ENROLMENT APPLICATION
- P-6 -
DOCUMENTATION PACKAGE

Your Interview is with:_____________ at_________ am/pm

- PLEASE ARRIVE 15 MINUTES PRIOR TO YOUR INTERVIEW
- YOUR INTERVIEW WILL TAKE AT LEAST ½ HOUR
- YOU ARE REQUIRED TO BRING WITH YOU THE FOLLOWING:-
  Original Birth Certificate

The following documentation is required to be completed BEFORE you attend your enrolment interview.

Please provide this package to the Office Receptionist at LEAST 15 MINUTES BEFORE your scheduled interview. The Office receptionist will commence the documentation check list to ensure all documentation is available for your interview.

The documents contained in this package are to be RETAINED by the college. These forms constitute part of your student’s school file. The return of these forms provides the college with the appropriate information to best deliver the educational outcomes for your student and are subject to the privacy policy of Education Queensland.

If you have any questions relating to any part of this documentation please do not hesitate to discuss them with the college representative conducting your enrolment interview.

There are three (3) sections to this package:

1. The Documentation Package to be completed & returned to the College
2. P-12 Prospectus retained by you & your child
3. Student Resource Scheme to be completed & returned to College
ENROLMENT INTERVIEW CHECKLIST

PLEASE ALLOW AN HOUR FOR INTERVIEW
½ HOUR TO FILL IN PAPERS AND ½ HOUR FOR INTERVIEW

Please ensure the following information has been explained and completed:

Section A: To be completed by the Enrolment Officer / Administration Officer

☐ All Sections of the New Enrolment Form have been completed by Parent / carer.
☐ Marketing questions have been asked by Enrolment Officer / Administration Officer

Section B: To be completed by Principal / Deputy Principal

☐ Enrolment Agreement
☐ Bentley Park College Responsible Student Behaviour Management Overview, given to you, has been explained
☐ Homework Policy explained
☐ Student Dress Code can be found in the handbook
☐ Department of Defence
☐ Parent / carer have been given the opportunity to supply additional information regarding the learning needs of their child/ren.
☐ Complaints management
☐ Student Usage of Internet, intranet and extranet
☐ Consent Section of Information Form has been explained, any time that the parent / carer wishes to revoke this permission, Administration is to be advised in writing
☐ School excursions
☐ Consent to use Copyright material, image, recording or Name
☐ Resource Hire Scheme has been explained by the Enrolments Officer / Administration Officer and the form has been completed.

I accept the rules and regulations of Bentley Park College as explained in the school policies that have been provide to me.

I acknowledge that the information about the College’s current programs and services has been explained to me.

______________________________    __/__/__
Parent / Carer Signature            Date

______________________________    __/__/__
Student Signature                  Date

______________________________    __/__/__
Principal / Deputy Principal Signature    Date
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.

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.

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 and Training (DET) is collecting the information on this form for the purposes outlined in the Education (General Provisions) Act 2006 (EGA 2006), and in particular for:

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

This collection is authorised by ss. 115 and 426 of the EGA 2006. DET 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 (QCA). Personal Information from this form will also be supplied to Centrelink in compliance with ss. 114 and 106 of the Social Security Act 1999 (SSA). 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, sex 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 your child’s 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 your child’s school in the first instance.

ENTITLEMENT TO ENROLMENT

Under the EGA 2006, an applicant for enrolment at a state school must be entitled to enrolment. While not exhaustive, the following matters may affect an applicant’s entitlement to enrolment at a state school:

- failure to adequately complete this enrolment form
- if the school has an Enrolment Management Plan or an Enrolment Eligibility Plan (enrolment is subject to eligibility under the plan)
- the applicant is a 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 a program of distance education. All mature age students must have a remaining allocation of state education)
- the applicant is not of correct age for enrolment (relates to Preparatory Year and Years 1 to 6)
- the applicant has been excluded or cancelled from enrolment or is subject to suspension from a state school at the time of the application
- the school is a state special school and the applicant does not meet the criteria for enrolment in a special school
- the school principal reasonably believes that the applicant presents an unacceptable risk to the safety or wellbeing of members of the school community (application is referred to Director-General)
- the proposed enrolment requires approval as part of a flexi-time arrangement under s. 183 of the EGA 2006, and the arrangement has not yet been approved
- the 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 applicant must obtain approval from the Chief Executive via Education Queensland International (EQI) to enrol).

<table>
<thead>
<tr>
<th>Office use only</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date enrolled</strong></td>
</tr>
<tr>
<td>Independent student</td>
</tr>
<tr>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>Is the student over 18 years of age at the time of enrolment</td>
</tr>
<tr>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>If yes, is the student exempt from the mature age student process?</td>
</tr>
<tr>
<td>If no, has the mature age applicant consented to a criminal history check?</td>
</tr>
<tr>
<td>School house/ team</td>
</tr>
<tr>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>FTE</td>
</tr>
<tr>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>EQI category</td>
</tr>
<tr>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>SV – student visa</td>
</tr>
<tr>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>☐ Yes ☐ No</td>
</tr>
</tbody>
</table>
### STUDENT DEMOGRAPHIC DETAILS

<table>
<thead>
<tr>
<th>Legal family name* (as per birth certificate)</th>
<th>Preferred family name</th>
<th>Sex*</th>
<th>Male</th>
<th>Female</th>
<th>Preferred given names</th>
<th>Date of birth*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal given names* (as per birth certificate)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preferred family name</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Preferred given names</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sex*</td>
<td>Male</td>
<td>Female</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Copy of birth certificate available to show school staff**

- Yes
- No

Enrolment may not be approved without enrolling staff sighting the child’s birth certificate. An alternative to birth certificate will be considered where it is not possible to obtain a birth certificate (e.g. child 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.

For international students approved for enrolment by EQI, a passport or visa will be acceptable.

**For mature age students, proof of identity supplied and copied**

- Yes
- No

Mature age applicants must provide photographic identification which proves their identity:

- current driver’s licence;
- adult proof of age card;
- current passport.

### APPLICATION DETAILS

**Has the student ever attended a Queensland state school?**

- Yes
- No

If yes, provide name of school and approximate date of enrolment.

**What year level is the student seeking to enrol in?**

Please provide the appropriate year level.

**Proposed start date**

- / / 

Please provide the proposed starting date for the student at this school.

**Does the student have a sibling attending this school or any other Queensland state school?**

- Yes
- No

If yes, provide name of sibling, year level, date of birth, and school.

### 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**

### STUDENT FAMILY DETAILS

**Parents/carers**

<table>
<thead>
<tr>
<th>Parent/carer 1</th>
<th>Parent/carer 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family name*</td>
<td></td>
</tr>
<tr>
<td>Given names*</td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td>Mr</td>
</tr>
<tr>
<td>Sex</td>
<td>Male</td>
</tr>
<tr>
<td>Relationship to student*</td>
<td>Yes</td>
</tr>
</tbody>
</table>

| Is the parent/carer an emergency contact? | Yes | No |
# STUDENT FAMILY DETAILS (continued)

<table>
<thead>
<tr>
<th>Parents/carer(s)</th>
<th>Parent/carer 1</th>
<th>Parent/carer 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Phone contact number</td>
<td>Work/home/mobile</td>
<td>Work/home/mobile</td>
</tr>
<tr>
<td>2nd Phone contact number</td>
<td>Work/home/mobile</td>
<td>Work/home/mobile</td>
</tr>
<tr>
<td>3rd Phone contact number</td>
<td>Work/home/mobile</td>
<td>Work/home/mobile</td>
</tr>
<tr>
<td>Email</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employer name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Occupation</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>What is the occupation group of the parent/carer?</strong></td>
<td>(Please select the parental occupation group from the list provided at the end of this form. If you are not currently in paid work but have had a job in the last 12 months or have retired in the last 12 months, please use your last occupation. If you have not been in paid work in the last 12 months, enter ‘9’)</td>
<td>(Please select the parental occupation group from the list provided at the end of this form. If you are not currently in paid work but have had a job in the last 12 months or have retired in the last 12 months, please use your last occupation. If you have not been in paid work in the last 12 months, enter ‘9’)</td>
</tr>
<tr>
<td>Country of birth</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Country of residence</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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)</td>
<td>□ No, English only</td>
<td>□ No, English only</td>
</tr>
<tr>
<td></td>
<td>□ Yes, other – please specify</td>
<td>□ Yes, other – please specify</td>
</tr>
<tr>
<td>Needs interpreter?</td>
<td>□ Yes</td>
<td>□ Yes</td>
</tr>
<tr>
<td>Is the parent/carer an Australian citizen?</td>
<td>□ Yes</td>
<td>□ No</td>
</tr>
<tr>
<td>Is the parent/carer a permanent resident of Australia?</td>
<td>□ Yes</td>
<td>□ No</td>
</tr>
<tr>
<td>Address line 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address line 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Suburb/town</td>
<td></td>
<td></td>
</tr>
<tr>
<td>State</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Postcode</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mailing address (if it is the same as principal place of residence, write 'AS ABOVE')</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address line 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address line 2</td>
<td></td>
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<td>Suburb/town</td>
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<tr>
<td>State</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Postcode</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Parent/carer school education**

- What is the highest year of primary or secondary school parent/carer 1 has completed? (For people who have never attended school, mark 'Year 9 or equivalent or below')
- What is the highest year of primary or secondary school parent/carer 2 has completed? (For people who have never attended school, mark 'Year 9 or equivalent or below')

<table>
<thead>
<tr>
<th></th>
<th>Year 9 or equivalent or below</th>
<th>Year 10 or equivalent</th>
<th>Year 11 or equivalent</th>
<th>Year 12 or equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent/carer</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
</tbody>
</table>

**Parent/carer non-school education**

- What is the level of the highest qualification parent/carer 1 has completed?
- What is the level of the highest qualification parent/carer 2 has completed?

| Certificate I to IV (including trade certificate) | □ | □ |
| Advanced Diploma/Diploma | □ | □ |
| Bachelor degree or above | □ | □ |
| No non-school qualification | □ | □ |
### Student Origin Details

<table>
<thead>
<tr>
<th>Origin</th>
<th>Queensland/Interstate/overseas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Origin Type</td>
<td>Childcare centre or kindergarten/Prep/primary/secondary/VET/other</td>
</tr>
<tr>
<td>Previous School/Other Location</td>
<td></td>
</tr>
<tr>
<td>Previously Employed</td>
<td>Yes</td>
</tr>
</tbody>
</table>

### Indigenous Status

<table>
<thead>
<tr>
<th>Is the student of Aboriginal or Torres Strait Islander origin?</th>
<th>No</th>
<th>Aboriginal</th>
<th>Torres Strait Islander</th>
<th>Both Aboriginal and Torres Strait Islander</th>
</tr>
</thead>
</table>

### Religion - Religious Instruction*

From Year 1, your child will be placed in this nominated religious instruction class if it is available. If this section is marked ‘no religion’ or ‘no religion nominated’ or a response is provided that is not represented within the school’s religious instruction program, your child will receive other instruction in a separate location during the period arranged for religious instruction. Parents may change these arrangements at any time by notifying the principal in writing.

### Country of Birth*

<table>
<thead>
<tr>
<th>In which country was the student born?</th>
<th>Australia</th>
<th>Other (please specify country)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of arrival in Australia</td>
<td>/</td>
<td>/</td>
</tr>
<tr>
<td>Is the student an Australian citizen?</td>
<td>Yes</td>
<td>No (if no, evidence of student’s immigration status to be completed)</td>
</tr>
</tbody>
</table>

### Student Language Details

| Does the student speak a language other than English at home? | No, English only | Yes, other – please specify |

### Evidence of Student’s Immigration Status (to be completed if student is NOT an Australian citizen)*

<table>
<thead>
<tr>
<th>Permanent resident</th>
<th>Complete passport and visa details section below</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student visa holder</td>
<td>Date of arrival in Australia / / Date enrolment approved to: / /</td>
</tr>
<tr>
<td></td>
<td>EQI receipt number:</td>
</tr>
<tr>
<td>Temporary visa holder</td>
<td>Complete passport and visa details section below</td>
</tr>
<tr>
<td>Other, please specify</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Temporary visa holders must obtain an ‘Approval to enrol in a state school’ from EQI</td>
</tr>
</tbody>
</table>

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

NOTE: A permanent resident will have a passport with a permanent residency visa inside worded ‘Holder(s) permitted to remain in Australia indefinitely’. For 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.

<table>
<thead>
<tr>
<th>Passport number</th>
<th>Passport expiry date</th>
<th>/ /</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visa number</td>
<td>Visa expiry date (if applicable)</td>
<td>/ /</td>
</tr>
</tbody>
</table>
EMERGENCY CONTACT DETAILS (Other emergency contact details if parents/carers listed previously, are not emergency contacts or cannot be contacted)*

<table>
<thead>
<tr>
<th>Name</th>
<th>Emergency contact</th>
<th>Emergency contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relationship (e.g. aunt)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1st phone contact number*</td>
<td>Work/home/mobile</td>
<td>Work/home/mobile</td>
</tr>
<tr>
<td>2nd phone contact number*</td>
<td>Work/home/mobile</td>
<td>Work/home/mobile</td>
</tr>
<tr>
<td>3rd phone contact number*</td>
<td>Work/home/mobile</td>
<td>Work/home/mobile</td>
</tr>
</tbody>
</table>

STUDENT MEDICAL INFORMATION (including allergies)*

Privacy Statement
The Department of Education and Training (DET) 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. DET will not use this information to make a decision about a student’s eligibility for enrolment. The information will only be used by authorised employees of the department and DET will only record, use and disclose the medical information in accordance with the confidentiality provisions at Section 426 of the Education (General Provisions) Act 2005.

It is essential that you advise the school before your child’s first day of attendance if he or she has any medical conditions. You must also inform the school administrator staff as soon as you are aware of any new medical conditions or a change to medical conditions. Should your child need to take medication during school hours, an Individual Health Plan, including Emergency Health Plan if relevant, or Authority to Administer Medication Form will need to be completed each year and retained at the office.

My child does not have any known medical conditions

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 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.

<table>
<thead>
<tr>
<th>No</th>
<th>Yes, please specify</th>
</tr>
</thead>
</table>

Name of student’s medical practitioner (optional)

Contact number of medical practitioner

Do you authorise school staff to contact the 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 student may be on an excursion or sporting event)? (answer only if medical practitioner details have been provided above)

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

Medicare card number (optional)

Position Number

Cardholder name (if not in name of student)

Private health insurance company name (if covered) (optional)

Private health insurance membership number (leave blank if company name is not provided)
COURT ORDERS

Are there any current Family Court or other court orders concerning the welfare, safety or parenting arrangements of your child/children? Please provide a copy of any relevant current court order.

☐ Yes  ☐ No

TRAVEL DETAILS

Mode of transport to school

☐ Walk  ☐ Car  ☐ Bus  ☐ Bicycle  ☐ Train

☐ Other

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.

<table>
<thead>
<tr>
<th>Parent/carer 1</th>
<th>Parent/carer 2</th>
<th>Student</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature

Date

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

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

Senior executive/manager/department head in industry, commerce, media or other large organisation.
Public service manager [section head or above], regional director, health/education/police/fire services administrator
Other administrator [school principal, faculty head/dean, library/museum/gallery director, research facility director]
Defence Forces commissioned officer

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

Health, education, law, social welfare, engineering, science, computing professional
Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]
Air/sea transport [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller].

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

Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business
Specialist manager [finance/engineering/production/personnel/industrial relations/sales/marketing]
Financial services manager [bank branch manager, finance/investment/insurance broker, credit/loans officer]
Retail sales/services manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]
Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof-reader, sportsperson, coach, trainer, sports official]
Associate professionals generally have diploma/technical qualifications and support managers and professionals
Health, education, law, social welfare, engineering, science, computing technician/associate professional
Business/administration [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]
Defence Forces senior Non-Commissioned Officer.

**Group 3: Tradespeople, clarks 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, bettng 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/child care 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 stocker]
- **Assistant/office** [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 classifier, 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].

Uncontrolled copy. Refer to the Department of Education and Training Policy and Procedure Register at http://dpr.det.qld.gov.au to ensure you have the most current version of this document.
<table>
<thead>
<tr>
<th>State Schools Standardised Medical Condition Category List</th>
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<td>Acquired brain injury</td>
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<td>Artificial feeding - Gastrostomy device (tube or button)</td>
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<td>Bladder and bowel - Catheterisation (continuous, clean intermittent)</td>
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<td>Bladder and bowel - Stoma site, urostomy, Mitrofanoff, MACE, Chair</td>
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<td>Cancer/oncology</td>
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<td>Coeliac disease</td>
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<td>Ear/hearing disorders - Otitis Media (middle ear infection)</td>
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<td>Endocrine disorder - Adrenal hypoplasia, pituitary, thyroid</td>
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<td>Heart/cardiac conditions - Heart valve disorders</td>
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<td>Heart/cardiac conditions - Heart genetic malformations</td>
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<tr>
<td>Heart/cardiac conditions - other</td>
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<td>Mental Health - Depression</td>
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<td>Mental Health - Anxiety</td>
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<td>Mental Health - Oppositional defiant disorder</td>
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<td>Mental Health - Other</td>
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<td>Muscle/bone/musculoskeletal disorders - spasticity (Baclofen Pump)</td>
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<td>Muscle/bone/musculoskeletal disorders - Other</td>
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<td>Swallowing/dysphagia - requiring artificial feeding</td>
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<tr>
<td>Transfer &amp; positioning difficulties</td>
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<tr>
<td>Travel/motion sickness</td>
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<tr>
<td>Other</td>
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</tbody>
</table>
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 6).

Entitlement to enrolment
Under the Education (General Provisions) Act 2006 (Qld) a state school must enrol an applicant if they are entitled to enrolment. While not exhaustive, a list of matters which may affect an applicant’s entitlement to enrolment are included on the front cover of the enrolment form.

Questions which must be answered*
The Application for Student Enrolment Form contains a number of questions marked with an (*) which must be answered. These include – Student demographic details, Student address details, Student family details, Religion – Religious Instruction, Country of birth, Emergency contact details, Student medical information and the Application to enrol. These questions and 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.

Parent’s occupation and education
All parents across Australia, no matter which school their child attends, are being 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.

Sighting of birth certificate
Schools are required to sight a child’s birth certificate. An alternative to a birth certificate will be considered where it is not possible to obtain a birth certificate (e.g. child born in a country without a birth registration system – passport or visa documents will suffice). Mature age students that provide appropriate photographic proof of identity do not need to present a birth certificate.

Court Orders
Any court orders concerning the welfare, safety or parenting arrangements of children should be provided to the school by parents, and the school should also be provided with any new or updated orders.

Name on enrolment form
A child should be enrolled under their legal name as per their birth certificate. There is provision to also record a child’s preferred family and 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 specifically requested by parents to use the preferred name only.

Evidence of Student’s Immigration Status
This section is required to be completed by a student who is not an Australian citizen and requires information to be recorded about a student’s passport and visa.

Medical information and emergency contacts
A child’s medical condition, symptoms, management and medication/s must be documented. Medical conditions may include (but are not limited to) seizures/epilepsy, fainting, diabetes, asthma, heart problems, anaphylaxis and allergies (such as food or insect stings). Parents must indicate if they are an emergency contact. Three additional emergency contacts are also required.

Religion – Religious Instruction
Parents/carers are asked to identify a child’s religion. From Year 1, your child will be placed in this nominated religious instruction class if it is available.

If this section is marked ‘no religion’ or ‘no religion nominated’ or a response is provided that is not represented within the school’s religious instruction program, your child will receive other instruction in a separate location during the period arranged for religious instruction.

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

Office use
This section is to be completed by the school and will assist in documenting specific details in relation to a student’s enrolment, including confirmation of the sighting of documentary evidence such as a student’s birth certificate, passport or visa and student’s mature age status.
ADDITIONAL STUDENT INFORMATION FORM

For the College to best provide for your child’s learning needs any additional information about their previous learning achievements is essential to ensure they are fully engaged in the learning experience.

General Information regarding your child

Please describe any special needs your child has IE: Learning, physical difficulties, or gifted and talented needs.

__________________________________________________________________________

__________________________________________________________________________

Has been your child been appraised by Support Teacher Learning Difficulties □ Yes □ No

__________________________________________________________________________

Has any previous support, intervention or out of school counselling, tutoring, mentoring – i.e. STLD support been provided to your child previously?

__________________________________________________________________________

__________________________________________________________________________

Do you have any concerns about hearing, speech, eyesight or co-ordination?

__________________________________________________________________________

__________________________________________________________________________

Do you have any concerns about child’s behaviour? If so please indicate your concerns below.

__________________________________________________________________________

__________________________________________________________________________

PARENT/GUARDIAN/STUDENT CONSENT

Please TICK “YES” or “NO” beside each item with which you agree or disagree.

ARMED FORCES

An information sheet with details about the local Defence Community Organisation (DCO) and other information is available on request for families that have a parent who works in any of the Australian Armed Services.

Are you a Defence Force Family? □ YES □ NO

SCHOOL EXCURSIONS:

From time to time excursions maybe required to provide additional support to the module of learning your child is engaged in.

By giving your permission for your child to participate, you also are providing your understanding that these activities will be appropriately supervised by responsible adults and that you authorize the teacher in charge of the excursion to obtain medical attention for your child at their discretion in the event of an injury. You also understand that these excursions may incur a cost and any such charges are to be advised in advance of the event. Furthermore, if payment has not been received by the due date prior to the event your child will not be permitted to participate in this excursion.

Do you hereby give consent for your child for the duration of his/her enrolment to take part in any excursions for activities in the immediate school area, conducted by school personnel as part of the school’s curriculum programs and that this permission will also include school swimming classes. I also understand that my specific approval will be sought for other school trips.

□ YES □ NO
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

   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 □ competitors □ 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 at Bentley Park College

   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.bentleyparkcollege.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: www.facebook.com/pages/Bentley-Park-College/810642735645731

   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 through its Facebook page.

   □ School YouTube Channel:

   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 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:

   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: Schoolzine BPC eNewsletter -
   http://bentleypc.schoolzine新闻letters.com

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.
4. DETAILS

<table>
<thead>
<tr>
<th>Name of Individual</th>
<th>Address of Individual</th>
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</thead>
</table>

**Name of School** (at which the individual is enrolled, employed or volunteers)

**Bentley Park College**

**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)

<table>
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<tr>
<th>Date</th>
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**Signature of the parent or guardian** (required if the Individual is under 18 years)

<table>
<thead>
<tr>
<th>Date</th>
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<tbody>
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<td>/ /</td>
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**Name of signing parent or guardian**

**Address of signing parent or guardian**

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.
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 9 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.
- to use, record or disclose copyright material, image, recording, name or personal information

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.

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.

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 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.

STUDENT RESOURCE SCHEME PARTICIPATION

I understand that by ticking YES, I DO WANT to participate in the Student textbook and resource scheme, I confirm I have read, understood and accept all conditions of the resource scheme and I agree to abide by the rules of the scheme.

By ticking NO, I DO NOT WANT to in the Student textbook and resource scheme. I understand my child WILL NOT have access to any textbooks or resources that are provided under the scheme and I am responsible for ensuring my child has the required textbooks and resources.

☐ YES   ☐ NO
INTERNET ACCESS—Parent Consent

The Internet can provide students with valuable learning experiences. It gives access to information on computers around the world. A very small part of that information can be illegal, dangerous or offensive. While teachers will always exercise their duty of care, the school cannot control what is on the Internet. Protection against exposure to harmful information must depend finally upon the responsible use by students.

I hereby give consent for my child to participate in access of the Internet. I have read and discussed the Information Technology Agreement and associated rules below relating to Internet access with my child.

☐ YES  ☐ NO

Student Internet Access Rules and Agreement

- I have read and discussed the Information Technology Agreement and
- I will use the internet only for educational purposes.
- I will not look for anything illegal, dangerous or offensive.
- If I accidentally come across something illegal, dangerous or offensive, I will clear any offensive pictures or information from the screen and immediately, quietly inform my class teacher.
- I will not reveal surnames, home addresses or phone numbers—my own or that of any other person.
- I will not use the Internet to annoy or offend anyone else.
- I am aware that if I do not follow the above rules, appropriate action will be taken; this may include the loss of Internet access for some time.

☐ YES  ☐ NO
Enrolment Agreement

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

Principals (or delegates) are required to discuss and provide a copy of the school’s Responsible Behaviour Plan for Students and Student Dress Code to the parent. The Responsible Behaviour Plan for Students outlines the school’s strategies for implementing the Code of School Behaviour.

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

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

Responsibility of school staff to:
- design and implement engaging and flexible learning experiences for individuals and groups
- 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
- 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 the highest standards in work and behaviour
- clearly articulate the school’s expectations regarding the Responsible Behaviour Plan for Students and the school’s Dress Code policy
- ensure that parents and carers are aware that the school does not have personal accident insurance cover for students
- advise parents and carers of extra-curricular activities operating at the school in which their child may become involved (for example Program of Chaplaincy Services, sports programs)
- set, mark and monitor homework regularly in keeping with the school’s homework policy
- contact parents and carers as soon as is possible if the school is concerned about the child’s school work, behaviour, attendance or punctuality
- deal with complaints in an open, fair and transparent manner in accordance with departmental procedure, Complaints Management – State Schools
- treat students and parents with respect.
I confirm the information contained herein has been explained to me and my child and agree to abide by these policies and procedures. Furthermore I confirm I have retained the document of policies and procedures to which this Acceptance Declaration was attached as my copy of the Enrolment agreement.

- Responsible Behaviour Plan for Students
- Student Dress Code
- Homework Policy
- School Charges and voluntary contributions
- School network usage and access statement requirement of Acceptable Use of the Department’s Information, Communication and Technology (ICT) Network and Systems
- Absences
- School Excursions
- Complaints management
- Parent Notice for Religious Instruction in School Hours
- Parent / Guardian Consent form for Voluntary Student Participation in Program of Chaplaincy Services
- Department insurance arrangements and accident cover for students
- Managing Consent to Use Student/Volunteer Copyright Materials and/or to Record, Use or Disclose Student Personal Information
- Appropriate Use of Mobile Telephones and other Electronic Equipment by Students
- School instructions for school access

I acknowledge:

- That I have read and understood the responsibilities of the student, parents or carers and the school staff outlined above; and

- That information about the school's current rules, policies, programs and services, as outlined above has been provided and explained to me.

Student's Signature: ........................................ Please print your name .................................. Date ..................

Parent / Carer's Signature: ........................................ Please print your name .................................. Date ..................

On behalf of Bentley Park College Please print your name Date ..................

Note: This document is non-binding. The principal or Delegate should attempt to have the parent sign the document as acknowledgement of receipt of school policies and expectations. However, if the parent refuses to sign, the principal should make a notation that the enrolment agreement has been discussed with the parent and information on school policies has been provided.