INDOOROOPILLY STATE SCHOOL

Cnr Moggill Rd and Russell Tce INDOOROOPILLY 4068
Ph: 3327 2333 enrolment@indooroopillyss.eq.edu.au
Office hours: Monday to Friday, 8:00am – 3:30pm, during school term

Dear Parents and Caregivers,

We are proud to offer enrolment to students who reside within our catchment area and new siblings with concurrent enrolment. Our school has a strong reputation in the community for delivering a quality educational program and enrolment at our school is highly sought after.

I would refer you to our Enrolment Management Plan (EMP) to check that your children are eligible for enrolment. Please refer to EdMap to determine if ISS is the allocated catchment school for your residential address. Proof of residency at the address stated in an enrolment application is required with your application. A checklist of suitable documents is provided in the following pages.

If you are interested in outside school hours care please investigate this before proceeding with enrolment. There is an onsite service- Indooroopilly Outside School Hours Care. Families should make arrangements for OSHC as a separate matter to school enrolment.

If you are interested in our out-of-catchment waiting list please request via email to add your student to the next year's waiting list. An enrolment application is not required. Please also proceed with enrolment at your allocated state school as shown in EdMap.

When you are ready to proceed with enrolment, please complete the enclosed forms. To ensure your application is complete please use the checklist to attach all the necessary documents. Applications can be submitted via email to enrolment@indooroopillyss.eq.edu.au. An enrolment meeting will be arranged once your application has been processed.

We look forward to welcoming your family to our dynamic, vibrant, caring school community.

Yours sincerely,

Debbie Spanner,
Principal

INDOOROOPILLY STATE SCHOOL ENROLMENT PROCESS

Before proceeding, families interested in Outside School Hours Care should investigate options to arrange suitable care for their children as a separate matter to school enrolment.

- Check your student's enrolment eligibility as per our Enrolment Management Plan eg
  - students residing within the school's defined catchment area
  - siblings with concurrent enrolment
- Use EdMap to check that your student's current residence is within the ISS catchment. Download the Enrolment Pack if your student is eligible to apply for enrolment. Please visit administration if you require a printed copy of the Enrolment Pack. Contact us if your student is not eligible for enrolment to express interest in out of catchment enrolment.
- Complete all the forms in the Enrolment Pack.
- New families must complete the ISS Statutory Declaration in the presence of a Justice of the Peace. Click here to find an available JP service in the community.
- Use the checklist to collect all the required documents.
- Email your application and documents to enrolment@indooroopillyss.eq.edu.au. Printed applications, *along with copies of all your documents*, can be submitted in person.
- An Enrolments Officer will contact you when your application has been processed. Complete applications are processed in order of receipt during school terms. Applications submitted during school holidays are processed when the office reopens.
- If the Principal approves an enrolment application, you will be contacted to arrange an enrolment meeting and prepare for your student to start school.
- Booklists are available online. You may choose any retailer to make purchases.
- Year 5 and 6 students participate in a Bring Your Own Device program. A purchasing portal is available or families may source a device that meets the minimum specifications.
- Please read our Uniform Policy and complete any uniform purchases prior to your student's first day. The current opening hours of the Uniform Shop are published on our website.
- Before attending the interview, parents should read both documents:
  - Behaviour Management Plan Overview, included in the enrolment pack, to understand the expectations the school has of their students, staff and parents.
  - Parent Handbook, available online, to become familiar with school operations.
- Your student visits school for an enrolment meeting with their parent/s to share relevant information and complete the enrolment process. We aim to establish a productive working relationship with your family and answer any questions you may have.
- Parents will be provided with further information about maintaining a connection with the school and being involved as a valued member of the ISS community.
- Parents should action the items in the new parent checklist (provided at their enrolment meeting) as soon as possible.
- Usually, new students start school at the beginning of the next school week, provided they have school uniform and basic stationery supplies.
- New students are welcomed into their class and will be supported by their classmates and teacher as they become familiar with our school environment and daily routines.

School Enrolment Management Plans

The department is responsible for providing facilities to meet the educational needs of students residing within a school's catchment area.

A School Enrolment Management Plan (School EMP) is introduced in a state school which is nearing its student enrolment capacity. In order to ensure sufficient facilities are available for in-catchment students, Principals of these schools are required to restrict the enrolments from out-of-catchment students.

Schools are required to implement a School EMP when enrolments reach 80% of the school's student enrolment capacity. A school's student enrolment capacity is the number of students the school can accommodate within the existing learning spaces in the school.

To enrol in a school that has a School EMP in place, students must meet the eligibility criteria outlined in the School EMP.

The School EMP sets out the conditions under which students may be enrolled subject to any other requirements or limitations in the *Education (General Provisions) Act 2006* (the Act).

The School EMP is supported by:

- enrolment in state primary, secondary and special schools procedure
- School Enrolment Management Plan (School EMP) procedure .

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

- Properly sworn statutory declaration from the student's parent/legal guardian.
- Properly sworn statutory declaration from the person(s) the student will be residing with in-catchment.

The Principal may also request additional pieces of proof of residency and interview(s) with all parties to discuss the living arrangement.

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

Further information is available online: https://education.qld.gov.au/parents-and-carers/enrolment/management-plans

Indooroopilly State School Enrolment Management Plan

Indooroopilly State School recognises as its prime obligation, the provision of access to an appropriate educational service for students whose principal place of residence is within the school's catchment area.

Because of enrolment capacity and growth, Indooroopilly State School may be unable to meet this obligation in the future unless action is taken to manage enrolments. The principal must restrict the enrolment of out-of-catchment students to ensure in-catchment students can enrol at their local state school without requiring additional facilities.

Student enrolment capacity

Indooroopilly State School has a maximum student enrolment capacity of 1,448 students.

The number of students entering Prep in any given year must not exceed 200 in 8 classrooms, unless there are more than 200 students enrolling from within the catchment area.

Local catchment area

A school's local catchment area is the defined geographical area from which the school is to have its core intake of students.

Indooroopilly State School operates under a negotiated catchment area.

The school's catchment map is available from EdMap.

Enrolment policy and procedure

The enrolment policy includes further information about in-catchment and out-of-catchment enrolments, acceptance and assessment processes, as well as any associated fees and decisions on enrolments.

For further information regarding School Enrolment Management Plans, please refer to the School Enrolment Management Plans procedure or contact the school principal.

Gazettal date

This updated version of the School Enrolment Management Plan for Indooroopilly State School was gazetted on 22 January 2026.

The School Enrolment Management Plan is internally reviewed each year, and if required, updated to reflect any changes to student enrolment capacity and/or Programs of Excellence.

Indooroopilly State School

Application for student enrolment form

INSTRUCTIONS

Please refer to the *Application to enrol in a Queensland state school* information sheet at the end of this form when completing this application. Completion and submission of this application form to the school does not confirm enrolment. The school will notify you of the outcome of your application as soon as practicable.

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

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

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

PRIVACY STATEMENT

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

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. 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*	☐ Male ☐ Female	**Date of birth***	___/___/___
Copy of birth certificate available to show school staff*	☐ Yes ☐ 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*	☐ Yes ☐ No	Prospective mature age students must provide photographic identification which proves their identity: • current driver's licence; or • adult proof of age card; or • current passport.	

APPLICATION DETAILS

Has the prospective student ever attended a Queensland state school?	☐ Yes ☐ 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?	☐ Yes ☐ 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?	☐ No ☐ Aboriginal ☐ Torres Strait Islander ☐ Both Aboriginal and Torres Strait Islander

FAMILY DETAILS

Parents/carers	Parent/carer 1	Parent/carer 2
Family name*		
Given names*		
Title	☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Dr	☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Dr
Gender	☐ Male ☐ Female	☐ Male ☐ Female
Relationship to prospective student*		
Is the parent/carer an emergency contact?*	☐ Yes ☐ No	☐ Yes ☐ No
1st Phone contact number*	Work/home/mobile	Work/home/mobile
2nd Phone contact number*	Work/home/mobile	Work/home/mobile
3rd Phone contact number*	Work/home/mobile	Work/home/mobile
Email		
Occupation		
What is the occupation group of the parent/carer?	☐ (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')	☐ (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)	☐ No, English only ☐ Yes, other – please specify _____ Needs interpreter? ☐ Yes ☐ No	☐ No, English only ☐ Yes, other – please specify _____ Needs interpreter? ☐ Yes ☐ No
Is the parent/carer an Australian citizen?	☐ Yes ☐ No	☐ Yes ☐ No
Is the parent/carer a permanent resident of Australia?	☐ Yes ☐ No	☐ Yes ☐ 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 *highest* 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 *highest* 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	☐	☐
Year 10 or equivalent	☐	☐
Year 11 or equivalent	☐	☐
Year 12 or equivalent	☐	☐
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	☐	☐

COUNTRY OF BIRTH*

In which country was the prospective student born?	☐ Australia ☐ Other (please specify country) _____ Date of arrival in Australia _____/_____/_____
Is the prospective student an Australian citizen?	☐ Yes ☐ 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?	☐ No, English only ☐ Yes, other – please specify _____

EVIDENCE OF PROSPECTIVE STUDENT'S IMMIGRATION STATUS (to be completed if this person is NOT an Australian citizen)*

☐ Permanent resident	Complete passport and visa details section below	
☐ Student visa holder	Date of arrival in Australia _____/_____/_____	Date enrolment approved to:_____/_____/_____
	EQI receipt number:	
☐ 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	
☐ 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?	☐ Queensland ☐ interstate ☐ overseas
Previous education/activity	☐ Kindergarten ☐ School ☐ VET ☐ Home education ☐ Full-time employment ☐ Part-time employment ☐ Other
Please provide name and address of education provider/activity provider/employer	

RELIGIOUS INSTRUCTION*

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

PROSPECTIVE STUDENT ADDRESS DETAILS*

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

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

	Emergency contact	**Emergency contact**
Name		
Relationship (e.g. aunt)		
1st phone contact number*	Work/home/mobile	Work/home/mobile
2nd phone contact number*	Work/home/mobile	Work/home/mobile
3rd 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	☐		
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.	☐ **No** ☐ **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)		☐ **Yes** ☐ **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?	☐ **Yes** ☐ **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? ☐ Yes ☐ No (applicant advised in writing)

If no, indicate reason:

- ☐ Does not meet School EMP or Enrolment Eligibility Plan requirements
- ☐ Prospective student is mature age and school is not a mature age state school
- ☐ Does not meet Prep age eligibility requirement
- ☐ Prospective student is subject to suspension from a state school at the time of enrolment application
- ☐ Does not meet requirements for enrolment in a state special school
- ☐ Does not have an approved flexible arrangement with the school
- ☐ School does not offer year level prospective student is seeking to be enrolled in
- ☐ Prospective student has no remaining semester allocation of state education

Date enrolment processed	/ /	Year level		Roll Class		EQ ID	
Independent student	☐ Yes ☐ No			Birth certificate/passport sighted, number recorded and DOB confirmed	☐ Yes ☐ No Number:		
Is the prospective student over 18 years of age at the time of enrolment?				☐ Yes ☐ No			
If yes, is the prospective student exempt from the mature age student process?				☐ Yes ☐ No			
If no, has the prospective mature age student consented to a criminal history check?				☐ Yes ☐ No			
School house/ team				EAL/D support	☐ Yes ☐ No ☐ To be determined		
FTE		Associated unit		Visa and associated documents sighted	☐ Yes ☐ No		
EQI category				SV – student visa TV – temporary visa DS – dependent – parent on student visa	EX – exchange student DE – distance education		

Parental occupation groups for use with parent/carer details

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

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

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

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

Defence Forces commissioned officer

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

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

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

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

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

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

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

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

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

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

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

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

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

Defence Forces senior Non-Commissioned Officer.

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

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

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

Skilled office, sales and service staff:

- **Office** [secretary, personal assistant, desktop publishing operator, switchboard operator]
- **Sales** [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]
- **Service** [aged/disabled/refuge/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.

DOCUMENTATION REQUIRED FOR ENROLMENT

Comprehensive details of all the required documentation are provided in the following pages.

Applications can be processed when all the required documents have been received.

☐**Statutory Declaration Indooroopilly State School Catchment Verification**. This is essential for all families new to ISS. An explanation is included on the reverse side.

☐**Address verification**. Refer to the address verification checklist to demonstrate your current and ongoing, long-term living arrangement at an in-catchment residence.

☐**Proof of residency** at the in-catchment address. Refer to the proof of residency checklist to demonstrate you are paying for services as would reasonably be expected of a genuine resident. This evidence is used to verify enrolment eligibility. It is recommended to provide as many documents as possible.

☐**Proof of student's details**- name, date of birth, parent's names, citizenship or residency. Certified English translations of birth certificates may be requested.

☐**Proof of parent's details**- identity, citizenship or residency.

☐**Application for Student Enrolment**– completed and signed. All fields marked * must be completed.

☐**Medical information** if applicable eg paediatrician's letter of diagnosis or Action Plan. If medication is to be administered to students while at school, a Consent to Administer Medication form is required.

☐**Court Orders** if applicable to the student.

☐**Custody arrangements or shared parenting plans** if applicable to the student.

☐**Student Use of ICT Facilities and Devices Agreement**– completed and signed.

☐**State Schools Consent**- completed and signed.

☐**Nomination of parent to receive invoices**- completed and signed.

☐**Consent to share parent email** address with Class Parent Representative – optional.

☐**Intention to participate in Religious Instruction**- completed and signed.

☐**Behaviour Management Overview** will be signed at the enrolment meeting. Please read prior to your appointment.

ADDRESS VERIFICATION CHECKLIST

Provide all the documents from the list below which best describes your living arrangement.

All documents must show the address and name of a parent/carer.

For a residence rented/leased AND occupied by the family:

- ☐ **A complete (include all pages) and current, commercially drawn lease agreement** that has been prepared in accordance with requirements of the Residential Tenancies Authority. **The lease must be in the name of and signed by the parent/carer and a rental agent.** An example of suitable lease that demonstrates commitment to the school community would be a minimum of 12 months from the student's commencement date. Private rental lease agreements will require additional, comprehensive supporting evidence. **AND**
- ☐ Bond Receipt from the Residential Tenancies Authority. If the lease commenced less than 10 days ago provide the signed RTA Bond lodgement form and a payment receipt from your real estate agent. **AND**
- ☐ Rental payment receipt (from your rental agent showing your name and residential address). **AND**
- ☐ Proof of residency documents as detailed on the following page.

OR

For a residence owned AND occupied by the family for longer than 3 months:

- ☐ Brisbane City Council rates notice - provide all pages to show the current rating category **AND**
- ☐ Full insurance policy to demonstrate both the residential property (home) and personal contents are covered as an owner-occupied residence **AND**
- ☐ Proof of residency documents as detailed on the following page.

OR

For a residence owned AND occupied by the family for less than 3 months

- ☐ Unconditional sale agreement for a residential dwelling (NOT LAND), provided that
  - i. settlement has occurred and
  - ii. that the family has relocated to the residence **AND**
- ☐ Full insurance policy to demonstrate both the residential property (home) and contents are covered as an owner-occupied residence **AND**
- ☐ Any additional evidence which the Principal may request eg;
  - Proof of termination of the lease of any existing tenants on the purchase contract
  - Evidence of moving in eg invoice for relocation of your household possessions
  - Documents showing the type of finance used to purchase the property
  - Evidence that the family has quit their previous residence **AND**
- ☐ Proof of residency documents as detailed on the following page.

PROOF OF RESIDENCY CHECKLIST

Provide all the documents listed below to demonstrate that the parent/carer pays for services attached to the property as would reasonably be expected of a genuine occupant of the household.

All documents must show the address and name of a parent/carer.

☐ **Electricity bill showing usage**. Families that have recently relocated and are yet to receive an electricity bill should provide an electricity connection notice or contract of supply. Enrolment will be conditional on providing your first bill showing usage. **AND**

☐ **Another utilities bill - either gas or internet.** (Water bills are **not** accepted as proof of residency as they are addressed to the property owner regardless of their status as an owner/occupier or owner/landlord.) Families that have recently relocated and are yet to receive a gas or internet bill should provide a connection notice or contract of supply. Enrolment will be conditional on providing your first bill showing usage. **AND**

☐ **Provide two (2) of the following documents**:

- Qld driver's licence, both sides
- Insurance policy for home contents/ personal possessions
- Insurance policy for a vehicle owned by the family
- Correspondence from a government agency e.g., Medicare, Centrelink, Australian Tax Office (ATO), Australian Immunisation Register, Australian Electoral Commission

Proof of student's name, date of birth, citizenship/residency, parent's name/s:

Provide all of the following documents that have been issued for your child:

- ☐ Birth certificate in English or a certified English translation
- ☐ Passport photograph page of the child
- ☐ Visa grant notice (not a VIVO check) of the child
- ☐ Subclass 500 visas must also provide an authority to enrol from Education Queensland International https://eqi.com.au/
- ☐ If Australian Citizenship has been granted, provide their Citizenship Certificate.

Proof of each parent's identity, citizenship, or residency:

- ☐ Photo ID for each parent listed on the application eg drivers licence, passport or identity card
- ☐ Medicare card for all Australian citizens/permanent residents
- ☐ Passport photograph page of each parent that is not an Australian Citizen
- ☐ Visa grant notice (if issued) of each parent that is not an Australian Citizen
- ☐ If Australian Citizenship has been granted, provide the Citizenship Certificate

QUEENSLAND OATHS ACT 1867

STATUTORY DECLARATION

INDOOROOPILLY STATE SCHOOL CATCHMENT VERIFICATION

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

Principal place of residence is defined as where the child lives on a day-to-day basis; keeps their toys, clothes, and books; eats family meals; travels to school from each school day; sleeps at night; and refers to as their home. It is genuinely where the family resides on a day-to-day basis and is not just an in-catchment address that the parent/s name/s are associated with. Evidence of occupying the residence can be demonstrated by the documents included with the enrolment application that verify the family is paying for services associated with living in the residence, as would reasonably be expected for a family home.

I,

_____

(Parent/Carer Name)

do solemnly and sincerely declare that:

I am applying for entry to Indooroopilly State School on behalf of my child/ren:

_____

(Child/ren Name/s)

The address stated in the application, namely,

_____

(Address)

is the address where we are residing and is the current and ongoing principal place of residence of myself and my family, including my child/ren (the applicant/s for entry named above) and that as of the date of this declaration is our current family home. I agree to provide updated evidence, upon request, proving my principal place of residence during my child/ren's enrolment at Indooroopilly State School.

And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the Oaths Act 1867.

Signed: _____

Declared at _____ in the state of Queensland

This _____ day of _____ 20_____

Before me _____

Stamp of Qualified Justice of the Peace or Commissioner for Declarations

Statutory Declaration - Indooroopilly State School Catchment Verification.

This form MUST be provided with enrolment applications for all families new to ISS.

Where a new sibling will be attending in the same school year as a current ISS sibling a Statutory Declaration is not required.

This declaration must be witnessed and stamped by a Justice of the Peace or Commissioner for Declarations. There are free JP services provided in the community.

To locate a suitable service, search for "justice of the peace" in an internet browser, click here or scan the QR code.

At certain times there are publicly available services in local libraries in Indooroopilly, Toowong, and Kenmore. Other options including after hours services would be listed in the search results.

This document is a legal declaration by the parent/carer that the student's current and principal place of residence is within the Indooroopilly State School catchment. Be aware that a false statement about the student's principal place of residence may amount to an offence and may be reported to the police. The school Principal may repeal a decision to enrol a student in such circumstances.

The student's principal place of residence is more than an address with which the parent/s name/s are associated as owners or tenants. It is not sufficient for a parent to provide evidence that they are a property owner or have their name on a lease or are cohabiting with extended family. **Supporting evidence must also be provided that the parents are paying for services that are reasonably expected of genuine residents who intend to reside on a long term basis at the address** eg electricity bill, property/possessions insurance, vehicle insurance/registrations, and that it is their mailing address for government correspondence.

The student's principal place of residence is where the student:

i. lives with their parent/s
ii. refers to as their home
iii. sleeps each night
iv. eats for family meals eg breakfast before school, evening meals after school
v. plays before and after school each day
vi. keeps their personal possessions eg clothes, toys, books

If there is an alternate residence outside the ISS catchment at which a student lives, the Principal will require a written submission detailing the amount of time spent at an alternate address and reasons for occupying more than one residence.

INDOOROOPILLY STATE SCHOOL

STUDENT USE OF ICT FACILITIES AND DEVICES AGREEMENT

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. I understand that the internet can connect me to useful information around the world.

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

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

If I receive any inappropriate emails at school I will tell my teacher. If I receive any at home I will tell my parents / guardians.

When using email or the internet I will not:

- Reveal names, home address or phone numbers – mine or that of any other person
- Use the school's ICT services, facilities and devices (including the internet) to annoy or offend anyone else.

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 services, 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 services, facilities and devices, appropriate action may be taken as per the school's *Student Code of Conduct*, which may include loss of access to the network (including the internet) for a period of time.

I have read and understood this document and the *Student Code of Conduct*. I agree to abide by the above rules / the procedure / policy / statement / guideline.

Student's name: _____

Student's signature: _____

Date: _____

INDOOROOPILLY STATE SCHOOL

STUDENT USE OF ICT FACILITIES AND DEVICES AGREEMENT

Parent or guardian:

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

I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend upon responsible use by my child. Additionally, 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 services, 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 students.

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 in the event of loss, theft or damage to any device unless it can be established that the loss, theft or damage resulted from the school's/department's negligence.

I believe: _____ (name of student) understands this responsibility, and I hereby give my permission for him/her to access and use the school's ICT services, facilities and devices (including the internet) 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 *Student Code of Conduct*. This may include loss of access and usage of the school's ICT services, facilities and devices for some time.

I have read and understood this document and the *Student Code of Conduct*. I agree to abide by the above rules / the procedure / policy / statement / guideline.

Parent / Guardian's name: _____

Parent / Guardian's signature: _____

Date: _____

INDOOROOPILLY STATE SCHOOL

Cnr Moggill Rd and Russell Tce INDOOROOPILLY 4068
3327 2333 admin@indooroopillyss.eq.edu.au

Introduction to the State School Consent Form (attached) for Indooroopilly State School

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

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

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

Your child's student materials:

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

Purpose of the consent

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

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

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

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

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

Voluntary

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

Consent may be limited or withdrawn

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

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

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

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

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

Media sources used

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

- School website: **https://indooroopillyss.eq.edu.au**
- Facebook: **www.facebook.com/indooroopillystateschool/**
- YouTube: **N/A**
- Instagram: **https://www.instagram.com/indooroopillyss**
- Twitter: **IndooroopillySS@indooroopillySs**
- LinkedIn: **N/A**
- School Magazine: **annual printed publication available to ISS families**
- Local newspaper: **N/A**
- School newsletter: **https://indooroopillyss.eq.edu.au/calendar-and-news/newsletters**
- Traditional and online media, printed materials, digital platforms' promotional materials, presentations and displays.

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

Duration

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

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

Who to contact

To return a consent, express a limited consent or withdraw consent please contact the Principal at principal@indooroopillyss.eq.edu.au.

The 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 student: .....

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

(c) Name of school: **Indooroopilly State School**

(d) Name to be used in association with the person's personal information and materials* (select 1 option):

☐ Full Name ☐ First Name ☐ No Name ☐ Other Name: .....

** Please note, if no selection is made, only the Individual's first name will be used by the school. However, the school may choose not to use a student's name at its discretion.*
*** For school photos Full Name will be used unless a limitation is given in Section 5 below.*

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 and school photographs;
  - promotional/advertising materials; and
  - presentations and displays.

4 TIMEFRAME FOR CONSENT

School representative to complete.

(a) Timeframe of consent: duration of enrolment.
(b) Further identified activities not listed in the form and letter for the above timeframe:

5 LIMITATION OF CONSENT

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

6 *CONSENT AND AGREEMENT*

▶ CONSENTER – I am (tick the applicable box):

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

I have read the explanatory letter, or it has been read to me. I have had the opportunity to ask questions about it and any questions that I have asked have been answered to my satisfaction. By signing below, I consent to the school recording, using and/or disclosing (publishing) the personal information and materials identified in section 2 for the purposes detailed in section 3.
By signing below, I also agree that this State School Consent form is binding. For the benefit of having the materials (detailed in section 2) promoted as DoE may determine, I grant a licence for such materials for this purpose. I acknowledge I remain responsible to promptly notify the school of any third party intellectual property incorporated into the licensed materials. I accept that attribution of the identified person in section 1 as an author or performer of the licensed materials may not occur. I accept that the materials licensed may be blended with other materials and the licensed materials may not be reproduced in their entirety.

Print name of student: .....

Print name of consenter (parent/guardian):.....

Signature or mark of consenter (parent/guardian):.....

Date: .....

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

Date: .....

SPECIAL CIRCUMSTANCES

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

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

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

Print name of witness .....

Signature of witness .....

Date .....

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

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

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

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

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

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

Signature of person taking the consent .....

Date .....

Privacy Notice

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

Religious Instruction

Queensland state schools embrace a multitude of cultural, religious and non-religious beliefs. Under the Education (General Provisions) Act 2006, schools are to provide Religious Instruction (RI) if approached by a faith group seeking to provide RI and students of that faith attend the school.

RI informs students about the beliefs and values of a particular religion. It is delivered by volunteers of a faith group using instructional materials approved by that faith group. RI is required to be consistent with legislation and Department of Education policies and procedures.

All RI instructors must hold a blue card and participate in compulsory Student Protection and Code of Conduct training. RI instructors are only entitled to deliver the RI program as outlined on our website. A school staff member will be present during the delivery of RI.

Participation in RI is not compulsory. Any student (except Prep students) may participate in RI if a parent has provided written instructions to the school. If the student does not attend then he/she will remain in class continuing learning practice. No new teaching will occur during religion class periods.

Students are allocated to RI based on information provided by parents on the completed Application for Student Enrolment unless other written instructions have been provided to the school. Note: This consent remains in effect unless the parent informs the school otherwise in writing.

Religion classes are offered dependent on the number of students identifying to participate in the specific faiths, and whether a faith teacher is available. All religion classes are taught in separate spaces.

Click on the following link or scan the QR code for a description of the RI offered by faith groups. https://indooroopillyss.eq.edu.au/co-curricular/religious-instruction.

Intention to participate in Religious Instruction

Parents are requested to nominate their student's participation in one 30 minute session when RI is scheduled. Students become eligible to participate from Year 1.

Student name: _____

Choose only one of the options below:

- ☐ No religious instruction
- ☐ Ecumenical (combined Christian faith groups)
- ☐ Judaism
- ☐ Buddhism
- ☐ Hinduism
- ☐ Islam
- ☐ Ba'hai

Name of parent completing form: _____

Parent signature: _____

Date: _____

QParents

We recommend parents create a QParents account as soon as possible to allow them to complete most routine administrative processes via a secure online portal. Click here to read more about QParents or scan the QR code.

QParents can be used to:

- View a to-do list showing required administrative matters for all your students
- Provide consent for participation in school activities and access to online services
- Pay and manage invoices (available to the parent nominated to receive invoices)
- Notify the school of student absences and view/update attendance details
- Receive school announcements
- Monitor school events calendar for activities relevant to your student/s
- Update student details eg medical conditions
- Download student report cards issued at the end of each semester

Consent to provide parent email address to the Class Parent Representative

Each class has a parent representative to share information and connect parents in a meaningful and productive way via the class What's App group. If you wish to be included in the group please provide your email address below.

Parent name: _____ Parent name:_____

Email: _____ Email:_____

Signature: _____ Signature: _____

Nomination of parent to receive invoices

Invoices are issued to one parent per student. It is recommended that the nominated parent is also a QParents account holder to allow them to efficiently manage invoices.

Name of parent to receive invoices: _____

Parent signature: _____Date: _____

Sibling register

Please provide details of any younger siblings to assist the school to plan for future enrolments.

Name:	Date of birth:
Name:	Date of birth:
Name:	Date of birth:
Name:	Date of birth:

If there are siblings enrolled or enrolling at any other Queensland state school or state high school please list them on the enrolment application so they can be linked in our records.

Behaviour Management Overview

INDOOROOPILLY STATE SCHOOL

Cnr Moggill Road & Russell Terrace, Indooroopilly

INDOOROOPILLY STATE SCHOOL

Behaviour Management Overview

Standard classroom procedure for management of unacceptable student behaviours may include:

Reminder or Re-direction

Reflection/thinking time in the classroom

Reflection time in a Buddy Class
- Reflection sheet to be completed by student, then sent home to be discussed with and signed by parent/caregiver.
- Recorded as a Minor Behaviour Incident on OneSchool by class teacher.

Leadership Team Support- refer to office
- Parent/family contacted.
- Recorded as a Behaviour Incident on OneSchool)

HONOUR Values		***School Rules***
SCHOOL HONOUR VALUES The School Honour Values apply to all students both inside and outside the school boundaries and into the wider community: We strive to be: 1. **HONEST** 2. **OPTIMISTIC** 3. **NURTURING** 4. **ORGANISED** 5. **UNDERSTANDING** 6. **RESPECTFUL**		1. ***Be Respectful*** 2. ***Be Responsible*** 3. ***Be Your Best!***

INDOOROOPILLY STATE SCHOOL

Behaviour Management Overview

Students

RIGHTS	RESPONSIBILITIES
• to feel happy and safe • to learn without interference • to be treated with respect, courtesy and fairness • to know property is safe • to work in a clean, orderly environment • to access adequate learning resources • to understand the School Rules, HONOUR Values, HONOUR Online • to be proud of school work, behaviour, achievements and dress standards • to expect action to be taken to protect rights • to be able to tell their side of the story in a disagreement • to receive feedback that provides challenges/opportunities to improve	• to attend school on every school day and be ready to learn • to behave safely and in accordance with School Rules & HONOUR Values (including not bring items to school which could be considered weapons e.g. knife) • to ensure comments and opinions expressed in public forums & spaces (including digital platforms) are in accordance with School Rules & HONOUR Values & HONOUR Online • to allow others to learn without interference • be respectful, courteous and fair • to respect and care for property • to keep their environment clean and tidy • to complete work and homework to the best of their ability • to uphold the school's work, behaviour and dress standards • to celebrate the achievements and success of others • to be honest about, and accept the consequences of their behaviour • to support staff and students in resolving disagreements • to value and respect the diversity in others • to display good sportsmanship • to uphold the positive reputation of the school

INDOOROOPILLY STATE SCHOOL

Behaviour Management Overview

Parents

RIGHTS	RESPONSIBILITIES
• to experience a welcoming environment • to expect the school to communicate information about our children, school activities, plans and its learning programs • to be kept informed of my child's learning progress • to be informed of the school's Behaviour Management Plan, programs and initiatives • to be treated with respect and have our opinions valued by staff and other parents • to be involved in the decision-making processes regarding our children • to expect our children to learn without interruption from other students • to know our children are going to a school which promotes high work, behaviour and dress standards • to be informed about any of our children's interruptive behaviour • to be informed of any additional support our children may require	• to contribute to the building of positive relationships with others and treat all with respect, valuing the diversity within our school community • to contribute to positive school culture • keep the school informed of changes in contact details • to ensure regular attendance of children at school • support school community activities and abide by school's instructions regarding access to school grounds before, during and after school hours • to remain engaged with the school by reading school newsletters, emails and publications • to keep regular contact with teachers and use appropriate communication channels to ensure minimal disruption to classroom routines • to follow the schools 'Procedure to address Parent/ Carer Concerns' • to keep the school informed about matters which may affect my children's performance or well-being at school • to support and model the values and principles of the schools Behaviour Management Plan, School Rules and HONOUR Values • to value and respect the expertise of school staff • to support reasonable school decisions, policies and rules • to prevent children from bringing dangerous or inappropriate items to school • to support teachers in the carrying out of their duties and never discuss issues in front of children • to make appointments with teachers and or administrative staff to discuss issues • to support the school's work, homework, behaviour and dress standards • to ensure comments and opinions expressed in public forums, including digital platforms, are respectful and courteous • to accept and support reasonable actions to address any of my children's disruptive behaviour • to value and respect the difference of others • be aware that the school does not have personal accident insurance cover for students • inform the Principal if a student is a ward of the State

INDOOROOPILLY STATE SCHOOL

Behaviour Management Overview

Parent & Volunteer Code of Conduct

For the productive partnership in a school community to be successful. it takes the combined effort of all involved. All members of the school community have the right to feel they are in a safe, non-threatening, constructive environment. This can be achieved by means of an agreed acceptance of clear expectations.

Set out below is what you can expect and what is expected of you when you involve yourself in the Indooroopilly School community. Involvement is defined as any activity that brings you into the school environment, for example:

- Discussions with any of the staff at the school
- Parent/teacher interviews
- Tuckshop/Uniform shop volunteer
- Classroom assistance
- P & C Meetings
- Excursions
- Fundraising Activities
- Sporting Activities

I understand that I need to behave with integrity, honesty and in a manner that reflects positively upon the school community. I understand that I need to model appropriate behaviour to our children while at school. I endorse my support for the following key principles, which will guarantee successful outcomes for the whole school community, by those who view themselves as part of the team:

- Mutual respect and trust
- Effective honest and open communication including active listening
- Collaborative effort encompassing meaningful consultation
- Acknowledgement of the shared goal of best outcomes for all students

Team members can expect to be (rights):

- Respected and valued for their own personal attributes and opinions
- Treated as an equal
- Informed to allow effective participation
- Active in a non-threatening environment
- Heard in clear and open communication at all times
- Provided with constructive feedback if needed

Team members are expected to (responsibilities):

- Provide clear and open communication at all times
- Learn about the school's structure, programs, policies and procedures, including school rules and values
- Appreciate diversity
- Communicate clear expectations
- Share concerns and work towards solutions
- Recognise the skills and strengths of others
- Listen to the opinions of others (students, staff, visitors and other volunteers) and treat those with whom you interact with courtesy and respect
- Always maintain confidentiality

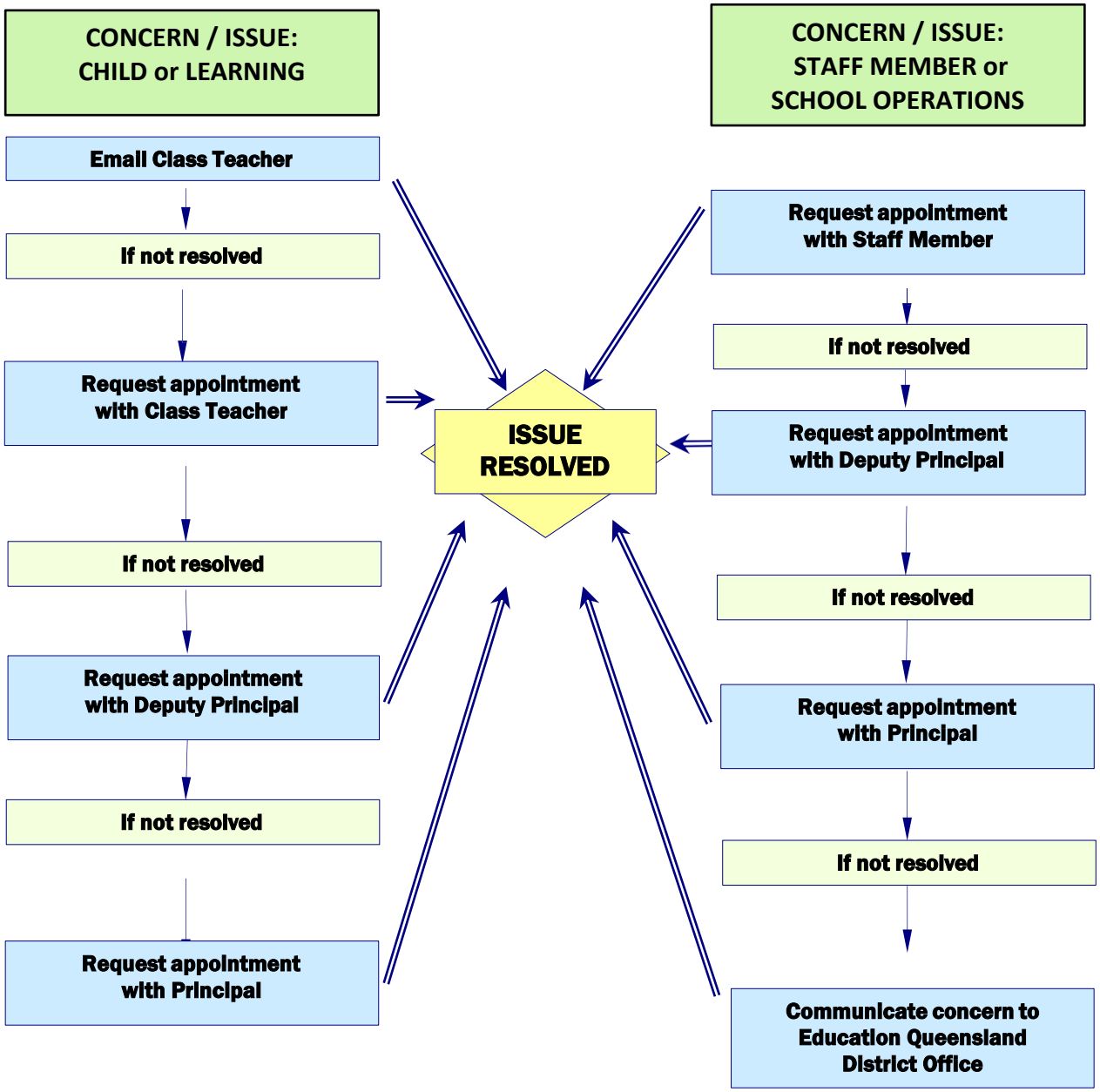
INDOOROOPILLY STATE SCHOOL

Behaviour Management Overview

Staff

RIGHTS	RESPONSIBILITIES
• to feel valued as a person and as a professional • to teach without unnecessary interruption • to be treated with respect, courtesy and fairness • to work in a safe and supportive environment • to expect the support of students, parents and other staff • to work in a clean and orderly environment • to have property respected • to have opportunities for professional development • to expect students to behave according to our School Rules and Code of Conduct • to have parents value their professional judgement and opinion • to have adequate resources to provide learning and teaching experiences • to work in a school which promotes work, behaviour and dress standards	• to reflect on teaching strategies and pedagogy to make curriculum and classroom inviting and engaging • to value others in the school community and carry out work in a professional manner • contribute to high performing teams and positive school culture • to strive to provide an environment in which students learn without unnecessary interruption • to treat students, parents and staff with respect, courtesy and fairness • to promote a safe, supportive environment for others • to offer support when needed to members of the school community • to plan, teach and evaluate programs that meet all students' needs and systemic requirements; and utilise community expertise where necessary • to promote a clean and orderly environment • to respect the property of others • to engage in professional development activities • to support and model the values and principles of the school's Behaviour Management Plan, School Rules and the Code of Conduct • to be responsible in the use of resources • to promote expected work, behaviour and dress standards • to value and respect the differences of others

Procedures to address and resolve Parent/Carer's concerns



Student Code of Conduct	School Rules	HONOUR Values	HONOUR Online
School Uniform & Appearance Policy	Attendance Expectations	Absence Notifications	BYOD – Year 5 & 6 students

At my interview I was made aware of

- ☐ Student Code of Conduct
- ☐ School Rules, HONOUR Values, HONOUR Online and expectations
- ☐ School Uniform & Appearance Policy
- ☐ School charges and voluntary contributions ($75 per child)
- ☐ Attendance expectations and absence notifications
- ☐ School excursions/ incursions/ camps
- ☐ Complaints management process
- ☐ Departmental insurance arrangements and accident cover for students
- ☐ Student use of mobile phones, smart watches et al personal devices
- ☐ BYOD Program for Years 5 & 6 students

At my interview I signed

- ☐ Student Use of ICT Facilities and Devices Agreement
- ☐ State School Consent Form
- ☐ Religious Instruction Preference Form

As a student at Indooroopilly State School I understand and agree to abide by the School Rules, the School HONOUR Values and respect that everyone at Indooroopilly has Rights and Responsibilities.

Name: _____

Signed: _____ Date:_____

As a parent at Indooroopilly State School I understand my Rights and Responsibilities. I also make a commitment to abide by the 'Parents and Volunteers Code of Conduct'.

Name: _____

Signed: _____ Date: _____

Staff Member Name: _____ Signature:_____ Date: _____