Welcome to Redbank Plains State High School
Enrolment Requirements for 2017

Please read this enrolment information carefully. If you are interested in enrolling at Redbank Plains State High School, and you live in our catchment area or have a sibling currently enrolled you will need to book an enrolment interview where both student and parent/guardian must be in attendance.

PLEASE advise us when making your appointment, if the student has an identified disability and/or has received support from Special Education Units.

Enrolment interviews are by appointment only and will take place every Tuesday, Wednesday and Thursday. The interview will take approximately 30 – 45 minutes. Please ensure all enrolment paperwork is completed prior to the commencement of your interview.

Please note no interview will proceed without all forms being completed. Other required documents are:

- Student’s birth certificate
- A current passport and/or visa if enrolling from overseas, or if not born in Australia
- If student has independent status Centrelink documentation is essential
- Parent/guardian photo ID – driver’s licence / passport or 18+ card

- A copy of any current family or other court orders concerning the welfare, safety or parenting arrangements of your child/children.
- Medicare Card
- Parents or legal guardians who wish to enrol their child at the school will need to demonstrate that the student’s principal place of residence is within the catchment area. Current proof of residency at the address indicated can be provided by way of one of each of the following:
  - One primary source – a current lease agreement, or rates notice, or unconditional sale agreement, and
  - One secondary source – a utility bill (e.g. electricity, gas) showing this same address and parent’s/legal guardian’s name
- Copies of student’s most recent semester report card/certificate

Senior students from New Zealand must bring in National Certificate of Education Achievement Level 1 to go into Semester 2, Year 11 or into Year 12.

In addition to the documents listed above, students living with a relative/other person within catchment must provide the following:

- Properly sworn Statutory Declaration from the student’s parent/legal guardian; and
- Properly sworn Statutory Declaration from the person/s the student will be residing with in-catchment.

Applicants should note that a false statement/assertion about the student’s principal place of residence may amount to an offence and may be reported to police. The school Principal may reject a decision to enrol a student in such circumstances.

Indicate the preferred payment option for the Resource Hire Scheme and have fees paid by the end of Term 4, 2016 to receive a $25 discount PLUS the chance to WIN an iPad!

Fees can be paid in one of three ways:

Upfront payment upon completion of enrolment interview (cash/efpos).

Centrepay Deductions through Centrelink – form to be completed during enrolment interview. You will need to have your Centrelink Customer Reference Number to be able to proceed with this payment option.

Direct debit payment organised and processed upon completion of enrolment interview.

If you have all the required documentation and would like to book an enrolment interview please phone the school office on (07) 3432 1222. We look forward to meeting you soon.
Forms for Enrolment 2017

Forms included (please tick when completed)

- Application for Enrolment Form - complete all pages
- Enrolment Agreement - complete
- Resource Hire Agreement - complete
- Student Network and Internet Access - complete
- Copyright Consent Form - complete
- Chaplaincy Services Form - complete
- After School Tutorial Group - complete if you wish your student to attend
- Instrumental Music - complete if necessary

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<thead>
<tr>
<th>Student Name:</th>
<th>Family name:</th>
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<tr>
<td>Year Level:</td>
<td>7 8 9 10 11 12</td>
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<tr>
<td>Date of Enrolment:</td>
<td>___ / ___ / _____</td>
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<td>Student’s country of birth:</td>
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<td>Parent/caregiver 1 country of birth:</td>
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<td>Parent/caregiver 2 country of birth:</td>
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<td>Family cultural background/s:</td>
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<td>Main language/s spoken at home:</td>
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<td>2.</td>
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<td>Date of arrival in Australia:</td>
<td>___ / ___ / _____</td>
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<tr>
<td>Students with Passport:</td>
<td>Copy of ID page Yes [ ] No [ ]</td>
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<tr>
<td>(Please bring passport to your interview.)</td>
<td>Copy of visa page Yes [ ] No [ ]</td>
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<tr>
<td></td>
<td>Copy of date of arrival page Yes [ ] No [ ]</td>
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<tr>
<td>Students with Travel Documents:</td>
<td>Copy of travel documents Yes [ ] No [ ]</td>
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<tr>
<td>(Please bring documents to your interview e.g. visa.)</td>
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<tr>
<td>Students with New Zealand Passport:</td>
<td>How many years did your student attend school in NZ?</td>
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<tr>
<td>Enrolment Officer:</td>
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<tr>
<td>EAL/D Teacher or Teacher Aide:</td>
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<tr>
<td>EAL/D support provisions:</td>
<td>[ ] EAL/D English as an Additional Language or Dialect</td>
</tr>
<tr>
<td>(To be completed by EAL/D teacher.)</td>
<td>[ ] BB Bilingual Background</td>
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<td></td>
<td>[ ] ME Monolingual English</td>
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</table>

**EMAIL ADDRESS FOR NEWSLETTER** – (please print details below)

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Parent/Caregiver Name</th>
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<tr>
<td>Email Address</td>
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ENROLMENT AGREEMENT 2017

This enrolment agreement sets out the responsibilities of the student, parents or caregivers and the school staff about the education of students enrolled at Redbank Plains State High School.

Responsibility and Expectations of Students

At Redbank Plains State High School, there is a clear focus on students performing to their highest level at all times. Students enrolled at Redbank Plains State High School are required to meet set expectations. As a school community we have four key behavioural expectations that reflect our values.

RESPECT – EXCEL – ATTEND – LEARN

Below are a number of expectations that encompass REAL:

- Have regular and consistent attendance – Be at school all day, every day!
- Have meaningful engagement in the program of instruction
- Complete all assessment requirements
- Follow teacher directions
- Come prepared with all the necessary resources for each lesson with a suitable school bag to carry these resources
- Wear the correct and full school uniform including black leather lace-up shoes (WH&S requirement)
- Become a financial student by electing a preferred payment plan for the School Resource Hire Scheme

Responsibility of Parents/Guardians

The most important partnership in ensuring student success is the one between the school and the parents and caregivers. There needs to be open and effective communication where issues are identified, with all parties working collaboratively towards solutions.

During the process of this enrolment application interview, as the parent/guardian, I understand it is my responsibility to disclose to the school all information relevant to the successful enrolment and integration of the student into an effective educational program.

This includes all information that is relevant to the school being able to provide a safe and supportive environment for all members of the school community including teaching and non-teaching staff and students.

It is essential that any information in relation to the following be disclosed during the interview:

- Any exclusions or enrolment cancellations from other schools
- Any Police charges or criminal record
- Involvement in Alternative School Program at previous school
- A history of extended, unexplained absences
- Any medical diagnosis / recognised disability relevant to the educational programs to be developed
- Any personal issues that need to be considered when developing an educational program

I understand that failure to disclose information relevant to the effective enrolment of my student will lead to a review and possible rejection of the Enrolment Application by the Principal.
Responsibility of School to

- Develop each individual student's talent as fully as possible.
- Inform parents and caregivers regularly about how their student is progressing.
- Teach effectively and set the highest standards in work and behavior.
- Take reasonable steps to ensure the safety, happiness and self-confidence of all students.
- Be open and welcoming at all times and offer opportunities for parents and caregivers to become involved in the school community.
- Clearly articulate the school's expectations regarding the Responsible Behaviour Plan for students and the school's dress code policy.
- Ensure that parents and caregivers are aware of the school's insurance arrangements and accident cover for students.
- Advise parents and caregivers of extra-curricular activities operating at the school in which their student may become involved, for example, Program of Chaplaincy Services.
- Ensure that the parent is aware of the school's record-keeping policy including the creation of a Transfer Note should the student enrol at another school.
- Set, mark and monitor homework regularly in keeping with the school's Homework Policy.
- Contact parents and caregivers as soon as it is possible if the school is concerned about the student's school work, behaviour, attendance or punctuality.
- Deal with complaints in an open, fair and transparent manner.
- Consult parents on any major issues affecting students.
- Treat students and parents with respect and tolerance.

I accept the rules and regulations of the Redbank Plains State High School as stated in the school policies that have been provided to me as follows:

- General Information for Students and Parents/Caregivers which includes
  - Student Dress Code
  - Homework Policy
  - Assignment Policy
  - Resource Hire Scheme conditions
  - Attendance and Absences
  - School Excursions
  - Complaints Management
  - Accident cover for students
  - School Network and Internet Policy
  - Student Policy for Mobile Phones and other Electronic Devices
  - USI Creation, Senior School collection and verification program

- Forms for enrolment including
  - Application for Enrolment
  - Resource Hire Agreement
  - Student Network and Internet Access
  - Subject Selection Form
  - Consent to use Copyright Material, Image, Recording and Name
  - Consent Form for Voluntary Student Participation in Program of Chaplaincy Services

- Likely consequences for unacceptable behaviour by students
- Responsible Behaviour Plan for students offered to parents and advise website access.
- Stationery List and Subject Charges
- Resource Information

_I acknowledge that information about the school's current programs and services has been explained to me and I agree to comply with Redbank Plains State High School's Responsible Behaviour Plan._

Student Name ___________________________ Student Signature ___________________________

Parent Name ___________________________ Parent/Caregiver Signature ___________________________

Enrolment Officer _________________________ Enrolment Officer Signature _________________________

Date: ___________________________
REDBANK PLAINS STATE HIGH SCHOOL

PARENT/CARERGIVER PERMISSION FOR
STUDENT INTERNET ACCESS AND PUBLISHING

Name of Student: ____________________________________________

Student ID No: ____________________ Year Level: ________________

Name of Parent/Caregiver: ________________________________________

I have read and understand the School's Network and Internet Acceptable Use Policy and grant permission for the student above to access the school's computer network and the Internet for educational purposes directly related to studies at Redbank Plains State High School. I further grant permission for my student's work to be published on the school's Intranet and World Wide Web site. I understand that the work will appear with a copyright notice. My student's work will not be identified by family name, address or phone number.

Signature of Parent or Caregiver: ___________________________ Date: ____________

STUDENT AGREEMENT
TO ABIDE BY NETWORK AND INTERNET POLICY

Access to the network is a privilege not a right. Failure to comply with the guidelines will result in sanctions such as loss of network access, further disciplinary action and/or police investigation. The system administrator reserves the right to access student files at any time without notice.

I have read and understand the Network and Internet Acceptable Use Policy of Redbank Plains State High School for the school computer network and Internet in all classroom and extra-curricular use.

I agree to abide by the rules.

Signature of Student: ______________________________________ Date: ____________

Request for New Computer Account and Password

Name: ___________________________________ Student No.________________________

Year Level: _________________ Year the student will finish Year 12 [ ]

New Password: __________________________________________ Date: ____________

When selecting password – please select a word with at least 6 letters and use all lower case.

This account and password is required for you to be able to use the computers in this school. This form needs to be completed and returned to enable your account to be set up.

Office Use Only:

Entered on Server: Password [ ] Account Set Up [ ]

Initials: __________________ Date: ____________
1. PARTICULARS – PARENT / CARER TO COMPLETE

Name to be used in association with the individual’s personal information, image, recording or copyright material: (to be completed by parents/carer)

☑️ Full name  ☐ First name only  ☐ No name  ☐ Other:

2. PARTICULARS – SCHOOLS TO COMPLETE

Description of what is to be created, used, retained or reproduced:
(Image or recording includes photographs, videos, film or sound recordings of the Individual)

☑️ Individual’s image  ☑️ Individual’s recording  ☑️ Individual’s copyright material

Description of copyright material, image, recording or other personal information:

☑️ sound recording  ☑️ artistic work  ☑️ written work  ☑️ film  ☑️ name  ☑️ photograph / image

other:

Where will this information be used (e.g. on the website, newsletter or brochure etc).

☑️ newsletter (uploaded to the web)  ☑️ printed promotional material  ☑️ advertising  ☑️ website

☑️ displays  ☑️ competitions  ☑️ year books / annuals  ☑️ local media

other:

What is the timeframe for the individual’s consent (e.g. is it for duration of enrolment? What date or dates?):

Duration of enrolment

Which of the websites below will the individual’s personal information or individual work be published on (i.e. permanently published to the public):

☑️ School websites: www.redblaishs.eq.edu.au

The school websites are publicly accessible by all internet users. The school may share information, photographs and videos related to the school’s programs, activities and initiatives with users through its websites.

☑️ School Facebook page: https://www.facebook.com/RPSHS

The school Facebook page is publicly accessible by all internet users. The school may share information, photographs and videos related to the school’s programs, activities and initiatives with users through its Facebook page.

☑️ School YouTube Channel: TBA

The school YouTube channel is publicly accessible by all internet users. The school may share videos related to the school’s programs, activities and initiatives with users through its YouTube channel. The school does not permit users to download its videos uploaded to its YouTube channel. However third party applications may be used to overcome the school’s settings.

☑️ School Twitter Profile: https://twitter.com/rpshs

The school Twitter profile is publicly accessible by all internet users. The school may share information, photographs and videos related to the school’s programs, activities and initiatives with users through its Twitter profile.

☑️ Other:

Provide a short description, and the website address, of the other website/s:

3. LIMITATIONS ON CONSENT – PARENT/CARER TO COMPLETE

The Individual or Signatory wishes to limit the consent in the following way:

IT IS NOT COMPULSORY FOR YOU TO PROVIDE THIS CONSENT

If you decide not to provide consent, this will not adversely affect academic achievement, or any relationships with teachers or the school.

Uncontrolled Copy. Refer to the Department of Education, Training and Employment Policy and Procedure Register at http://ppr.det.qld.gov.au to ensure you have the most current version of this document.
4. **DETAILS**

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<tr>
<th>Name of Individual</th>
<th>Address of Individual</th>
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**Name of School** (at which the Individual is enrolled, employed or volunteers)

<table>
<thead>
<tr>
<th>Signature of the Individual (if over 18 years of age, or if under 18 years of age and capable of understanding and giving this consent)</th>
<th>Date</th>
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<table>
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<tr>
<th>Signature of the parent or guardian (required if the Individual is under 18 years)</th>
<th>Date</th>
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<table>
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<tr>
<th>Name of signing parent or guardian</th>
<th>Address of signing parent or guardian</th>
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5. **CONSENT GIVEN**

On behalf of the Individual identified in Section 4 of this Consent Form (the Individual), the person or persons signing this Consent Form (the Signatory)* grant consent to the Department of Education, Training and Employment (the Department), to a State School and to any other Department or Agency of the State of Queensland (the State) to use, record and disclose the Individual’s:

- name, image, recording and any other identifying information specified in the Particulars section of this Consent Form (personal information); and
- copyright material, including their written, artistic or musical works or video or sound recordings specified in the Particulars section of this Consent Form (individual work).

*Note: If the Individual is under 18 years of age, the Signatory must be a parent or guardian of the Individual. The Individual must also sign if he or she is under 18 and able to give and understand the consent. If the Individual is 18 or older, the Signatory and the Individual will be the same person.

6. **PURPOSE**

This consent only applies to any use, recording or disclosure of the Individual’s personal information or individual work, in connection with the Department or the State, for the following purposes:

- any activities engaged in during the ordinary course of the provision of education and training (including assessment) or other purposes associated with the operation and management of the Department or the Individual’s school;
- public relations, promotion, advertising, media and commercial activities. This only includes via the Internet and Social Media Websites if the relevant website is identified as a permitted website for the purposes of this consent in the Particulars section of this Consent Form;
- where the material is uploaded to a Social Media website or other website:
  - any purpose, commercial or otherwise, required by the operators of the website as a condition of uploading the personal information or individual work; and
  - transfer of the personal information outside of Australia in the course of the operation of the website.
- use by the media in relation to the Individual’s participation in school activities or community events, including, for example, dramatic or musical performances, sporting activities and award ceremonies; and
- any other activities identified in the Particulars section of this Consent Form.

7. **DURATION**

If the Department, the State or another person permitted by them is using the Individual’s personal information or individual work, or has entered into contractual obligations in relation to the Department’s material that incorporates the Individual’s personal information or individual work, the consent will continue in relation to that material until the use is complete or until the contractual obligations come to an end. It is not possible for the Signatory or the Individual to withdraw the Individual’s personal information or individual work or revoke this consent in relation to such existing uses of that material.
If you do wish to revoke or modify this consent in relation to any further new uses of the Individual’s personal information or Individual work, the Individual or the Signatory should send a notice in writing to the person nominated in Section 8 of this Consent Form. After that notice is received, the Department and the State will still be able to continue the existing uses, but will not be able to make any further new use of the Individual’s personal information or Individual work.

The Signatory acknowledges that where material is uploaded to a Social Media website or other website:

- the use and contractual obligations may be perpetual and irrevocable; and
- it may not be possible to ensure that all copies of the material are deleted or cease to be used, and the Department and the State will not be responsible for doing so.

8. DEFINITIONS

- ‘Use’ includes:
  - to create, make copies of, reproduce, modify, adapt or retain in any form, including by camera, video, digital recorder, webcam, mobile phone or any other device; and
  - to distribute, publish or communicate in any form, including in newsletters and other print media, television and the internet and Social Media websites,
  - in whole or in part, and to permit other persons to do so.
- The Department or the State will not pay the Signatory or the Individual for giving this consent or for the use of the Individual’s personal information or Individual work.
- This Consent Form revokes and replaces all previous consent forms in relation to the use of the Individual’s personal information or Individual work.
- This Consent Form is a legally binding and enforceable agreement between the Signatory and the Department or the State.
- Nothing in this Consent Form limits the rights that the Department or the State reserve in relation to the use of the Individual’s personal information, Individual work or other intellectual property under any other law.
- The ‘Department’ and the ‘State’ include the officers and employees of the Department and the State engaged in performing services for the Department and the State.
- ‘Social Media Website’ includes any website operated by a third party which facilitates the uploading and sharing of user generated content, including social and professional networking websites, web forums, blogs and wikis.
- This consent extends to the Department and the State:
  - disclosing the Individual’s personal information and Individual work to the Department’s and the State’s agents, contractors and volunteers for the purpose of performing services for the Department and the State; and
  - permitting those persons to use, record and disclose such material to the same extent as the Department and the State are entitled to deal with the Individual’s personal information and Individual work.

9. NOTE

The Department will use its best endeavours to ensure the person signing this Consent Form is authorised to do so, but takes no responsibility for circumstances in which it is misled as to the identity or authority or ability of a person to provide consent.

If you require a copy of this signed Consent Form, or if you wish to revoke this consent, please contact the Principal of the school at which the Individual is enrolled or works or send a request in writing to the District Office.

10. INFORMATION

What is this consent for?

This Consent Form authorises the Department and the State to use the Individual’s personal information and copyright material, together with information about the Individual's participation in Departmental and State initiatives, for any use by the Department and the State associated with the purposes identified in Section 6 of this Consent Form. The consent covers the entire or partial use of the Individual's personal information and copyright material in conjunction with other words and images.

For example, the Individual’s personal information and copyright material may appear in school newsletters, magazines, websites (including Social Media Websites) and other school, departmental or State publications, as well as in television advertising, videos, brochures, forms, public relations displays, annual reports, press advertising, internal documents such as manuals, websites, certificates and strategic plans, and posters and other promotional material. There may also be occasions on which the Department may approve the media, such as local newspapers and television stations, using information and copyright material in relation to the Individual (for example, where the Individual is involved in dramatic or musical performances, sporting activities or award ceremonies).

Websites

Individuals and Signatories should be aware that publication of an Individual’s personal information and Individual work on Social Media Websites is similar to publication in newsletters, magazines, brochures, etc; however publication on Social Media Websites is publication of that material to the world at large.

Individuals and Signatories should be aware that the publication of an Individual’s personal information and Individual work, by the Department or the State, on a Social Media Website typically constitutes a permanent and publicly available record of that material. This means that anyone may be able to copy and use an Individual’s personal information and Individual work that has been published on a Social Media Website for any purpose and without the consent or knowledge of the Department, the State or the Individual. Individuals or Signatories should not grant their consent to the Department or the State to use an Individual’s personal information or Individual work in connection with a Social Media Website if the Individual or Signatory does not agree to the material being permanently available to the public.

If an Individual’s personal information or Individual work is published on a Social Media Website, that material will be governed by the privacy policy and terms of use of the relevant Social Media Website. The Department or State cannot reasonably control how an Individual’s personal information or Individual work is used by third parties once the material has been published on a Social Media Website.
**What is copyright material?**

An individual's copyright material may include written work (e.g. stories and poems), paintings, pictures, drawings, designs, photographs, videos, films, music, performance, recordings, computer programs, websites, sculptures, fashion, metal- or wood-works made by them or to which they contributed. In the case of students, it includes, but is not limited to, work that they create in the course of their studies during the time they are enrolled at a State school. These materials may form part of their academic assessment or be part of their studies generally and may attract copyright.

The Department understands that students and volunteers generally own the intellectual property rights in the material they create and that this Consent Form is not meant to transfer the individual’s ownership of the intellectual property in their copyright material.

**This Consent Form does not provide for copyright consent in relation to copyright works an Individual creates in the course of employment** (whether or not the material is created in normal work hours or using departmental facilities or equipment). Where copyright material is created by a State employee while performing their duties under the terms of their employment, the copyright is owned by the State as the employer (section 35 Copyright Act 1968). There are limited exceptions to this including, for example, where the copyright material is created by an employee pursuant to a prior agreement with the employer.

Generally, the deciding factor is whether the employee is performing their official duties. In addition, section 176 of the Copyright Act 1968 applies where the work was created by or under the direction or control of the State. However, moral rights may still apply to copyright material created by an employee. The *Queensland Public Sector Intellectual Property Principles* provide further information on intellectual property. If as an employee you have any further queries about the ownership of the intellectual property in respect of the works you create you should contact the Legal and Administrative Law Branch.

**What is personal information?**

Personal information includes information or opinions, whether true or not, about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion. This includes the individual’s name, image or video or sound recording. It also includes the individual’s educational information such as the individual’s assessment and results, and health information and court orders provided to the Department, where such information may enable the individual to be identified.

**What happens to the Consent Form once it is completed and signed?**

The Consent Form is retained by the Department and it will be placed on the individual's file and/or the project file. The Individual or Signatory may request a copy of the signed form by contacting the Principal of the school.

**What if I give my consent and later change my mind?**

This consent will be in effect from the date the Consent Form is signed. The Department and the State will then start using the individual’s personal information and individual work to create material incorporating the individual’s personal information and individual work and entering into contractual obligations in relation to that material.

If you wish to later modify or revoke this consent, the individual or the Signatory should send a notice in writing to the person nominated in Section 2 of this Consent Form. After that notice is received, the Department and the State will not make any new additional use of the individual work, but any existing uses will continue.

Where the Department or another person uploads material to a Social Media Website or other website, it may need to accept contractual obligations that are perpetual and irrevocable. It may not be possible to ensure that all copies of the material are deleted or cease to be used, and the Department and the State cannot take responsibility for doing so.

**Privacy**

The consent to the recording, use and disclosure of the individual’s personal information and individual work is required in accordance with the *Copyright Act 1968* (Cth), the *Education (General Provisions) Act 2006* and the *Information Privacy Act 2009*. Personal information will be stored securely. The Department will only disclose the individual’s personal information in accordance with your consent, except where authorised or required by law. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, or if you have a concern or complaint about the way the individual’s personal information has been collected, used, stored or disclosed, please contact the school.
REDBANK PLAINS STATE HIGH SCHOOL

PARENT/CAREGIVER CONSENT FOR
Voluntary Student Participation in Chaplaincy Program

Student Details
Last Name
First Name

Parent/Caregiver Details
Last Name
First Name

Voluntary Student Activities Free of Religious, Spiritual and/or Ethical Content

The school community provides a Chaplaincy Program endorsed by the school's Parents and Citizens' Association that is available to all students on a voluntary basis. The chaplains are involved in a range of activities which happen at this school that are free of religious, spiritual and/or ethical content. These activities, which include performances at major break, mentoring program, breakfast program and informal discussions are available to all students on a voluntary basis unless a parent or caregiver requests in writing that this is not to occur for their student.

Please tick one of the boxes below

☐ I give my consent for my student to participate in these activities
☐ I do not give my consent for my student to participate in these activities

Chaplains may also be involved in activities with religious, spiritual and/or ethical content and additional consent is sought from parents/caregivers for these specific activities.

Voluntary Student Activities with Religious, Spiritual and/or Ethical Content

These activities are available to students on a voluntary basis if a parent or caregiver has given consent in writing.

The following activities with religious, spiritual and/or ethical content are provided at the school through the chaplaincy program – one-to-one meeting with chaplain/s for religious and spiritual support, prayer meetings, groups visiting school for performances, e.g. Christian band.

Please tick one of the boxes below
My student

☐ has my consent to participate on a voluntary basis in activities within the program of chaplaincy services which have religious, spiritual and ethical content. I understand that this consent is inclusive of all such activities and remains operational unless I advise the school otherwise in writing.
☐ does not have my consent to participate on a voluntary basis in activities within the program of chaplaincy services which have religious, spiritual and ethical content.

I understand that where I agree, my student can participate in the chaplaincy program. This information will be passed on to the school chaplains.

Parent's/Caregiver's Signature: ___________________________ Date: ____________
REDBANK PLAINS STATE HIGH SCHOOL
AFTER SCHOOL HOMEWORK CENTRE

Your student is invited to attend After School Homework Centre held in the Resource Centre (Library) two afternoons per week on Tuesday and Thursday from 3.00pm to 4.30pm. The Homework Centre is free of charge to all students who choose to attend.

Our aim is to help your student to:

- Improve their level of achievement in their schoolwork
- Provide assistance with homework and assignments
- Learn time management and study skills
- Develop a sense of pride in their work
- Have access to computers to assist with the completion of assignments or study work

Enrolment Form for the After School Homework Centre

I hereby give permission for my student to attend the After School Homework Centre.

Student’s Name: ___________________________ Student No: _______________

Year Level: ___________ Subject/s: ______________________________

I understand that it is my responsibility as parent/caregiver to arrange safe transport home from Redbank Plains State High School at 4.30pm following the homework centre session.

Signature of Parent/Caregiver ________________________________________

Signature of Student ________________________________________________

(This form may be completed at enrolment or taken by the student to the Homework Centre)
REDBANK PLAINS STATE HIGH SCHOOL

Instrumental Music

Redbank Plains State High School provides Instrumental Music lessons for Woodwind, Brass, and Percussion instruments. These lessons are provided free of charge.

Lessons are offered to students who have either studied an instrument in Primary School or to students who would like to begin learning an instrument in Year 7. These lessons are separate to subject choices and are on a rotating timetable.

The following instruments are offered at Redbank Plains State High School:

- Flute
- Clarinet
- Bass Clarinet
- Bassoon
- Oboe
- Trumpet
- French Horn
- Trombone
- Euphonium
- Alto Saxophone
- Tenor Saxophone
- Tuba
- Percussion
- Baritone Saxophone

If you are interested in learning an instrument at Redbank Plains State High School in 2017 please complete the form below and return it with your enrolment form.

Please contact me in the Performing Arts Department if you have any further inquiries.

Nicolee Clarkson
Head of Performing Arts Department

Instrumental Music - 2017 Application Form

<table>
<thead>
<tr>
<th>Student Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent/Caregiver Name</td>
</tr>
<tr>
<td>Address</td>
</tr>
<tr>
<td>Home Phone</td>
</tr>
<tr>
<td>Mobile Phone</td>
</tr>
</tbody>
</table>

Instrument Preference

| 1st Choice | 2nd Choice |

Please complete the following questions:

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Have you learnt this instrument before?</td>
<td>Yes / No</td>
</tr>
<tr>
<td>2</td>
<td>If yes – how long have you been learning?</td>
<td>_____ Years</td>
</tr>
<tr>
<td>3</td>
<td>Do you own your own instrument? (Not required)</td>
<td>Yes / No</td>
</tr>
<tr>
<td>4</td>
<td>Do you wish to loan a school instrument? (Based on availability)</td>
<td>Yes / No</td>
</tr>
<tr>
<td>5</td>
<td>Do you wish to play in an ensemble?</td>
<td>Yes / No</td>
</tr>
<tr>
<td>6</td>
<td>Other involvement in musical activities or groups</td>
<td></td>
</tr>
</tbody>
</table>

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Student Resource Scheme

Participation Agreement Form

Privacy Statement
The Department of Education and Training through the school is collecting your personal information in accordance with section 51 of the Education (General Provisions) Act 2006 in order to administer the Student Resource Scheme in an efficient, ethical and secure manner. The information will only be accessed by school employees conducting the scheme. Some of this information may be given to 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 and Training is authorised or required by law to make the disclosure.

Participation
☐ Yes I wish to participate in the Student Resource Scheme in Yr 7 to Yr 12. I have read and understand the Terms and Conditions of the scheme (see reverse) and agree to abide by them and to pay the participation fee in accordance with the selected payment arrangement below.

☐ No I do not wish to participate in the Student Resource Scheme in ____________, I have read and understand the Terms and Conditions of the scheme (see reverse) and agree to abide by them, in particular paragraphs 12 and 36.

Please refer to the accompanying Subject Requirements List and/or Year Level Requirements List for fee details.

<table>
<thead>
<tr>
<th>Student Given Name</th>
<th>Student Surname</th>
<th>Year Level</th>
<th>Participation Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

Total: $

Parent/Carer Details
Given Names:
Surname:
Address:
Contact Numbers: Home: Work: Mobile: Email:
Parent/Carer Signature: Date:

Payment Arrangement
☐ Now – I wish to make a single payment of the total amount above. ☐ EFT ☐ Cash ☐ Cheque

☐ Centrelink Deduction – I have a Centrelink customer reference number to provide at enrolment interview.

☐ Credit Card Direct Debiting – I have a credit card and will nominate dates for payments to be made. My first payment will be at least 1 day prior to student commencing at Redbank Plains State High School.
Purpose of the Scheme

1. In accordance with the Education (General Provisonal) Act 2008, 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.

2. Parents/carers are directly responsible for providing textbooks and other personal resources for their children while attending school. In recognition that these costs can be high, the school operates a Student Resource Scheme (the "scheme") that enables a parent/carer to enter into an agreement with the school that, for a specified annual participation fee, provides for the temporary use by the student of prescribed textbooks and/or other resources, and the purchase of consumables and materials for the student.

3. A Student Resource Scheme is separate to and distinct from a request for a voluntary financial contribution.

Benefits of the Scheme

4. The purpose of the scheme is to provide the parent/carer with a cost effective alternative to purchasing the prescribed textbooks and/or resources elsewhere, through reduced prices gained from the school's bulk purchasing practices.

5. The scheme also ensures that students have consistent personal resources for their education, and saves the parent/carer time and money in sourcing the prescribed materials elsewhere.

6. The scheme is not used to raise funds for other purposes, and revenue collected through the scheme is applied only to the operation of the scheme.

Participation in the Scheme

7. Participation in the scheme is voluntary, and there is no obligation on a parent to participate in the scheme. A parent's decision to participate or not is based on consideration of the value afforded to them by the scheme.

8. The completed and signed Participation Agreement Form should be returned to the school by the advertised date to indicate participation or non-participation in the scheme.

9. If a parent/carer chooses to participate in the scheme and completes the Participation Agreement Form, a participation fee will be due and payable by the parent/carer for the items provided by the scheme to the student.

10. Payment of the participation fee is a requirement for continued participation in the scheme. An unpaid fee will be subject to the school's debt collection processes.

11. A parent/carer who does not wish to participate in the textbook and resource scheme shall inform the school by completing the Participation Agreement Form and returning it to the Administration Office. Arrangements will be made for the parent/carer of students in Years 8 to 12 or of secondary education age to be paid the value of the textbook and Resource Allowance for each of their eligible children.

12. A parent/carer who chooses not to participate in the scheme is responsible for providing the student with all items that would otherwise be provided to the student by the scheme as detailed on the Year Level Requirements List and/or Subject Requirements List, to enable the student to engage with the curriculum.

Parents and Citizens' Association Support of the Scheme

13. The operation of the Student Resource Scheme is discussed annually at a meeting of the Parents and Citizens' Association. Parents/carers are extended an invitation to attend this meeting and provided with an opportunity to express their opinions. A vote is taken at this meeting on supporting the operation of the scheme.

Textbook and Resource Allowance

14. The Queensland Government provides financial assistance to parents/carers of students in Years 8 to 12 or of secondary education age, attending State and approved non-State schools, to offset the costs of textbooks and other resources. Assistance is provided in the form of a Textbook and Resource Allowance which is paid once a calendar year through the school. Parents/carers have the option to receive the allowance directly from the school or as an offset of fees associated with participation in the school's Student Resource Scheme. This option is made available to each parent annually by the school. Current allowance rates are available from http://education.qld.gov.au/finances/grants/fund/garp/hh/tris/g-q-s-v.html

Payment Arrangements

15. Payment of the participation fee may be made by BPAY, Centrelink deduction (arranged through the school), EFT (electronic funds transfer), EFPTPOS (Debit Card; MasterCard; Visa; American Express where accepted by the school), cheque, or cash.

16. For payment made by direct deposit (EFT) to the bank account indicated on the front of this form, please ensure that the payment reference includes the reference as indicated on the front of this form. The acknowledgement from your financial institution of the successful electronic transfer of funds should be printed and retained as your record of payment.

17. Payment of the participation fee may be made in whole or by instalment as indicated on the Participation Agreement Form or for another amount as approved by the Principal.


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18. For payments made in person by cash, cheque or credit/debit card, a receipt will be provided to the payer. Where payments are received by other methods, a receipt will be provided on request. All receipts and documentation on the scheme should be retained by the parent/carer for future reference and possible taxation purposes.

Parent/Carer Experiencing Financial Difficulties

19. A parent/carer wishing to participate in the Student Resource Scheme and experiencing financial hardship is encouraged to contact the school administration to discuss how their financial obligations can be met throughout the school year, or to negotiate alternative arrangements that may be available to accommodate their individual circumstances. Centrelink deduction is a payment option offered by the school. All discussions will be held in the strictest confidence.

20. The onus of proof of being so affected is on the parent/carer, and might include a current Health Care Card or other evidence to establish financial hardship.

21. Any concessions given to the participation fee will be at the discretion of the Principal.

Terms and Conditions of Participation in the Scheme

22. For the purposes of the scheme, where a student is living independent of his/her parents, reference in the terms and conditions to "parent/carer" is a reference to the independent student.

23. Where a parent/carer chooses to join the scheme and completes a Participation Agreement Form, an annual participation fee will be due and payable by the parent/carer to the Student Resource Scheme.

24. In return for payment of the participation fee, the scheme will provide the participating student with textbooks and/or resources, consumables and materials as listed on the Year Level Requirements List and/or Subject Requirements List as being provided by the scheme, when due for the student's use.

25. Payment of the participation fee is to be made according to the payment arrangement option indicated by the parent/carer on the Participation Agreement Form, or as otherwise approved by the Principal.

26. Non-payment of the participation fee by the designated payment date(s) will generate a reminder notice to the parent/carer from the school at intervals of 30 days overdue and 60 days overdue. The Principal may thereafter undertake debt recovery action for the overdue participation fee including, where warranted, referral to an external debt collection agency. This may result in extra costs being incurred by the parent/carer.

27. Without limiting any other action the Principal may take in accordance with these terms and conditions, subject to clause 26 above, the Principal may withdraw a student's participation in the scheme due to non-payment of a participation fee, and/or may require the return of items provided by the scheme for the temporary use of the student, and/or may withhold the giving of any further items under the scheme until the debt is paid.

28. The Principal may refuse to admit a student to the scheme where participation fees are overdue from the previous year's scheme.

29. Where participation fees are overdue, the Principal has the discretion to exclude a student from an optional extra curricula school activity.

30. The scheme provides the entire package for the specified participation fee, and is not available in parts unless specifically provided for by the school in the fee structure.

31. All textbooks and resources provided for temporary use by the scheme remain the property of the scheme and shall be returned at the end of the course or school year or when the student leaves the school, whichever is the earlier. Where an item is not returned, the parent/carer will be responsible for paying for the replacement cost of the item. Failure to make payment may result in debt recovery action being undertaken including, where warranted, referral to an external debt collection agency. This may result in extra costs being incurred by the parent/carer.

32. Textbooks and other resources provided for temporary student use by the scheme shall be returned in good condition by the student. The school Administration Office shall be notified immediately of the loss or negligent damage to any issued item. Where an issued item is lost or negligently damaged, parents/carers will be responsible for payment to the scheme of the replacement cost of the item. Failure to make payment may result in debt recovery action being undertaken including, where warranted, referral to an external debt collection agency. This may result in extra costs being incurred by the parent/carer.

33. The parent/carer is responsible for supplying the student with any additional student materials that are not provided by the Student Resource Scheme, as indicated on the Year Level Requirements List and/or Subject Requirements List or otherwise advised by the school.

34. If a student enters the scheme after the first week of school, a pro-rata participation fee will apply, calculated on a 40-week school year basis.

35. If a student, having paid a participation fee, leaves the school the year through, a pro-rata refund will be made to the parent/carer, calculated on the participation fee paid, less the cost of consumed materials and the replacement cost of scheme items that are lost or negligently damaged or not returned, plus the pro-rata Textbook and Resource Allowance calculated on a 40-week school year basis.

36. As the scheme operates for the benefit of participating parents/carers and is funded solely from participation fees, resources provided by the scheme will not be issued to students whose parents/carers choose not to participate in the scheme.