements
- Proof of residence (acceptable verification - local authority rate notice, real-estate contract, electricity or telephone account) and photo proof identity (e.g. drivers licence)
- Birth Certificate
- Most Recent School Report Card and NAPLAN (Literacy and Numeracy) report
- Passport and visa details for students who are not Australian citizens
- USI number for years 10,11 and 12 students
- Completed and signed School Resource Scheme - Participation Agreement Form

The following information will enable us to ensure your student has a great start at Flagstone State Community College:

- Learning support needs
- Medical information
- Support services that may be required
- Relevant/necessary family information
- Available subjects and Senior School pathways
- Enrolment contract and student expectations
- First day procedures.



## Checklist for Parent and Office

<b>Legal Family Name</b>		<b>Year Level when starting:</b>
<b>Legal Given Name/s</b>		
<b>Preferred Name</b>		

### Checklist - Parent/Guardian to provide following items:

- ☐ One primary proof of residency:  
Rates notice/ or Rental agreement
- ☐ One secondary proof of residency:  
Phone/Power/Water/Gas bill
- ☐ Original Birth Certificate OR Original Passport/Visa date arrived in  
Australia: \_\_/\_\_/\_\_ (If not an Australian Citizen)
- ☐ Medical Information (form provided in enrolment application)
- ☐ Is the student in care with Department of Child Safety: **Yes** OR **No** (please circle)
- ☐ Is the student a child with a disability: **Yes** OR **No** (please circle)
- ☐ Most recent report cards
- ☐ Most recent NAPLAN results
- ☐ Custody records (if applicable)
- ☐ All signatures where required
- ☐ State school consent form, BYOD Agreement. Student Resource Scheme
- ☐ Program of Excellence application form (optional)

### Interview notes:

### Office/ Administration use only

Entered onto OneSchool by: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

# 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"> <li>current driver's licence; or</li> <li>adult proof of age card; or</li> <li>current passport.</li> </ul>	

APPLICATION DETAILS				
Has the prospective student ever attended a Queensland state school?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, provide name of school and approximate date of enrolment.		
What year level is the prospective student seeking to enrol in?		Please provide the appropriate year level.		
Proposed start date	____/____/____	Please provide the proposed starting date for the prospective student at this school.		
Does the prospective student have a sibling attending this school or any other Queensland state school?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, provide name of sibling, year level, date of birth, and school	Name:	
			Year Level	
			Date of birth	____/____/____
			School	

INDIGENOUS STATUS	
Is the prospective student of Aboriginal or Torres Strait Islander origin?	<input type="checkbox"/> No <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Both Aboriginal and Torres Strait Islander

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

FAMILY DETAILS (continued)					
Parents/carers	Parent/carer 1			Parent/carer 2	
Address line 1					
Address line 2					
Suburb/town					
State		Postcode			Postcode
Mailing address (if it is the same as principal place of residence, write 'AS ABOVE')					
Address line 1					
Address line 2					
Suburb/town					
State		Postcode			Postcode
Parent/carer school education	What is the <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 <sup>st</sup> phone contact number*	Work/home/mobile	Work/home/mobile
2 <sup>nd</sup> phone contact number*	Work/home/mobile	Work/home/mobile
3 <sup>rd</sup> phone contact number*	Work/home/mobile	Work/home/mobile

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

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

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

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

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

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

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

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

**COURT ORDERS\*** (continued)**Family Court Orders\***Are there any current orders made pursuant to the *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.

# Student Code of Conduct

Flagstone State Community College is committed to providing a safe, respectful and disciplined learning environment for all students, staff, parents and visitors. To do this, the College actively promotes systems and behaviours to ensure we are '**Inspiring success every day**'.

At Flagstone State Community College, our four College expectations are directly taught through lessons at assemblies, year parades, form meetings, and during classes:

- Learn
- Do our best
- Respect self and others
- Respect our College

A continuum of positive reinforcement procedures is used to encourage expected behaviours, including a Awards System and Culture of Learning reward system. Both provide recognition and have been designed to increase classroom work ethics and build self-management skills in students. If students do not participate effectively in the classroom, teachers will re-direct their behaviour with the Responsible Thinking Questions and should this fail to improve behaviour, the Buddy Room will be utilised.



Our vision of 'Inspiring success every day' is underpinned by our values of PRIDE, where students and staff are:

**P - Proud:** We show pride in ourselves, our achievements and the achievements of others, our environment and our community.

**R - Respectful:** We will treat all people in our community with respect and show compassion and understanding for all. We will strive to work collaboratively while respecting difference and valuing other people.

**I - Inspiring:** Education is inspiring. To confidently address our chosen life and community roles, we need the inspiration that comes through appropriate interactions, skills, training and challenges.

**D - Determined:** We strive to be determined learners. By developing determination, we will have the confidence to demonstrate initiative and be enterprising in our approaches to life's challenges.

**E - Equitable:** We acknowledge and celebrate individuality, in ourselves, our school and community while acknowledging, accepting and celebrate the difference in others. By developing an understanding of equity, we will reach new heights as a society.



# Enrolment Agreement - Flagstone State Community College

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

## **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



# Enrolment Agreement - Flagstone State Community College

## Responsibility of school staff to (continued):

- 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.

## Student Dress Code

We have read and understood the Uniform Policy and agree to abide by these rules.

## Student Code of Conduct

We have read and understood the Student Code of Conduct including appropriate use of mobile phones and other electronic devices, and agree to abide by these rules

## Homework Policy

We have read and understood the Homework Policy of Flagstone State Community College and agree to abide by these rules.

## Mobile Phone & Electronic Devices Policy

We have read and understood the Homework Policy of Flagstone State Community College and agree to abide by these rules.

## Complaints

We have read and understood the procedures for complaints at Flagstone State Community College.

## CCTV Policy

I have read and understand the CCTV is in place at Flagstone State Community College. I acknowledge that information about the school's current programs and services has been explained to me.

- ☐ Student Code of Conduct
- ☐ Student Dress Code
- ☐ Parent and Community Code of Conduct
- ☐ Homework Policy
- ☐ Mobile Phone & Electronic Devices Policy
- ☐ School charges and voluntary contributions
- ☐ Advice for state schools on acceptable use of ICT facilities and devices
- ☐ Absences
- ☐ School excursions
- ☐ Complaints management
- ☐ Department insurance arrangements and accident cover for students
- ☐ Obtaining and managing student and individual consent
- ☐ 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 Signature

.....  
Parent/Carer Signature

.....  
On behalf of Flagstone State Community College



# State School Consent Form

## Introduction to the State School Consent Form for Flagstone State Community College

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.



# State School Consent Form

## 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: [www.flagstonescc.eq.edu.au](http://www.flagstonescc.eq.edu.au)
- Facebook: @Flagstone State Community College
- Instagram: @Flagstonestatecc
- YouTube
- Twitter: NA
- LinkedIn: NA
- Other: NA
- 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 Flagstone SCC Administration on 5547 9333 or [office@flagstonescc.eq.edu.au](mailto:office@flagstonescc.eq.edu.au). Flagstone SCC Administration 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.

### 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.



# Student Resource Scheme

## Flagstone State Community College Student Resource Scheme Annual Parent Information Letter

Dear Parents/Guardians,

This letter contains important information about the Student Resource Scheme (SRS) including how the scheme operates and the annual participation fee. The Queensland Government supports students' education by providing funding for:

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

Funding does not extend to individual student resources such as textbooks, computer or musical equipment for personal use, and many items used/consumed by the student in the classroom. Supply of these items is the responsibility of parents. To provide parents with a cost effective alternative to purchasing textbooks and/or resources elsewhere, Flagstone State Community College operates a SRS. The scheme ensures that students have the resources required for them to engage with the curriculum for their education, and saves parents time and money in sourcing the prescribed materials elsewhere. Savings are gained through the school's bulk purchasing practices and hiring arrangements. The scheme is not used to raise funds for other purposes, and revenue collected through the scheme is applied only to the resources and operation of the scheme. The scheme's operation, resource inclusions and participation fees were approved by the school's P&C Association at the meeting held on 27/02/2024.

### SRS Participation

The objective of the scheme is to provide a convenient and cost-effective way for students to access the educational resources necessary to enhance their learning experience at school. The Department encourages parents to participate in the scheme. Participation in the SRS is optional, and no obligation is placed on a parent to participate. Participation is for the duration of your child's enrolment at the school.

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

**Continuing student of the school:** A parent's participation or non-participation in the scheme will continue as per their previously completed Participation Agreement Form. A parent can opt in or out of the scheme in subsequent years by completing another Participation Agreement Form. If a parent has opted out of the scheme the parent is required to provide the educational resources listed in the SRS for their child by the start of the school year.



# Student Resource Scheme

## Resource Inclusions

All resources included in the SRS are detailed in the attached SRS Resource list. This list is also available on the school's website. This is a comprehensive list of all resources included in the scheme and their associated costs. Parents must inform the school if items on the list of resources are not received by their child when resources are distributed.

## Type of Resources provided

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

**Owned** – these items are retained by the student and used as required (e.g. stationery, exercise books, student diary).

**Used** – these items are used/consumed in class by the student (e.g. industry technology/cooking/art supplies). work/items produced from these resources will remain the property of the student.

**Hired** – these items are hired to the student for their personal use for a specific period of time (e.g. textbooks, musical instruments, laptops).

- Hired items must be returned to the school in good condition at the end of the hire period or if the student leaves the school.
- A repair or replacement cost may be charged to the parent for any hired items that are damaged or not returned.

## Costing Methodology

The schools SRS fee is calculated based on:

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

Please refer to the SRS Resource list for the associated costings.

## The Textbook and Resource Allowance

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

# Student Resource Scheme

## The SRS Participation Fee

The SRS fee payable for the year is available in the attached information and published on the schools website. This also includes the TRA component which has been deducted to reduce the SRS fee payable. \* If the cost of the SRS is equal to the TRA rate, no SRS Fee is payable.

## Financial Hardship

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

## Payment Arrangement

Several payment options including a single payment for the full year's fee or term instalments are available. An instalment plan can also be negotiated with the school. Any unpaid invoices, will be managed according to the department's Debt Management Procedure and may result in the student being excluded from the scheme and/or from participating in non-curricular activities until payment is made.

## Payment Method

- SRS payments can be made by QParent/BPOINT, BPAY, EFTPOS (Credit/Debit Card), Cheque, Cash, Centrepay. Payment may be made through the QParents portal using a credit card. Payment will be directed from the QParents portal to BPOINT where relevant outstanding invoice information may be selected.
- When paying by BPOINT, please use the Customer Reference Number (CRN) and invoice number printed on the invoice received from the school. If unsure of the CRN, please contact the school.
- Centrepay Deductions are available to pay the SRS fees. Use Centrepay to make regular deductions from your Centrelink payment. Centrepay is a voluntary and easy payment option available to Centrelink customers. Go to [humanservices.gov.au/centrepay](https://humanservices.gov.au/centrepay) for more information on how to set up your Centrepay deductions.

## Contact Us

For all queries regarding the SRS and its inclusions, please contact and arrange an appointment with Flagstone SCC Administration – Phone 5547 9333

**Please complete the SRS Fee Payment Arrangement Form and return to the school administration office by April of the year beginning.**





# High Risk Activities Permission

<b>INDUSTRIAL TECHNOLOGY</b> (Years 9-10)	Metal lathe Portable router Face turning wood lathe Drill press Dust & particles Compressed air fittings & hardware Disc sander Spray painting Lacquers	<b>INDUSTRIAL TECHNOLOGY</b> (Years 11-12)  IN ADDITION TO YR 9-10 HIGH RISK EQUIPMENT	Gas welding Milling machine Hydraulic press Guillotines Metal cut off saw Electric plane Portable electric saw Surface planer Bandsaw Vertical panel saw	Router table Router Trimmer Guillotine  <b>EXTREME</b>  Thicknesser Spindle moulder Table panel saw
<b>HEALTH &amp; PHYSICAL EDUCATION</b> (Years 7-12)	Javelin Discus High Jump Archery Swimming	<b>HOME ECONOMICS/ HOSPITALITY</b> (Years 7-12)	Gas cooktops Knives Food Processor Deep fryer Frypan/ Wok Electric iron Hot cooking oils	
<b>SCIENCE</b> (Years 7-10)	Biological Hazards Projectile Hazards	<b>SCIENCE IN PRACTICE</b> (Years 11-12)	Gas cooktops Knives Food Processor Microwaves Oven	

I understand my child \_\_\_\_\_ of Year \_\_\_\_\_ is undertaking studies on one or more of the subject areas noted in the Prospectus as including activities deemed High or Extreme Risk.

I DO / DO NOT [circle as applicable] give permission for \_\_\_\_\_ to participate in activities deemed High/ Extreme Risk for the reasons outlined below.

I acknowledge that the Department of Education does not have Personal Accident insurance cover for students.

.....  
PARENT'S SIGNATURE

.....  
DATE



Please list any medical conditions and how they may affect your child's ability to participate in any activity deemed High/ Extreme Risk.

## RELEVANT MEDICAL INFORMATION

Condition: \_\_\_\_\_

Effect: \_\_\_\_\_

Condition: \_\_\_\_\_

Effect: \_\_\_\_\_

Condition: \_\_\_\_\_

Effect: \_\_\_\_\_

## Additional Learning Information

The information provided below assists the school to support your student, ensuring that all information is considered when planning class placements for Year 7.

1. Does your child receive assistance at primary school to support their learning?

- |   |   |
|---|---|
| <input type="checkbox"/> Teacher aid support              | <input type="checkbox"/> Reading support or intervention    |
| <input type="checkbox"/> Numeracy support or intervention | <input type="checkbox"/> Social assistance or social skills |
| <input type="checkbox"/> Literacy support or intervention | <input type="checkbox"/> Personalised Learning Plan         |

2. Does your child have a verified disability. If yes, please tick the category below and include information required to make reasonable adjustments for learning.

- |   |   |
|---|---|
| <input type="checkbox"/> Autism Spectrum Disorder (ASD) | <input type="checkbox"/> Physical Impairment (PI)         |
| <input type="checkbox"/> Hearing Impairment (HI)        | <input type="checkbox"/> Speech-language impairment (SLI) |
| <input type="checkbox"/> Intellectual Disability (ID)   | <input type="checkbox"/> Vision Impairment (VI)           |

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3. Does your child have other specific learning needs?

- |   |   |
|---|---|
| <input type="checkbox"/> Emotional or behavioural difficulties    | <input type="checkbox"/> Or a specific learning disorder: |
| <input type="checkbox"/> General learning difficulties            | • Dyslexia  |
| <input type="checkbox"/> Attention and concentration difficulties | • Dysgraphia  |
|   | • Dyscalculia   |

4. Does your child have behaviour support in primary school? E.g. Advisory teacher, Guidance Officer, behaviour plan.

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5. Is your child on an ICP? (working towards their learning goals at another year level)

☐ No    ☐ Yes    ICP level: \_\_\_\_\_ Specific subjects: \_\_\_\_\_

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# Enrolment Interview – Student Information

## General Personal Information

Name: \_\_\_\_\_ Year Level: \_\_\_\_\_

Previous School: \_\_\_\_\_

Year 6 Teacher: \_\_\_\_\_

## Goals for Year 7

I am interested in learning \_\_\_\_\_

I am looking forward to \_\_\_\_\_

**Careers/Future Pathways/Dreams:** (What do you think you might like to do in the future?)

\_\_\_\_\_

Year 7 Students – please number in order of preference (please number in the box)

<b>Dance</b>	<b>Drama</b>	<b>Music</b>	<b>Visual Art</b>
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## Student Learning Styles

(Please circle the preferred learning styles indicated by the students)

<b>Computer</b>	<b>Hands on/ Practical</b>	<b>Artistic</b>	<b>Puzzles/ Games</b>	<b>Read/ Write</b>
<b>Music</b>	<b>Public Speaking</b>	<b>Drama</b>	<b>Physical/ Sport</b>	<b>Other</b>

## Achievements & Extra Curricular Activities

(Please tick where applicable)

☐ Sport    ☐ Music    ☐ Performing Arts    ☐ Community Clubs

Other interests/ details: \_\_\_\_\_

\_\_\_\_\_

## Leadership & Community Involvement

(Please tick where applicable)

☐ School or House Captain    ☐ Club Captain    ☐ Group Captain    ☐ Group Leader    ☐ Volunteer

\_\_\_\_\_

# Enrolment Interview – Student Information

Any other important information regarding your student (mental health, legal orders etc.)

Details: \_\_\_\_\_  
\_\_\_\_\_

Any other serious medical conditions and/or medications

Details: \_\_\_\_\_  
\_\_\_\_\_

Relationships with others

(Please complete if applicable)

I learn well with the following students: \_\_\_\_\_

I don't learn well with the following students: \_\_\_\_\_

Internet Access (Please circle)

Do you have the Internet available to the student at home in order to complete school work tasks e.g. homework, assignments etc.?

YES	NO
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# Program of Excellence

## ACE – Accelerated Learning Program

ACE is Flagstone State Community College's extension program that provides high achieving students with opportunities to extend, develop and maximise their capabilities as learners. The program encourages students to strive for academic excellence in an innovative and supportive learning environment to meet their full potential. To inspire success every day, students are taught using innovative practices that enhance collaborative learning routines. ACE builds critical thinking skills, transforms new knowledge and enhances communication and teamwork to develop lifelong learners.

In Year 7, all ACE students remain together for all four core classes as one group. In Years 8 and 9 students can apply to enter or maintain their position in excellence streams. These excellence streams include: English/Humanities and Maths/Science. In Year 10 students can apply to enter or maintain their position in the English/Humanities excellence stream.

### **STANDARDS AND EXPECTATIONS**

ACE program students are expected to actively and positively engage in all aspects of school life, both in and outside of the classroom. Very high standards of effort are expected at all times, in all learning areas and through enrichment opportunities. Students must meet and maintain set standards to obtain a position and remain in the program. These include:

- maintaining a 90% attendance rate and attending class on time.
- achieving a minimum B academic standard in ALL ACE classes.
- achieving a minimum C academic standard in all other subjects.
- maintaining a minimum VERY GOOD for both effort and behaviour for ALL curriculum areas.
- following all school expectations as agreed in the Flagstone State Community College Enrolment Agreement and Student Code of Conduct.
- meeting homework, bookwork and assignment expectations (including due dates).
- being organised and prepared for learning by bringing all necessary books, equipment, charged laptop and materials to class

### **REVIEW PROCESS**

ACE students are reviewed in a cyclic manner throughout the year. If student's results do not maintain the above criteria, they are at risk of being removed from the program. This will be based on individual circumstances. Parents/carers will be contacted to discuss relevant concerns. A probationary period may be granted in which a student will set goals / strategies that will allow students to continue to extend their learning and maintain their place within the ACE program by the end of the review timeline. If by the end of the review timeline the results have not improved, the student will be withdrawn from the ACE program

# Program of Excellence

## ACE – Accelerated Learning Program

### STUDENT SUPPORT

Support staff are available to help any student feeling anxious, overwhelmed or stressed. These staff include their Year Coordinator, Subject Teachers, Curriculum Head of Department, Guidance Officer, and the Teaching and Learning Head of Department.

Support Available
In the first instance, contact the Year Coordinator or classroom teacher
In the second instance, contact the Curriculum Head of Department of the subject of concern
Contact the Teaching and Learning HOD and/or Year Level Deputy Principal

### CLASS CHECKPOINTS

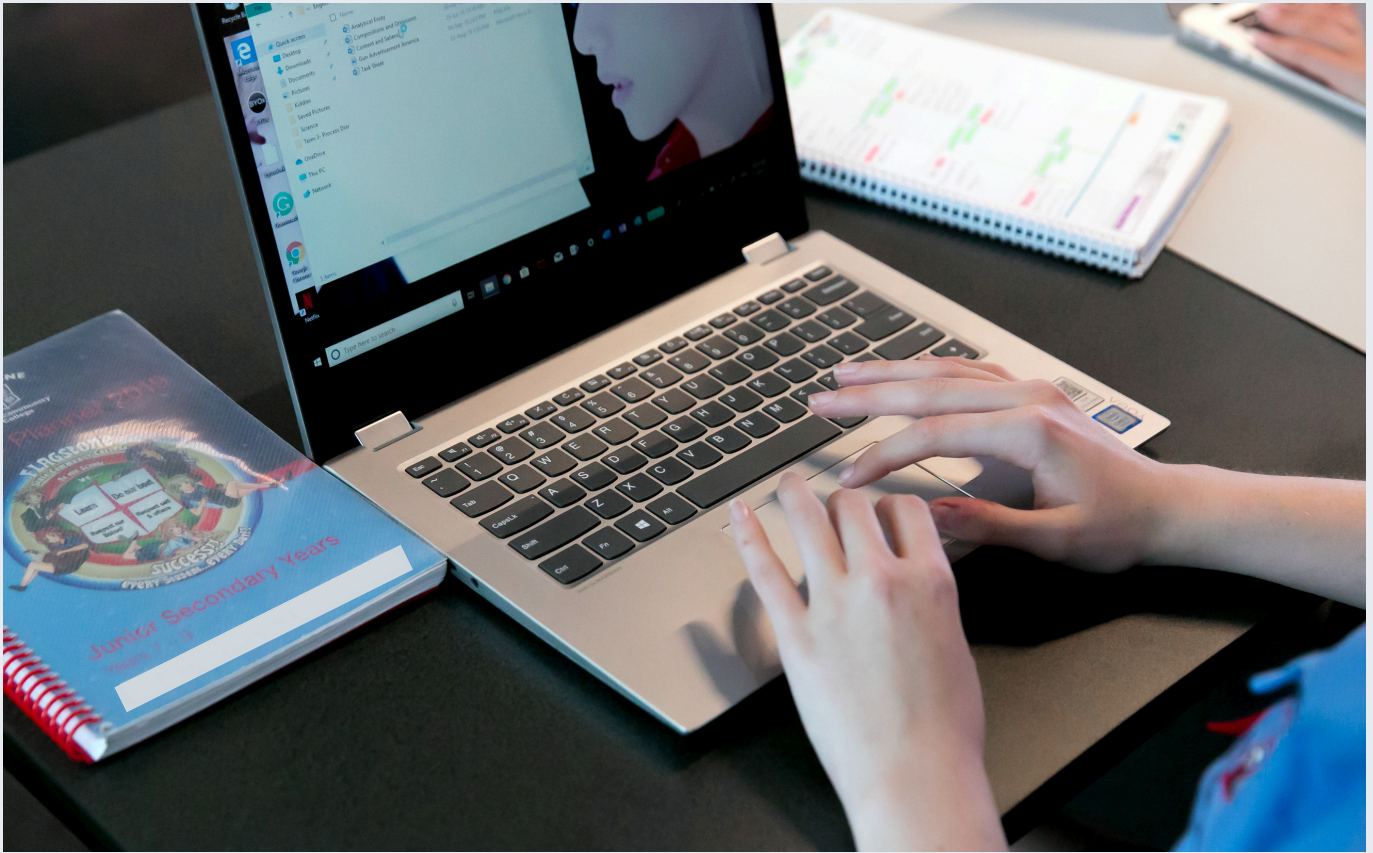
Movements of students will occur at the end of each reporting period or if there is a significant breach of Student Code of Conduct. • Each calendar year there will be a new application process for the ACE program.

### FURTHER INFORMATION

Please direct any enquiries to the Head of Teaching and Learning, via telephone on 07 5547 9333.

# Policy Documents & Agreements

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# Bring Your Own Device (BYOD)

## What is BYOD?

Bring Your Own Device (BYOD) is a term used to describe a digital device ownership model where students use their personally-owned mobile devices to access departmental networks and information management systems in an educational setting. Flagstone State Community College understands that it is a tool that enhances pedagogy, facilitates the creation and sharing of knowledge, and allows differentiation in learning. The use of technology is more than a method of retrieving information. The use of a laptop:

- Enhances independence and self-initiated learning among students.
- Allows teachers to expand our instructional strategies and personalise learning for students.
- Extends student learning beyond the classroom. It allows for seamless movement between school, work, home and play.
- Promotes the development of 21st Century teaching and learning. Modern teaching practices requires the use of a digital platform (e.g. OneNote).
- Provides skills and experiences that will prepare them for their future studies and careers.
- Allows for effective engagement. Our Gen Z students are visual, adaptive, flexible and collaborative learners.
- Assists students to become responsible digital citizens.



# BYOD User Agreement

## Purpose

The Flagstone State Community College BYOD Program gives freedom to students and their families to tailor their choice of technology to their own educational needs. However, students and parents must be aware of and consent to the program's boundaries described in this agreement.

## Equipment

The devices must be brought to school by the student every day and will be solely theirs to use. The device must meet the minimum specification requirements as outlined in the Parent Information Book.

## Responsible use agreement

The Flagstone State Community College BYOD Program aims to improve students learning experiences both in and out of the classroom. The school does so with the expectation that students will make good decisions with regard to their personal use of technology. The BYOD Responsible Use Agreement must be agreed to and signed before student are permitted to bring their device to school and connect to our network. Students and parents/carers must carefully read the BYOD information available on the school website prior to signing this agreement. Any questions should be addressed to the College and clarification obtained before the agreement is signed.

### The following is to be read and signed by both the STUDENT and PARENT/CAREGIVER:

- I have read and understood the BYOD Information Booklet, BYOD User Agreement and Student Code of Conduct (all documents are available on the school website).
- We understand our responsibilities regarding the use of the device at school and the connection to the school network and internet, as outlined in the documents.
- In signing below, we understand and agree to the information contained in the BYOD Information Booklet and BYOD User Agreement.
- We understand that failure to comply with the BYOD Information Booklet and BYOD Agreement will invoke the school's standard discipline procedures, which includes, but is not limited to, the withdrawal of access to school supplied services.
- When at school, the student's use of their device, in and out of class, is determined by a teacher and will be used for an educational purpose. At all times the student is obliged to follow a teacher's instructions regarding the device.
- Students bring their own device for use at Flagstone State Community College at their own risk. The College will not be responsible for any loss, theft or damage to the device or stored data.

This agreement lasts for the duration of enrolment at Flagstone State Community College.

..... Student name	..... Year	..... Student signature	____/____/____ Date
..... Parent/ Guardian name	..... Parent/ Guardian signature	.....	____/____/____ Date



## ENROLMENT INFORMATION

# Acceptable Use Policy

## ICT Facilities and Devices

### Purpose statement

- Information and communication technology (ICT), including access to and use of the internet and email, are essential tools for schools in the provision of innovative educational programs.
- Schools are constantly exploring new and innovative ways to incorporate safe and secure ICT use into the educational program.
- School students, only with the approval of the principal, may be permitted limited connection of personally-owned mobile devices to the department's network, where this benefits the student's educational program.

### Authorisation and controls

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

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

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

### Responsibilities for using the school's ICT facilities and devices

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

# Acceptable Use Policy

## ICT Facilities and Devices

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

### **Responsibilities for using a personal mobile device on the department's network**

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

### **Acceptable/appropriate use/behaviour by a student**

It is acceptable for students while at school to:

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



# Acceptable Use Policy

## ICT Facilities and Devices

### Unacceptable/inappropriate use/behaviour by a student

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

### Sign-off

Student:

I understand that the school's information and communication technology (ICT) services, facilities and devices provide me with access to a range of essential learning tools, including access to the internet. I understand that the internet can connect me to useful information around the world.

While I have access to the school's ICT services, facilities and devices: I will use it only for educational purposes; I will not undertake or look for anything that is illegal, dangerous or offensive; 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 information appear on my screen I will close the window and immediately inform my teacher quietly, or tell my parents/guardians if I am at home.

If I receive any inappropriate emails at school I will tell my teacher. If I receive any at home I will tell my parents/guardians.

# Acceptable Use Policy

## ICT Facilities and Devices

When using email or the internet I will not:

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

I understand that my online behaviours are capable of impacting on the good order and management of the school whether I am using the school's ICT services, facilities and devices inside or outside of school hours.

I understand that if the school decides I have broken the rules for using its ICT services, facilities and devices, appropriate action may be taken as per the school's Student Code of Conduct, which may include loss of access to the network (including the internet) for a period of time.

I have read and understood this procedure/policy/statement/guideline and the Student Code of Conduct.

I agree to abide by the above rules/the procedure/policy/statement/guideline.

.....  
Students name

.....  
Students signature

\_\_\_/\_\_\_/\_\_\_  
Date

### Parent or Guardian:

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

I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend upon responsible use by my child. Additionally, I will ensure that my child understands and adheres to the school's appropriate behaviour requirements and will not engage in inappropriate use of the school's ICT services, facilities and devices. Furthermore I will advise the school if any inappropriate material is received by my child that may have come from the school or from other students.

I understand that the school is not responsible for safeguarding information stored by my child on a departmentally-owned student computer or mobile device.

I understand that the school may remotely access the departmentally-owned student computer or mobile device for management purposes.

I understand that the school does not accept liability for any loss or damage suffered to personal mobile devices as a result of using the department's services, facilities and devices. Further, no liability will be accepted by the school in the event of loss, theft or damage to any mobile device unless it can be established that the loss, theft or damage resulted from the school's/department's negligence.

# Acceptable Use Policy

## ICT Facilities and Devices

I believe \_\_\_\_\_ (name of student) understands this responsibility, and I hereby give my permission for him/her to access and use the school's ICT services, facilities and devices (including the internet) under the school rules. I understand where inappropriate online behaviours negatively affect the good order and management of the school, the school may commence disciplinary actions in line with this user agreement or the Student Code of Conduct. This may include loss of access and usage of the school's ICT services, facilities and devices for some time.

I have read and understood this procedure/policy/statement/guideline and the Student Code of Conduct.  
I agree to abide by the above rules / the procedure/policy/statement/guideline.

.....  
Parent/ Guardian name

.....  
Parent/ Guardian signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

### Privacy Statement

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

- appropriate usage of the school network
- appropriate usage of personal mobile devices within the school network.

The information will only be accessed by authorised school employees to ensure compliance with its Information privacy and right to information procedure. Personal information collected on this form may also be disclosed to third parties where authorised or required by law. Your information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please contact your child's school. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please also contact your child's school.





# ACE Program Application

Please complete the following application form if your students would like to be considered for the program.

<b>Name</b>		
<b>Year Level</b>		
<b>Parent/ Guardian Name</b>		
<b>Parent Contact</b>	<b>Phone</b>	
	<b>Email</b>	

SUBJECT NAME	ACHIEVEMENT RESULT	EFFORT RESULT	BEHAVIOUR RESULT	ATTENDANCE %
ENGLISH				
MATH				
SCIENCE				
HUMANITIES				
HPE				
JAPANESE				
ELECTIVE				

<b>EXTRA CURRICULAR ACTIVITIES</b>	
--	--

# ACE Program Application

## STUDENT DECLARATION

I \_\_\_\_\_ acknowledge and am aware of the expectation of the ACE Program, specifically:

- ☐ attend school a minimum of 90% and inform the College of the reason for any absences.
- ☐ achieve a minimum B academic standard in ALL ACE classes and a minimum C academic standard in all other subjects.
- ☐ achieve a minimum VERY GOOD for both effort and behaviour for ALL curriculum areas.
- ☐ achieve a minimum VERY GOOD for both effort and behaviour for ALL curriculum areas.
- ☐ participate in all assessment including standardised testing, meeting due dates and completing formative and summative assessment tasks.
- ☐ follow all school expectations as signed in the Flagstone State Community College Enrolment Agreement and Student Code of Conduct.
- ☐ meet homework, bookwork/laptop and assignment expectations (including due dates).

.....  
**Student Signature**

\_\_\_\_/\_\_\_\_/\_\_\_\_  
**Date**



## PARENT DECLARATION

I \_\_\_\_\_ acknowledge and am aware of the expectation of our child to participate in the ACE Program. I understand that student achievement is reviewed at various juncture throughout the year. I am willing to participate in the Student Resource Scheme and to provide my child with a laptop computer/tablet to support their learning.

.....  
**Parent Signature**

\_\_\_\_/\_\_\_\_/\_\_\_\_  
**Date**

Please select the excellence stream you are applying for:

- ☐ English/ Humanities
- ☐ Maths/ Science

## Student Resource Scheme

Flagstone State Community College operates a Student Resource Scheme. This highly successful initiative aims to reduce costs to parents to purchase novels, text books and other resource materials. All students must have payments or a payment plan in place before their timetable begins each year or have parents/caregivers sign an agreement to privately purchase text books and resources. See our website to download the School Resource Scheme plan. We are pleased to advise that Flagstone State Community College has several payment options for parents/caregivers to assist with payment of fees, excursions and activities. Options are as follows: BPoint, EFT, via direct deposit to our bank account, Centrepay deductions (minimum \$10) or in person at the payment window 8:30am to 12:00pm, Friday.

## Stationery Required

The back-to-school stationery list for next year will be emailed to parents during Term 4. This list is also posted on the school website and hard copies are sent home with students. Flagstone SCC partnered with OfficeMax in 2021/2022 to provide our families with another option to purchase their back-to-school stationery. Families can purchase their stationery in the following ways:

- Online via OfficeMax (delivery to your doorstep). NOTE: Ordering instructions are also available on the stationery lists.
- Print the list and take it to your nearest stationery supplier / department store.

As we are preparing our students for the workforce it is essential that students are equipped with a suitable school bag/backpack. Infant backpacks and ladies fashion handbags are not permitted.



# Student Resource Scheme – Participation Agreement Form

The Student Resource Scheme (SRS) is a user-charging scheme operated by schools to provide parents with a mechanism to access 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.



<b>School Name</b>	
<b>Form Return Date</b>	
<b>Student Name</b>	
<b>Year Level</b>	
<b>Parent Name</b>	
<b>Parent Signature</b>	
<b>Date</b>	

**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

### Privacy Statement

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.

### 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.

Uncontrolled copy. Refer to Department of Education Policy and Procedure Register

<https://ppr.qed.qld.gov.au/pp/student-resource-scheme-srs-procedure> to ensure you have the most current version of this document.



## School Contact Details

School Address:	Poinciana Drive, Jimboomba 4280
Postal Address:	PO Box 517 Jimboomba 4280
Telephone:	07 5547 9333
Absentee Hotline:	07 5547 9317
Finance:	accounts@flagstonescc.eq.edu.au
School Canteen:	07 5547 9372
Uniform Shop:	07 5547 9369
Email Address:	principal@flagstonescc.eq.edu.au
Website Address:	flagstonescc.eq.edu.au
Office Hours:	8.00am - 4.00pm Monday - Friday
School Hours:	9.00am - 3.00pm Monday - Friday
School Newsletter:	Issued monthly. Subscribe via website

## Education Region

Flagstone State Community College is located in South East Region. South East Regional Office is located at:

Postal Address:	340 Hope Island Road Hope Island 4212
Telephone:	07 5656 6688
Email:	enquiries.ser@det.qld.gov.au

## Term Dates

Term 1	Tues 28 Jan - Fri 4 Apr (10 Weeks)
Term 2	Tues 22 Apr - Fri 27 Jun (10 Weeks)
Term 3	Mon 14 Jul - Fri 19 Sep (10 Weeks)
Term 4	Tues 7 Oct - Fri 12 Dec (10 Weeks)





📍 Cnr Homestead & Poinciana Drive

Flagstone Qld 4280

☎ 07 5547 9333

✉ [office@flagstonescc.eq.edu.au](mailto:office@flagstonescc.eq.edu.au)

🖱 [flagstonescc.eq.edu.au](http://flagstonescc.eq.edu.au)

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