



Application Checklist

Enrolment type: ☐ In Catchment ☐ Sibling ☐ Staff ☐ Outside Catchment

Student Name: _____

Date of Birth: _____

Transferring from (if applicable): _____

Year Level: _____

How did you find out about our school? _____

Documents Required for Enrolment (collect from school office or the enrolment section of our website)

Application for Student Enrolment Form	<input type="checkbox"/>
Enrolment Agreement	<input type="checkbox"/>
Online Services Consent Form	<input type="checkbox"/>
Internet Access Agreement	<input type="checkbox"/>
State School Consent Form (media)	<input type="checkbox"/>
Student Resource Scheme - Participation Agreement Form	<input type="checkbox"/>
Prep-Year 6 Permission to Access Oval and Sporting Facilities on South Street	<input type="checkbox"/>
Instrumental Music @ TSS Expression of Interest – Strings - Students Years 3- 6 (return only if student interested in participating)	<input type="checkbox"/>
Instrumental Music @ TSS Expression of Interest - Band Students Year 4 - 6 (return only if student interested in participating)	<input type="checkbox"/>
The Use of Personal Technology Devices* at Thornlands State School (return only if student required to have mobile phone or camera while at TSS)	<input type="checkbox"/>
(Prep only) Prep Enrolment Personal Information (return to TSS)	<input type="checkbox"/>
(Prep only) School Readiness Checklist (return to TSS)	<input type="checkbox"/>

Thornlands State School is an Enrolment Managed School.

Local catchment evidence is required showing your principal place of residence is within catchment area.

Two supporting documents are required for proof of residency. Please attach copies to application.

Home Owners

- | | |
|--|--------------------------|
| 1. bill of sale or current rates notice (all pages); and | <input type="checkbox"/> |
| 2. current gas account OR electricity/solar account OR phone account | <input type="checkbox"/> |

Renters

- | | |
|--|--------------------------|
| 1. current lease; and | <input type="checkbox"/> |
| 2. current gas account OR electricity/solar account OR phone account | <input type="checkbox"/> |

On submission of application please provide originals of the following to be sighted

Birth Certificate	<input type="checkbox"/>
Current Report Card if applicable	<input type="checkbox"/>
Action Plan for medical conditions if applicable	<input type="checkbox"/>
Specialist Reports if applicable	<input type="checkbox"/>
Court Orders <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Copy attached	<input type="checkbox"/>
Citizenship Certificate	<input type="checkbox"/>
Visa documents and passport if born overseas	<input type="checkbox"/>

Application for student enrolment form

INSTRUCTIONS

Please refer to the *Application to enrol in a Queensland state school* information sheet at the end of this form when completing this application. Completion and submission of this application form to the school does not confirm enrolment. The school will notify you of the outcome of your application as soon as practicable.

Failure or refusal to complete those sections of the form marked with an (*) or to provide required documentation may result in a refusal to process your application. These questions and your consent are considered necessary to ensure the school can undertake its administrative and care responsibilities.

Sections of the form not marked (*) are optional. However, failure to complete these sections may result in the school not being eligible for important Federal and State Government funding reliant on such information. Parents of all students in Australia have been asked to provide information on their family background as part of a national initiative towards providing an education system that is fair to all students, regardless of their background. The required information includes the Indigenous status and language background of the student, and the education, occupation and language background of the parents.

If you have any questions about the enrolment form or process, or require assistance completing this form, including translation services, please contact the school in the first instance.

PRIVACY STATEMENT

The Department of Education (DoE) is collecting the information on this form for the purposes outlined in the *Education (General Provisions) Act 2006* (Qld) (EGPA 2006), and in particular for:

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

This collection is authorised by ss. 155 and 428 of the EGPA 2006. DoE will disclose personal information from this form to the Queensland Curriculum and Assessment Authority when opening student accounts, in compliance with Part 3 of the *Education (Queensland Curriculum and Assessment Authority) Act 2014* (Qld).

Personal Information from this form will also be supplied to Centrelink in compliance with ss.194 and 195 of the *Social Security (Administration) Act 1999* (Cth). De-identified information concerning parents' school and non-school education, occupation group and main language other than English and students' country of birth, main language other than English, gender and Indigenous status, is supplied to the Australian Government Department of Education in compliance with Federal – State Government funding agreements.

Personal information collected on this form may also be disclosed to third parties where authorised or required by law. Your information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please contact the school in the first instance. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please also contact the school in the first instance.

PROSPECTIVE STUDENT DEMOGRAPHIC DETAILS

Legal family name* (as per birth certificate)			
Legal given names* (as per birth certificate)			
Preferred family name		Preferred given names	
Gender*	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of birth*	
Copy of birth certificate available to show school staff*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Enrolment may not be approved without enrolling staff sighting the prospective student's birth certificate. An alternative to birth certificate will be considered where it is not possible to obtain a birth certificate (e.g. prospective student born in country without birth registration system. Passport or visa documents will suffice). This does not include failure to register a birth or reluctance to order a birth certificate.</p> <p>The requirement to sight the birth certificate does not apply where the prospective student has been previously enrolled in a state school and a birth certificate has been sighted.</p> <p>For international students approved for enrolment by EQI, a passport or visa will be acceptable.</p>	
For prospective mature age students, proof of identity supplied and copied*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Prospective mature age students must provide photographic identification which proves their identity:</p> <ul style="list-style-type: none"> current driver's licence; or adult proof of age card; or current passport. 	

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

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

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

FAMILY DETAILS (continued)					
Parents/carers	Parent/carer 1			Parent/carer 2	
Address line 1					
Address line 2					
Suburb/town					
State		Postcode			Postcode
Mailing address (if it is the same as principal place of residence, write 'AS ABOVE')					
Address line 1					
Address line 2					
Suburb/town					
State		Postcode			Postcode
Parent/carer school education	What is the <i>highest</i> year of schooling parent/carer 1 has completed? (For people who have never attended school, mark 'Year 9 or equivalent or below')			What is the <i>highest</i> year of schooling parent/carer 2 has completed? (For people who have never attended school, mark 'Year 9 or equivalent or below')	
Year 9 or equivalent or below	<input type="checkbox"/>			<input type="checkbox"/>	
Year 10 or equivalent	<input type="checkbox"/>			<input type="checkbox"/>	
Year 11 or equivalent	<input type="checkbox"/>			<input type="checkbox"/>	
Year 12 or equivalent	<input type="checkbox"/>			<input type="checkbox"/>	
Parent/carer non-school education	What is the level of the <i>highest</i> qualification parent/carer 1 has completed?			What is the level of the <i>highest</i> qualification parent/carer 2 has completed?	
Certificate I to IV (including trade certificate)	<input type="checkbox"/>			<input type="checkbox"/>	
Advanced Diploma/Diploma	<input type="checkbox"/>			<input type="checkbox"/>	
Bachelor degree or above	<input type="checkbox"/>			<input type="checkbox"/>	
No non-school qualification	<input type="checkbox"/>			<input type="checkbox"/>	

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

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

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

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

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

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

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

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

PROSPECTIVE STUDENT'S PREVIOUS EDUCATION / ACTIVITY

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

RELIGIOUS INSTRUCTION*

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

PROSPECTIVE STUDENT ADDRESS DETAILS*

Principal place of residence address				
Address line 1				
Address line 2				
Suburb/town		State		Postcode
Mailing address (if it is the same as principal place of residence, write 'AS ABOVE')				
Address line 1				
Address line 2				
Suburb/town		State		Postcode
Email				

EMERGENCY CONTACT DETAILS (Other emergency contact details if parents/carers listed previously are not emergency contacts or cannot be contacted. At least one emergency contact must be provided)*

	Emergency contact	Emergency contact
Name		
Relationship (e.g. aunt)		
1 st phone contact number*	Work/home/mobile	Work/home/mobile
2 nd phone contact number*	Work/home/mobile	Work/home/mobile
3 rd phone contact number*	Work/home/mobile	Work/home/mobile

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

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

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

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

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

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

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

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

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

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

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

☐ Yes ☐ No

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

Commencement date

End date

Other Court Orders*

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

☐ Yes ☐ No

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

Commencement date

End date

APPLICATION TO ENROL*

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

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

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

Office use only

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

Parental occupation groups for use with parent/carer details

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

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

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

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

Defence Forces commissioned officer

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

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

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

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

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

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

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

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

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

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

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

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

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

Defence Forces senior Non-Commissioned Officer.

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

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

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

Skilled office, sales and service staff:

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

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

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

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

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

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

Office assistants, sales assistants and other assistants:

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

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

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

Labourers and related workers

Defence Forces ranks below senior NCO not included above

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

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

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

State schools standardised medical condition category list

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

Application to enrol in a Queensland state school

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

Entitlement to enrolment

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

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

Prospective student

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

Parent's occupation and education

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

Court Orders

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

Name on enrolment form

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

Gender

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

Religious Instruction

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



THORNLANDS STATE SCHOOL

Growing The Whole Child

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www.thornlandsss.eq.edu.au

Principal Robyn Wilton

ENROLMENT MANAGEMENT PLAN

Thornlands SS prime obligation is the provision of quality education to students who live in the school's catchment area.

Due to enrolment growth, and the capacity of our buildings, it is necessary to restrict enrolments from out of catchment to ensure in-catchment students are able to enrol in the future. The school's catchment map is available to be viewed at either the school's administration office or online at; <http://www.qgso.qld.gov.au/maps/edmap/>

Thornlands SS is an Enrolment Managed School. Local catchment evidence is required showing your principal place of residence is within catchment area. Two supporting documents are required for local catchment. Please attach copies to your application.

Home Owners:

- bill of sale or current rates notice (all pages)
- current gas account
- current electricity account

Renters:

- current lease
- current electricity/solar account

The Principal may request further sources of proof and/or a Statutory Declaration if deemed necessary.

Out-of-Catchment Applications for Enrolment

Thornlands SS can only enrol out-of-catchment students if there is sufficient spare capacity after reserving places for students who move into the catchment during the year. Out-of-catchment applications for enrolment will be placed on a waiting list. These applications remain current only for the year in which they are applying to enrol.

The Principal is responsible for all decisions on enrolment. If the Principal forms a preliminary view that an application will not succeed, applicants will be notified in writing. Applicants may respond with a submission, no later than 7 days after receiving this preliminary letter. If a submission is received, the Principal will consider the submission and make a final decision. A final decision notice will be provided to parents as soon as practicable. There is no internal review of the Principal's decision.

Siblings of current students and children of staff are entitled to be enrolled even though they may reside outside the catchment area.



Enrolment Agreement

This enrolment agreement sets out the responsibilities of the student, parents/guardians and the school staff, about the education of students enrolled at Thornlands State School.

In partnership with parents and the community, Thornlands State School will strive to provide students with access to a high quality education that equips them with the knowledge, skills and attributes needed for the future and enables them to participate in and contribute to a culturally, socially and economically vibrant society.

Students and parents/guardians must work with the school, in a co-operative spirit, to facilitate the maximisation of every students' participation in school life and realisation of his/her academic and personal potential.

Responsibility of student to:

- attend school on every school day for the educational program in which they are enrolled, on time, ready to learn and take part in school activities;
- act at all times with respect and show tolerance towards other students and staff;
- work hard and comply with requests or directions from the teacher and principal;
- abide by school rules as outlined in the school's Responsible Behaviour Plan for Students, including not bringing inappropriate items to school;
- meet homework requirements and wear school's uniform; and
- respect the school property.

Responsibility of parents/guardians to:

- ensure your child attends school on every school day for the educational program in which they are enrolled;
- attend open meetings for parents/guardians;
- let the school know if there are any problems that may affect your child's ability to learn;
- ensure your child completes homework regularly in keeping with the school's homework policy;
- inform school of student absences and reasons for absences in a timely manner;
- treat school staff with respect ;
- support the authority of school staff thereby supporting their efforts to educate your child and assist your child to achieve maturity, self discipline and self control;
- not allow your child to bring dangerous or inappropriate items to school;
- abide by school's instructions regarding access to school grounds before, during and after school hours;
- advise Principal if your student is in the care of the State; and
- keep school informed of any changes to student's details, such as student's home address and phone number.

Responsibility of school to:

- develop each individual student's talent as fully as possible;
- inform parents/guardians regularly about how their children are progressing;
- inform students, parents/guardians about what the teachers aim to teach the students each term;
- teach effectively and to set the highest standards in work and behaviour;
- take reasonable steps to ensure the safety, happiness and self-confidence of all students;
- be open and welcoming at all reasonable times and offer opportunities for parents/guardians to become involved in the school community;
- clearly articulate the school's expectations regarding the responsible behaviour plan for students and the school's dress code policy;
- ensure that the parent/guardian is aware of the school's record-keeping policy including the creation of a transfer note should the student enrol at another school;
- set, mark and monitor homework regularly in keeping with the school's homework policy;
- contact parents/guardians as soon as is possible if the school is concerned about the child's school work, behaviour, attendance or punctuality;
- deal with complaints in an open, fair and transparent manner;
- consult parents/guardians on any major issues affecting students; and
- treat students, parents/guardians with respect and tolerance.

Responsibility of school staff to:

- design and implement engaging and flexible learning experiences for individuals and groups;
- inform parents/guardians regularly about how their children are progressing;
- design and implement intellectually challenging learning experiences which develop language, literacy and numeracy;
- create and maintain safe and supportive learning environments;
- support personal development and participation in society;
- foster positive and productive relationships with families and the community;
- inform students, parents/guardians about what the teachers aim to teach the students each term;
- teach effectively and to set the highest standards in work and behaviour;
- clearly articulate the school's expectations regarding the Responsible Behaviour Plan for Students and the school's Dress Code policy;
- ensure that parents/guardians are aware that the school does not have personal accident insurance cover for students;
- advise parents/guardians of extra-curricular activities operating at the school in which their child may become involved (eg. sports programs, dance group);
- set, mark and monitor homework regularly in keeping with the school's homework policy; and
- contact parents/guardians as soon as is possible if the school is concerned about the child's school work, behaviour, attendance or punctuality.

Enrolment Agreement

I accept the rules and regulations of the Thornlands SS as stated in the school policies that have been provided to me as follows: [Please refer to the Handbook available from our website or the school office.](#)

☐ **Responsible Behaviour Plan for Students**

<https://thornlandsss.eq.edu.au/support-and-resources/behaviour-management>

☐ **Student Dress Code – Page 20**

☐ **Homework Policy – Page 15**

☐ **School financial charges and voluntary contributions – Page 11**

☐ **Absences – Page 5**

☐ **School Excursions – Page 12**

<https://thornlandsss.eq.edu.au/calendar-and-news/events-calendar>

☐ **Complaints Management – Page 6**

☐ **Home to School Travel – Page 14**

I acknowledge:

- that I have read and understood the responsibilities of the student, parents/guardians 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 Name _____

Parent/Guardian Signature _____

Representative of Thornlands State School: _____

Date: _____

☐

Enrolment accepted

☐

Enrolment not accepted



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Principal Robyn Wilton

Internet Access Agreement

Student

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

While I have access to the internet:

- I will use it only for educational purposes;
- I will not look for anything that is illegal, dangerous or offensive;
- If I accidentally come across something that is illegal, dangerous or offensive, I will
 - clear any offensive pictures or information from my screen and
 - immediately, quietly, inform my teacher;
- I will not reveal home addresses or phone numbers, mine or anyone else's;
- I will not use the internet to annoy or offend anyone else; and
- I understand that if the school decides I have broken these rules, appropriate action will be taken. This may include loss of my internet access for some time and other appropriate consequences.

Student Name _____

Student Signature _____

Date _____

Parent/Guardian

- I understand that the internet can provide students with valuable learning experiences;
- I also understand that it gives access to information on computers around the world; that the school cannot control what is on those computers; and that a very small part of that information can be illegal, dangerous or offensive;
- I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend finally upon responsible use by students;
- I believe _____ (name of student) understands this responsibility, and I hereby give my permission for him/her to access the internet under the school rules; and
- I understand that students breaking these rules will be subject to appropriate action by the school. This may include loss of internet access for some time.

Parent/Guardian Name _____

Parent/Guardian Signature _____ Date _____

INFORMATION FOR STUDENTS AND THEIR PARENTS ON SCHOOL NETWORK USAGE

Why are schools providing students access to ICT facilities? To ensure young Queenslanders are well equipped to contribute fully to the information economy, the education sector is responding to the innovation directions of the *Smart State Strategy* through *Smart Classrooms*. This strategy focuses innovative programs and resources towards schools, teachers and students. An essential tool for schools in the provision of innovative educational programs is the utilisation of intranet, internet and network services. Therefore, access to these technologies is an increasingly essential part of the modern educational program provided in schools.

What is acceptable/appropriate use/behaviour by a student? It is acceptable for students to use school computers and network infrastructure for: assigned class work and assignments set by teachers; developing literacy, communication and information skills; authoring text, artwork, audio and visual material for publication on the Intranet or Internet, solely for educational purposes as supervised and approved by the school; conducting research for school activities and projects; communicating with other students, teachers, parents or experts in relation to school work; and access to online references such as dictionaries, encyclopaedias, etc. Students can also collaborate, research and learn through Education Queensland's e-learning environment.

What is unacceptable/inappropriate use/behaviour by a student? It is unacceptable for students to: download, distribute or publish offensive messages or pictures; use obscene or abusive language to harass, insult or attack others; deliberately waste printing and Internet resources; damage computers, printers or the network equipment; violate copyright laws which includes plagiarism; use unsupervised internet chat; and use online e-mail services (eg. hotmail), send chain letters or Spam e-mail (junk mail). Usernames and passwords are to be kept by the student and not divulged to any other individual (eg. a student should not give their fellow students their username and password). Students cannot use another student or staff member's username or password to access the school's network, including not trespassing in another person's files, home drive or e-mail. Additionally, students should not divulge personal information (eg. name, parent's name, address), via the internet or e-mail, to unknown entities or for reasons other than to fulfil the educational program requirements of the school.

What is expected of schools when providing student's with access to ICT facilities? Schools will provide information in relation to student access and usage of its network and reserves the right to restrict/remove student access to the intranet, extranet, internet or network facilities if parents/guardians or students do not adhere to the school's network usage and access guideline/statement.

Schools will prepare students for the possibility of unanticipated access to harmful information, materials or approaches from unknown persons via the internet (eg. run through processes for disregarding (or ceasing access) to information, the process for reporting accidental access to harmful information and reporting approaches from unknown persons via the internet to the supervising teacher or school staff member).

Where possible, classes involving internet usage by students will be prepared prior to class engagement, including, filtering and checking sites students are directed to visit. An assessment should be made of the appropriate timeframe for access to the internet for completing the set task or duration a student should have access to the internet (eg. during schools hours, outside of school hours).

What awareness is expected of students and their parents/guardians?

Students and their parents/guardians should:

- understand the responsibility and behaviour requirements (as outlined by the school) that come with accessing the school's ICT network facilities and ensure they have the skills to report and discontinue access to harmful information if presented via the internet or e-mail;
- be aware:
 - that the ICT facilities should be utilised with good behaviour as stipulated under the Code of School Behaviour;
 - students breaking these rules will be subject to appropriate action by the school. This may include restricted network access for a period as deemed appropriate by the school;
 - access to ICT facilities provides valuable learning experiences, therefore giving the student educational benefits in line with the school's educational program;
 - the internet gives access to information on and from a wide variety of organisations, subjects, people, places with origins from around the world; the school cannot control information accessed through the internet; and information may be accessed or accidentally displayed which could be illegal, dangerous or offensive, with or without the student's immediate knowledge; and
 - teachers will always exercise their duty of care, but protection, mitigation and discontinued access to harmful information requires responsible use by the student.



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Principal Robyn Wilton

28/01/2021

Introduction to the Online Services Consent Form for Thornlands State School

Our school uses tools and resources to support student learning, including third party (non-departmental) online services hosted and managed outside of the Department of Education network.

Online services, including websites, web applications, and mobile applications, are delivered over the internet or require internet connectivity. Examples may include interactive learning sites and games, online collaboration and communication tools, web-based publishing and design tools, learning management systems, and file storage and collaboration services.

This letter is to inform you about the third party online services used in our school and how your child's information, including personal information and works, may be recorded, used, disclosed, and published to the services (if you provide your consent for this to occur).

The Online Services Consent Form is a record of the consent provided.

About the online services

After evaluation, the principal has deemed specific third party online services appropriate for school use. These online services are listed on the consent form.

Third party online service providers are external to the school, and the services may be hosted onshore in Australia or offshore outside of Australia. Data that is entered into offshore services may not be subject to Australian privacy laws. When considering whether to provide your consent, we encourage you to read the information provided about each online service, including the *terms of use* and *privacy policy*, which outline how information and works will be used and under what circumstances they may be shared.

Student information

The consent collected by the form covers both student personal information (e.g. name, date of birth) and school-based information (e.g., student username, email, year level) as outlined on the form.

Where permitted by the service provider, de-identified information will be used and/or efforts will be made to limit the amount of personal information disclosed and stored within online services (e.g., when registering accounts, only mandatory information will be disclosed).

Student works

Works might include materials such as student projects, assignments, portfolios, images, video or audio. Where student works will be created within, stored or published to the online service (in some cases, published information or works will be viewable by the public), this will be indicated in 'additional consent requirements' in Section 5 of the Online Services Consent Form.

Parent information

Where your personal information (e.g. parent email, name, contact details) will be disclosed to the online service, this will be indicated in the 'additional consent requirements' in Section 5 of the Online Services Consent Form.

Purpose of the consent

Third party online services are used for various purposes. The purpose of use for each service is outlined in Section 5 of the Online Services Consent Form. For example, teachers may use online services with students to support curriculum delivery, complete learning activities and assessment, facilitate class collaboration, and create and publish class work (e.g. projects, assignments, portfolios).

The Online Services Consent Form records your consent for your child to register accounts, use, and, where specified, publish their work to these services. The form also collects your consent for school staff to collect, store, and transmit information to online services in order to manage school operations and communicate with parents and students.

It should be noted that, in some instances, the school may be required or authorised 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.

Voluntary consent provision

It is not compulsory to provide consent. If your consent is not given, this will not adversely affect any learning opportunities provided by the school to your child.

Consent may be limited or withdrawn

You can withdraw your consent at any time by notifying 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.

You may also limit your consent by providing consent for some, but not all, online services listed on the form.

Requests to limit consent in relation to how the 'Information covered by this consent form' and the 'Approved purpose' (Section 2 and 3 of the form) are applied to a specific service, will be treated as "do not consent", as the school cannot guarantee correct implementation of individual requests.

Due to the nature of the internet, it may not be possible for all copies of information (including images and student works that have already been disclosed or published) to be deleted or restricted from use if you request it. The school may remove content that is under its direct control, however, information and works that have already been disclosed and published cannot be deleted, and the school is under no obligation to communicate changes to your child's consent circumstances to online service providers.

Duration of consent

The consent applies for the period of time specified on the form. You may review and update your consent at any time by notifying the school in writing (by email or letter).

There may be circumstances where the school issues a new consent form to seek additional consent e.g. in the event that new online services are identified for use.

Who to contact

To return the form, express a limited consent, withdraw consent or ask questions regarding consent, please contact the school office on 07 3821 8111 or admin@thornlandsss.eq.edu.au.

Online Services Consent Form

Privacy Notice

The Department of Education is collecting the personal information on this form in order to obtain consent regarding the use of online services. This information and completed form will be stored securely. Personal information collected on this form may also be used by or disclosed to third parties by the Department where authorised or required by law. 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 student's school in the first instance.

This form is to be completed by:

- **Parent/carer*;**
- **Student over 18 years; or**
- **Student with independent status.**

(*Note: Where a student who is under 18 years is able to consent, they may also provide consent in addition to the parent.)

1. IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

a) **Full name of student** _____

2. INFORMATION COVERED BY THIS CONSENT FORM

a) The consent collected by the form covers the following student personal information (identifying attributes):

- Student name (first name and/or last name)
- Sex/Gender
- Date of Birth, age, year of birth

AND the following school-based information (generally, non-identifying attributes*):

- Student school username
- Student school email
- Student ID number
- School
- Year Group
- Class
- Teacher
- Country

*In cases where registration and/or use requires a combination of school-based information (non-identifying) and personal information, or a combination of school-based information, the school-based information may become identifiable.

b) If an online service records, uses, discloses and/or publishes student works, parent information or additional student information (such as photographs of students), not listed above (Section 2a.), the school will specify it as part of the *additional consent requirements* on the form. Examples may include:

- Student assessment
- Student projects, assignment, portfolios
- Student image, video, and/or audio recording
- Sensitive information (e.g., medical, wellbeing)
- Name and/or contact details (e.g. email, mobile phone number) of student's parent

3. APPROVED PURPOSE

This form records your consent for the recording, use, disclosure and publication of the information listed in item 2 above, and any information or student works listed under the 'additional consent requirements', and to transfer this information and works within Australia and outside of Australia (in the case of offshore services) to the online service providers for the following purposes:

- For your child to register an account for the online services



- For your child to use the online services in accordance with each service's *terms of use* and *privacy policy* (including service provider use of the information in accordance with their *terms of use* and *privacy policy*)
- For the school to:
 - administer and plan for the provision of appropriate education, training and support services to students,
 - assist the school and departmental staff to manage school operations and communicate with parents and students.

4. TIMEFRAME FOR CONSENT

The consent granted by this form is for the duration of the student's current phase of learning (i.e. Years P-3, 4-6, 7-9 and 10-12). Consent is obtained upon enrolment and renewed when students move into a new phase of learning (e.g. minimum every four years).

5. CONSENT FOR ONLINE SERVICES

For each online service listed below, please indicate your choice to **give consent** or **not give consent** for the information outlined in Section 2 to be disclosed to the online service in accordance with the purpose outlined in Section 3, and for the timeframe specified in Section 4.

Service name:	Mathletics	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	www.mathletics.com.au				
Purpose of use:	To promote and provide access to a product designed to develop a student's mathematic ability. This product allows students to compete internationally using a point based system.				
Terms of use:	http://www.3plearning.com/terms-conditions				
Privacy policy:	http://www.3plearning.com/privacy-policy				

- Please note, students will use both Reading Eggs and Eggspress at the same time, so please consider this when granting permission.**

Service name:	Reading Eggspress	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://readingeggspress.com.au/				
Purpose of use:	Reading Eggspress is an online literacy education program.				
Terms of use:	https://readingeggs.com.au/terms				
Privacy policy:	https://readingeggs.com.au/privacy/				

Service name:	Reading Eggs	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://readingeggs.com.au/				
Purpose of use:	ReadingEggs is an early childhood online literacy and numeracy education program				
Terms of use:	https://readingeggs.com.au/terms				
Privacy policy:	https://readingeggs.com.au/privacy/				

Service name:	Acer Online Testing - PAT	Data hosting:	Onshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://oars.acer.edu.au				
Purpose of use:	Online alternative to paper tests and surveys.				
Terms of use:	https://oars.acer.edu.au/client-terms				
Privacy policy:	https://www.acer.edu.au/privacy				

Service name:	Sound Waves Online	Data hosting:	Onshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	http://www.soundwavesonline.com.au/				
Purpose of use:	Provide digital resources to teach spelling and reading skills via a phonemic approach.				
Terms of use:	http://www.fireflyeducation.com.au/about/terms				
Privacy policy:	http://www.fireflyeducation.com.au/about/privacy				

Service name:	Typing Tournament	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://www.typingtournament.com/				
Purpose of use:	This service offers activities designed to teach ten finger touch typing skills				
Terms of use:	https://www.typingtournament.com/terms-of-use				
Privacy policy:	https://www.typingtournament.com/privacy-policy				



6. CONSENT AND AGREEMENT

Person giving consent – I am (tick the applicable box):

- ☐ parent/carer of the person identified in Section 1
- ☐ the person identified in Section 1 (if student is over 18 years or has independent status)

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 for the information outlined in Section 2 and any additional consent requirements outlined in Section 5 to be disclosed to the online services in accordance with the purpose outlined in Section 3 and for the timeframe specified in Section 4.

Print name of student: _____

Print name of consentor: _____

Signature or mark of _____

consenter:

Date: ____/____/____

Signature or mark of student*: _____

Date: ____/____/____

**Where a student who is under 18 years is able to consent, they may also provide consent in addition to the parent*

SPECIAL CIRCUMSTANCES

The section below must be completed, if the form is:

A) required to be read aloud (whether in English or in an alternative language or dialect) to the person giving consent and/or:

B) when the person giving consent is an independent student under the age of 18.

➔ **WITNESS - for consent from an independent student or where the explanatory letter and the form were read**

I have witnessed the signature or mark of an independent student, or the accurate reading of the explanatory letter and the Online Services Consent Form was completed in accordance with the instruction of the person giving consent. The person giving consent has had the opportunity to ask questions. I confirm that the person giving consent have given consent freely and I submit 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 aloud the explanatory letter and the Online Services Consent Form to the person giving consent, and to the best of my ability made sure that the person understands that the following will be done:

- The identified information will be used in accordance with the Online Services Consent Form
- The school will cease using the information from the date that the school receives a written withdrawal of consent.

I confirm that the person giving consent was given an opportunity to ask questions about the explanatory letter and Online Services Consent Form, and all questions asked by the person giving consent have been answered correctly and to the best of my ability. I confirm that the person giving consent 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 person giving consent.

Print name and role of person _____
taking the consent:

Signature of person taking _____
the consent:

Date: ____/____/____





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Principal Robyn Wilton

Introduction to the State School Consent Form (attached) for Thornlands State School

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

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

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

Your child's student materials:

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

Purpose of the consent

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

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

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

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

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

Voluntary

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

Consent may be limited or withdrawn

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

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

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

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

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

Media sources used

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

- School website: www.thornlandsss.eq.edu.au
- 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 the school office via admin@thornlandsss.eq.edu.au or 07 3821 8111

Uncontrolled copy. Refer to the Department of Education Policy and Procedure Register at <http://ppr.qed.qld.gov.au/> to ensure you have the most current version of this document.

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.*

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

I have read the explanatory letter, or it has been read to me. I have had the opportunity to ask questions about it and any questions that I have asked have been answered to my satisfaction. By signing below, I consent to the school recording, using and/or disclosing (publishing) the personal information and materials identified in section 2 for the purposes detailed in section 3.

By signing below, I also agree that this State School Consent form is binding. For the benefit of having the materials (detailed in section 2) promoted as DoE may determine, I grant a licence for such materials for this purpose. I acknowledge I remain responsible to promptly notify the school of any third party intellectual property incorporated into the licensed materials. I accept that attribution of the identified person in section 1 as an author or performer of the licensed materials may not occur. I accept that the materials licensed may be blended with other materials and the licensed materials may not be reproduced in their entirety.

Print name of student

Print name of consenter.....

Signature or mark of consenter.....

Date

Signature or mark of student (if applicable).....

Date

SPECIAL CIRCUMSTANCES

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

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

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

Print name of witness

Signature of witness

Date

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

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

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

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

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

Print name and role of person taking the consent

Signature of person taking the consent

Date

Privacy Notice

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



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Principal Robyn Wilton

Student Resource Scheme

Dear Parents/Guardians,

You have elected previously to join the TSS Student Resource Scheme (SRS). The scheme is supported and approved annually by the school's Parents and Citizens Association (P&C). It is managed by the school and still operates in accordance with section 51 of the Education (General Provisions) Act 2006.

Invoices for the 2022 SRS will be issued in Term 1 2022. Payment can be made anytime via BPoint, EFTPOS or EFT. Cash payments are accepted Tuesday and Thursday between 8:30 and 9:30am. The scheme is voluntary and you are under no obligation to continue to participate. However, please be aware that books, materials and consumables required under this scheme *are not funded by school grants*. Therefore, **if you do not wish to continue with the scheme you are still responsible for providing your child with the items that would otherwise have been provided by the scheme**, as detailed in the list below, to enable your child to engage with the curriculum. If you choose not to participate, a list of resources you will need to supply will be forwarded to you.

The provision of this scheme ensures that well-resourced learning by our students remains our key focus. The scheme is not a fundraiser for the school. Its purpose is to provide you, the parent/guardian, with a cost effective, value for money alternative to purchasing textbooks, resources, consumables and materials from elsewhere, through reduced prices gained from the school's bulk purchasing processes. Fees are paid directly into your child's classroom account to buy essential resources and materials used in his/her classroom. Items provided by the scheme are as follows:

Requirements List (goods or services provided by the scheme)	Year Level	Cost
Reproduced class workbooks and worksheets and teacher-prepared material which complement and/or substitute for textbooks in other key learning areas	All year levels	TBA
Student material used for classroom projects and investigations	All year levels	TBA
Art and craft supplies in excess of what is provided by school grants	All year levels	TBA
Student and subject resources where the core curriculum is extended through provision of practical learning experiences and materials, in excess of provided by school grants	All year levels	TBA
E Learning Programs	All year levels	TBA
TOTAL PARTICIPATION FEE:		TBA

If you do not elect to continue with the scheme you are **required to return a new *Participation Agreement Form***, to the school office indicating your intentions. It will then be the responsibility of the parent/guardians to purchase all the resources on the separate list, which will be forwarded to you. Please email admin@thornlandsss.eq.edu.au if you wish to discontinue.

Thank you in anticipation of your contribution towards this valuable scheme. Please contact the office on 3821 8111 should you have any questions regarding the scheme or to make an appointment with the Principal or the Business Manager if you are suffering genuine financial hardship.

Yours faithfully

Robyn Wilton
Principal

Student Resource Scheme - Participation Agreement Form

The Student Resource Scheme

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

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

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

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

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

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

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

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

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

Payment

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

Participation

- ☐ **YES** I wish to participate in the Student Resource Scheme. I have read and understand the Terms and Conditions of the scheme (see reverse) and agree to abide by them and to pay the annual participation fee in accordance with the selected payment arrangement. I understand that I can opt out of participation in the SRS in any year by completing a new Participation Agreement Form.
- ☐ **NO** I have read the terms and conditions and I do not wish to participate in the Student Resource Scheme. I understand I must provide my child with all items that would otherwise be provided by the SRS as detailed in the information provided by the school. I understand that I can choose to join the SRS in future years by completing a new Participation Agreement Form.

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

Privacy Statement

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



Terms and Conditions

Definition

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

Purpose of the SRS

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

Participation in the SRS

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

Non-Participation in the SRS

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

The Resources

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

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

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

Payment Arrangements

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

Debt Management

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

Parents’ Experiencing Financial Hardship

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

Additional Information

Textbook and Resource Allowance (TRA)

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





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Principal Robyn Wilton

The Use of Personal Technology Devices* at Thornlands State School

The incidents of mobile phones and cameras being brought to school is increasing. The security of these phones or cameras and their use has significant potential to cause disruption within the order of the school. This policy is a proactive endeavour to meet the needs within the school context and of families where there is genuine need for students to have a mobile phone or camera in their possession.

It is recognised that there are incidents where parents/guardians have provided a mobile phone to students for safety on their way to and from school.

Implementation for Students

- **Mobile phones** may be brought to school by students if the following requirements are adhered to:
 - written consent of the student's parent/guardian must be received by the child's teacher if a student is to be in possession of a mobile phone while at school; and the parent/guardian may write a letter but will then be provided with the attached form, which must be completed;
 - the phone is to be stored securely in the student's bag; alternatively, (if the teacher is agreeable) students may leave the phone with their class teacher;
 - the phone must not be used throughout the school day, for calls or messaging, unless the consent of the child's teacher is forthcoming; and
 - communication between home and school during the period when students are at school, must be done through the school office.
- **Digital cameras** may be brought to school if the following requirements are adhered to:
 - if their use is connected to a school activity;
 - the verbal and/or written approval of the teacher in charge of the specific activity must be gained for the camera to be brought and/or used at school; and
 - storage and security of the camera is the student's responsibility. It is recommended that the camera is handed to the teacher for safe storage.

Consequences for Students

Failure to abide by these provisions will result in confiscation of the phone or camera. It will be held at the school office for collection by the offending student's parent/guardian. Only one warning for non-compliance with the policy will be given. A second offence will result in consent for a mobile phone or camera to be on school premises, being withdrawn.

Inappropriate use by students, of any mobile phone, digital camera or any personal technology device, will be dealt with in a manner consistent with the school's Responsible Student Behaviour Policy.

*** Personal Technology Devices includes, but is not limited to, tablets, games devices (such as Portable gaming devices, mobile telephones, iPods®, iPads, smart watches, digital cameras and devices of a similar nature. Appendix 14)**

Application for approval to have a mobile phone or digital camera on school premises during the school day.

Parent/Guardian Name _____

Student Name _____

Class _____

I hereby request for my son / daughter to be in possession of a personal:

• mobile phone ☐

• digital camera ☐

while at school for the following periods of time:

• daily ☐

• or for specific dates _____

I have provided my child with the phone / digital camera for the following uses:

The number of the mobile phone is _____

I have instructed my child on the appropriate use of the mobile phone / digital camera within the expectations of the Thornlands State School Policy. I understand that while all due care will be taken the school accepts no responsibility for lost, stolen or damaged devices.

Parent/Guardian Signature _____

Date _____

Approval - This request is approved ☐

Class Teacher Signature _____

Date _____

Deputy Principal Signature _____

Date _____



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Principal Robyn Wilton

Prep – Year 6

Permission to Access Oval and Sporting Facilities on South Street

Dear Parent/Guardian,

At Thornlands State School, we are fortunate to have a variety of sporting facilities, a number of which are located on the other side of South Street. These include a second oval, a swimming pool and our newly refurbished multipurpose courts.

These facilities are accessed at various times throughout the year, including but not limited to: physical education lessons; practical lessons for subjects such as Science, Technology and Geography; as an additional lunch time play area for students in the upper school; and for special events such as sports carnivals and rewards days.

We ask your permission to escort your child across the road to access these facilities throughout their years at Thornlands State School.

Staff will always supervise students as they cross over and back (as a class or in a group).

If you have any questions or concerns about this matter, please do not hesitate to contact the school office.

Please note this permission will remain in place for the duration of your child's enrolment at Thornlands State School.

Yours sincerely

Robyn Wilton

Principal

Prep – Year 6

Permission to Access Oval and Sporting Facilities on South Street

I give permission for my son/daughter _____ to cross South Street, at various times, accompanied by an adult, to access the school facilities there.

I understand that this permission lasts for the duration of my child's enrolment at Thornlands State School.

Parent/Guardian Signature _____ Date _____





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Principal Robyn Wilton

Prep Enrolment Personal Information

Please complete the following information and return with Enrolment documents.

The Staff at Thornlands State School appreciates your participation in completing this information to assist with your child's transition to school. *Please be assured your confidentiality will always be respected.*

Child's Name _____

Personal Information		
Has your child ever seen one of the following? Please tick those applicable. <input type="checkbox"/> Ear Nose & Throat Specialist <input type="checkbox"/> Occupational Therapist <input type="checkbox"/> Physiotherapist <input type="checkbox"/> Speech Pathologist <input type="checkbox"/> Psychologist Other:		
Does your child suffer from any allergies eg. nuts, bees, chlorine? Other:	Yes	No
How would you rate the severity of this allergy? <input type="checkbox"/> Mild <input type="checkbox"/> Minor <input type="checkbox"/> Severe		
Does your child have an action plan from a doctor?	Yes	No
Does your child have any special needs due to a medical condition eg. asthma, diabetes, a physical or intellectual condition eg. Autism or other condition? Briefly explain the condition:	Yes	No
Has your child recently experienced a family trauma eg. change of address or similar? Briefly explain change:	Yes	No
Does your child attend or has attended any of these forms of childcare? <input type="checkbox"/> Child Care Centre <input type="checkbox"/> Family Day Care <input type="checkbox"/> C&K Centre <input type="checkbox"/> Family Carer Other:	Yes	No
Name of Centres Attending or Attended	Hours per Week	Years Attended



School **READINESS** checklist

www.kids-first.com.au

Introduction

Is your child ready to start school next year?

Parents know that school readiness is determined by much more than a child's chronological age. In order to make a successful and happy start to school, children also need to have a firm grasp of language, motor coordination, social and emotional skills.

The comprehensive checklist in this guide will give you an overview of your child's skills and help you to determine areas in which your child might need additional practice before school begins.



Social Skills CAN YOUR CHILD?	Always does this very well	Can do this sometimes	Usually needs assistance
Face a person when they are talking and give "eye contact"			
Comply with requests, cease activity when requested			
Manage frustration and avoid tantrums			
Wait patiently for several minutes for adult attention			
Sit at a table and work for 10 minutes (with assistance)			
Separate from parents			
Independently begin an activity			
Ask for and accept help if necessary			
Play at an activity for 20 minutes or more			
Play co-operatively with friends for 20 minutes or more			
Share own toys with friends			
Take turns in a small group game without assistance			
Understand the needs and feelings of others			

Independence Skills CAN YOUR CHILD?	Can do this very well	Can do this sometimes	No, needs Assistance
Put on/remove socks, shoes, jacket			
Do up buckles/velcro (not laces) on shoes/ sandals			
Do up large buttons			
Go to the toilet independently			
Wash and dry hands independently			
Blow nose and wipe efficiently			
Unwrap and eat lunch, peel fruit, manage lunchbox			
Use a spoon and fork independently			
Unscrew a drink bottle			
Recognise belongings amongst others eg raincoat			
Take care of own belongings eg put bag in a designated place			
Tidy up own things, pack away			

Communication CAN YOUR CHILD?	Can do this very well	Can do this sometimes	No, needs Assistance
Initiate and sustain conversations with adults and other children			
Speak clearly and audibly and maintain eye contact			
Speak without shouting or whispering			
Answer inferential questions, eg why? what's next ?			
Describe recent experiences			
Recite rhymes and sing songs			
Retell stories			
Understand requests and seek clarification			
Carry out three directions in sequence			
Listen attentively and answer questions in a group situation			
Talk reciprocally with peers and take part in conversation			
Interrupt conversations appropriately			







<p><i>Fine Motor & Cognitive Skills</i></p> <p>CAN YOUR CHILD</p>	Can do this very well	Can do this sometimes	No, needs Assistance
Recognise own first name			
Isolate fingers (eg to point)			
Understand reading conventions (eg tracking Left to Right across a page)			
State full name, address, age			
Hold a pencil in an appropriate grip			
Draw recognisable pictures of people			
Copy simple shapes: circle, triangle, square			
Cut along a 10cm line with scissors, cut simple shapes			
Complete interlocking puzzles of 8-10 pieces			
Name primary and secondary colours			
Name 6 geometric shapes			
Sort and classify objects (eg by colour, function, size etc)			

Attempt to solve problems independently			
Describe concepts eg. big/small, more/less, same/different, in front/behind, under/over, actions etc			
Count objects with 10 or more in the group			
Concentrate on a story being told in a group setting, despite distractions			
Enjoy interactive reading and answer questions about stories in a 1:1 setting			
Attempt to solve problems independently			



Gross Motor & Orientation Skills CAN YOUR CHILD?	Can do this very well	Can do this sometimes	No, needs Assistance
Move about confidently at preschool			
Manage unfamiliar environments			
Manage changes in the environment independently eg stairs, obstacles, uneven ground			
Understand spatial concepts eg up/down, next to, left/right			
Move with a line of children at routine times			
Use a wide range of gross motor equipment			
Play imaginatively (indoors and outdoors)			
Catch and throw a ball with a partner			
Kick a ball			
Play actively with friends outside for 50-60 minutes			
Understand the need for safety eg roads, heights			

If, after completing this checklist, you have concerns for your child's development or questions about his / her school readiness, seek professional advice from:

-  Your child's preschool
-  Your family GP
-  Your paediatrician
-  A paediatric Speech Pathologist
-  A paediatric Occupational Therapist
-  A Child Psychologist



Thank you!



on behalf of the entire team at Kids First Children's Services, thanks so much for downloading this free guide.

It comes to you from our team of experienced child psychologists, speech pathologists, occupational therapists and teachers.

We're passionate about supporting children aged 2-18 and we're committed to equipping parents like you with the knowledge and resources you need to be a champion for your child.

We know that family life can be busy and complicated...so that's why we conveniently offer a wide range of paediatric services under one roof.

Since 2007, our innovative health and education centre in Sydney, Australia, has won many awards and we've earned a strong reputation for our caring and common-sense approach to supporting children's health and learning.

We welcome children of all ages and all abilities to Kids First... and are proud to take particular care of children with special needs. In fact, Kids First Children's Services has been selected by the Australian Government to provide specialized Early Intervention to children diagnosed with Autism, Down Syndrome and other developmental delays.

At Kids First, we don't just care for children. We stay in touch and involved with parents, carers and teachers by providing free programs that benefit hundreds of families every year.

And because of our experience and expertise, we're called on frequently by the media. We are sought after seminar presenters, writers and commentators on children's affairs and you'll often see us sharing advice and ideas in the press.

We have served more than 9000 local children and families so far and we're honoured to be able to contribute to our community and your family with this publication.

We sincerely hope that this guide will be useful to you and of benefit to your child. If we can be of service to your family, please don't hesitate to contact us.

Sonja Walker

Founder and Director
Kids First Children's Services

Kids First Children's Services

- ⑤ Occupational Therapy
- ⑤ Speech Pathology
- ⑤ Child Psychology & Family Counselling
- ⑤ Tuition K-12
- ⑤ Early Intervention & Disability Support
- ⑤ Parenting Support

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Phone: (61 2) 9938 5419