

# 2026 PREP ENROLMENT PACK

## PROOF OF RESIDENCY

Parents who wish to enrol their child/children at Caningeraba State School under the Enrolment Management Plan will need to demonstrate that the child/children to be enrolled, reside within the catchment area.

The following documentation is required by the principal:

- **Rates Notice or Rental Agreement** stamped and signed by a real estate agency for a minimum of 6 months duration.

**Together with any two other documents** showing the name and address e.g.

- Electricity account or similar account
- Rental bond receipt
- Registration on a State or Federal electoral roll
- Driver's licence

**Please Note: If you have a child currently attending Caningeraba State School, you do not need to provide the above information.**

## PROOF OF DATE OF BIRTH

Due to Education Queensland Policy no child can commence school until an **original birth certificate has been sighted** to evidence their date of birth. Office staff will take a photocopy of the original when presented to the school, **therefore we cannot accept emailed copies.**



## 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.





# Caningeraba State School

## 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 EOI, 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
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**FAMILY DETAILS**

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

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

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

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

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

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

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

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

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

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

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

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

**RELIGIOUS INSTRUCTION\***

From Year 1, the prospective student may participate in religious instruction if it is available.

If you tick 'No' or if the nominated religion is not represented within the school's religious instruction program, the prospective student will receive other instruction in a separate location during the period arranged for religious instruction.

Parents/carers may change these arrangements at any time by notifying the principal in writing.

Do you want the prospective student to participate in religious instruction?

☐ Yes
 ☐ No

If 'Yes', please nominate the religion:

**PROSPECTIVE STUDENT ADDRESS DETAILS\***

Principal place of residence address

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

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

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



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

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

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

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

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

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

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

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

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

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

Commencement date

/ /

End date

/ /

**Other Court Orders\***

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

☐ Yes ☐ No

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

Commencement date

/ /

End date

/ /

**APPLICATION TO ENROL\***

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

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

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

**Office use only**

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

## Parental occupation groups for use with parent/carer details

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

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

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

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

**Defence Forces** commissioned officer

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Labourers and related workers**

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

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

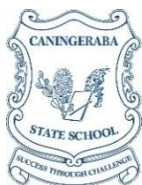
**Other worker** [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor].

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



**State schools standardised medical condition category list**

Acquired brain injury
Allergies/Sensitivities
Anaphylaxis
Airway/lung/breathing - Oxygen required (continuously/periodically)
Airway/lung/breathing - Suctioning
Airway/lung/breathing - Tracheostomy
Airway/lung/breathing - Other
Artificial feeding - Gastrostomy device (tube or button)
Artificial feeding - Nasogastric tube
Artificial feeding - Jejunostomy tube
Artificial feeding - Other
Asthma
Asthma – student self-administers medication
Attention-deficit /Hyperactivity disorder (ADHD)
Autism Spectrum Disorder (ASD)
Bladder and bowel - Urinary wetting, incontinence
Bladder and bowel - Faecal soiling, constipation, incontinence
Bladder and bowel - Catheterisation (continuous, clean intermittent)
Bladder and bowel - Stoma site, urostomy, Mitrofanoff, MACE, Chair
Bladder and bowel - Other
Blood disorders - Haemophilia
Blood disorders - Thalassaemia
Blood disorders - Other
Cancer/oncology
Celiac 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



# Caningeraba State School

19/01/2023

## **Introduction to the Online Services Consent Form for Caningeraba State School**

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

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

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

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

### **About the online services**

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

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

### *Student information*

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

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

### *Student works*

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

### *Parent information*

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

## **Purpose of the consent**

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

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

It should be noted that, in some instances, the school may be required or authorised by the *Education (General Provisions) Act 2006* (Qld) or by law to record, use or disclose the student's personal information or materials without consent.

## **Voluntary consent provision**

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

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

You can withdraw your consent at any time by notifying the school in writing (by email or letter). The school will confirm the receipt of your request via email if you provide an email address.

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

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

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

## **Duration of consent**

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

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

## **Who to contact**

To return the form, express a limited consent, withdraw consent or ask questions regarding consent, please contact [onlineservices@caningerabass.eq.edu.au](mailto:onlineservices@caningerabass.eq.edu.au).

## Online Services Consent Form

### Privacy Notice

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

### This form is to be completed by:

1. Parent/carer\*;
2. Student over 18 years; or
3. Student with independent status.

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

### 1. IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

1. Full name of student \_\_\_\_\_

### 2. INFORMATION COVERED BY THIS CONSENT FORM

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

1. Student name (first name and/or last name)
2. Sex/Gender
3. Date of Birth, age, year of birth

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

4. Student school username
5. Student school email
6. Student ID number
7. School
8. Year Group
9. Class
10. Teacher
11. Country

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

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

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

### 3. APPROVED PURPOSE

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

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

#### 4. TIMEFRAME FOR CONSENT

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

#### 5. CONSENT FOR ONLINE SERVICES

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

Service name:	ICAS Assessments	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	<a href="https://www.icasassessments.com/">https://www.icasassessments.com/</a>				
Purpose of use:	Assessments designed to recognise academic excellence.				
Terms of use:	<a href="https://www.icasassessments.com/terms-and-conditions">https://www.icasassessments.com/terms-and-conditions</a>				
Privacy policy:	<a href="https://www.janison.com/privacy-policy">https://www.janison.com/privacy-policy</a>				
Additional consent is being sought for the following reasons: (as per Section 2b)	<input type="checkbox"/> Student image, video, and/or recording are stored and published. <input checked="" type="checkbox"/> Student works are stored and published. <input checked="" type="checkbox"/> The following additional student personal information is disclosed: name and date of birth <input checked="" type="checkbox"/> The following parent personal information is disclosed: name and email <input type="checkbox"/> Student information is able to be viewed by the public <input type="checkbox"/> Parent information is able to be viewed by the public <input type="checkbox"/> Other: Insert reason				

Service name:	Class Dojo	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	<a href="http://www.classdojo.com">www.classdojo.com</a>				
Purpose of use:	This program connects teachers with students to build on-line classroom communities which can be shared with parents and can include reward systems, classroom update and student work. Teachers can use this application for classroom tools, reward systems, student digital portfolios and to share classroom updates and student work.				
Terms of use:	<a href="http://www.classdojo.com/en-gb/terms">www.classdojo.com/en-gb/terms</a>				
Privacy policy:	<a href="http://www.classdojo.com/en-gb/privacycenter">www.classdojo.com/en-gb/privacycenter</a>				
Additional consent is being sought for the following reasons: (as per Section 2b)	<input checked="" type="checkbox"/> Student image, video, and/or recording are stored and published. <input checked="" type="checkbox"/> Student works are stored and published. <input checked="" type="checkbox"/> The following additional student personal information is disclosed: name				



	<input type="checkbox"/> The following parent personal information is disclosed: name and email address <input type="checkbox"/> Student information is able to be viewed by the public <input type="checkbox"/> Parent information is able to be viewed by the public <input type="checkbox"/> Other: NONE		
--	--	--	--

Service name:	YouTube	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	www.youtube.com/channel/UCboC32GFyabqCXU0UUqddGA				
Purpose of use:	Recording special events such as End of the Year Graduation and End of the Year Music Performance. A link will be sent to parents/Caregivers to access the performance video. Our YouTube Caningeraba State School channel has been set as "made just for kids". Comments are disabled for our channel.				
Terms of use:	www.youtube.com/static?template=terms				
Privacy policy:	www.youtube.com/howyoutubeworks/user-settings/privacy/				
Additional consent is being sought for the following reasons: (as per Section 2b)	<input checked="" type="checkbox"/> Student image, video, and/or recording are stored and published. <input type="checkbox"/> Student works are stored and published. <input type="checkbox"/> The following additional student personal information is disclosed: name <input type="checkbox"/> The following parent personal information is disclosed: name and email address <input type="checkbox"/> Student information is able to be viewed by the public <input type="checkbox"/> Parent information is able to be viewed by the public <input type="checkbox"/> Other: NONE				

Service name:	Reading Eggs	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://readingeggs.com.au				
Purpose of use:	ABC Reading Eggs is an online literacy education program, which is used at home and school. ABC Reading Eggs makes reading interesting and engaging for students, with great online reading games and activities				
Terms of use:	https://readingeggs.com.au/terms				
Privacy policy:	https://readingeggs.com.au/privacy				

Service name:	Mathletics	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://www.mathletics.com/au/				
Purpose of use:	Mathletics provides interactive support with engaging gaming and rewards to improve students' learning outcomes in Mathematics. With hundreds of curriculum-aligned lessons and activities, Mathletics is the comprehensive online mathematics learning tool that brings joy to learning.				
Terms of use:	https://3plearning.com/terms				
Privacy policy:	https://3plearning.com/privacy				

Service name:	Sunshine Online	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://sunshineonline.com.au/				
Purpose of use:	Children are able to listen to, read and view multimodal texts. Some of the texts include embedded video clips				
Terms of use:	https://www.sunshineonline.com.au/terms				
Privacy policy:	<a href="https://www.sunshineonline.com.au/privacy">https://www.sunshineonline.com.au/privacy</a>				

Service name:	ACER	Data hosting:	Onshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://oars.acer.edu.au/				
Purpose of use:	The Australian Council for Education Research website is an on-line assessment reporting system used to determine achievement levels of students.				
Terms of use:	https://oars.acer.edu.au/terms-conditions				
Privacy policy:	https://www.acer.org/privacy				

Service name:	Typing Tournament	Data hosting:	Onshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://www.typingtournament.com/				
Purpose of use:	Typing Tournament Online uses a unique combination of mastery learning, teaching sequences and games to motivate students to learn the vital skill of keyboarding. It actively guides students through the activities for optimal learning and ensures that they are using the right fingers on the right keys.				
Terms of use:	https://www.typingtournament.com/terms-of-use				
Privacy policy:	https://www.typingtournament.com/privacy-policy				

## 6. CONSENT AND AGREEMENT

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

☐ parent/carer of the person identified in Section 1

☐ the person identified in Section 1 (if student is over 18 years or has independent status)

*I have read the explanatory letter, or it has been read to me. I have had the opportunity to ask questions about it and any questions that I have asked have been answered to my satisfaction. By signing below, I consent for the information outlined in Section 2 and any additional consent requirements outlined in Section 5 to be disclosed to the online services in accordance with the purpose outlined in Section 3 and for the timeframe specified in Section 4.*

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

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

Signature or mark of \_\_\_\_\_

consenter:

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

Signature or mark of student\*: \_\_\_\_\_

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

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

### **SPECIAL CIRCUMSTANCES**

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

1. required to be read aloud (whether in English or in an alternative language or dialect) to the person giving consent **and/or:**
2. when the person giving consent is an independent student under the age of 18.

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

*I have witnessed the signature or mark of an independent student, or the accurate reading of the explanatory letter and the Online Services Consent Form was completed in accordance with the instruction of the person giving consent. The person giving consent has had the opportunity to ask questions. I confirm that the person giving consent have given consent freely and I submit the person understood the implications.*

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

witness:

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

witness:

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

#### **2. Statement by the person taking consent – when it is read**

*I have accurately read aloud the explanatory letter and the Online Services Consent Form to the person giving consent, and to the best of my ability made sure that the person understands that the following will be done:*

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

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

*A copy of the explanatory letter has been provided to the person giving consent.*

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

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

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





## **Enrolment Agreement – Caningeraba State School**

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

### ***Responsibility of student to:***

- attend school on every school day for the educational program in which they are enrolled, on time, ready to learn and take part in school activities
- act at all times with respect and show tolerance towards other students and staff
- work hard and comply with requests or directions from the teacher and principal
- abide by school rules/expectations as outlined in the school's Responsible Behaviour Plan for Students, 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
- 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 Responsible Behaviour Plan for Students 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 (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.

☐ Responsible Behaviour Plan for Students

☐ Student Dress Code

☐ Homework Policy

☐ School charges and voluntary contributions

☐ [Advice for state schools on acceptable use of ICT facilities and devices](#)

☐ Absences

☐ School excursions

☐ Complaints management

☐ Religious Instruction Policy

☐ Chaplaincy and Student Welfare Policy

☐ Department insurance arrangements and accident cover for students

☐ [Obtaining and managing student and individual consent](#)

☐ School instructions for school access

I acknowledge:

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

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

Student Signature:

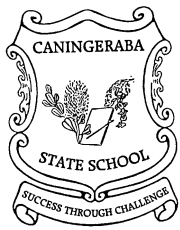
Parent/Carer Signature:

On behalf of Caningeraba State School

.....

.....

.....



## STATE SCHOOL CONSENT FORM INFORMATION

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

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

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

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

Your child's student materials:

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

### Purpose of the consent

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

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

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

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

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

## **Voluntary**

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

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

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

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

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

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

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

### **Media sources used**

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

- School website: [www.caningerabass.eq.edu.au](http://www.caningerabass.eq.edu.au)
- Facebook:
- YouTube: N/A
- Instagram: N/A
- Twitter: N/A
- Other:
- Local newspaper
- School newsletter
- Traditional and online media, printed materials, digital platforms' promotional materials, presentations and displays.

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

### **Duration**

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

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

### **Who to contact**

To return a consent, express a limited consent or withdraw consent please contact the school office on 5568 6333.

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

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

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

Print name of student .....

Print name of consenter .....

Signature or mark of consenter .....

Date .....

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

Date .....

### **SPECIAL CIRCUMSTANCES**

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

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

I have witnessed the signature of an independent student, or the accurate reading of the explanatory letter and the State School

Consent Form was completed in accordance with the instruction of the potential consenter. The individual has had the opportunity to ask questions. I confirm that the individual has given consent freely and I understand the person understood the implications.

Print name of  
witness .....

Signature of  
witness .....

Date .....

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

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

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

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

Print name and role of person taking the  
consent: .....

Signature of person taking the consent : ..... Date.....

# Caningeraba State School

## ... Success through Challenge

### Hearing Check

#### Parent Consent Form

The school is conducting hearing tests utilising the hearing screening App Sound Scouts. The App has been developed by Sound Scouts HQ in collaboration with Australia's National Acoustic Laboratories, the research arm of Hearing Australia and is supported by the Department of Health. Your child will play a game on an iPad/tablet or smart phone using a set of headphones under the supervision of a responsible adult. A report will be automatically generated following the test. Hearing assessment is encouraged due to the importance of early intervention of hearing issues. Optimal educational outcomes are dependent on good hearing.

If you would like your child to participate in the test please complete and sign this form:

Name of Child: \_\_\_\_\_ Class: \_\_\_\_\_

1. What is your child's month and year of birth? (mm/year) \_\_\_\_\_

2. Does your child speak more than one language? (Yes/No) \_\_\_\_\_

3. Has your child had any history of hearing problems? For example, has he or she ever been fitted with grommets? Please circle Yes / No

If yes, please provide details:

\_\_\_\_\_

4. Has your child had any history of learning or attention disorders? Please circle: Yes / No

If yes, please provide details

\_\_\_\_\_

I have read the above information and agree to my child having their hearing checked using Sound Scouts.

Name of Parent/Guardian: \_\_\_\_\_ (block letters)

Parent's email address for report \_\_\_\_\_ (block letters)

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For more information about Sound Scouts and to view their Privacy Policy please visit: [www.soundscouts.com](http://www.soundscouts.com)

NB: Optimal results from Sound Scouts are dependent on the test being carried out as per the instructions in the App. Please note the only mandatory information transferred from this form to the Sound Scouts App is the birth month and year of your child. All other information is retained by the school.

**School Office Use Only:** First Test Date: \_\_\_\_\_ First Test Result \_\_\_\_\_

Re-Test Date (If necessary): \_\_\_\_\_ Re-Test Result \_\_\_\_\_

Sound Scouts is supported by:





*The information you provide on this form will help us to get to know your child better and will enable us to plan for his/her individual needs. Please comment in the spaces provided. We appreciate your assistance in this matter.*

## **Caningeraba State School Preparatory Year Enrolment Information**

*Child's Name: ..... Date of Birth: .....*

*Information on family changes recently: i.e. just moved house, absence of parent, family illness*

.....  
.....

*How do you think your child will settle into Prep?*

.....

*What arrangements have you made for bringing and collecting your child from Prep?*

.....

### **Physical Health and Development**

*Do any areas of your child's development concern you? (e.g. late milestones, difficult pregnancy or birth, fears, security toys or habits e.g. thumb sucking, blanket) Please comment:*

.....  
.....

*Please note any difficulties with:*

*Sleep patterns ..... Movement .....*

*Speech/Language ..... Hearing .....*

*Vision ..... Appetite .....*

*Allergies ..... Toileting .....*

*Behaviour ..... Fears .....*

*Any operations ..... Hospitalisation .....*

*What assistance has been provided to date for this difficulty?*

.....  
.....

*If you have any reports, we would appreciate copies with your child's enrolment forms.*

*P.T.O.*

### Social Experiences

Does your child prefer to be alone? With children? With adults? .....

Comment on your child's ability to work and play with other children:

.....  
.....

Is your child interested in books? .....

Writing/drawing? .....

Working with numbers? .....

What does your child prefer – indoors or outdoors? What kind of tasks?

.....

List your child's current kindergarten and number of days attending:

**Full name** of current centre: (eg Goodstart Burleigh Waters)

.....

Number of days per week attending.....

I would prefer my child **was / was not** placed in the same classroom as? Include reason

.....

### Building Partnerships

Is there any information on your family's cultural background, languages other than English spoken at home, religious beliefs etc. we need to consider in our Prep program?

.....

In what ways will you be able to participate in the Prep program? Do you have any skills or hobbies you are willing to share with us?

.....

In there any further information you would like to share?

.....

Thank you for your time.

# MY STAR SPOT!



What is your name? \_\_\_\_\_

Do you have a nickname? If yes what is it? \_\_\_\_\_

What do you like doing on the weekend? \_\_\_\_\_

\_\_\_\_\_

What school subject is your favourite? \_\_\_\_\_

What are your favourite foods? \_\_\_\_\_

What is your favourite movie? \_\_\_\_\_

What is your favourite TV show? \_\_\_\_\_

What is the name of your favourite teacher? \_\_\_\_\_

What made this teacher so special? \_\_\_\_\_

\_\_\_\_\_

What is your favourite game you like playing? \_\_\_\_\_

What do you like doing in your free time? \_\_\_\_\_

If you had one wish what would it be? \_\_\_\_\_

What is the best book you have ever read? \_\_\_\_\_

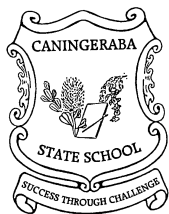
What do others like about you? \_\_\_\_\_

\_\_\_\_\_

**Thank you for telling us about yourself.**







# **Caningeraba State School**

**Independent Public School**



## **Prep Information**

## **Booklet**

## **2026**

## Welcome

We extend a warm welcome to you, as parents of our Prep year children. We look forward to sharing many happy times with you as we work together to provide the best possible learning opportunities for your child.

We firmly believe that - ***at Caningeraba we actively engage in learning to create unique life-long learners – it's not what we say, it's what we do!***

## Our Prepstar learning values:

We believe children learn best when –

- they are happy, secure and supported
- involved in inquiry-based, hands-on reflective activities
- expectations are high
- opportunities for problem-solving and higher-level thinking are provided.

## Students at Caningeraba are actively encouraged to:

- engage in and reflect on learning
- discover self-identity
- develop independence
- acquire decision-making skills that can be applied to a variety of learning and social contexts
- accept and appreciate differences whilst ***developing a sense of self and others.***

## School hours

The prep day is the equivalent of a full school day, five days per week. School begins at 8:50am, concluding at 2:50pm. Your child should be at school by 8:40am, when a bell rings to indicate children move to their classrooms, to **promptly begin at 8:50am.**

## Prep curriculum

Our Prep year is a new learning environment with exciting things to do, see, touch and experience. Your child will find friends to share with and teachers who respect them as capable and competent learners. Learning involves developing a relationship of trust. We aim to create a relaxed, secure and supportive environment where children are encouraged to investigate and explore to their individual potential.

Caningeraba preparatory teachers implement the content of the Australian Curriculum in the key learning areas of English, Mathematics, Science, Health and Physical Education, The Arts (Drama, Dance, Music, Visual and Media Arts), Technologies (Digital and Design), HASS (History and Geography).



## Prep curriculum (continued)

Our early years curriculum also incorporates:

- supporting investigations and hands on activities as contexts for early learning
- understanding each child as an individual
- developing supportive partnerships
- providing flexible learning environments
- assisting children in exploring the world around them and the ways in which they learn.

At the beginning of the school year, self-initiated and teacher-directed activities provide opportunities for teachers to establish school routines, transitions, build oral language, and extend learning. As the year progresses, there is a greater emphasis on focused and explicit teaching and learning across a range of contexts as students continue to develop knowledge, abilities and skills for success in their ongoing schooling.

## Prepstar program at Caningeraba State School

Everything your child does within our school has a purpose for learning.

If you have any questions or concerns, please don't hesitate to ask us.

The following factors have been identified to contribute to success in learning -

- social and emotional competence with a focus on social and personal learning
- health and physical wellbeing, particularly in making healthy choices,
- gross and fine-motor development
- language learning and communication focusing on oral language and early literacy
- early mathematical understandings with emphasis on early numeracy
- active learning processes with a focus on thinking, investigating, imagining and responding
- positive dispositions to learning.



## Travel to and from the classroom

Please notify us personally or in writing, when anyone other than yourself will be collecting children from the school. School finishes at 2:50pm. If you know that you are going to be late, please contact the school office, notify them of your delay and your child will be taken to the office to wait for you.

For the safety of your child, there are pedestrian crossings located outside the school grounds. Please ensure that you use the crossings and parking areas outside of the school grounds.

Please remember -

- for **the first few days of school**, you are welcome to take your child directly to their classroom at the start of the school day
- then our Prepstars wait in their class groups in the Tuckshop Undercover Area before school and at the 8:40am bell all children will then proceed to their classroom with their teachers.
- children must be collected from the Prep classroom at 2:50pm. Children will not be allowed to leave the classroom unless someone is there to collect them.

## Illness

We advise you to keep your child at home if she/he is not well. Remember that a sick child is better at home with their parents rather than at school feeling unhappy and spreading germs to other children.

## Money

Please do not allow your child to bring money to school. Prep students will not be allowed to go to the Tuckshop during play breaks. We encourage parents of Prep children to buy all food/drinks from the tuckshop through our online ordering system [www.flexischools.com.au](http://www.flexischools.com.au). This prevents Prepstars waiting at the Tuckshop and missing their play time; loss of money; loans to friends; buying for friends; sharing of food etc.

On **Free Dress Days**, students will be asked for a gold coin donation which is collected by the teacher. Some events hosted at the school may require donation payments.

## Tuckshop

The school tuckshop operates every day. Orders can be made in 2 ways, either by ordering online, (to register for online ordering go to [www.flexischools.com.au](http://www.flexischools.com.au) click register and enter your email address. Follow the link and prompts to complete your registration) or place your order directly at the tuckshop. Orders are to be written on a paper bag with name, class, order, and whether it is for first or second break. Orders are to be placed at the Tuckshop on arrival at school and will be available for students from their classroom at the start of each break.

If you would like to volunteer in our tuckshop please phone 5568 6339.

## Sun safety policy

The outdoor learning environment is perfect for children to explore, and to promote body strength, balance, coordination, whilst supporting growth in thinking processes and social learning.

We are very conscious of sun safety at our school and recommend that you apply sunscreen prior to your child's arrival at school. Please ensure your child has their wide-brimmed school hat to wear every day. Please **name it clearly** as all hats look the same and are put on/taken off numerous times during the day and may not always go back inside a child's bag. We strongly adhere to the school rule – **NO HAT, NO PLAY. All children must wear our school hat.**

## Treasures from home

Toys and trinkets from home very often become lost or broken at school, so it saves a lot of time and heartache if these are left at home. Any toys that find their way to school will be cared for until the end of the day. Staff cannot assume responsibility for any loss or breakage.

## Birthdays and other celebrations

Everyone loves a birthday and other special celebrations, as these are wonderful ways to build understanding about each other. If you are wishing to send in muffins or cupcakes to celebrate your child's birthday, please discuss arrangements with your child's teacher.

## Communication

Class emails: Each class has an email account (e.g. Prep White) to support communication between home and school.

Please ensure you check emails from this account regularly to stay informed with class and school events. This is also a useful mode for parents to contact class teachers (i.e for making a parent/teacher meeting, informing the class teacher if your child is going to be absent, or you will be collecting them early etc).

Class message boards: Please read the noticeboards outside your child's classroom regularly to keep in touch with the children's activities, items of interest and generally, what's happening at school.

School newsletters: Our weekly newsletter can be accessed through the website or sent to you electronically.

School website: Our school website is updated weekly and can be found at [www.caningerabass.eq.edu.au](http://www.caningerabass.eq.edu.au)

Sharing information: Events in family life such as illness, new babies and visitors can be a prime source of excitement or concern for young children, and can affect their behaviour at home and/or at school. It is important for the home and school to share information that may affect children, and we would appreciate it if parents would inform us of any unusual happenings of this nature.

Please feel free to discuss any problems or queries with your teacher that you may have about your child's progress, the school or the program. It is best to arrange a meeting time that is suitable to both you and the teacher. Teachers are generally not available between 8:40 am and 2:50pm, however are happy to meet with parents before and after school.

We look forward to working with your child and yourself in building a supportive partnership!

## Parents in the Prep class

As parents, you play a vital role in the education of your children and therefore, we welcome you to become involved in our classroom. Volunteers must complete some Departmental training and safety modules before assisting in classrooms.

Ways you can help:

- offering to volunteer in your child's classroom (this is usually towards the end of the year when Prepstars reading)
- offering to share your invaluable experience, hobbies, interests or any special expertise
- collecting resources for art/ craft experiences
- doing small jobs for us at home or in the classroom (eg. cutting up materials for collage)
- discussing any problems or concerns with the teachers.

## Class requirements

All items on the Prep Year Booklist are available as a book pack and can be ordered online utilising the link provided on the booklist in our Prep Experience packs. These packs are then delivered to your home during the school holidays prior to the commencement of the school year. Individual items are also available from our Uniform Shop. The whole book pack should be brought to school on the first day.

Prior to the commencement of your child's Prep year, it is important to practice skills such as -

- packing and unpacking their own bag
- opening food containers and drinks
- blowing their nose independently
- putting on/taking off a jumper
- independently toileting

Your child will need -

- school bag – big enough to hold a jumper, library book, homework folder, lunch boxes and drink containers. Our school bag (available from the Uniform Shop) is an ideal size (but not compulsory).
- Caningeraba school hat. A spare school hat is a great idea.
- healthy lunches for first and second breaks
- Fruit break is a fruit or vegetable snack for mid-morning every day
- a spare set of clothes including one pair of underpants and a pair of shorts/ skirt in a named plastic bag,
- every item should be **clearly named**.

## Names and labels

As young children often do not recognise their own belongings, we cannot emphasise enough the need to label absolutely everything – bags, shoes, lunch boxes, drink bottles, hats, jumpers, track pants, library bags, clothing. Please make sure your child knows where their name is written on their belongings.

**You do not need to label:** pencils, glue, scissors and small equipment from book list. ***This equipment is used as a shared resource throughout the year.***

**Do label:** scrapbooks, art smock, library bag, folders.

## Commencement of school year

In the week prior to the commencement of the school year you will receive an email from your child's class teacher with a letter of introduction and directions for finding your child's prep classroom.

Class lists will be created according to information collected during the enrolment process, including friendship requests (within reason and if appropriate). Whilst we consider all requests, it is important to remember that our classes are created utilising a range of information with the main goal being a successful transition to school for your child and the opportunity for all of our Prepstars to 'zoom to the moon'.

## What to wear

Prep students wear our school uniform, available from the School Uniform Shop. It is school policy that hats, jumpers, track pants, head bands **must be of school colours**.

Please buy shoes with Velcro until your child can tie their own shoe laces. Untied shoes are a safety hazard.

Please begin teaching your child to develop responsibility for taking shoes and socks on and off.



## Caningeraba State School Uniform and Dress Code

Girl's Uniform	Boy's Uniform
<ul style="list-style-type: none"> <li>• All-black polishable leather lace-up school shoes or lace up sport shoes with appropriate arch support</li> <li>• <b>Prep to Year 2 students may wear Velcro</b></li> <li>• Plain white socks (short)</li> <li>• Caningeraba bucket hat with house colour</li> <li>• Caningeraba checked dress</li> <li>• Caningeraba striped shirt</li> <li>• Caningeraba shorts or skorts, with logo</li> <li>• Caningeraba school jumper/jacket or plain jumper of a royal blue colour</li> <li>• Hair ties – blue, white</li> <li>• Leggings/tights – plain (no lace) and navy blue in colour (winter uniform)</li> <li>• Royal blue trackpants (winter uniform)</li> </ul> <p><b>Canvas shoes, skate shoes and slip on shoes are not permitted.</b></p>	<ul style="list-style-type: none"> <li>• All-black polishable leather lace-up school shoes or lace up sport shoes with appropriate arch support</li> <li>• <b>Prep to Year 2 students may wear Velcro</b></li> <li>• Plain white socks</li> <li>• Caningeraba bucket hat with house colour</li> <li>• Caningeraba striped shirt</li> <li>• Caningeraba shorts with logo</li> <li>• Caningeraba school jumper/jacket or plain jumper of a royal blue colour</li> <li>• Royal blue trackpants (winter uniform)</li> </ul> <p><b>Canvas shoes, skate shoes and slip on shoes are not permitted.</b></p>
House Colours on Sports Day	
BANKSIA – RED	EUCALYPT – GREEN
BLUEGUM – BLUE	ACACIA - YELLOW
Hair and Make Up	
<ul style="list-style-type: none"> <li>• Hair is to be of a neat and tidy appearance and to be of natural toning.</li> <li>• Long hair is to be tied back and is not to cover the face.</li> <li>• Extreme hairstyles (e.g. mohawks, shaved sections or tracks, extreme colours, rat's tails etc) <b>not</b> permitted.</li> <li>• Make up is <b>not</b> permitted. (This includes nail polish, eyeliner, tinted moisturiser, foundation)</li> <li>• Fake tattoos are not to be visible.</li> </ul>	
Jewellery	
<ul style="list-style-type: none"> <li>• Watches are permitted.</li> <li>• A maximum of two plain studs or sleepers per ear are permitted.</li> <li>• Hoop and costume earrings, necklaces, bracelets and rings are <b>not</b> permitted.</li> <li>• Facial piercings and other visible body piercings are <b>not</b> permitted.</li> </ul>	

## School Calendar

2026	
<b>School Resumes – Term 1</b>	Tuesday 27 January
Term 1 Concludes	Thursday 2 April
Term 1 Holidays	Friday 3 April to Friday 17 April
<b>School Resumes – Term 2</b>	<b>Monday 20 April</b>
ANZAC Day Holiday	Monday 27 April
Labour Day Holiday	Monday 4 May
Term 2 Concludes	Friday 26 June
Term 2 Holidays	Monday 29 June to Friday 10 July
<b>School Resumes – Term 3</b>	<b>Monday 13 July</b>
Gold Coast Show Holiday	Friday 28 August (proposed)
Student Free day	Friday 4 September
Term 3 Concludes	Friday 18 September
Term 3 Holidays	Monday 21 September to Monday 5 October
King's Birthday Holiday	Monday 5 October
<b>School Resumes – Term 4</b>	<b>Tuesday 6 October</b>
School Year Concludes	Friday 11 December

We hope you will have an enjoyable and rewarding year with us. We also look forward to working closely with you to ensure the best possible start in education for your child. We are looking forward to sharing a happy and productive year.

**Welcome to Caningeraba!**