

# Welcome to Innisfail State College



An enrolment interview is required prior to the student commencing at Innisfail State College.

If an enrolment interview is not already arranged please contact the college on 4078 0222 to arrange this.

Student Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Year: \_\_\_\_\_

Enrolment Interview Conducted By: \_\_\_\_\_

School Transferring From: \_\_\_\_\_

**Birth certificate or certified copy must be sighted by school staff at the Enrolment Interview. Copies of any applicable custody or court orders relating to student must also be supplied at the Enrolment Interview.**

*\*\*\* Where a birth certificate is not available the principal can still satisfy identification requirements through other evidence such as a passport or Australian Government Documentation. Where no documentation is provided a statutory declaration from one of the student's biological parents should be completed.*

The following documents are included in this enrolment package:

TO BE COMPLETED FOR ENROLMENT INTERVIEW	
	Application for student enrolment form
	Same Day Student Absence Notification
	State Schools Consent Form
	Enrolment Agreement
	Additional Support Needs
	Information & Communication Technology (ICT) User Agreement
	Chaplaincy & Student Welfare Participation Consent Form
	Student Resource Scheme (SRS) Participation Agreement
	Fee Payer Nomination Form
	Hospitality & Tourism Consent Form
	Industrial Technology & Design (ITD) Consent Form
	USI (Years 10, 11, 12 only)
	SETplan Checklist (Year 10 only)

OTHER IMPORTANT DOCUMENTS & INFORMATION	
	Centrepay Deduction Authority
	Uniform Information
	Stationery List
	Student Code of Conduct
	Parent Code of Conduct
	General Information



## Application for student enrolment form

### INSTRUCTIONS

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

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

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

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

### PRIVACY STATEMENT

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

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

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

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

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

### PROSPECTIVE STUDENT DEMOGRAPHIC DETAILS

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

**APPLICATION DETAILS**

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

**INDIGENOUS STATUS**

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

**FAMILY DETAILS**

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

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

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

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

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



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

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

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

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

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

**PROSPECTIVE STUDENT'S PREVIOUS EDUCATION / ACTIVITY**

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

**RELIGIOUS INSTRUCTION\***

<p>From Year 1, the prospective student may participate in religious instruction if it is available.</p> <p>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.</p> <p>Parents/carers may change these arrangements at any time by notifying the principal in writing.</p>	<p>Do you want the prospective student to participate in religious instruction?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If 'Yes', please nominate the religion:</p> <p>_____</p>
--	---

**PROSPECTIVE STUDENT ADDRESS DETAILS\***

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

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

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

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

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

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

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

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

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

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

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

**COURT ORDERS\*** (continued)**Family Court Orders\***Are there any current orders made pursuant to the *Family Law Act 1975* concerning the welfare, safety or parenting arrangements of the prospective student?☐ Yes ☐ No

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

Commencement date

/ /

End date

/ /

**Other Court Orders\***

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

☐ Yes ☐ No

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

Commencement date

/ /

End date

/ /

**APPLICATION TO ENROL\***

I hereby apply to enrol my child or myself at \_\_\_\_\_.

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

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

**Office use only**

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



**Parental occupation groups for use with parent/carer details****Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals**

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

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

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

**Defence Forces** commissioned officer

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

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

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

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

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

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

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

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

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

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

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

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

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

**Defence Forces** senior Non-Commissioned Officer.

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

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

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

**Skilled office, sales and service staff:**

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

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

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

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

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

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

**Office assistants, sales assistants and other assistants:**

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

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

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

**Labourers and related workers**

**Defence Forces** ranks below senior NCO not included above

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

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

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

**State schools standardised medical condition category list**

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

## Application to enrol in a Queensland state school

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

### Entitlement to enrolment

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

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

### Prospective student

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

### Parent's occupation and education

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

### Court Orders

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

### Name on enrolment form

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

### Gender

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

### Religious Instruction

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





# Innisfail State College

## Same Day Student Absence Notification

### Contact details

- It is vital that the school has current contact information at all times. Please contact the college on 4078 0222 or email [studentabsence@innisfail.eq.edu.au](mailto:studentabsence@innisfail.eq.edu.au) to update any change of details. These details include parent/carer's name, address, phone numbers, email address and emergency contact details.

### Absence notification process

- Please remember to call the school on 07 4078 0222 (press 1) or email [studentabsence@innisfail.eq.edu.au](mailto:studentabsence@innisfail.eq.edu.au) early in the morning if your child is going to be away or late for school so your child's absence can be recorded correctly.

### Same day notification

- Our school will contact parents as soon as practicable on the day via SMS if a student is not at school and we don't know why. If you are advised by the school that your child is away without a reason, please contact us as soon as possible by calling 07 4078 0222 or email [studentabsence@innisfail.eq.edu.au](mailto:studentabsence@innisfail.eq.edu.au) to let us know where your child is. We will follow-up with parents if no response is received.

### THIRD PARTY CONSENT

Innisfail State College utilises ID Attend to track and monitor student attendance. This system generates an automated text message to alert parents/carers of any unexplained absence of students. The information collected by this system will only be accessed by applicable departmental personnel. Any information collected by this system will not will not be shared unless the parent/carer consent is given or it is required by law.

I, \_\_\_\_\_ parent/carer of, \_\_\_\_\_  
acknowledge that Innisfail State College utilise ID Attend to fulfill their legislative requirement of advising parents/carers when their child is absent from school without explanation as soon as practicable on that day, allowing for parents/carers to respond before the end of the school day.

Please find as follows current contact information.

<b>SMS Notification Contact 1</b>	
*Name	
*Mobile Number	
Other Contact Details (i.e. email/home)	
<b>SMS Notification Contact 2</b>	
Name (if applicable)	
Mobile Number	
Other Contact Details (i.e. email/home)	

\*Required Fields

Parent/Carer Signature: \_\_\_\_\_ Date: \_\_\_\_\_





## STATE SCHOOLS CONSENT FORM - INNISFAIL STATE COLLEGE

### Introduction to the State School Consent Form (attached) for Innisfail State College

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

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

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

Your child's student materials:

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

### Purpose of the consent

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

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

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

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

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

## **Voluntary**

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

## **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.innisfailsc.eq.edu.au](http://www.innisfailsc.eq.edu.au)
- Facebook: [www.facebook.com/innisfailsc](https://www.facebook.com/innisfailsc)
- YouTube: [www.youtube.com/channel/UCIpgXmMt2-cVRvH1K9bkSdQ](https://www.youtube.com/channel/UCIpgXmMt2-cVRvH1K9bkSdQ)
- Instagram: [www.instagram.com/innisfailstatecollege/](https://www.instagram.com/innisfailstatecollege/)
- Twitter: NA
- LinkedIn: [www.linkedin.com/company/innisfail-state-college/about/](https://www.linkedin.com/company/innisfail-state-college/about/)
- Other: NA
- Local newspaper
- School newsletter
- Traditional and online media, printed materials, digital platforms' promotional materials, presentations and displays.

The State School Consent Form does not extend to P&C run social media accounts or activities, or external organisations.

## **Duration**

The consent applies for the period of enrolment or another period as stated in the State School Consent Form, or until you decide to limit or withdraw your consent.

During the school year there may be circumstances where the school or Department of Education may seek additional consent.

## **Who to contact**

To return a consent, express a limited consent or withdraw consent please contact the college on 07 4078 0222.

The Principal should be contacted if you have any questions regarding consent.



# State School Consent Form

## 1 IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

- Parent/carer to complete
- Mature/independent students may complete on their own behalf (if under 18 a witness is required).

(a) Full name of individual: .....

(b) Date of birth: .....

(c) Name of school: .....

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

☐ Full Name ☐ First Name ☐ No Name ☐ Other Name .....

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

## 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.





Innisfail State College

# Fee Payment Nomination Form

The Queensland Government supports children's education by providing funding for instruction (teachers), facilities (school grounds and buildings, internet), and administration (staff to run the school). Funding for schools does not extend to individual student resources such as textbooks, equipment for personal use, and many items used by the student in the classroom. Student fees will be payable for curriculum, student resources & other fees.

## Student Resource Scheme

If you have previously opted into the SRS your participation is assumed for the remainder of your child's enrolment, unless you inform the school otherwise by completing a new participation agreement form. If you are a new parent to the school, this information will assist you in making a decision as to whether you wish to participate in the SRS.

The SRS provides parents with a convenient and cost-effective way to access educational resources their children need for school.

**Curriculum fees** can include specialised subject fees eg. Hospitality and Industrial Arts.

**Other fees** parents may incur can include camps, excursions, sporting team travel and in the senior years the senior jersey and possibility of Ski Trip and overseas tour to Japan.

To accommodate families' diverse needs, we ask you to consider the options below to best suit your unique family situation.

**Please indicate by ticking one of the following options, how the student fees are to be invoiced**

- ☐ Fees are to be paid by the one parent/carer *(please complete fee payer 1 details below)*
- ☐ Fees are to be split equally between two parents/carers *(please complete fee payer 1&2 details below – both nominated fee payers need to ensure they sign & date)*
- ☐ Curriculum fees are to be paid by *(parent/carer name)* \_\_\_\_\_

Other fees are to be paid by *(parent/carer name)* \_\_\_\_\_

*(please complete fee payer 1&2 details below – both nominated fee payers need to ensure they sign & date)*

Student Name		DOB	
<b>FEE PAYER 1</b>			
Name			
Address			
Mobile #		Home #	
Email		Work #	
SIGNATURE		DATE	
<b>FEE PAYER 2</b>			
Name			
Address			
Mobile #		Home #	
Email		Work #	
SIGNATURE		DATE	

Innisfail State College preferred method of correspondence is email, however correspondence relating to school fees can be posted where an email is not available. It is important that all details relating to the student are current at all times. For any change of detail please contact the school by calling 07 4078 0222. If fee payer information needs to change a new Fee Payer Nomination Form will need to be completed.

Innisfail State College

# FEE PAYMENT OPTIONS



**PAYMENT BY BPoint:** Find payment instruction on your invoice.

**CENTREPAY DEDUCTIONS:** Anyone receiving payments via Centrelink can complete the attached Centrepay Deduction Authority and return it to Innisfail State College office.

**PAYING BY INTERNET BANKING:** Direct Payment into School Bank Account, details as follows

**INNISFAIL STATE COLLEGE**

BSB Number: **064-811**

Account Number: **10296754**

Reference - **Student's name**

**PAYING BY MAIL:** Cheque is to be made payable to Innisfail State College . Please enclose copy of applicable invoice/s or a note to confirm Student Name and what payment if for.

**PAYING IN PERSON:** Payment by Credit Card, Debit Card, Cash or Cheque. Payment can be made at the School Office on Monday, Wednesday & Friday only between the hours of 8:00am & 4:00pm.

## PAYMENT PLAN

A payment plan form can be accessed on the school website at [www.innisfailsc.eq.edu.au/support-and-resources/payments](http://www.innisfailsc.eq.edu.au/support-and-resources/payments) Alternatively you can collect this form from college administration.

---

**For any fee enquires please call the college on 4078 0222.**

---

*\*\*\* Unfortunately, the school does not accept payments sent through BPAY and we are not allowed to take EFTPOS payments over the phone. We apologise for any inconvenience this may cause.*



**Queensland  
Government**





## CENTREPAY DEDUCTION AUTHORITY

(To be used only if the customer cannot set up a deduction through MyGov)

Family Name

Given Name(s)

--	--

Date of Birth

Phone Number

Email address

/ /		
-----	--	--

CENTRELINK CUSTOMER REFERENCE NUMBER

--	--	--	--	--	--	--	--	--	--	--	--

School / Business Unit **INNISFAIL STATE COLLEGE**School /Business Unit Customer Number **555 077 269V**

Type of Request:

Student Name/s:

- |                               |                          |                       |  |
|-------------------------------|--------------------------|-----------------------|--|
| 1. Start a new deduction      | <input type="checkbox"/> | Complete Part A and D |  |
| 2. Change a current deduction | <input type="checkbox"/> | Complete Part B and D |  |
| 3. Cancel a current deduction | <input type="checkbox"/> | Complete Part C and D |  |

### A. Start a new deduction

From which payment do you want the deduction to be taken (e.g. Age Pension, Newstart Allowance, Family Tax Benefit or Parental Leave Pay)?

**What amount do you want deducted?**

The minimum Deduction amount for Centrepay is \$10.

**Which payment date do you want the deduction(s) to start from?**

Your next available payment date ☐

Or

A future payment date (up to 8 weeks in advance)

**Do you want to specify a target amount or end date?**

Your deduction will stop if it is cancelled or if you reach a target amount or end date.

No, just continue it until cancelled ☐

Or

Yes, stop at target amount

☐


Or

Yes, stop at end date

☐

**B. To CHANGE your current deduction or target amount  
CHANGE your current deduction PERMANENTLY**

New deduction amount - each fortnight

Start date for the change

\$

/  /

OR

**CHANGE your current TARGET AMOUNT for deductions**

New Target Amount

Start date for the change

\$

/  /

**C. To CANCEL your current deduction**

**Note:** You are about to cancel your Centrepay deduction. Make sure you have other arrangements in place if required

**From what date do you want the deductions to stop?**

Your next available payment date ☐ or a future payment date of

/  /

**D. Authorisation – read, sign and date the statement (MUST be completed)**

I authorise the Australian Government Department of Human Services to make a Deduction of \$ ..... for each fortnight from my nominated Centrelink account and pay the amount to **INNISFAIL STATE COLLEGE**, as I have directed within this form.

I give permission for **INNISFAIL STATE COLLEGE** to disclose my information to the Department of Human Services for the purposes of checking my account number, billing number and amount I want to pay, and reconciling my payment Deduction details.

I also give permission for **INNISFAIL STATE COLLEGE** to give the Department of Human Services my correct account and billing number if required.

**I understand that:**

I can change or cancel my Deduction at any time; and further information about Centrepay can be found online at **humanservices.gov.au/centrepay**

If my deduction has a target amount and the final deduction is set to pay less than \$2, my second last deduction will be increase by up to \$2 to cover the final amount.

If I stop using the Business but do not stop my Centrepay deduction(s), the business may instruct the Department of Human Services to stop the deduction(s).

**Your Signature**

**Date**

/  /

**IMPORTANT INFORMATION:** The Department of Education is collecting your personal information on this form for the purposes of confirming your consent to set up Centrepay arrangements for certain school fees (resources scheme, excursions etc.) or fees and charges pertaining to debts owing to the department. This form will be submitted to Centrelink centrepay as evidence of your consent for this arrangement and will allow your nominated school or business unit, on your behalf, to set up centrepay deductions, vary deductions or cancel deductions under the directions set out in the Centrelink centrepay procedural guide for businesses. We will only use your information for this purpose. It will otherwise not be used or disclosed unless authorised or required by law. If you have any concerns about the use and disclosure of your personal information on this form please contact the relevant school or business unit in the first instance.

# Student Resource Scheme - Participation Agreement Form

## The Student Resource Scheme

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

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

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

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

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

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

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

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

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

## Payment

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

## Participation

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

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

### Privacy Statement

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



## Terms and Conditions

### 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.







## Chaplaincy and student welfare worker services

# Parent/Student Consent Form – Innisfail State College

### Privacy Notice

*The Department of Education is collecting personal information about the student in this form for the purpose of recording consent for participation in one-on-one meetings with the school's chaplain or student welfare workers. This form will be stored securely at school and only be accessed by the Chaplain & Student Welfare Workers, the school's student support team and the Principal. The personal information collected here will not otherwise be used or disclosed unless you consent, or the use or disclosure is authorised by law.*

Innisfail State College provides a Chaplaincy service, which is approved by the school's Parents & Citizens' Association and is available to all students. The Chaplain is employed through Scripture Union Queensland. Chaplains and student welfare workers provide social, emotional and spiritual support to students and the school community and are inclusive of and show respect for all religious and non-religious beliefs and other stances represented in the school community.

Information about the school's Chaplain is available on the school's website, through newsletters or by contacting the college. Further information about the chaplaincy and student welfare worker program, including definitions, is located on the department's website at <https://education.qld.gov.au/students/student-health-safety-wellbeing/student-support-services/chaplaincy-student-welfare-worker-services>.

To utilise this service for your student, your written informed consent is required. The focus of these meetings, which may occur during lesson time or within the broader school day, will be determined by the student's needs, however chaplains and student welfare workers are not allowed to provide counselling. If a referral to an external agency or service is required, the Chaplain must have the approval of the principal, deputy principal or guidance officer and your consent.

The meetings with the Chaplain are confidential and the Chaplain may record what happened or was said during the meetings. These notes will be securely stored at the school and may be viewed by the student, if requested.

There may be times when the Chaplain is required to disclose confidential information provided by the student to the principal. The principal may be required to inform you, the Queensland Police Service and/or Child Safety Services. This would happen if:

- a person is at risk of harm, or being harmed;
- the student plans to, or is harming themselves;
- the student has harmed, or is planning to harm, another person; or a law has been broken.

Consent provided on this form will be considered valid for the duration of the student's enrolment at Innisfail State College. Consent provided may be withdrawn at any time by notifying the school principal in writing or by completing and submitting another Chaplaincy and student welfare worker services parent/student consent form. The reason the student accesses this support service, and the outcome of any consultation with them, will not be disclosed without your consent, unless required by law.

Please complete the attached form indicating whether you consent to your student being provided support from the Chaplain and return to the school office or email [principal@innisfailsc.eq.edu.au](mailto:principal@innisfailsc.eq.edu.au).

If you would like to discuss this matter you may wish to contact the school Chaplain directly or myself at the college on 07 4078 0222, alternatively I can be contacted via email at [principal@innisfailsc.eq.edu.au](mailto:principal@innisfailsc.eq.edu.au).

Yours sincerely

Tanya Martin - Principal



## Chaplaincy and student welfare worker services

## Parent/Student Consent Form – Innisfail State College

Please complete, sign and return this form to the school office or email it to [principal@innisfailsc.eq.edu.au](mailto:principal@innisfailsc.eq.edu.au)

Student Name: ..... DOB: .....

Please indicate whether you consent to your student accessing the school chaplain and any associated activities. Consent provided may be withdrawn at any time by notifying the school principal in writing or by completing and submitting another Chaplaincy and student welfare worker services parent/student consent form.

- ☐ I **CONSENT** for my student to receive support from the School Chaplain and participate in any associated activities.
- ☐ I **DO NOT CONSENT** for my student to receive support from the School Chaplain and participate in any associated activities.

Parent/Guardian or Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please print name \_\_\_\_\_

Office Use:					
Retain original in the student's file and provide a copy of notice to the chaplain/student welfare worker.					
Does the student/parent require an interpreter?	Yes <input type="checkbox"/>	Has an interpreter been used to explain this information?	Yes <input type="checkbox"/>	The principal has determined that the student has the capacity to make an informed decision about their participation in ongoing one-on-one meetings with the chaplain/student welfare worker.	Yes <input type="checkbox"/>
	No <input type="checkbox"/>		No <input type="checkbox"/>		No <input type="checkbox"/>



## INNISFAIL STATE COLLEGE

# INFORMATION AND COMMUNICATION TECHNOLOGY USER AGREEMENT

Information and Communication Technology (ICT) includes computers, printers, scanners, digital cameras, internet and email facilities, MP3s and other associated electronic and mechanical hardware and software.

I, (student name) \_\_\_\_\_ understand that the use of ICT resources at Innisfail State College is a privilege, which involves the acceptance of certain responsibilities. I understand and agree to the following:

### In using ICT resources appropriate for all learning tasks I will:

- Be considerate of other users. I will respect their privacy, and not seek access to files or messages intended for, or belonging to, others;
- Virus check USB & External Drives before use, and I will not attempt to send, transfer or create computer viruses;
- Report any damage, errors or faults with ICT resources to my teacher immediately;
- Report accidental access to controversial, inappropriate or offensive material to my teacher;
- Only use my own logon (unless directed otherwise by a teacher);
- Gain permission to print material, only print material related to my education, only use my print account.
- Not share any personal logon/passwords with anyone else.

### I will not use ICT resources to:

- Access, copy or distribute any material that is controversial, inappropriate, obscene or offensive;
- Download or install any software, violate copyright, intellectual property or licensing laws;
- Access streaming media such as sounds, music, videos and games without teacher consent;
- Access the control panel, system configuration, or make any changes to settings, passwords (other than my own);
- Directly or indirectly access drives other than those allocated to me;
- Directly or indirectly move, delete or modify any files (other than those in my personal drive);
- Be involved with electronic or physical vandalism, harassment or bullying;
- Reveal my full name, personal address, phone number, or those of other students or staff in any electronic communications;

Teachers, parents and officials have the right to access and inspect the contents of student files and emails at anytime. Random audits of student files will be carried out regularly. Students found to be violating this policy or any law will receive the appropriate consequences.

***I accept that breaching this agreement will result in me losing access to ICT resources temporarily or permanently, depending on the seriousness of the offence. For serious matters, disciplinary action by the administration team will be taken.***

Student Signature: \_\_\_\_\_

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

## Parents/Guardians

I have read the above agreement, and I;

1. **Give /do not give** permission for my child to access, produce and communicate information on the internet;
2. **Give /do not give** permission for my child's photograph to be displayed where appropriate, on web pages made by teachers or students, and
3. Understand that my child's computer files and internet and email usage will be checked by the system administrator.

Parent/Carer Name: \_\_\_\_\_

Parent/Carer Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# ENROLMENT AGREEMENT



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

***Responsibility of student to:***

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

***Responsibility of parents to:***

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

***Responsibility of school staff to:***

- design and implement engaging and flexible learning experiences for individuals and groups of students
- inform parents and carers regularly about how their children are progressing
- design and implement intellectually challenging learning experiences which develop language, literacy and numeracy
- create and maintain safe and supportive learning environments
- support personal development and participation in society for students
- foster positive and productive relationships with families and the community
- inform students, parents and carers about what the teachers aim to teach the students each term



- teach effectively and to set high standards in work and behaviour
- clearly articulate the school's expectations regarding the Student Code of Conduct and the Student Dress Code policy
- ensure that parents and carers are aware that the school does not have personal accident insurance cover for students
- advise parents and carers of extra-curricular activities operating at the school in which their child may become involved (for example Program of Chaplaincy Services, sports programs)
- set, mark and monitor homework regularly in keeping with the school's homework policy
- contact parents and carers as soon as possible if the school is concerned about the child's school work, behaviour, attendance or punctuality
- notify parents of an unexplained absence of their child as soon as practicable on the day of the student's absence via SMS (allowing time for parents to respond prior to the end of the school day)
- deal with complaints in an open, fair and transparent manner in accordance with departmental policy, [Customer complaints management](#)
- treat students and parents with respect.

I acknowledge that I have read and understood the responsibilities of the student, parents/carers and the school staff outlined above; and

I acknowledge that information supplied to me as part of this enrolment process, and further information about the school's current rules, policies, programs and services, are available to me via the Innisfail State College website or on request by contacting the college on 4078 0222.

These documents include:

- Parent/Community Code of Conduct
- Student Code of Conduct
- Uniform Policy & Student Dress Code
- Electronic Devices Policy
- Customer complaints process
- Assessment Policy
- Attendance Policy
- Detention Policy
- Homework Policy
- Communications Policy

Student Name .....

Signature ..... Date.....

Parent/Carer Name .....

Signature ..... Date.....

# ADDITIONAL SUPPORT NEEDS



At Innisfail State College we endeavour to support a wide range of students and their diverse needs.  
Please read and complete the following (if applicable).

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

Q) Is your student likely to require additional support from a range of educational staff and/or other support agencies? ☐ Yes ☐ No (please complete and return)

General – Complex Needs that are not a disability	
<input type="checkbox"/>	Behaviour
<input type="checkbox"/>	English as an Additional Language or Dialect (EAL/D)
<input type="checkbox"/>	Gifted and Talented
<input type="checkbox"/>	Learning Difficulties
<input type="checkbox"/>	Out of Home Care
<input type="checkbox"/>	Refugee
<input type="checkbox"/>	General - Other

Physical	
<input type="checkbox"/>	Physical Impairment (PI)
<input type="checkbox"/>	Downs Syndrome
<input type="checkbox"/>	Asthma and/or other medical conditions
<input type="checkbox"/>	Physical - Other

Sensory	
<input type="checkbox"/>	Hearing Impairment (HI)
<input type="checkbox"/>	Visual Impairment (VI)
<input type="checkbox"/>	Sensory Processing Disorder
<input type="checkbox"/>	Sensory – Other

Cognitive	
<input type="checkbox"/>	Attention Deficit Disorder (ADD)
<input type="checkbox"/>	Attention Deficit Hyper-Activity Disorder (ADHD)
<input type="checkbox"/>	Dyslexia
<input type="checkbox"/>	Intellectual Impairment
<input type="checkbox"/>	Foetal – Alcohol Syndrome
<input type="checkbox"/>	Cognitive - Other

Social / Emotional	
<input type="checkbox"/>	Anxiety Disorder
<input type="checkbox"/>	Autism Spectrum Disorder (ASD)
<input type="checkbox"/>	Conduct Disorder (CD)
<input type="checkbox"/>	Oppositional Defiance Disorder (ODD)
<input type="checkbox"/>	Reactive Attachment Disorder (RAD)
<input type="checkbox"/>	Self-Harm
<input type="checkbox"/>	Trauma/Post Trauma Stress Disorder (PTSD)
<input type="checkbox"/>	Social / Emotional - Other

If a need has been identified, please provide additional information below:

Conditions	Potential Impact at School

Parent/Caregiver Information	Medical and/or Educational Record/s	External Agency Information	Previous School / Education System	Other
<input type="checkbox"/> Documented <input type="checkbox"/> Verbal <input type="checkbox"/> Observed	<input type="checkbox"/> Documented <input type="checkbox"/> Verbal <input type="checkbox"/> Observed	<input type="checkbox"/> Documented <input type="checkbox"/> Verbal <input type="checkbox"/> Observed	<input type="checkbox"/> Documented <input type="checkbox"/> Verbal <input type="checkbox"/> Observed	<input type="checkbox"/> Documented <input type="checkbox"/> Verbal <input type="checkbox"/> Observed

## OFFICE USE ONLY

Adjustment anticipated / required:

[illegible]

Support Services and Case Team		Notes:
<i>Education of Queensland Support Staff</i>		
	Extra Allocation - Teacher Aide / Teacher	
	Advisory Visiting Teacher – Disability	
	Behaviour Support Services	
	Regional Complex Case Officer (RCCO)	
	Guidance Officer	
	Senior Guidance Officer / Intensive Behaviour	
	School Chaplain / Youth Support Services	
	Occupational Therapy / Physiotherapy / Speech Pathology	
	Head of Inclusive Practices	
	Special Education Teacher	
	PEO-SS / Regional Support Office	
	DETE Registered Nurse	
<i>Inter-Agency Support</i>		Follow Up Actions:
	Department of Communities, Child Safety	
	Child Safety, SCAN	
	Youth Justice	
	EVOLVE	
	Queensland Health, CYMHS	
	QLD Police	
	Medical Specialist (Eg: Neurologist, Psychiatrist)	
	Physiologist	
	Non-Government Charity/Community Support Organisation	



## SAFETY RISKS IN HOSPITALITY / RETAIL

As part of the review of Risk Assessment by Education Queensland and Innisfail State College, all activities undertaken in Hospitality, Tourism & Retail classes have been classified into three categories.

LOW RISK	MEDIUM RISK	HIGH RISK
<p>Use of low risk equipment including non-electrical equipment (e.g. whisks, sifters, measuring cups and any other implement that will not cause injury unless seriously abused).</p> <p>Those that include dry-heat methods of cookery (e.g. crepe, pastry or cake making. Examples of low-risk cookery equipment are crepe-makers and microwave-convection ovens.</p>	<p>Use of medium-risk equipment which includes electrical appliances, cutting or garnishing tools and any other implement that by virtue of its action or use could cause injury if sufficient training is not provided in its safe operation or if supervision is not given.</p> <p>Those that include moist-heat methods of cookery, (e.g. steaming and boiling); Examples of medium-risk cookery equipment are steamers, pressure cookers, cappuccino machines and unearthed appliances, (e.g. toasters).</p>	<p>Use of high-risk equipment (e.g. woks, fry pans) and agents or conditions that promote food contamination and/or chemicals which constitute a hazard.</p> <p>Those that include activities involving heating fat or oil, (e.g. baking, frying); Examples of high-risk cookery equipment are woks and fry pans.</p>

Activities for Hospitality & Tourism classes fall in the Low to High risk classifications.

The above table gives examples of the equipment in each category.

The Faculty Teachers are all experienced in the subject area and have been trained with the equipment utilised.

In order to ensure the safety of students, risk is managed in the kitchen by:

- Appropriate Risk Assessments
- Kitchen rules
- Teacher demonstration on correct use of equipment
- Questioning on safe operating requirements
- Teacher supervision of student safe use of equipment
- Students ask permission to use equipment
- Free access when student is competent
- All students will be required to wear correct PPE at all times in the kitchen

Students who cannot demonstrate that they can follow all kitchen rules, standard operating procedures and safety rules, may be removed from this subject area for safety reasons.

Please discuss the need for safe behaviour with your student.

Damian McAvoy  
Head of Department

Tanya Martin  
Principal

# Student Acknowledgement and Parental Permission Form

## Low to High Risk activities in Hospitality

### ***STUDENT ACKNOWLEDGMENT***

As a Hospitality/Tourism/Retail student at Innisfail State College, I acknowledge and understand the need for safety regulations and requirements, and agree to follow all instructions given regarding health and safety.

Student Name: \_\_\_\_\_ Year: \_\_\_\_\_

Student Signature: \_\_\_\_\_

### ***PARENT/CARER PERMISSION***

As the parent/carer of \_\_\_\_\_, I have discussed the need for safety with them and I am aware of the necessity for them to follow safety rules and regulations and all directions regarding health and safety. I give my permission for them to undertake low to high risk hospitality activities after they have been given training and instruction, and have satisfied all requirements to use equipment safely. I understand that failure to follow safety rules, use Personal Protective Equipment (PPE) and unsafe behaviour may lead to removal of the student from this subject.

### ***STUDENT MEDICAL INFORMATION***

For safety reasons the following information needs to be accurately provided to your child's Hospitality teacher prior to the first practical lesson.

Does your child present with any of the following medical conditions?

Medical Condition	Response	Additional Comments
Heart Problems	Yes / No	
Respiratory problems (other than Asthma)	Yes / No	
Asthma	Yes / No	
Epilepsy	Yes / No	
Diabetes	Yes / No	
Allergies to first aid supplies (i.e. latex)	Yes / No	
Allergies to food/s	Yes/ No	Food type/s:  Reaction:

Please provide any further medical information:

---

---

*I understand the need to inform the school immediately of any changes to my student's medical condition.*

Parent/Carer Name: \_\_\_\_\_

Parent/Carer Signature: \_\_\_\_\_

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





As part of the Risk Assessment process by Education Queensland and Innisfail State College, all activities undertaken in Industrial Technology and Design are classified into four risk categories.

LOW RISK	MEDIUM RISK	HIGH RISK	EXTREME RISK
<b>Year 7 &amp; 8 Technology</b>		<i>Low to Medium Risk Activities</i>	
<ul style="list-style-type: none"> <li>▪ battery-operated tool with low torque</li> <li>▪ hot glue gun</li> <li>▪ orbital sanders</li> <li>▪ pedestal and bench drill</li> <li>▪ sanding disc</li> <li>▪ strip heaters</li> </ul>	<ul style="list-style-type: none"> <li>▪ bandsaw (basic cuts)</li> <li>▪ electric drill</li> <li>▪ electric screwdriver</li> <li>▪ electric soldering iron</li> <li>▪ linisher – disc sander</li> <li>▪ pan brake</li> <li>▪ pyrography machine</li> <li>▪ scroll saw</li> <li>▪ spray-painting equipment</li> </ul>		
<b>Year 9 Industrial Skills</b>		<i>Low to High Risk Activities</i>	
<ul style="list-style-type: none"> <li>• battery-operated tool with low torque</li> <li>• hot glue gun</li> <li>• orbital sanders</li> <li>• pedestal and bench drill</li> <li>• sanding disc</li> <li>• strip heaters</li> </ul>	<ul style="list-style-type: none"> <li>• biscuit cutter</li> <li>• electric drill</li> <li>• electric screwdriver</li> <li>• electric soldering iron</li> <li>• jigsaw</li> <li>• linisher – disc sander</li> <li>• pan brake</li> <li>• pyrography machine</li> <li>• scroll saw</li> <li>• spray-painting equipment</li> <li>• spot welder</li> </ul>	<ul style="list-style-type: none"> <li>• angle disc grinder</li> <li>• bandsaw</li> <li>• belt sander</li> <li>• bench grinder</li> <li>• disc sander</li> <li>• electric planer</li> <li>• electric portable saw</li> <li>• guillotine (light sheet)</li> <li>• hydraulic press</li> <li>• milling machine</li> <li>• palm router</li> <li>• router</li> <li>• router table</li> <li>• shaping machine</li> <li>• wood lathe</li> </ul>	
<b>Years 10, 11 &amp; 12 Furnishing, Metal &amp; Engineering</b>		<i>Low to Extreme Risk Activities</i>	
<ul style="list-style-type: none"> <li>❖ battery-operated tool with low torque</li> <li>❖ hot glue gun</li> <li>❖ orbital sanders</li> <li>❖ pedestal and bench drill</li> <li>❖ sanding disc</li> <li>❖ strip heaters</li> </ul>	<ul style="list-style-type: none"> <li>❖ air compressor</li> <li>❖ biscuit cutter</li> <li>❖ electric drill</li> <li>❖ electric soldering iron</li> <li>❖ electric screwdriver</li> <li>❖ jigsaws</li> <li>❖ linisher – disc sander</li> <li>❖ milling machine</li> <li>❖ pan brake</li> <li>❖ pyrography machine</li> <li>❖ scroll saw</li> <li>❖ spray-painting equipment</li> <li>❖ spot welder</li> </ul>	<ul style="list-style-type: none"> <li>❖ bandsaw</li> <li>❖ belt sander</li> <li>❖ bench grinder</li> <li>❖ biscuit jointer</li> <li>❖ cold saw</li> <li>❖ disc sander</li> <li>❖ electric planer</li> <li>❖ electric portable saw</li> <li>❖ guillotine (light sheet)</li> <li>❖ hydraulic press</li> <li>❖ metal lathe</li> <li>❖ mig welder</li> <li>❖ palm router</li> <li>❖ plasma cutter</li> <li>❖ plate roller</li> <li>❖ punch and shear machine</li> <li>❖ router</li> <li>❖ radial arm drill</li> <li>❖ router table</li> <li>❖ shaping machine</li> <li>❖ wood lathe</li> </ul>	<ul style="list-style-type: none"> <li>❖ angle disc grinder</li> <li>❖ chainsaw</li> <li>❖ combination bench saw</li> <li>❖ cut-off saw (friction wheels)</li> <li>❖ drop saw</li> <li>❖ electric arc welder</li> <li>❖ guillotine (heavy duty)</li> <li>❖ oxygen-acetylene cutting and welding processor</li> <li>❖ panel saw</li> <li>❖ planer</li> <li>❖ power hacksaw</li> <li>❖ radial arm saw</li> <li>❖ thicknesser</li> </ul>

The above table gives examples of the equipment and risk level undertaken for each year level.

The Industrial Design and Technology teachers are all experienced and trained in the safe use of all equipment utilised in the subject area.

**Please Note:** To take home completed projects students are required to pay a levy.  
The levy covers the cost of consumable items used in the production of projects.  
This levy will be invoiced to the nominated fee payer.

To ensure the safety of students, risk is managed in these subject areas by:

- ✓ Ongoing Risk Assessment review
- ✓ Safe operating procedures for each piece of equipment
- ✓ Stringent workshop rules
- ✓ Student safety inductions
- ✓ Teacher demonstration on correct use of equipment
- ✓ Teacher and teacher aide supervision
- ✓ Ongoing assessment and management of student competence to safely use equipment
- ✓ Mandatory use of personal protective equipment

Students who cannot demonstrate that they can follow supervisor instruction, workshop rules and standard operating procedures will be removed from this subject area for safety reasons. Risk levels identified are based on students following direction, using equipment as directed and following safe operating procedures.

Please discuss the need for safe behaviour with your student.



Damian McAvoy  
Head of Department

Tanya Martin  
Principal



---

## Student Acknowledgement & Parental Permission

### **STUDENT ACKNOWLEDGEMENT**

As an Industrial Technology and Design student at Innisfail State College, I acknowledge and understand the need for safety regulations and requirements and agree to follow all instructions given regarding workplace health and safety.

Student Signature: \_\_\_\_\_

### **PARENT/CARER PERMISSION**

I have discussed the need for safety with *(insert student name)* \_\_\_\_\_ and I am aware of the necessity for them to follow safety rules and regulations and all directions regarding workplace health and safety.

I give permission for them to undertake all activities in the workshop as required for the subject, after they have been given training and instruction, and have satisfied all requirements to use equipment safely.

The department of education has instructed schools to advise parents/carers that products are the result of a teaching exercise only. They do not, and were never intended to, conform to Australian Standards, and should not be used for their normal practical purpose.

I understand that failure to follow safety rules, use Personal Protective Equipment, (PPE) or unsafe behaviour will lead to the removal of my student from this subject.

Parent/Carer Name: \_\_\_\_\_

Parent/Carer Signature: \_\_\_\_\_

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



# INNISFAIL STATE COLLEGE

## Chaplain Profile



### LAURA SPOONER

Laura is involved in the everyday life at ISC including excursions, camps, extra-curricular activities, assemblies, year parades, year 6 orientations and sports carnivals.

#### WHAT DO CHAPLAINS DO?

School Chaplains play a vital role within the school community providing support to students, staff and families.

Chaplains are involved in the daily life of the school, aiming to serve the school in any way they can and providing an additional adult role model for students.



The chaplaincy service at ISC complements and works alongside other support services and key school personnel. Laura supports students' in their emotional and spiritual needs. Resiliency, peer pressure, stress, family problems, friendship issues, self-esteem and life challenges are just a few of the things that Laura offers support for on a daily basis.

#### PASTORAL CARE

Chaplains provide a listening ear and support for students. Students can talk to Laura at break times or make an appointment with Laura. She is located in E block and works Monday, Tuesday, Thursday & Friday.

#### THURSDAY BREAKFAST

Laura with the help of other school staff provide breakfast for students and staff on Thursday mornings. The food is donated by Woolworths Innisfail. Eggs, vegemite or honey on toast with fresh apples and bananas are available each week.

#### PROGRAMS

Laura runs a variety of programs throughout the year including the year 11 peer mentor program, A2B life skills program and year 8 & 9 girl's empowerment program. These programs help facilitate growth in all areas of students' lives including resilience, trust, courage, respect, commitment, leadership, self-esteem and positive values.





RTO 30307

# Innisfail State College

Individual Success

Community Pride

45 Flying Fish Point Road  
Innisfail QLD 4860  
Phone: 40780222  
Principal: Ms Tanya Martin

Dear Parent/Caregiver,

Over the year ISC hosts several full school sporting events including Cross Country, Athletics and Swimming carnivals. These events are open to every student in years 7-12. We ask that you give your child permission to attend these carnivals and compete in any event they wish to qualify for.

For students who have not returned permission prior to the date of these events, there will be literacy and numeracy tutorials for them to attend. Due to the nature of these full school events, normal classes will not run.

**Cross Country, Athletics Carnival and Swimming Carnival.**

Please complete the permission slip on the reverse of this letter and return to **Junior Student Services** (Years 7-9) and **Senior Student Services** (Years 10-12).

If you have any more questions, please contact the college on 40780222

Yours faithfully,

Tanya Martin  
Principal





**Privacy Notice**

The Department of Education and Training is collecting the personal information requested in this form in order to:

- obtain lawful consent for your child to participate in the activity;
- help coordinate the activity;
- respond to any injury or medical condition that may arise during, or as a result of the activity; and
- update school records where necessary.

The information will only be accessed by authorised school staff and will be dealt with in accordance with the confidentiality requirements of s.426 of the Education (General Provisions) Act 2006 (Qld) and the Information Privacy Act 2009 (Qld).

The information will not be disclosed to any other person or agency unless it is for a purpose stated above, the disclosure is authorised or required by law, or you have given DET permission for the information to be disclosed.

**Activity Risks & Insurance**

The activity outlined above carries an inherent risk of physical injury occurring. Please note that the Department of Education and Training does not have personal accident insurance cover for students.

If your child is injured as a result of an accident or incident, all costs associated with the injury, including medical costs are the responsibility of the parent/carer. Some incidental medical costs may be covered by Medicare. If you have private health insurance, some costs may be also be covered by your provider. Any other costs must be covered by parents/carers. It is up to all parents/carers to decide what types and what level of private insurance they wish to arrange to cover their child.

Please take this into consideration in deciding whether or not to allow your child to participate in this activity.

**Consent**

Please complete the required information and check all appropriate boxes below to indicate your agreement/consent:

- ☐ I have read all of the information contained in this form in relation to the activity (including any attached material) and I am aware that the Department of Education and Training does not have personal accident insurance cover for students.
- ☐ I give consent for my child, \_\_\_\_\_ (print child's name) in class \_\_\_\_\_ (print class details), to participate in the following activities: Cross Country, Athletics Carnival, Swimming Carnival.
- ☐ In the event of an accident or illness, I authorise school staff to obtain or administer any medical assistance or treatment my child may reasonably require.
- ☐ I accept liability for all costs incurred in obtaining such medical assistance or treatment (including any transportation costs) and undertake to reimburse the State of Queensland (via the Department of Education and Training) the full amount of any costs incurred on my child's behalf.

Parent/Carer Name: \_\_\_\_\_ (Please Print)

Parent/Carer's Signature: \_\_\_\_\_

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

Please give full details of any problems, either medical or physical, which may affect your child's full participation in the activity:

---

---

---

---

A USI is a lifelong education number. Secondary School Students undertaking nationally recognised Vocational Education Training (VET) are required to have a USI.

## APPLY FOR A USI

You will require one of the following types of Identification to create the USI.

- [Australian passport](#)
- [non-Australian passport \(with Australian visa\)](#)
- [Australian birth certificate](#)
- [Medicare card](#)

Go to the USI website and follow the process to create USI. <https://www.usi.gov.au/students/get-a-usi>

### CREATE USI

If you do not have a USI account, you can create one now.

You only need to fill in a few details and have one form of ID to verify who you are. It should only take you about 5 minutes. Please select Create USI.

Create USI



You can set up your Digital Identity with two forms of ID or use your existing Digital Identity. Please select Create USI by Digital Identity.

Create USI by  
Digital Identity

Beta

## ALREADY HAVE A USI

You can retrieve your USI by going to the USI website. <https://www.usi.gov.au/students/find-your-usi>

### There are 4 ways to find your USI



#### Email address

Your USI will be sent to the email address in your USI account. Be sure to check your spam/junk mail folder if it doesn't arrive in your inbox.



#### Mobile number

Your USI will be sent to the mobile number in your USI account.



#### Personal details and check questions

You need to know the answers to your check questions. The answers must have identical spelling and formatting to what you first used when setting your check questions.



#### Personal details and an identification document

You need to have a [valid form of ID](#)

Find your USI

Record  
USI here