



## Talara Primary College

### Prep Enrolment Package

OFFICE USE ONLY	
ONESCHOOL	SPORTS HOUSE
SPREADSHEET	PORTFOLIO
TIMETABLING	REP FOLDER
QUESTIONNAIRE	TEACHER EMAIL
INVOICING	CONTACTS
QPARENTS	T-SHIRT
ENROLMENT INTERVIEW CONDUCTED BY:	
	/ /

Welcome to Talara Primary College and thank you for entrusting us with your child's education.

Talara operates within an Enrolment Management Plan, meaning that students residing within our catchment will be eligible for immediate enrolment, while students outside our catchment boundaries will be subject to a number of eligibility criteria prior to being considered for a school placement. To check your eligibility for enrolment at Talara Primary College and to find out whether you are in or out of catchment please go to the following website and enter your current residential address; <http://www.qgso.qld.gov.au/maps/edmap>

In order for your child's enrolment to be processed, please ensure that you have completed all aspects of this booklet and included copies of all necessary items as outlined below. After returning this enrolment pack to Talara Primary College you will be registered for your mandatory prep group enrolment induction session.

Yours sincerely,

Lisa Cutter

Acting Principal

Child's Name: \_\_\_\_\_ Parent/Guardian Name/s: \_\_\_\_\_

Current Address: \_\_\_\_\_

Early Childhood Development Centre name: \_\_\_\_\_

Enrolment Paperwork Checklist	
Documents included in this booklet	<input type="checkbox"/> Enrolment Agreement
	Mandatory Group Prep Induction Session (please select) See parent to keep pack for details <ul style="list-style-type: none"> <li><input type="checkbox"/> Tuesday 28 October 4.45pm - 6.30pm or</li> <li><input type="checkbox"/> Wednesday 29 October 9am - 10.45am</li> </ul> Voluntary program Prep 2026 Ready, Set, Prep Program registration date/s; <ul style="list-style-type: none"> <li><input type="checkbox"/> Wed 8 October at 1.45 - 2.30pm</li> <li><input type="checkbox"/> Wed 15 October at 1.45 - 2.30pm</li> <li><input type="checkbox"/> Wed 22 October at 1.45 - 2.30pm</li> <li><input type="checkbox"/> Wed 5 November at 1.45 - 2.30pm</li> <li><input type="checkbox"/> Wed 12 November at 1.45 - 2.30pm</li> </ul>
	<input type="checkbox"/> Application for student enrolment
	<input type="checkbox"/> Media consent form
	<input type="checkbox"/> Student Resource Scheme - participation agreement. See pages 7-9 of the Parent Information booklet for more information.
	<input type="checkbox"/> ICT Acceptable use agreement
	<input type="checkbox"/> QParents flyer
	<input type="checkbox"/> New enrolments questionnaire
Additional Supporting Documentation Required	Supporting Documentation which needs to be provided additionally to this booklet: <ul style="list-style-type: none"> <li><input type="checkbox"/> Birth Certificate - original must be sighted by Admin (copy not required) Sighted by: _____</li> <li><input type="checkbox"/> Date of birth; _____</li> <li><input type="checkbox"/> Town of birth; _____</li> <li><input type="checkbox"/> Birth Certificate registration number; _____</li> <li><input type="checkbox"/> Date of registration; _____</li> </ul>
	<input type="checkbox"/> Proof of Residential Address; <ul style="list-style-type: none"> <li>➤ One Primary Source – a current rental/lease agreement, rates notice, unconditional contract of sale; and</li> <li>➤ One Secondary Source – a utility bill (Eg Electricity/gas) showing this same address and parent's/guardian's name</li> </ul>
	<input type="checkbox"/> Most recent school report or day care report
	<input type="checkbox"/> Specific information – e.g. custody papers, medical alerts/plans

## Enrolment Agreement – Talara Primary College

### “Parents as Partners”

### “Linking school and families to provide quality for our students”

#### **The staff of Talara Primary College believes that...**

- education begins at home - parents and caregivers are the first and most influential teachers of their children
  - all members of the school community have a responsibility to take an active interest in their community school
  - all contributions should be valued in a productive partnership
  - parents and caregivers have special knowledge of their own children
  - students learn better when parents and schools work together
  - education should offer all children the opportunity to achieve to the best of their abilities.
- 

This enrolment agreement sets out the responsibilities of the student, parents or carers and the school staff about the education of students enrolled at Talara Primary College. At Talara Primary College all new enrolling students must participate with their parents in a one-hour introduction interview where our school staff will provide a comprehensive induction to maximise the success of each student's individual transition into our school community.

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

- strive for excellence through their learning and modelling of self-discipline, attend school regularly, on time, ready to learn and actively participate in school activities;
- act at all times with respect and show tolerance towards other students and staff, make the school safe by not threatening, bullying or hurting anyone in anyway;
- work hard and comply with requests or directions from all school staff, abide by school rules, meet homework requirements and respect the school environment;
- dress in full school uniform in a manner that will bring credit to themselves and the school.

#### **Responsibility of parents to:**

- endeavour to attend unit culminating events celebrating students achievements, motivate your child to value learning;
- keep informed about what is happening at school by reading fully all correspondence from school and responding promptly when required;
- let the school know if there are any problems that may affect your child's ability to learn, ensure the school has accurate personal information about your child, including your home address, contact numbers, medical and custody updates;.
- inform school of reason for any absence;
- interact with school staff respectfully;

- support the authority and discipline of the school, enabling your child to achieve maturity, self discipline and self-control;
- abide by school's policy regarding access to school grounds before, during and after school hours;
- discuss with the Principal aspects of policies you feel need further consideration.

**Responsibility of school to:**

- provide a curriculum that engages, enables and empowers each student to think, investigate, create, communicate, participate, reflect and understand in a globalised society of the 21st Century;
- develop each individual student's talent as fully as possible;
- inform parents and carers regularly about how their children are progressing;
- inform students, parents and carers about what the teachers aim to teach the students each unit;
- teach effectively and to set the highest standards in work and behaviour;
- take reasonable steps to ensure the safety, happiness and self-confidence of all students;
- be open and welcoming at all reasonable times and offer opportunities for parents and carers 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 and policy;
- set 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 through Talara Primary College's Harmonious Learning Environment Initiative;
- consult parents on any major issues affecting students;
- treat students and parents with respect and tolerance.

I accept the rules and regulations of Talara Primary College as stated in the school policies that have been provided to me as follows:

- Student Code of Conduct
- Student Dress Code
- Homework Policy
- TPC Alternative Booklist Scheme
- Student ICT Agreement
- Absences
- School Excursions
- Complaints Management
- Appropriate Use of Mobile Telephones and other Electronic Equipment by Students

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

.....

Parent/Carer 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. Completion and submission of this application form to the school does not confirm enrolment. The school will notify you of the outcome of your application as soon as practicable.

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

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

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

## PRIVACY STATEMENT

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

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

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

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

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

## PROSPECTIVE STUDENT DEMOGRAPHIC DETAILS

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



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

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

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

**FAMILY DETAILS (continued)**

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

**COUNTRY OF BIRTH\***

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

**PROSPECTIVE STUDENT LANGUAGE DETAILS**

Does the prospective student speak a language other than English at home?	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify _____
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**EVIDENCE OF PROSPECTIVE STUDENT'S IMMIGRATION STATUS (to be completed if this person is NOT an Australian citizen)\***

<input type="checkbox"/> Permanent resident	Complete passport and visa details section below	
<input type="checkbox"/> Student visa holder	Date of arrival in Australia ____ / ____ / ____	Date enrolment approved to: ____ / ____ / ____
	EQI receipt number: _____	
<input type="checkbox"/> Temporary visa holder	Complete passport and visa details section below. Temporary visa holders must obtain an 'Approval to enrol in a state school' from EQI	
<input type="checkbox"/> Other, please specify _____		

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

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

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

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

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

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

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

**RELIGIOUS INSTRUCTION\***

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

**PROSPECTIVE STUDENT ADDRESS DETAILS\***

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

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

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



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

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

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

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

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

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

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

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



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

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

Commencement date

/ /

End date

/ /

**Other Court Orders\***

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

☐ Yes ☐ No

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

Commencement date

/ /

End date

/ /

**APPLICATION TO ENROL\***

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

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

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

**Office use only**

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

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

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

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

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

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

**Defence Forces** commissioned officer

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Labourers and related workers**

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

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

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

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

**State schools standardised medical condition category list**

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

# Application to enrol in a Queensland state school

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

## Entitlement to enrolment

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

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

## Prospective student

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

## Parent's occupation and education

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

## Court Orders

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

## Name on enrolment form

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

## Gender

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

## Religious Instruction

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

# Introduction to the State School Consent Form for Talara Primary College



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

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

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

Your child's student materials:

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

## **Purpose of the consent**

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

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

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

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

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

## **Voluntary**

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

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

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

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

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

# Introduction to the State School Consent Form for Talara Primary College



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

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

## Media sources used

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

- School website: <https://talacollss.eq.edu.au>
- Facebook: <https://www.facebook.com/TalaraPandC/>
- You Tube: <https://www.youtube.com/c/TalaraPrimaryCollege>
- Local newspaper
- School newsletter
- Traditional and online media, printed materials, digital platforms' promotional materials, presentations and displays.

The State School Consent Form does not extend to external organisations.

## Duration

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

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

## Who to contact

To return a consent, express a limited consent or withdraw consent please contact the school enrolments officer or email [info@talacollss.eq.edu.au](mailto:info@talacollss.eq.edu.au)

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





## State School Consent Form

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

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

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

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

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

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

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

*\*Please note only the Individual's first name will be used by the school. However, the school may choose not to use a student's name at its discretion.*

### 2 PERSONAL INFORMATION AND MATERIALS COVERED BY THIS CONSENT FORM

(a) **Personal information** that may identify the person in section 1:

- ▶ Name (as indicated in section 1)
- ▶ Image/photograph ▶ School name
- ▶ Recording (voices and/or video)
- ▶ Year level

(b) **Materials** created by the person in section 1:

- ▶ Sound recording
- ▶ Artistic work
- ▶ Written work ▶ Video or image
- ▶ Software
- ▶ Music score
- ▶ Dramatic work

### 3 APPROVED PURPOSE

If consent is given in section 6 of the form:

- The personal information and materials (as detailed in section 2) may be recorded, used and/or disclosed (published) by the school, the Department of Education (DoE) and the Queensland Government for the following purposes:
  - Any activities engaged in during the ordinary course of the provision of education (including assessment), or other purposes associated with the operation and management of the school or DoE including to publicly celebrate success, advertising, public relations, marketing, promotional materials, presentations, competitions and displays.
  - Promoting the success of the person in section 1, including their academic, sporting or cultural achievements.
  - Any other activities identified in section 4(b) below.
- The personal information and materials (as detailed in section 2) may be disclosed (published) for the above purposes in the following:
  - the school's newsletter and/or website;
  - social media accounts, other internet sites, traditional media and other sources identified in the 'Media Sources' section of the explanatory letter (attached);
  - year books/annuals;
  - promotional/advertising materials; and
  - presentations and displays.

### 4 TIMEFRAME FOR CONSENT

**School representative to complete.**

(a) Timeframe of consent: This consent will continue in relation to material until the use is complete or until the contractual obligations come to an end. This period of time may exceed student enrolment.

(b) Further identified activities not listed in the form and letter for the above timeframe:



**5** ***LIMITATION OF CONSENT***

The Individual and/or parent wishes to limit consent in the following way:

**6** ***CONSENT AND AGREEMENT***

► **CONSENTER – I am (tick the applicable box):**

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

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

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

Print name of student .....

Print name of consenter .....

Signature or mark of consenter .....

Date .....

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

Date .....

**Privacy Notice**

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

# Student Resource Scheme - Participation Agreement Form

## The Student Resource Scheme

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

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

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

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

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

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

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

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

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

## Payment

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

## Participation

☐ **YES** I wish to participate in the Student Resource Scheme. I have read and understand the Terms and Conditions of the scheme (see reverse) and agree to abide by them and to pay the annual participation fee in accordance with the selected payment arrangement. I understand that I can opt out of participation in the SRS in any year by completing a new Participation Agreement Form.

☐ **NO** I have read the terms and conditions and I do not wish to participate in the Student Resource Scheme. I understand I must provide my child with all items that would otherwise be provided by the SRS as detailed in the information provided by the school. I understand that I can choose to join the SRS in future years by completing a new Participation Agreement Form.

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

### Privacy Statement

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



# Terms and Conditions

## Definition

- Reference to a “parent” is in accordance with the definition in the *Education (General Provisions) Act 2006* and refers equally to an independent student.

## Purpose of the SRS

- In accordance with the *Act*, the cost of providing instruction, administration and facilities for the education of students enrolled at state schools who are Australian citizens or permanent residents, or children of Australian citizens or permanent residents, is met by the State.
- Parents are directly responsible for providing textbooks and other personal resources for their children while attending school.
- The SRS enables a parent to enter into an agreement with the school to provide the resources as advised by the school for a specified annual participation fee.

## Participation in the SRS

- Participation in the SRS is optional and parents are under no obligation to participate.
- The school will provide parents with a list of resources supplied by the SRS to enable parents to assess the cost effectiveness of participation.
- Parents indicate whether or not they wish to participate in the SRS by completing this Participation Agreement Form.
- Parents must complete and sign the Participation Agreement Form and return it to the school by the advertised date.
- This agreement is for the duration of the student’s enrolment at the school, unless a new Participation Agreement Form is completed.
- Parents are given the option annually to choose whether to participate in the SRS or not by completing this form.
- Where a parent signs up to participate in the SRS they are agreeing to pay the annual participation fee for the items provided by the SRS.
- Payment of the participation fee implies acceptance of the SRS including the Terms and Conditions irrespective of whether or not the signed form has been returned.
- Where a student starts at the school during the school year, the parent may be entitled to pay a pro-rata participation fee to participate based on a 40-week school year.
- Where a participation fee has been paid and a student leaves the school during the year, the school must determine if the parent is eligible for a pro-rata refund. This will also take into account any pro-rata of the Textbook and Resource Allowance (TRA) (see Additional Information regarding TRA eligibility) and any outstanding SRS debts (including any debts from damaged or non-returned items). Where the cost of outstanding debts is higher than the calculated refund, the parent is liable to pay this balance of funds.

## Non-Participation in the SRS

- Parents who choose not to participate in the SRS are responsible for providing their student with all items that would otherwise be provided by the SRS to enable their student to engage with the curriculum.
- The school will provide non-participating parents with a list of resources the parents are required to supply for their child.
- All items included in the SRS must be able to be independently sourced, purchased and supplied by parents who choose not to participate in the SRS.
- As the SRS operates for the benefit of participating parents and is funded from participation fees, SRS resources will not be issued to students whose parents choose not to participate in the SRS.

## The Resources

- SRS funds received by the school will only be expended on student resources outlined in the school’s SRS and will not be expended on other items or used to raise funds for other purposes.
- In return for payment of the participation fee, the SRS will provide the participating student with the entire package of resources for the specified participation fee. It is not available in parts unless specifically provided for by the school in the fee structure.
- The resources, as determined and advised by the school may be:
  - retained by the student and used at their discretion; or
  - used/consumed by the student in the classroom; or

- hired to the student for their personal use for a specified period of time.
- All SRS resources hired to a student for their temporary use remain the property of the school. The resources must be returned by the agreed date or if the student leaves the school.
  - Parents are responsible for ensuring that any hired SRS resources provided for their child’s temporary use are kept in good condition.
  - The school administration office must be notified immediately of the loss or damage to any hired item.
  - Where a hired item is lost, not returned, or damaged, parents will be responsible for payment to the school of the value of the item or its repair.
  - The replacement cost of any resource may be up to the maximum value (subject to depreciation where appropriate) of the acquisition cost to the school.
  - Parents may be responsible for supplying their child with other resources not specified in the SRS as advised by the school.

## Payment Arrangements

- Payment of the participation fee may be made in whole, as per a nominated payment plan, or for another amount as approved by a Principal.
- Payment of the participation fee must be made as per the payment methods nominated by the school.
- Any concessions relating to the participation fee will be at the discretion of the Principal.

## Debt Management

- Payment of the participation fee is a requirement for continued participation in the SRS.
- Non-payment of the participation fee by designated payment date(s) may result in debt recovery action in accordance with the Department’s Debt Management Procedure <http://ppr.qed.qld.gov.au/corp/finance/accounts/Pages/Debt-Management.aspx>.

## Parents’ Experiencing Financial Hardship

- Parents experiencing financial hardship who are currently participating in or wish to participate in the SRS should contact the school to discuss options.
- Principals may vary payment options, negotiate alternative arrangements and/or waive all or part of the participation fee for parents experiencing financial hardship.
- The onus of proof of financial hardship is on the parent.
- The school may require annual proof of continuing financial hardship.
- All discussions will be held in the strictest confidence.

# Additional Information

## Textbook and Resource Allowance (TRA)

- The Queensland Government provides financial assistance to parents of students in Years 7 to 12, to offset the costs of textbooks and other resources. Assistance is provided in the form of a TRA which is paid through the school. Refer to the department’s website for current TRA rates <https://education.qld.gov.au/about-us/budgets-funding-grants/grants/parents-and-students/textbook-resource-allowance>.
- The TRA is used to offset the fees associated with participation in the SRS.
- Parents not participating in the SRS will receive the TRA directly from the school.
- Parents not participating in the SRS should contact the school directly if they do not automatically receive the payment.



# ICT ACCEPTABLE USE AGREEMENT



Dear Parents/Guardians

As you are aware, Talara Primary College is committed to the provision of a futures orientated curriculum. Student access to and use of a variety of computer hardware, software and information sources, including internet and email, represents a significant element of our curriculum. Opportunities exist to further the education goals of the school by networking with others and accessing unique information and resources through these technological mediums.

However, student access to and use of computers needs to be carefully managed in a number of ways. One such way is to provide clear guidelines to students on the correct use of computers, software and information sources. Central to these guidelines is agreement from the students and their parents/guardian, that these guidelines will be met at all times. Parent/carer permission for students to use email and internet is required.

Talara Primary College has an Acceptable Use Agreement for Technology. The essence of the section of the policy which applies to students is captured by the following information and declarations. We ask that you read through this information carefully with your child and discuss the implications of the issues addressed.

Kind Regards,  
Lisa Cutter  
Acting Principal

## ICT Acceptable Use Agreement

Information and communication technology (ICT), including access to and use of the internet and email, are essential tools for schools in the provision of innovative educational programs. At Talara Primary College we are constantly exploring new and innovative ways to incorporate safe and secure ICT use into the educational program. School students, only with the approval of the principal, may be permitted limited connection of personally-owned mobile devices to the department's network, where this benefits the student's educational program.

### Responsibilities for using the school's ICT facilities and devices

- Students are expected to demonstrate safe, lawful and ethical behaviour when using the school's ICT network as outlined in the Talara Primary College Responsible Behaviour Plan.
- The school will educate students regarding cyber bullying, safe internet and email practices, and health and safety regarding the physical use of ICT devices. Students have a responsibility to behave in line with these safe practices.
- Use of the school's ICT network is secured with a user name and password. The password must be difficult enough so as not to be guessed by other users and is to be kept private by the student and not divulged to other individuals (e.g. a student should not share their username and password with fellow students).
- Students cannot use another student or staff member's username or password to access the school network. This includes not browsing or accessing another person's files, home drive, email or accessing unauthorised network drives or systems. Additionally, students should not divulge personal information (e.g. name, parent's name, address, phone numbers), via the internet or email, to unknown entities or for reasons other than to fulfil the educational program requirements of the school.
- Students need to understand that copying of software, information, graphics or other data files may violate copyright laws without warning and be subject to prosecution from agencies to enforce such copyrights.

# ICT ACCEPTABLE USE AGREEMENT



## Publishing on the Internet

As part of the learning experience, students may be required to produce material which will become part of an internet site. Students are permitted to either access or publish on the internet only after their parents have signed the attached declaration.

Responsibility for the spelling, presentation, accuracy and content of all web page items rests with the student in the first instance and the teacher in the second. Web pages will be uploaded to the World Wide Web by a member of Talara's staff only, not by students.

## Acceptable use by a student

It is acceptable for students while at school to:

- use ICT devices for
  - ✓ assigned class work and assignments set by teachers
  - ✓ developing appropriate literacy, communication and information skills
  - ✓ authoring text, artwork, audio and visual material for publication on the intranet or internet for educational purposes as supervised and approved by the school
  - ✓ conducting general research for school activities and projects
  - ✓ communicating or collaborating with other students, teachers, parents or experts in relation to school work
  - ✓ accessing online references such as dictionaries, encyclopaedias, etc.
  - ✓ researching and learning through the department's eLearning environment
- be courteous, considerate and respectful of others when using an ICT device
- switch off and place out of sight the mobile device during classes, where these devices are not being used.
- not knowingly download viruses or any other programs capable of breaching the department's networks security;
- use camera, video or audio functions only with the explicit direction from your teacher;
- consequences will occur if someone's privacy is invaded by recording and/or distribution of personal material

School students, only with the approval of the principal, may be permitted limited connection of personally-owned mobile devices to the department's network, where this benefits the student's educational program. (ie: Year 6 BYOx Program)

## Responsibilities for using a personal device

- Prior to any personally-owned mobile device being used, approval must be sought from the school to ensure it reflects the department's security requirements.
- Students are responsible for the security, integrity, insurance and maintenance of their personal mobile devices and their private network accounts.
- All files are to be scanned using appropriate virus software before being downloaded to the department's ICT network.
- Any inappropriate material or unlicensed software must be removed from personal mobile devices before bringing the devices to school and such material is not to be shared with other students.
- Unacceptable use will lead to the mobile device being confiscated by school employees, with its collection/return to occur at the end of the school day where the mobile device is not required for further investigation.
- Use personal mobile device for private use before or after school
- Seek teacher's approval where they wish to use a mobile device under special circumstances.

# ICT ACCEPTABLE USE AGREEMENT



Students are not to take or use devices during assessment or exams unless permitted by their teacher.

## ***Student:***

I understand that the school's information and communication technology (ICT) facilities and devices provide me with access to a range of essential learning tools, including access to the internet.

While I have access to the school's ICT facilities and devices:

- ✓ I will use it only for educational purposes;
- ✓ I will not reveal my password or allow anyone else to use my school account.
- ✓ I will not reveal names, home addresses or phone numbers – mine or that of any other person
- ✓ I will not use computers and associated hardware unless a teacher is present in the room
- ✓ I will not alter the configuration of the computers
- ✓ I will not download any file (including computer programs, video & audio files) without teacher permission

I understand that my online behaviours are capable of impacting on the good order and management of the school whether I am using the school's ICT facilities and devices inside or outside of school hours.

I understand that if the school decides I have broken the rules for using its ICT facilities and devices, appropriate action may be taken as per the Talara Primary College Responsible Behaviour Plan, which may include loss of access to the network for a period of time.

## ***Parent or Guardian:***

I understand that the school provides my child with access to the school's information and communication technology (ICT) facilities and devices for valuable learning experiences.

I will ensure that my child understands and adheres to the school's appropriate behaviour requirements and will not engage in inappropriate use of the school's ICT facilities and devices. Furthermore I will advise the school if any inappropriate material is received by my student/child that may have come from the school or from other parties.

**I understand that the school does not accept liability for any loss or damage suffered to personal mobile devices as a result of using the department's facilities and devices. Further, no liability will be accepted by the school or other families in the event of loss, theft or damage to any device.**

My student understands this responsibility, and I hereby give my permission for him/her to access and use the school's ICT facilities and devices under the school rules. I understand where inappropriate online behaviours negatively affect the good order and management of the school, the school may commence disciplinary actions in line with this user agreement or the Talara Primary College Responsible Behaviour Plan. This may include loss of access and usage of the school's ICT facilities and devices for some time.

## ***Authorisation and Controls***

The principal reserves the right to restrict student access to the school's ICT facilities if access and usage requirements are not met or are breached. However restricted access will not disrupt the provision of the student's educational program. The Department of Education, Training and Employment monitors access to and usage of their ICT network. The department may conduct security audits and scans, and restrict or deny access to the department's ICT network by any personal mobile device, if there is any suspicion that the integrity of the network might be at risk.

# ICT ACCEPTABLE USE AGREEMENT



## ICT ACCEPTABLE USE AGREEMENT Parent/Guardian & Student Declaration ALL STUDENTS

Child's name: \_\_\_\_\_

Parent's or Guardian's Name: \_\_\_\_\_

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

I have read and discussed the Acceptable Use Agreement with my child and I understand that Internet access is designed for educational purposes at Talara Primary College. I also recognise that Education Queensland has procedures in place to restrict access to controversial materials but there is no absolute guarantee.

### **I give permission for my child to:**

- Access the Internet for information within their classroom program.
- Publish written work on the Internet using their first name only.
- Publish artwork on the Internet using their first name only.
- Send and receive external email from other Primary School students.
- Send and receive external email from other people and organisations as approved by their classroom teacher

*(Parent or Guardian's Signature)* \_\_\_\_\_

*(Student's Signature)* \_\_\_\_\_



# QParents App

The **QParents App** is a great way to keep up-to-date with **your student/s information**. You can view and download their report cards, submit absence notifications, view attendance records, provide excursion consent, view payment history, see outstanding invoices and make payments.



## Registering for QParents

Please complete the QParent Account Owner (QPAO) section below and return it to the office. You will receive an invitation email (unless your child is enrolling in Prep as the QParents invitations for new Prep students are sent out to the entire Prep year level).

The invitation email contains a unique invitation code. To register, you simply need to follow the instructions in the email to complete the QParents registration process. If you do not want to register, you can ignore the invitation email and your child's student information will not be made available via QParents. For more information, please refer to the QParents flyers in your Parent Information Booklet.

The QParents Account Owner (QPAO) is the Parent/Carer 1 as listed in the Enrolment Application

Parent / Guardian Name: \_\_\_\_\_

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

Name of preferred QPAO: \_\_\_\_\_

Email address: \_\_\_\_\_

## Prep 2026 Parent Questionnaire

Thank you for enrolling your child at Talara Primary College. We take the responsibility of educating your child very seriously and acknowledge that you have placed your trust in us over the next 7 years of your child's life to care for their social and academic wellbeing whilst at school.

We also acknowledge that children learn in many other environments and bring with them many skills, abilities and interests. As Early Years educators, we would like to provide you, as parents, every possible opportunity to pass on information to our school that will assist us in making informed decisions when placing your child in a class, welcoming them to our school and supporting them to settle in. Our class formation process relies heavily on the information in this questionnaire. Please take the time to complete the following questions and if you have any further information or medical reports that you would like to provide our school, please attach them to this document. Once we receive your information, we may contact you in regards to supporting your child's transition to Prep as best we can.

This is a very exciting time for your Preppie! I look forward to meeting you at one of our Parent Information and Student Induction Sessions.

**Randell Hardy**

**Deputy Principal - Early Years**

**Prep, Year 1 & Year 2**

Student's Full Name: \_\_\_\_\_ Student's Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Parent's / Carer's Names: \_\_\_\_\_  
Preferred contact phone number: \_\_\_\_\_

**1. HAS YOUR CHILD ATTENDED A KINDY OR EARLY LEARNING CENTRE PRIOR TO COMMENCING PREP AT TALARA? YES / NO**

Full Name of Centre: \_\_\_\_\_

Full Address of Centre (street and suburb): \_\_\_\_\_

**Days attended** (circle all that apply):    Monday    Tuesday    Wednesday    Thursday    Friday

If your child attended one of the above-mentioned programs, please complete the permissions below allowing us to contact or visit your child's centre to gather information to support your child's transition to schooling.

**PARENTAL PERMISSION**

*I hereby give permission for Talara staff to liaise with my child's Pre-Prep provider and visit my child's Early Learning Centre mentioned above, to gather information that will inform class placements and assist in planning for a smooth transition to schooling.*

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

**2. CLASS FORMATION INFORMATION**

Although information regarding class formation is carefully considered, it must be fully understood that we may not be able to accommodate every request. Individual teachers cannot be requested.

**Productive Friendships, two or more names are preferred (child's first and last names):**

\_\_\_\_\_

**Friendships to avoid:**

\_\_\_\_\_

## Prep 2026 Parent Questionnaire

### 3. ADDITIONAL INFORMATION TO CONSIDER FOR CLASS PLACEMENT

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### 4. WHAT INTERESTS/STRENGTHS DOES YOUR CHILD HAVE?

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### 5. HOW DOES YOUR CHILD INTERACT WITH SAME AGE PEERS? (eg. shy, confident, reluctant, a born leader etc.)

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### 6. HAS YOUR CHILD NEEDED SUPPORT WITH MANAGING THEIR BEHAVIOUR OR EMOTIONS IN THE CHILDCARE, KINDY OR HOME SETTING? (eg. Separation anxiety, emotional support, focus/concentration, assistance to manage their behaviour with peers, individual behaviour plan etc.) (Please circle) YES / NO

Details:

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### 7. HAS YOUR CHILD NEEDED SUPPORT WITH THEIR COMMUNICATION SKILLS IN THE CHILDCARE, KINDY OR HOME SETTING IE. UNDERSTANDING INFORMATION (eg. following directions, answering questions), GETTING THEIR MESSAGE ACROSS CLEARLY (eg. answering questions, asking for help, telling a story), SPEECH PRODUCTION? (Please circle) YES / NO

Details:

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### 8. PLEASE NOTE: DO NOT BE CONCERNED IF YOU ANSWER NO TO ANY OR ALL OF THE 3 QUESTIONS BELOW. CHILDREN LEARN DIFFERENTLY, THESE SKILLS ARE NOT READINESS INDICATORS FOR THE PREP YEAR BUT WILL ALLOW US TO PLAN AHEAD. Comment if needed.

Can your child write his/her name independently?	YES / NO
Does your child recognise the letters of the alphabet?	YES / NO
Has your child begun to read beginning readers independently?	YES / NO
Can your child complete fine motor tasks independently? (eg. cutting, drawing, holding a pencil, dressing/buttons, opening containers)	YES / NO

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### 9. CAN YOUR CHILD GO TO THE TOILET INDEPENDENTLY? (Please circle) YES / NO (eg. Wipe their bottom and dress themselves)

### 10. HAS YOUR CHILD HAD THEIR HEARING TESTED? (Please circle) YES / NO

If you circled yes, please provide the approximate date of testing and the outcome. Please attach a copy of any documentation or reports you have in regard to their hearing.

Approximate date of testing: \_\_\_\_/\_\_\_\_/\_\_\_\_ Comments: (eg. normal hearing range, grommets etc.)

Does your child have a history of ear infections? Yes / No Details:

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### 11. HAS YOUR CHILD HAD THEIR SIGHT TESTED? (Please circle) YES / NO

If you circled yes, please provide the approximate date of testing and the outcome. Please attach a copy of any documentation or reports you have in regard to their sight / vision.

Approximate date of testing: \_\_\_\_/\_\_\_\_/\_\_\_\_ Comments: (eg. normal sight, glasses required etc.)

\* A routine hearing and vision assessment can be beneficial prior to the start of school to ensure that hearing and vision is optimal for learning.

## Prep 2026 Parent Questionnaire

- 12. HAS YOUR CHILD EVER SEEN A SPEECH LANGUAGE PATHOLOGIST? (Please circle) YES / NO**  
*If you circled yes, please provide the approximate date of testing and the outcome. Please attach a copy of any documentation or reports you have in regard to their speech and or communication.*

Approximate date of testing: \_\_\_\_/\_\_\_\_/\_\_\_\_

Comments:

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- 13. CONSENT FOR SPEECH SCREENING (Please circle) YES / NO**  
*During the first month of Prep our students will take part in a **developmental screener** during school hours. The information gathered will assist us to meet our Preps learning needs at school.*

### **PARENTAL PERMISSION**

Should your child be identified for **further Speech Screening** during this process, do you give permission for our school-based speech language pathologist to conduct an initial speech screener in school hours?

**YES / NO (please circle)**

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

- 14. HAS YOUR CHILD EVER SEEN (tick all that apply):**  
*Please provide the reason for specialist input, approximate date of appointment/testing and the outcome. Please attach a copy of any documentation or reports you have.*

Specialist	Date	Details
<ul style="list-style-type: none"> <li>• Counsellor/Psychologist</li> <li>• Paediatrician</li> <li>• Speech-Language Pathologist</li> <li>• Occupational Therapist</li> <li>• Physiotherapist</li> <li>• Ear/Nose/Throat Specialist</li> <li>• Other Health Professional?</li> </ul>		

- 15. DOES YOUR CHILD HAVE ANY MEDICAL CONDITIONS? (Please circle) YES / NO**  
*(eg. Allergies, sensitivities and/or a medical diagnosis)*

*If you circled yes, please provide details below and attach a copy of any documents or reports. Please note - the school is unable to add a medical condition to your child's records unless a supporting document is provided.*

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- 16. IS THERE ANY FURTHER INFORMATION RELEVANT TO YOUR CHILD HAVING A SUCCESSFUL AND SMOOTH START TO SCHOOL? (eg. Family circumstances)**

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*Thank you for taking the time to complete this questionnaire. The details you have provided are treated in a confidential manner and will assist greatly in working towards a successful start at school for your child.*