



2026 Enrolment Application





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Principal's Welcome



As the Foundation Principal of Baringa State Secondary College it is my privilege to welcome you to our College. As the College heads into its fifth year, we are very proud of our place as an important part of the developing Aura community. In 2026, we look forward to welcoming our new cohort of Year 7 students and continuing to welcome students to our current cohorts, which will extend to Year 8, Year 9, Year 10, Year 11 and Year 12.

Inspired by providing engaging, challenging and inclusive curriculum opportunities for students, our College will prepare our students to be critical and creative thinkers who are intellectually robust and equipped to contribute positively to their community and society as a whole.

Our College is a place for everybody, where everybody is valued and respected. A place where excellence in teaching and learning empowers everyone to be confident, creative and aspirational about their chosen future. We embrace every student and share the common belief that every child deserves the very best education possible, to enhance their opportunity for success in life, whatever that may look like for them. We empower all students to embrace learning and achieve their potential whilst strengthening their emotional, social and physical well-being.

At Baringa State Secondary College we provide a caring, empathetic and supportive environment in which all children can grow with confidence. Our staff are passionate professionals who are committed to helping students achieve their potential, no matter what it takes, where the well-being and positive educational outcomes for every student is at the core of everything that we do.

One of our greatest strengths is the partnerships we foster between students, staff, parents and the wider community. These partnerships enable us to work together in achieving our commitment to providing inclusive, engaging and challenging education for every student. We are very proud of the foundation work that has been undertaken at our College and are excited about meeting you and welcoming you to our College.

Thank you for your interest in enrolling your student at Baringa State Secondary College. I look forward to meeting you and working with you in the future.

Matt Samson
Principal

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A2 - Enrolling at Baringa State Secondary College

Baringa State Secondary College recognises as its prime obligation, the provision of access to an appropriate educational service for students whose principal place of residence is within the College's enrolment boundary.

Enrolment at Baringa State Secondary College requires the following mandatory criteria to be met:

1. The student's principal place of residence is identified within the enrolment boundary, as per the College's Enrolment Management Plan;
2. Current evidence of principal place of residence can be provided;
3. Current acceptable Visa or Citizenship certificate can be provided where required;
4. Current legal documentation/ court orders relevant to the student or family circumstances can be provided;
5. Completed Enrolment Application and supporting documentation can be provided.

Lodgement of Enrolment Application

To lodge an Enrolment Application, an appointment must be made via the SOBS booking link on the College website. This appointment is for parents/ carers of students residing within the College's enrolment boundary, to lodge their completed Enrolment Application paperwork.

Please be aware, College staff are required to sight original source documents during the appointment. If the Enrolment Application is incomplete or insufficient supporting documentation is provided, your application will not be accepted and you will be required to return at another appointment.

B1 - Proof of identification (Parent and Carer) – Compass Parent Portal

As part of our commitment to collaborating with parents about learning at Baringa State Secondary College, we have invested in the Compass Education platform. Compass is an online school management tool that centralises many of the organisational and educational components of the College, streamlining college processes and communication.

The Compass portal allows parents and carers to:

- View their child's timetable and the College calendar
- Monitor their child's attendance, and enter in explanations for late arrivals or absences
- Communicate with their child's teachers
- Monitor assessment tasks and view outstanding learning tasks
- Download and view their child's progress
- View 'My News', a news feed of college announcements, alerts and updates
- Book conferences at times of scheduled Parent Teacher Interviews

Each parent who wishes to access the parent portal will be required to submit documentation to verify his or her identity to the College.

OPTION 1 – 100 POINTS OF IDENTIFICATION FROM THE LIST BELOW:		
Primary Identity Document		Points
	Australian Passport	60
	International Passport	60
	Australian Citizenship Certificate	50
	Full Birth Certificate	50
	Australian Drivers Licence	60
	Australian Marriage Certificate	40
	Change of Name Certificate	40
	Medicare Card	20
	Australian Visa	20

OR

ONE DOCUMENT FROM LIST A & TWO DOCUMENTS FROM LIST B			
Document List A		Document List B	
	Learner's Licence		QLD or Australian Government Staff Identity Card
	Adult Proof of Age		Pension Concession Card
	Working with Children Check (Blue card)		DVA Entitlement Card
	Industry Authority Cards by TMR		Seniors Health Card
			Health Care Card
			Other Dept. Human Services Financial Entitlement Card
			Student ID issued by an Australian Education Institution
			Current Bank or Utilities Notice current address (1)
			Current Bank or Utilities Notice Current Address (2)

B2 - Proof of identification (Student)

Schools are required to sight a prospective student's original Birth Certificate. An alternative to a Birth Certificate will be considered where it is not possible to obtain a Birth Certificate (e.g. a person is born in a country without a birth registration system – Passport or Visa documents will suffice).

Students will be enrolled under their legal name as per their Birth Certificate. This name will also be used on any official documentation provided through the college including Student Identification documents. Legal names are also used on Semester Report Cards unless a specific request is received to use the preferred name only. Preferred family and/ or given names will be used on internal College documents.

Immigration Status

Where a prospective student is not an Australian Citizen, Passport and Visa information is required. Details are completed on the Enrolment Application Form and copies of Passport and Visa information provided to the College.

Proof of Residency

Enrolment at Baringa State Secondary College is dependent upon your ability to provide proof of residency (student's principal residential address).

Proof of residency documents must be provided as follows:

- 1 document from Category A, PLUS
- 2 documents from Category B

These documents must include your name and address. Please note; further documentation may be required at the Principal's discretion.

CATEGORY A		CATEGORY B	
One document from this list below		Two documents from this list below	
	Recent Unconditional Contract of Sale		Queensland Drivers Licence showing address in catchment, including Change of Address Notification for QLD Drivers Licence
	Current Rates Notice		Utilities Connect or Invoice (gas, electricity, water)
	Current signed Lease Agreement		Bond Receipt (Bond lodgement is not sufficient)
			Centrelink Correspondence
			Australian Tax Office Correspondence
			Family Assistance Office Correspondence
			Internet/ Phone Provider Correspondence
			Immunisation Registry Correspondence
			Bank Correspondence
			Department of Human Services Advice
			Health Insurance Correspondence

B3 - Student Profile for Diverse Learners

Complete this form if your child:

- Is from a diverse cultural and linguistic background
- Has received school based support and intervention
- Has engaged with external support services
- Has a verified disability
- Has a medical condition that requires a health plan/ additional supports

SUPPORT HISTORY

If answering yes for any of the items below, please provide supporting documentation from specialists as part of your enrolment application; including diagnosis, relevant cognitive assessment results, documents outlining specialist recommendations or strategies

My child is/has received the following school based support		Details
<input type="checkbox"/>	Special Education Support (SEP)	
<input type="checkbox"/>	EAL/D Support (English as an additional language or dialect)	
<input type="checkbox"/>	School Chaplain	
<input type="checkbox"/>	Learning Support (inc. literacy and numeracy)	
<input type="checkbox"/>	Gifted and Talented Support	
<input type="checkbox"/>	Youth Support Coordinator	
<input type="checkbox"/>	Guidance Support	
<input type="checkbox"/>	School Based Youth Health Nurse	
<input type="checkbox"/>	School Based Police Officer	
<input type="checkbox"/>	Other	
My child is/ has accessed the following external support services		Details
<input type="checkbox"/>	Speech Language Pathologist	
<input type="checkbox"/>	Visual Impairment Specialists	
<input type="checkbox"/>	Occupational Therapist	
<input type="checkbox"/>	Autism Spectrum Disorder Specialist	
<input type="checkbox"/>	Hearing Impairment Specialist	
<input type="checkbox"/>	Physiotherapist	
<input type="checkbox"/>	Psychologist	
<input type="checkbox"/>	Counselling	
<input type="checkbox"/>	Clinical Health Nurse	
<input type="checkbox"/>	Psychiatrist	
<input type="checkbox"/>	Mental Health Service	
<input type="checkbox"/>	Other Specialist	

My child has a verified disability		Details
<input type="checkbox"/>	Autism Spectrum Disorder (AS)	
<input type="checkbox"/>	Intellectual Disability (ID)	
<input type="checkbox"/>	Hearing Impairment (HI)	
<input type="checkbox"/>	Physical Impairment (PI)	
<input type="checkbox"/>	Speech Language Impairment (SLI)	
<input type="checkbox"/>	Visual Impairment (VI)	
My child has a diagnosed condition that impacts their learning		Details
<input type="checkbox"/>	Dyslexia	
<input type="checkbox"/>	Attention Deficit Disorder (ADD)	
<input type="checkbox"/>	Oppositional Defiance Disorder (ODD)	
<input type="checkbox"/>	Dysgraphia	
<input type="checkbox"/>	Attention Deficit Hyperactivity Disorder (ADHD)	
<input type="checkbox"/>	Reactive Attachment Disorder (RAD)	
<input type="checkbox"/>	Other	
My child has been identified as Gifted and/ or Talented		Details
<input type="checkbox"/>	Gifted	
<input type="checkbox"/>	Talented	
My child is studying at a level higher or lower than their year level on an Individual Curriculum Plan		
<input type="checkbox"/>	English at YR ____	Other _____ at YR ____
<input type="checkbox"/>	Mathematics at YR ____	Other _____ at YR ____
<input type="checkbox"/>	Science at YR ____	Other _____ at YR ____
<input type="checkbox"/>	Humanities at YR ____	Other _____ at YR ____
Language Background Other Than English (LBOTE)		
<input type="checkbox"/>	My Child has a LBOTE	
<input type="checkbox"/>	Language spoken by student	
<input type="checkbox"/>	Years in which education has been delivering in English	
<input type="checkbox"/>	Main language spoken at home by the family	
My child has diagnosed mental health condition. Please provide supporting documentation if available.		
My child has a diagnosed medical condition that requires health plan		Details
<input type="checkbox"/>	Asthma	
<input type="checkbox"/>	Anaphylaxis	
<input type="checkbox"/>	Diabetes	
<input type="checkbox"/>	Other	



B4 - Getting to know you

Enrolling student to complete.

1. Have you held any leadership positions? These could be either at school or elsewhere, please provide details:

2. Have you participated in any representative activities/ teams at school?

3. What are the concerns you have about attending high school?

4. What are you looking forward to about high school?

C1 - Enrolment Forms and Required Consent Forms

Important Information: if your child is currently enrolled at a Queensland State School, student details will automatically transfer across to our College through OneSchool. If student details are not correct at their current school, they will transfer incorrectly to our College. Some details cannot be altered in OneSchool until your child physically attends our College. This applies to custody changes, emergency contacts, medical conditions and parent contact details, including email address and phone contacts.

Parents/ carers are asked to ensure their child's details are **correct at their current Queensland State School prior to enrolling at our College**. If your details are incorrect in OneSchool, you may not receive important information such as enrolment confirmation, transition day details or additional information to support Day 1, 2026.

When completing the enrolment form, please note the following:

- Email: for issuing financial documents such as invoices, statements and credit adjustments, semester reports and other College communications.
- SMS: for same day absence notification and other appropriate updates.

PARENT 1 VS PARENT 2:

The OneSchool database does not allow for two residential addresses to be recorded for a student. Where a student resides across two residences, Parent 1 is recorded as residing at the principal residence of the student and will share the same address as the student on OneSchool. The parent will also receive 100% financial delegations including invoices, statements and credit adjustments. In this situation, parents not listed at this address will be recorded as a non-residential parent. Non-residential parents still receive correspondence such as SMS and email, unless court orders indicate otherwise. Please note that if your child is currently, or has previously been enrolled at a Queensland State School, previous parent and carer details other than those parents included in the enrolment application cannot be removed or updated without written communication from the legal parent associated with the record. This includes step parents or carers such as grandparents, aunts and uncles.

ENROLLING FROM AN INDEPENDENT OR CATHOLIC SCHOOL

If your child is enrolling from an Independent or Catholic school, we request that you provide the following information with your enrolment application:

- Your child's previous 2 report cards
- Your child's most recent NAPLAN results (year 5)
- Evidence of any support provisions provided by your child's current school, including adjustments or modifications to curriculum, teaching and learning, and support plans related to working at an alternative year level, learning support or behaviour support. Parents/ carers may need to request this from their child's current school.

Following completion of the enrolment process, the College will send a transfer request to your child's current Independent or Catholic 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 EQI, a passport or visa will be acceptable.</p>	
For prospective mature age students, proof of identity supplied and copied*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Prospective mature age students must provide photographic identification which proves their identity:</p> <ul style="list-style-type: none"> • current driver's licence; or • adult proof of age card; or • current passport. 	

APPLICATION DETAILS

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

INDIGENOUS STATUS

Is the prospective student of Aboriginal or Torres Strait Islander origin?	<input type="checkbox"/> No <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Both Aboriginal and Torres Strait Islander
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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 st Phone contact number*	Work/home/mobile	Work/home/mobile
2 nd Phone contact number*	Work/home/mobile	Work/home/mobile
3 rd Phone contact number*	Work/home/mobile	Work/home/mobile
Email		
Occupation		
What is the occupation group of the parent/carer?	<input type="checkbox"/> (Please select the parental occupation group from the list provided at the end of this form. If parent/carer 1 is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the last occupation. If parent/carer 1 has not been in paid work in the last 12 months, enter '8')	<input type="checkbox"/> (Please select the parental occupation group from the list provided at the end of this form. If parent/carer 2 is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the last occupation. If parent/carer 2 has not been in paid work in the last 12 months, enter '8')
Employer name		
Country of birth		
Does parent/carer 1 or parent/carer 2 speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify _____ Needs interpreter? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify _____ Needs interpreter? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is the parent/carer an Australian citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the parent/carer a permanent resident of Australia?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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

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

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

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

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

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

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

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

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

PROSPECTIVE STUDENT'S PREVIOUS EDUCATION / ACTIVITY

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

RELIGIOUS INSTRUCTION*

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

PROSPECTIVE STUDENT ADDRESS DETAILS*

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

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

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

PROSPECTIVE STUDENT MEDICAL INFORMATION (including allergies)*

Privacy Statement

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

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

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

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

COURT ORDERS*

Out-of-Home Care Arrangements*

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

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

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/carers 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.

C3 - Enrolment Agreement

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

Responsibility of student to:

- attend the College on every school day for the educational program in which they are enrolled, on time, ready to learn and take part in college 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 College rules/expectations as outlined in the college's Student Code of Conduct, including not bringing items to the College which could be considered as weapons (e.g. dangerous items such as knives)
- meet homework requirements and wear the correct college uniform
- respect the College property.

Responsibility of parents / carers to:

- ensure your child attends the College on every school day for the educational program in which they are enrolled
- advise the College as soon as possible if your child is unable to attend and reason/s why (e.g. child is sick)
- attend open meetings for parents/carers
- let the College 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 college's home study policy
- treat all College staff with respect
- support the authority of College 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 the college
- abide by College instructions regarding access to college grounds before, during and after college hours
- advise Principal if your child is in out-of-home care
- keep College informed of any changes to your contact details or your child's details, such as home address, email address and phone number
- email ensure to ensure the College is aware of any changes to your child's medical details.

Responsibility of College 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 College's expectations regarding the Student Code of Conduct and the Student Dress Code policy
- ensure that parents and carers are aware that the College does not have personal accident insurance cover for students
- advise parents and carers of extra-curricular activities operating at the College 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 College's home study policy
- contact parents and carers as soon as possible if the College 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 Process
- treat students and parents with respect.

I accept the rules and regulations of Baringa State Secondary college as stated in the College policies that have been provided to me on the College website, including;

- Student Code of Conduct
- College Dress Code
- Home Study Policy
- ICT Acceptable Use Policy
- BYOx iPad Charter
- Technology Devices Policy
- **Customer Complaints Management Process**
- Parent and Community Code of Conduct

I acknowledge:

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

_____ Student Name	_____ Parent/Carer Name	_____ Name on behalf of Baringa SSC
_____ Student Signature	_____ Parent/Carer Signature	_____ Signed on behalf of Baringa SSC

C4 - State School Consent Form

Introduction to the State School Consent Form (attached) for Baringa State Secondary 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.baringassc.eq.edu.au
- Facebook: www.facebook.com/BaringaSSC/
- YouTube: N/A
- Instagram: N/A
- Twitter: N/A
- LinkedIn: N/A
- Other: Compass Education: www.baringassc-qld.compass.education, Baringa State Secondary College digital sign
- 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 Baringa State Secondary College, admin@baringassc.eq.edu.au.

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

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

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

Print name of student

Print name of consenter.....

Signature or mark of consenter.....

Date

Signature or mark of student (if applicable)

Date

SPECIAL CIRCUMSTANCES

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

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

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

Print name of witness

Signature of witness

Date

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

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

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

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

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

Print name and role of person taking the consent

Signature of person taking the consent

Date

Privacy Notice

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

Baringa State Secondary College Student Resource Scheme Annual Parent Information Letter



Dear Parents/Guardians,

This letter contains important information about the **Student Resource Scheme (SRS)** including how the scheme operates and the annual participation fee.

The Queensland Government supports students' education by providing funding for:

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

Funding does not extend to individual student resources such as textbooks, computer or musical equipment for personal use, and many items used/consumed by the student in the classroom. Supply of these items is the responsibility of parents.

To provide parents with a cost effective alternative to purchasing textbooks and/or resources elsewhere, Baringa State Secondary College operates a SRS..

The scheme ensures that students have the resources required for them to engage with the curriculum for their education, and saves parents time and money in sourcing the prescribed materials elsewhere. Savings are gained through the school's bulk purchasing practices and hiring arrangements. The scheme is not used to raise funds for other purposes, and revenue collected through the scheme is applied only to the resources and operation of the scheme.

The scheme's operation, resource inclusions and participation fees are reviewed and approved by the school's P&C Association.

SRS Participation

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

Student is new to the school.....

Parents are required to complete and return the SRS Participation Agreement Form when joining the scheme for the first time. If no participation form is received by **31st January or within two weeks of the student commencing enrolment**, the school will take the view that the parent has chosen to opt out of the SRS. The parent is then required to provide the educational resources listed in the SRS for their child by the start of the school year. A parent can opt in or out of the scheme in subsequent years by completing another Participation Agreement Form.

Continuing student of the school.....

A parent's participation or non-participation in the scheme will continue as per their previously completed Participation Agreement Form. A parent can opt in or out of the scheme in subsequent years by completing another Participation Agreement Form.

If a parent has opted out of the scheme the parent is required to provide the educational resources listed in the SRS for their child by the start of the school year.

Resource Inclusions

All resources included in the SRS are detailed in the attached [SRS Resource list](#). This list is also available on the school's website. This is a comprehensive list of all resources included in the scheme and their associated costs.

Parents must inform the school if items on the list of resources are not received by their child when resources are distributed.

Type of Resources provided

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

- **Owned** – these items are retained by the student and used as required (e.g. stationery, exercise books, student diary).
- **Used** – these items are used/consumed in class by the student (e.g. industry technology/cooking/art supplies).
 - work/items produced from these resources will remain the property of the student.
- **Hired** – these items are hired to the student for their personal use for a specific period of time (e.g. textbooks, musical instruments, laptops).
 - Hired items must be returned to the school in good condition at the end of the hire period or if the student leaves the school.
 - A repair or replacement cost may be charged to the parent for any hired items that are damaged or not returned.

Costing Methodology

The schools SRS fee is calculated based on:

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

Please refer to the [SRS Resource list](#) for the associated costings.

The Textbook and Resource Allowance

The Department of Education provides a Textbook and Resource Allowance (TRA) to assist parents with the cost of textbooks and other education resources for eligible Years 7 to 12 students. For those students who are eligible to receive the TRA, the TRA will be applied to reduce the cost of participation in the SRS. Information on the TRA can be found on the department's website (<https://education.qld.gov.au/about-us/budgets-funding-grants/grants/parents-and-students/textbook-resource-allowance>).

Year level	TRA Rate
Years 7 to 10	\$155
Years 11 to 12	\$337

The SRS Participation Fee

The SRS fee payable for the year is available in the attached information and published on the schools website.

This also includes the TRA component which has been deducted to reduce the SRS fee payable.

* If the cost of the SRS is equal to the TRA rate, no SRS Fee is payable.

Financial Hardship

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

Payment Arrangement

Payment options include a single payment for the full year's fee or term instalments are available. Application for a Payment Plan can be negotiated with the college.

Any unpaid invoices, will be managed according to the department's Debt Management Procedure and may result in the student being excluded from the scheme and/or from participating in non-curricular activities until payment is made (<https://ppr.qed.qld.gov.au/pp/debt-management-procedure>).

Payment Method

SRS payments can be made by BPOINT and Bank Transfer.

- When paying by BPOINT, please use the Customer Reference Number (CRN) and invoice number printed on the invoice received from the school. If unsure of the CRN, please contact the school.
- When paying by Bank Transfer, please use the Students EQ ID Number on the original invoice. If unsure of the EQ ID Number, please contact the college.

BSB: 064-406

Account: 10852269

Account Name: Baringa State Secondary College

Contact Us

For all queries regarding the SRS and its inclusions, please contact and arrange an appointment with **Business Manager**, bsm@baringassc.eq.edu.au

Kind Regards,

Matt Samson

Principal

Student Resource Scheme - Participation Agreement Form

The Student Resource Scheme

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

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

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

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

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

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

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

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

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

Payment

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

Participation

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

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

Privacy Statement

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



**Queensland
Government**

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

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

- 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.



D1 - Acceptable Use of the Departments ICT Facilities and Devices College User Agreement (STUDENT)

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

While I have access to the College's ICT facilities and devices: I will use it only for educational purposes; I will not undertake or look for anything that is illegal, dangerous or offensive; and I will not reveal my password or allow anyone else to use my College account.

Specifically in relation to internet usage, should any offensive pictures or information appear on my screen I will close the window and immediately inform my teacher quietly, or tell my parents/ carers if I am at home.

If I receive any inappropriate emails at the College, I will tell my teacher. If I receive any at home, I will tell my parents/ carers.

When using email or the internet, I will not:

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

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

I have read and understood Baringa State Secondary College's Acceptable Use of the Departments ICT Facilities and Devices policy and the Student Code of Conduct.

I agree to abide by the rules outlined in these policy documents.

Student Name: _____ Date: _____

Student Signature: _____

D2 - Acceptable Use of the Departments ICT Facilities and Devices College User Agreement (PARENT/CARER)

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

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

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

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

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

I believe _____ (name of student) understands this responsibility, and I hereby give permission for him/her to access and use the College's ICT facilities and devices (including the internet) under the college rules. I understand where appropriate online behaviours negatively affect the good order and management of the college; the College may commence disciplinary actions in line with this user agreement or Student Code of Conduct. This may include loss of access and usage of the College's ICT facilities and devices for some time. I have read and understood Baringa State Secondary College's Acceptable Use of the Departments ICT Facilities and Devices policy and the Student Code of Conduct.

Parent/Care Name:

Parent/ Carer Signature:

Date:



D3 - Student BYOx iPad Charter Agreement for 2026

STUDENT AGREEMENT

Student User Name (MIS): _____ Year Level: _____

I, _____ (full name of student) understand and agree to abide by the expectations outlined in this document. I also understand that there will be consequences as per the college's Student Code of Conduct if I breach these expectations.

By signing below, I am confirming that I have read and understood the expectations of device and network use at Baringa State Secondary College and that I will act in accordance with these expectations.

Student Signature: _____ Date: _____

PARENT/ CARER AGREEMENT

Network, Internet and Email Access

I understand that the internet can provide students with valuable learning experiences. I also understand that it gives access to information on computers around the world, that the college cannot control what is on those computers, and that a very small part of that information can be illegal, dangerous or offensive.

I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information must depend finally upon responsible use by students.

I understand that appropriate action will be taken if the college decides the conditions of use have been breached by my student. This may include loss of internet access for some time.

By signing this form, I understand that I am agreeing to the college providing the following services to my student on their BYOx iPad device:

- Internet access under the conditions outlined in the BYOx Charter
- EQ email account under the conditions outlined in the BYOx Charter

I understand and agree to the conditions of use for my child and the consequences outlined in the BYOx iPad Charter. I also believe that my student understands and agreed to the conditions of use and consequences outlines in this policy.

Parent/ Carer Name: _____

Parent/ Carer Signature: _____ Date : _____



D1 - Acceptable Use of the Departments ICT Facilities and Devices College User Agreement (STUDENT)

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

While I have access to the College's ICT facilities and devices: I will use it only for educational purposes; I will not undertake or look for anything that is illegal, dangerous or offensive; and I will not reveal my password or allow anyone else to use my College account.

Specifically in relation to internet usage, should any offensive pictures or information appear on my screen I will close the window and immediately inform my teacher quietly, or tell my parents/ carers if I am at home.

If I receive any inappropriate emails at the College, I will tell my teacher. If I receive any at home, I will tell my parents/ carers.

When using email or the internet, I will not:

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

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

I have read and understood Baringa State Secondary College's Acceptable Use of the Departments ICT Facilities and Devices policy and the Student Code of Conduct.

I agree to abide by the rules outlined in these policy documents.

Student Name: _____ Date: _____

Student Signature: _____

D4 - USI (Unique Student Identifier) Creation

All students will undertake a range of learning including Vocational Education and Training (VET). Applying for the USI now allows for administrative ease while all of the relevant documentation is assembled for enrolment. All students undertaking nationally recognised training delivered by a registered training organisation will need to have a Unique Student Identifier (USI). One of the main benefits of the USI is that students will have easy access to their training records and results throughout their life. Baringa SSC requires a USI from students upon enrolment. Follow the steps below to create a USI for your child. If you have difficulty, please call the USI office on 130 857 536 or seek assistance on the day of your enrolment.

STEP 1 Get at least one form of ID from the list below ready:

- Birth Certificate (Australian) *please note a Birth Certificate extract is not sufficient
- Australian Passport
- Driver's Licence
- Medicare Card (this includes current family Medicare cards where a student's name is included)
- Non-Australian Passport (with visa) – You must select 'international student' if using this option
- Certificate of Registration by Descent
- Citizenship Certificate
- ImmiCard

IMPORTANT: Whichever form of ID you use it must contain your full name exactly how it is shown on your birth certificate this is including any middle names, or hyphenated first or surnames. The school will be unable to enter the USI onto the school system unless the form of ID used to create it reflects your birth certificate. Birth certificates are used to enter student details onto our school system, it will recognise a miss match of information even for something as small as a missing hyphen, if the hyphen is on the birth certificate it must be entered like that when applying for the USI. If you have a preferred surname but it is not your surname legally shown on your birth certificate, it cannot be used to create a USI. If you no longer use your middle name but you have a middle name on your birth certificate it must be entered when creating a USI.

STEP 2 Go to: <https://www.usi.gov.au/students/create-your-usi>

STEP 3 Click on 'Create your USI'

STEP 4 Agree to the terms and conditions

STEP 5 Fill in your personal and contact details (this is the students details not parent)

STEP 6 Enter the requested details exactly as shown on your form of ID (see list above)

If you are receiving an error stating that your details are already in use and you do not recall creating a USI number this may be because a Training provider has already created one on your behalf, to retrieve the number, go to:

https://www.usi.gov.au/system/files/documents/forgotten_usi_fact_sheet_o.pdf

STEP 7 Set your USI account password and questions for security

D4 - USI (Unique Student Identifier) Creation (continued)

STEP 8 Your USI will now be displayed on the screen

STEP 9 Write down this number: At the bottom of this page AND in a safe place or enter into your phone for safe keeping. You will need to give this number to any future training providers you enrol with. Please ensure your writing is clear and the letters/numbers are easy to read e.g. S and 5 can look similar when hand written.

Your USI will also be sent to you by either your email, phone or by mailing address, which ever you choose as your preferred contact method when creating your USI.

STUDENT'S FULL NAME (Exactly as per birth certificate)	
USI NUMBER (10 digits/letters)	
DATE OF BIRTH	
YEAR LEVEL	

I hereby give permission for the Queensland Government to verify my USI as indicated above.

Student Name: _____ Student Signature: _____

E1 - Final Checklist

Please ensure you have completed all the required documentation prior to lodging your application. Please note, **ONLY** original or certified supporting documents can be accepted. Further documentation may be required at the Principal's discretion. The checklist below will assist you:

Supporting Evidence	
	Parent/ Carer Proof of Identity <ul style="list-style-type: none"> Option 1 (100 points) OR Option 2 (1 x Document List A, 2 x Document List B)
	Student Proof of Identity <ul style="list-style-type: none"> Birth Certificate Passport and visa information (if applicable)
	Proof of Residency <ul style="list-style-type: none"> One x Category A document AND Two x Category B documents
Application and Consent Forms	
	Application for Student Enrolment Form
	Student Profile
	Enrolment Agreement
	ICT Acceptable Use Policy
	BYOx iPad Charter
	State School Consent Form
	USI (Unique Student Identifier)

Thank you for your Enrolment

OFFICE USE ONLY		
Student Identification		Document Numbers
Sighted Original Birth Certificate or Australian Residency documentation	YES / NO	
Evidence of residential address	YES / NO	
Parent/ Carer Identification		Document Numbers
Sighted photographic identification	YES / NO	
Residency documentation	YES / NO	
College Administrator		
The Application for Enrolment is fully completed and supporting documentation complies with Baringa State Secondary College's Enrolment Management Plan		YES / NO
Signed EMP Officer		
Name		
Position		