

# JAMES NASH State High School

Engage • Empower • Excel



## ENROLMENT APPLICATION

Student Name	
Date of Birth	
Enrolment Year Level (please circle)	7 8 9 10 11 12
Commencement Year	

*Empowering learners to lead a life of choice, not a life of chance*

Scan the QR Code to view our  
**Information Handbooks**



Address: 109 Myall Street Gympie Q 4570  
Postal Address: PO Box 492, Gympie Q 4570  
Phone: 07 5480 6303

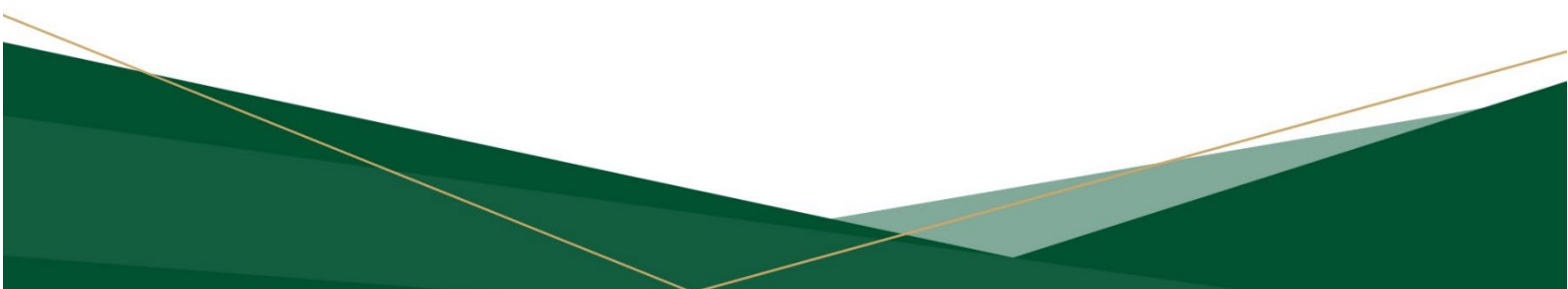
Department of Education and Training

Email: [enrolments@jamesnashshs.eq.edu.au](mailto:enrolments@jamesnashshs.eq.edu.au)  
Website: [www.jamesnashshs.eq.edu.au](http://www.jamesnashshs.eq.edu.au)

# APPLICATION FOR STUDENT ENROLMENT

*(If not in James Nash State High School catchment area, please submit separate Out of Catchment Application Form)*

<b>APPLICANT NAME:</b>	
<b>Application for entry into Year:</b> (please select) <input type="radio"/> 7 <input type="radio"/> 8 <input type="radio"/> 9 <input type="radio"/> 10 <input type="radio"/> 11 <input type="radio"/> 12	
Local Catchment: <input type="checkbox"/> Yes / <input type="checkbox"/> No	Please advise all school age siblings:
Sibling Name(s): _____ Year: _____	Sibling Name(s): _____ Year: _____
<b>IMPORTANT: You are required to provide photocopies of ALL documents</b>	
School where Student is currently enrolled? _____	
Please provide the following documents:	<input type="checkbox"/> Child's Birth Certificate (original must be sighted)  Birth Certificate Number: _____
	<input type="checkbox"/> Last Two Semesters School Reports
You may be requested to provide:	<input type="checkbox"/> Australian Citizenship Certificate <input type="checkbox"/> Passport / Visa
<b>PROOF of principal place of residence – essential for in-catchment applications. You will need to provide photocopies of all documents. For information regarding our Enrolment Management Plan see below</b>	
<b>HOME OWNER Required Documents:</b> <input type="checkbox"/> Current Gympie Regional Council Rates Notice; <b>AND</b> <input type="checkbox"/> Current account for supply of utility; <b>AND</b> <input type="checkbox"/> Drivers Licence	<b>LEASE HOLDERS Required Documents:</b> <input type="checkbox"/> Current registered Rental Agreement; <b>AND</b> <input type="checkbox"/> Current account for supply of utility; <b>AND</b> <input type="checkbox"/> Drivers Licence
Who will be responsible for payment of school fees? _____	
Would you like all Tax Invoices emailed: <input type="checkbox"/> Yes / <input type="checkbox"/> No	If Yes email address: _____



## Relevant Terminology

<b>Enrolment package</b>	Bundle of documents required to be completed and submitted to James Nash SHS.
<b>Enrolment Managed</b>	A school which only accepts enrolments from students who reside in their catchment area.
<b>Catchment Area</b>	Government appointed boundaries.
<b>Scholarships</b>	Year 6 students who have successfully applied to enrol may apply for financial assistance via a number of different scholarships.
<b>Program of Excellence</b>	Programs offered which provide depth of learning and experience. Students from <b>out of catchment</b> may use the Programs of Excellence as a way to enrol.

### Is your child interested in Instrumental Music at James Nash?

	Please circle
Is your child currently part of the instrumental music program at their current school? If yes, who is their current teacher?	Yes / No Teacher: _____
Will your child be continuing into instrumental music at James Nash?	Yes / No
Would your child like to join instrumental music upon their enrolment?	Yes / No

### Does your child require Student Support Services at James Nash?

Please indicate if your child has:	Please circle
Current Individual Curriculum Plan (ICP)	Yes / No
Verified cognitive, social / emotional needs	Yes / No
Diagnosed Disability	Yes / No
<i>If you answered "YES" to any of the above, please provide details in the "Student Support Services" section in this Application</i>	

# Out of Catchment Enrolments

James Nash State High School (“James Nash”) is under an **Enrolment Management Plan** (“EMP”) as student numbers have us bordering on maximum capacity. The EMP is governed by the *Education (General Provisions) Act 2006 (Qld)*.

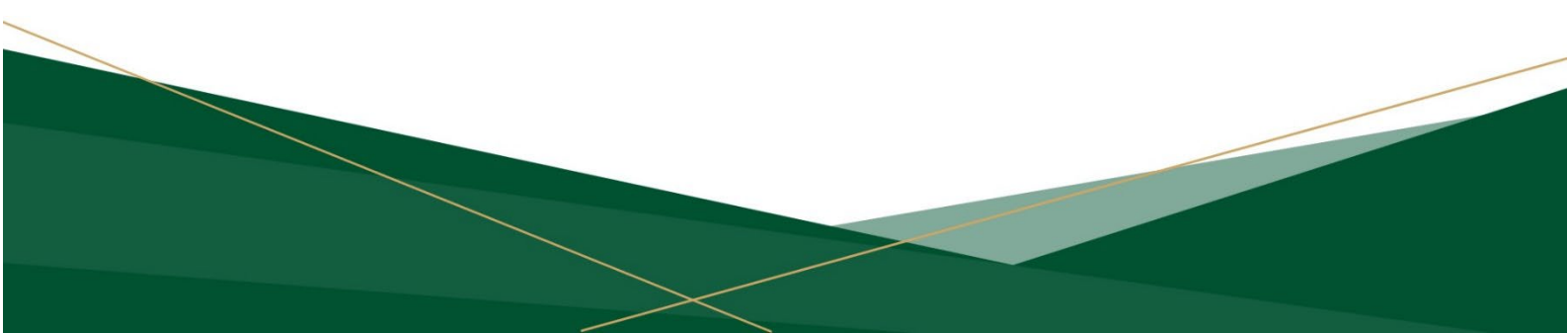
This means that only students who reside in our **Catchment Area** are eligible to enrol at James Nash.

The school’s catchment map is available to view online at <http://www.qgso.qld.gov.au/maps/edmap/>.

## **Exceptions to the EMP catchment area rule:**

- Sibling rule – prospective student is the sibling of a current student who enrolled on the basis that included the current student’s principal place of residence being in the school’s catchment;
- Children and young people who are subject to child protection orders that grant guardianship or custody to the Chief Executive Officer of the Department of Communities, Child Safety and Disability Services (Child Safety Services);
- Students who live outside the catchment area and are verified with a **physical impairment** disability may enrol in the school to attend the specialised disability program if it is the closest program to their home and meets their individual needs;
- Children of employees of James Nash;
- Children whose place of residence is situated on the Sandy Creek Bus Run which covers the North Deep Creek and Veteran areas. Proof of this must be provided from the Department of Transport; and
- Students who are successful in applying for one of the Programs of Excellence.

**Other children may still apply to enrol however will go on to our waiting list.**





# Enrolment Management Plan

## Overview

Parents/carers considering enrolling their child at James Nash must understand that enrolment is not simply conditional on an application for enrolment being made. Enrolment is governed by the *Education (General Provisions) Act 2006 (Qld)* (“the Act”) and this Enrolment Management Plan, with it being the responsibility of the James Nash’s Principal to determine whether a prospective student is, after making an application for enrolment, entitled to be enrolled at the school.

James Nash primarily exists to provide State secondary education to students who reside within the schools’ catchment area. The requirement for a prospective student’s principal place of residence (as required under the Act) to fall within the school’s catchment is actively monitored and enforced.

This School EMP sets out the requirements for enrolment as James Nash, subject to the Act.

This School EMP is supported by:

- Enrolment in State Primary, Secondary and Special Schools Procedure;
- School Enrolment Management Plans procedure.

## Local Catchment Area

A school’s local catchment area is the geographical area from which the school is to have its core intake of students. The catchment map defines the catchment area. The school’s catchment map is available to view online at <http://www.qgso.qld.gov.au/maps/edmap/>.

The boundaries of the catchment area are subject to periodic review and may change.

It is recommended that applicants check James Nash’s catchment the year prior to the proposed commencement date to determine whether a prospective student’s principal place of residence is within the catchment.

## Enrolment Policy

Any student whose principal place of residence is within the school’s catchment is, subject to the Act, entitled to enrol at the school. The school’s Principal will reserve places for students who move into the catchment area throughout the school year.

Parents or legal guardians who seek to enrol their child at the school will need to fully demonstrate that the student’s principal place of residence is genuinely within the catchment area. Current proof of residence at the address indicated must be provided (examples of such proof appear under the headings “Owned Property”, “Leased Property”, “Compulsory personal documents” and “Prospective Student in the Care of a Relative, Family Friend or Third Party” below).

Additionally, factors (which are non-exhaustive) for consideration in determining whether a student’s residence is their principal place of residence and is within the school’s catchment include:

- where the student sleeps;
- where the student eats;

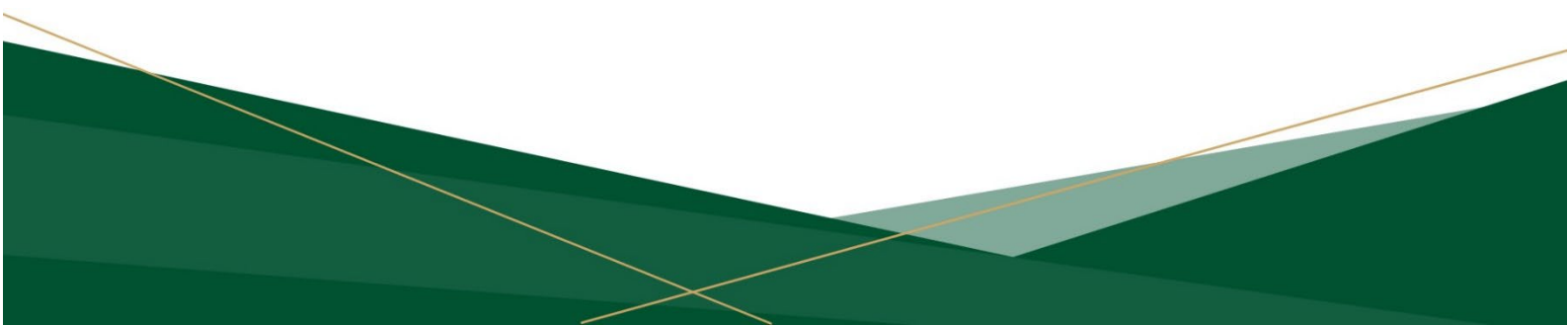
- whether the student also resides in other premises and if so, the reasons for doing so and the extent of time spent there;
- the place of residence of the student's immediate family, especially a parent, carer, step-parent or sibling;
- whether there are other occupants of the residence, and their rights to and control over the property;
- The connection of utilities such as telephone, internet, subscription services (e.g. Foxtel), gas, electricity under the name of the student or their parent;
- whether the amount of electricity and/or gas used is consistent with the student and/or the student's immediate family occupying the residence as a home;
- whether the student and/or their immediate family have moved their furniture and personal effects into the residence;
- whether the residence is used as the student's or the student's immediate family members mailing address or address for other purposes such as the electoral roll, driver's licence and vehicle registration. If another residence is used, the reasons for using that other residence are required to be provided;
- whether the student or the student's immediate family members entertain friends and other family members at that residence;
- the length of time of residence at the address;
- whether the home insurance for the building and/or contents has been taken out in the student's family name and whether the insurance is a "landlord" or "owner occupier" policy; and
- the type of finance acquired by the student's family for the residence. For example, obtaining finance as an owner/occupier or under an investment loan; and whether the applicant's purpose for occupying the residence is other than to make it their principal place of residence.

The issue of whether a residence is a student's principal place of residence is to be decided by the Principal. It is acknowledged that the circumstances of prospective students vary from student-to-student. Some applicants for enrolment may only be able to provide some aspects of the above information, while other applicants may only be able to provide other aspects of the information. The relevance and weight of factors are, for each application for enrolment, solely for the determination of the Principal. The Principal may request that the applicant provide or confirm any information whatsoever, by way of Statutory Declaration.

Examples (non-exhaustive) of proof of residency documents are required to be provided with the enrolment application to confirm a student's principal place of residence include the following:

### ***Owned Property***

- A current Certificate of Title;
- The last issued Rates Notice;



- Evidence that the property is the legitimate family residence (for example, a Statutory Declaration by an applicant for enrolment outlining the individuals who reside in the property and their relationship to the prospective student);
- A minimum of three current bills and evidence of payment (e.g. electricity, gas, internet, telephone) that demonstrates reasonable levels of usage;
- A current home and contents insurance policy and evidence of payment;
- A current motor vehicle insurance policy and evidence of payment;
- Unconditional Sale Agreement (Contract of Sale).

### ***Leased Property***

- A current drawn Residential Lease Agreement which names a parent or legal guardian of the prospective student as the Lessee;
- A current Bond Receipt lodged with the Residential Tenancies Authority for the stated residence;
- In relation to any other lease arrangement:
  - a current Lease Agreement;
  - a Statutory Declaration from the registered owner of the property (or the registered owner's nominated agent), outlining the lease arrangements and the duration for which such arrangements have been on foot;
  - evidence to the reasonable satisfaction of the Principal that any lease payments are not infrequent.
- A minimum of three current bills and evidence of payment (e.g. electricity, gas, internet, telephone);
- A current contents insurance policy and evidence of payment;
- A current motor vehicle insurance policy and evidence of payment.

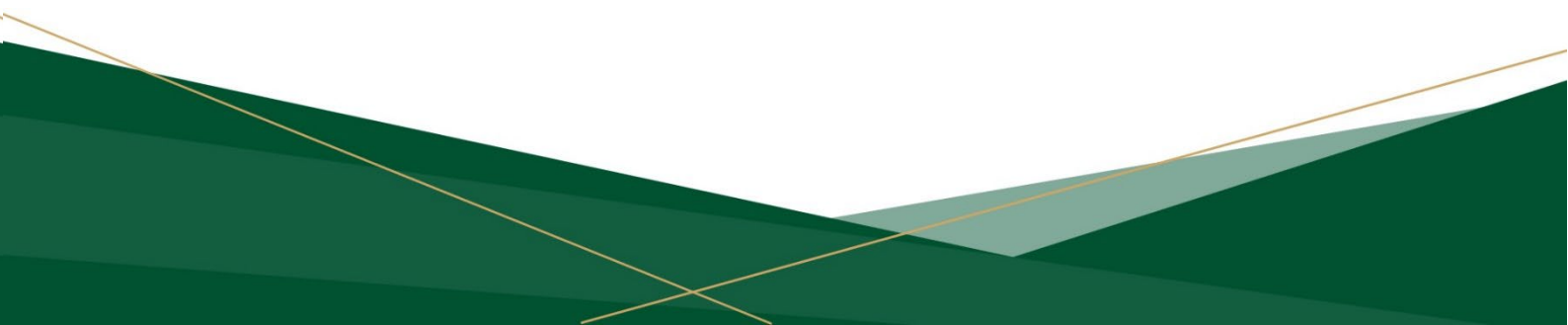
### ***Prospective Student in the care of a Relative, Family Friend or Third Party***

- Same requirements for proof of residency as Owned or Leased property.
- A copy of any Court Orders appointing the relative, family friend, or third party with the custody of the prospective student or, in the absence of such order, a Statutory Declaration from:
  - a parent or legal guardian of the prospective student that outlines to the reasonable satisfaction of the Principal:
    - the reasons for the living arrangements;

- whether any financial or other support is provided to the relative, family friend, or third party in exchange for the prospective student's residence (for instance, payment for room and board);
- the duration that such arrangement has been in place;
- the anticipated further duration of such arrangement and why; and
- the location of where the prospective student's parents each reside.
- The relative, family friend or third party with whom the prospective student resides that outlines to the reasonable satisfaction of the Principal the same matters that are to be addressed by a parent of the prospective student's in the parent's Statutory Declaration.
- Centrelink documentation indicating that the prospective student's primary care giver is the owner or lessee of the property at which the prospective student principally resides.

### **IMPORTANT!**

**False or misleading statements or assertion about the student's principal place of residence amount to an offence and will be reported to the police. The Principal may repeal a decision to enrol a student in such circumstances.**



# Things to Know

## ***Enrolment Applications***

### ***Starting School***

Please note all Enrolment Applications must be received by the Administration Office **four (4) clear school day prior** to the student commencing school (i.e. students cannot start school the same day the Enrolment Application is handed in). Upon receipt of the Enrolment Application Form by the Enrolment Officer a time will be made for an enrolment interview. Once an enrolment interview has been conducted your student will be given a start date. Currently this is either Monday or Thursday where the student will complete an induction prior to commencing school.

**The Enrolment Application must include all documentary evidence (as set out above) prior to the Enrolment being accepted.**

## ***Enrolment Applications***

### ***Year 7***

Transition enrolments must be received no later than the **end of Term 2 (26 June 2026)**.

*Enrolment Interviews will be held throughout Term 3 and Term 4. You will be contacted by the Enrolment Officer during Term 3 with instructions on how to organise an interview.*

Please note if you reside within the school's Catchment Area, your enrolment will be automatically accepted.

### **Scholarships**

A limited number of scholarships are available on an annual basis for current Year 6 students transitioning into Year 7 who excel in the following area:

- Arts;
- English/Humanities;
- All Rounder;
- Mathematics/Science; and
- Sporting

Transitioning students are encouraged keep updated on the James Nash social media pages (Facebook and Instagram), the James Nash website and our Information Handbook for more information.

# 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*	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of birth*	
Copy of birth certificate available to show school staff*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Enrolment may not be approved without enrolling staff sighting the prospective student's birth certificate. An alternative to birth certificate will be considered where it is not possible to obtain a birth certificate (e.g. prospective student born in country without birth registration system. Passport or visa documents will suffice). This does not include failure to register a birth or reluctance to order a birth certificate.</p> <p>The requirement to sight the birth certificate does not apply where the prospective student has been previously enrolled in a state school and a birth certificate has been sighted.</p> <p>For international students approved for enrolment by EQI, a passport or visa will be acceptable.</p>	
For prospective mature age students, proof of identity supplied and copied*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Prospective mature age students must provide photographic identification which proves their identity:</p> <ul style="list-style-type: none"> <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 _____	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify _____
	Needs interpreter? <input type="checkbox"/> Yes <input type="checkbox"/> No	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 _____

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). <b>NOTE: A permanent resident will have a visa grant notification with an indefinite stay period indicated.</b> 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	

Uncontrolled copy. Refer to the Department of Education Policy and Procedure Register at <https://ppr.qed.qld.gov.au/pp/enrolment-in-state-primary-secondary-and-special-schools-procedure> to ensure you have the most current version of this document

**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)					
		<p>If no, indicate reason:</p> <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/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/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 - Thalassemia
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.

# James Nash State High School Consent Form

## ***Introduction to the State School Consent Form (attached) for James Nash State High 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; and
- 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 student'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; and
- 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 to occasionally publish limited personal information and student materials for the purposes 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 student's 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.

It may not be possible for all copies of information (including images of student material) 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://jamesnashshs.eq.edu.au>
- Facebook: <https://www.facebook.com/JNSHSinformation>
- YouTube: N/A
- Instagram: @jamesnashshs1
- Twitter: N/A
- Local Newspaper
- School Newsletter
- Traditional and online media, printed materials, digital platforms, promotional materials, presentations and displays
- Other: N/A

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

### ***Duration***

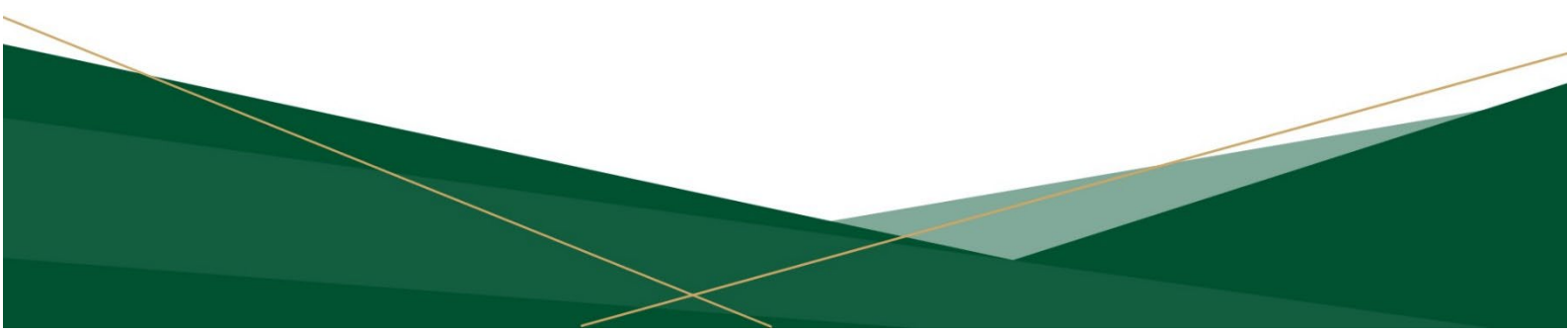
The consent applies for the period of enrolment or another period as stated in the State School Consent Form, or until you decide to limit or withdraw your consent.

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 our office on 07 5480 6333.

The Administration Office should be contacted if you have any questions regarding consent.



## State School Consent Form

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

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

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

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

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

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

Full Name  First Name  No Name  Other Name .....

\* Please note, if no selection is made, only the Individual's first name will be used by the school. However, the school may choose not to use a student's name at its discretion.

\*\* 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: N/A

### 5 LIMITATION OF CONSENT

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

## 6 CONSENT AND AGREEMENT

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

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

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

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

Print name of student .....

Print name of consenter.....

Signature or mark of consenter.....

Date .....

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

Date .....

### SPECIAL CIRCUMSTANCES

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

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

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

Print name of witness .....

Signature of witness .....

Date .....

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

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

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

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

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

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

Signature of person taking the consent .....

Date .....

### Privacy Notice

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



# Enrolment Agreement

This Enrolment Agreement sets out the responsibilities of the student, parents or carers and the school staff about the education of students enrolled at James Nash.

We will uphold and abide by James Nash's standards, codes, policies and procedures as described in the School Prospectus, official school publications and Behaviour Management Plan.

Please note all James Nash policies can be viewed online at <https://jamesnashshs.eq.edu.au/our-school/rules-and-policies>. It is strongly encouraged that students and parents/guardians review policies before commencing at James Nash.

## **Responsibility of student to:**

- attend school regularly, on time, ready to learn and take part in school activities;
- act at all times with respect and show tolerance towards other students and staff;
- work hard and comply with requests or directions from the teachers and Principal;
- abide by the school rules, meet homework requirements and wear the school's uniform;
- respect the school environment; and
- uphold the school values.

## **Responsibility of parents to:**

- attend open evenings for parents;
- let the school know if there are any problems that may affect my child's ability to learn;
- inform the school of reason for any absence;
- treat all school staff with respect and tolerance; and
- support the authority and discipline of the school enabling my child to achieve maturity, self-discipline and self-control.

## **Responsibility of the school to provide the opportunity to:**

- inform parents and carers about how their children are progressing;
- take reasonable steps to ensure the safety, happiness and self-confidence of all students;
- be welcoming 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, expectations of students when providing a safe calm and disciplined environment and the school's dress code policy;
- deal with complaints in an open, fair and transparent manner; and
- treat students and parents with respect and tolerance.

## **For Students with a Diagnosed Disability**

I/we acknowledge that information about the school's support services have been explained to me/us and I/we have been offered the opportunity to discuss options with the Student Support Services Team.

Option to meet with Student Support Services Team: Yes  No

## **Student Code of Conduct**

I/we understand that this school community has adopted a *Student Code of Conduct* for students in supporting positive student behaviour and I/we agree to abide by the standards and expectations of this plan. Yes  No

Have you been suspended or excluded from attendance at any other school? Yes  No

If yes, please provide details:

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### **School Dress Code**

I/we understand that this school community has adopted a School Dress Code Policy and I/we agree to abide by the James Nash Dress Code Policy. I/we understand that this policy includes the requirement for students to wear a hat when exposure to direct sunlight is likely to occur. I/we acknowledge that school uniforms are not to be modified from their intended design and that the P & C supplied uniform/s represent the best alignment with the School Dress Code.

### **Homework**

Student homework will consist of work set by the teacher to be completed in a set time, and of the student's own study which will include revision of earlier work. As student's progress through the school and as they become more efficient, their own study should occupy more and more of their available time. Please refer to the student planner for further detail.

### **Computer & Internet Access**

Students may use the Internet only if they are engaged in educational activities that fit within the objectives and goals of James Nash.

The Internet contains many sites that are rich in educational value, but it also contains material that is offensive and inappropriate to our student's needs. The Internet Access Provider contracted by Education Queensland carries out filtering of sites considered inappropriate. Unfortunately, due to the dynamic nature of the Internet, this does not guarantee that all inappropriate information is blocked. Students have instructions to immediately clear their screen of any offensive or inappropriate material and inform their teacher. Further, students are to avoid searching for, creating, saving or printing offensive/inappropriate material. Students who are in breach of any of the elements of this agreement and associated policy will face disciplinary action. This will include loss of Internet access and/or school computer network access for a period of time.

### **BYOd ("Bring Your Own Device")**

More information in relation to the school's BYOd program can be found at the end of this Enrolment Application or on the James Nash website.

### **Network Usage Agreement**

The Department of Education and Training's computer network and Information, Communication and Technology (ICT) facilities are available only for approved users for approved purposes. Different users are allowed different types of access.

When using the network and facilities you must act at all times lawfully and in line with the rules that apply to you:

E.g. for staff – the Code of Conduct  
(<http://education.qld.gov.au/corporate/codeofconduct/>), and all other staff and ICT policies;

E.g. for students – the Code of School Behaviour  
(<http://education.qld.gov.au/studentsservices/behaviour/>);

The TAFE Student Rules  
([http://www.tafe.qld.gov.au/resources/pdf/student\\_rules.pdf](http://www.tafe.qld.gov.au/resources/pdf/student_rules.pdf)) and the rules of your school or TAFE institute.

Unauthorised use may result in disciplinary action being taken against you.

If the Department reasonably suspects you are using the network and facilities in a manner that constitutes a crime, the Department will refer the matter to the Police.

Your use of the network, including your use of the Internet and email is monitored by Information and Technologies Branch and any wrongdoing can be traced. Information you enter, access and store in the Department's network can be accessed by the Department.

If you need more information about acceptable use of the Department's ICT Network and facilities, contact your Teacher, Principal, Manager or Director.

### **Absences**

Students must attend school every day unless absent for medical or other acceptable reasons. A note of explanation from a parent / caregiver is required by your care teacher on the day of your return to school. If you are likely to be absent for several days, please phone the school.

### **Extra-Curricular Events and Excursions**

Whole school extra-curricular events are part of the school curriculum and will be advertised as they arise. I/we understand that students are expected to participate in whole school activities each year including; Swimming Carnival (which may involve bus travel to the venue), Athletics Carnival, Cross Country, Year Level Sports Days, timetabled extra-curricular activities and in school excursions where possible. I/we will send a note to cancel this permission in circumstances where my student cannot participate.

### **Complaints Management**

Your opinions are valued and we encourage open communication between families and the school. The school operates a complaints management process to ensure we provide the highest quality service to our school community if there are areas of concern about our school.

### **Release of Photographs, Images, Names and items of work for public viewing and use of video surveillance**

I/we give permission for the publication of photographic images of this student and of their schoolwork. I/we agree to the public exhibition of any originals, or reproductions via the internet or other means, for the purpose of celebrating student achievement, school image and activities. Please note that the school uses video surveillance throughout the school for security purposes. These images can be accessed by school staff and other emergency services upon request to the Principal.

### **Mobile Phone and Electronic Device Protocols**

#### ***Whilst Onsite***

- Year 7 students are to ensure phones are off and secured in their personally assigned pouch prior to entering Care class at 8.45 am each day. All other students must have phones turned off and in their bag by the first bell of the day.
- Year 7 students are to place their locked pouch containing their phone on their desk during Care Class each morning for their teacher to check compliance.
- Students who arrive at school late will ensure their phone is off and away before entering the school.
- Headphones or earbuds are not to be used at school.
- On rare occasions, teachers may plan, at their discretion, and with Head of Department approval, to have students utilise their mobile phones during class to engage with a specific learning experience. In these cases, teachers will control the unlocking and locking processes in class and monitor student mobile phone use during the lesson.
- Depending upon the circumstance, students who require access to their device during school hours may – with permission – do so at designated supervised locations in the school (e.g. Administration, Student Services, etc.).

#### ***Whilst Offsite***

- Access to mobile phones for students who are on excursions, camps, at sporting events or other school-related activities offsite will be dependent upon the event and clearly stated in the permission forms sent home. When offsite events require student mobile phones to be off and away for the day, the accompanying teacher will provide permission for students to utilise phones in circumstances deemed necessary.

#### ***After School***

- Year 7 students are to unlock their phones at stations located around the school as they exit the grounds in the afternoon. (NOTE: These stations are locked during the day between 8.45 am – 3.05 pm). All students can turn their phones back on after the final bell.

- Students awaiting afternoon school buses can use their phones after 3.05 pm as they wait for their bus to arrive.

**Newsletter & Social Media**

Parents and guardians are encouraged to subscribe to the James Nash Weekly Update which is sent every week during the school term. A signup form is enclosed within this Application. Our school is also active on social media – Facebook (@JNSHSinformation) and Instagram (@Jamesnashshs1).

**Gympie Trade Training Centre**

James Nash is the lead school at this facility which is a portal to the TAFE education precinct. I/we understand students may be expected to use the centre when needed as part of the school campus.

**Transferring Schools**

I/we understand that if transferring from Gympie State High School that an exit interview needs to be conducted with that school and that this must have occurred prior to this enrolment interview taking place.

**Acknowledgment**

I/we accept the standards, code, rules and regulations of James Nash as stated in the school guidelines that have been provided to me as follows:

- |  |  |
|--|--|
| <input type="checkbox"/> Responsible Behaviour Plan for Students   | <input type="checkbox"/> Absences          |
| <input type="checkbox"/> Student Dress Code  | <input type="checkbox"/> Homework Policy   |
| <input type="checkbox"/> Student usage of internet, intranet and extranet                                | <input type="checkbox"/> School Excursions |
| <input type="checkbox"/> Consent to use Copyright Material, Image, Recording or Name management          | <input type="checkbox"/> Complaints        |
| <input type="checkbox"/> Appropriate Use of Mobile Telephones and other Electronic Equipment by Students |  |

I/we acknowledge that information about the School’s current programs and services has been explained to me/us and that I am/we are required to observe and comply with any written policy, practice or procedure of the School as amended from time to time including, but not limited to, the school guidelines above.

**Student Signature:**

**Parent/Carer Signature 1:**

**Parent/Carer Signature 2:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**On behalf of James Nash State High School**

\_\_\_\_\_

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

# STUDENT SUPPORT SERVICES

I/we wish to advise that my son/daughter

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Year: \_\_\_\_\_ has been diagnosed with the following cognitive, social/emotional condition/s:

- Autism Spectrum Disorder (ASD)
  - Attention Deficit Hyperactivity Disorder (ADHD)
  - Intellectual Impairment (II)
  - Physical Impairment (PI)
  - Visual Impairment (VI)
  - Hearing Impairment (HI)
  - Speech Language Impairment (SLI)
  - General Anxiety Disorder (GAD)
  - Dyslexia
  - Other:
- 
- 

Does your child have a Current Individual Curriculum Plan (ICP)? Yes / No

*If "Yes" and your child currently attends a private school, please provide a copy to James Nash*

Please advise below what year level your child is at for the following subjects:

English \_\_\_\_\_

Mathematics \_\_\_\_\_

Science \_\_\_\_\_

Humanities \_\_\_\_\_

Do you wish for your child to receive support from the James Nash Student Support Team? Yes / No

# MEDICAL CONDITION NOTIFICATION

I/we wish to advise that my son/daughter

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Year: \_\_\_\_\_ has been diagnosed as having the following medical condition (e.g. asthma, diabetes, epilepsy, allergy, anxiety attacks, mental health concerns):

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## MEDICAL CONDITION STATUS:

- |                                       |                          |                                      |                          |
|---------------------------------------|--------------------------|--------------------------------------|--------------------------|
| 1. Serious/Life Threatening Condition | <input type="checkbox"/> | 2. Serious/Hospitalisation Condition | <input type="checkbox"/> |
| 3. Serious/Urgent Parent Notification | <input type="checkbox"/> | 4. Serious/First Aid Treatment       | <input type="checkbox"/> |
| 5. Mild/Notification Advice           | <input type="checkbox"/> | 6. Other                             | <input type="checkbox"/> |

If either 1, 2 or 3 has been ticked, then discuss Medi-Alert status with the School Administration.

## SYMPTOMS / TREATMENT:

- 
- 
- 
- Permanent Condition                       Temporary Condition

### **Additional medical information**

The school collects medical information about your child at enrolment. This information is stored electronically on OneSchool. Please give full details of any new or updated medical information which may affect your child's full participation in any school activities, including those set out in "Risk Assessment" below.

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**DOCTOR DETAILS:**  
Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

**PARENT DETAILS:**  
Name: \_\_\_\_\_  
Phone Number/s: \_\_\_\_\_

**OTHER EMERGENCY CONTACTS:**  
Name: \_\_\_\_\_  
Contact Phone Number/s: \_\_\_\_\_  
Relationship to Student: \_\_\_\_\_

**OTHER EMERGENCY CONTACTS:**  
Name: \_\_\_\_\_  
Contact Phone Number/s: \_\_\_\_\_  
Relationship to Student: \_\_\_\_\_

***MEDI-ALERT STATUS: (for serious life threatening or hospitalisation medical conditions only)***

I/we have discussed with the School Administration the implications of having my/our son/daughter registered as a “Medi-Alert” student and wish the school to implement the associated strategies in order to provide the best possible support for my child’s medical conditions.

- Photo and special consideration Medi-Alert
- Medi-Alert flagging attached to surname
- Information to be widely distributed

Signature of Parent/Caregiver: \_\_\_\_\_

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

# ASTHMA FORM

Dear Principal,

\_\_\_\_\_ Year: \_\_\_\_\_

has asthma. Please allow them to take the following medication at the times specified and before exercise.

**The factors which may trigger an acute attack are:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**The symptoms of an asthma attack are:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If these develop, please allow them to stop the current activity, rest and take the medication.

MEDICATION	DOSE	FREQUENCY

Please supply a parent and emergency contact to be called if there is no improvement within 15 minutes

**PARENT DETAILS:**  
**Name:** \_\_\_\_\_  
**Phone Number/s:** \_\_\_\_\_

**OTHER EMERGENCY CONTACTS:**  
**Name:** \_\_\_\_\_  
**Contact Phone Number/s:** \_\_\_\_\_  
**Relationship to Student:** \_\_\_\_\_

Signature of Parent/Caregiver: \_\_\_\_\_

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

# ADMINISTRATION OF MEDICATION

Education Department Regulations September 2006 require that, before medication is administered:

- a parent has completed a permission form; and
- the label on the medication states the following clearly;
  - (a) The name of the child;
  - (b) The dosage and times for medication; and
  - (c) The name of the prescribing doctor.

**PLEASE NOTE:**

**Analgesics, cough mixtures and the like, will only be administered by school staff when it has been prescribed by a medical practitioner and so indicated on the labelled medication.**

**PLEASE ASK YOUR PHARMACIST FOR THIS INFORMATION WHEN MEDICATION IS ISSUED.**

## PARENT / GUARDIAN'S AUTHORITY FORM FOR MEDICATION TO BE ADMINISTERED

(Permission form is valid for two (2) weeks only, unless there is permanent medication where special negotiation will take place).

**TO:** The Principal

I/we hereby authorise medication to be administered to my child. Details are:

**CHILD'S NAME:** \_\_\_\_\_

**YEAR:** \_\_\_\_\_

**NAME OF MEDICATION:** \_\_\_\_\_

**TIME/S FOR ADMINISTRATION:** \_\_\_\_\_

**Prescribing Doctor:** \_\_\_\_\_

**Probable period of treatment:** \_\_\_\_\_

**Signature of Parent/Guardian:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

# DAYMAP SCHOOL ATTENDANCE SYSTEM

At James Nash we believe every day counts when it comes to student attendance at school. The school has purchased an automatic communication system in an effort to improve our communication with parents, particularly around student attendance. **Daymap** has functions to contact you automatically by email or SMS text messaging, by using the information provided below, if your child is marked absent at roll marking advising you of your child's absence from school. Alerting you to your child's absence ensures that the school then knows the reason for the absence as soon as possible and our School Management system updated.

The Daymap system also has another important function. In the event of public safety or emergencies at school, we will use multiple means of communication (phone, email and SMS/text message) to contact families and staff. Providing a mobile phone number or email address, will improve Daymap's ability to contact you in the case of an emergency.

***If I don't provide a mobile number or e-mail address, will I still be contacted?***

If we don't have these details, we will attempt to contact you through other means, written correspondence or in the case of a school wide notification, by telephone.

***Will I receive unsolicited text messages on my mobile phone or e-mail?***

No. The mobile phone number or email address you provide will be utilised solely for absenteeism, school events or emergency notifications. All information will be kept private and unpublished.

***Where is the personal information stored and how will it be used?***

Personal information is stored securely in Education Queensland's School Management System. Any information provided for school notifications (Daymap) will be used only for absenteeism, school events and emergency situations only.

Family of: \_\_\_\_\_

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

Home number: \_\_\_\_\_

Work Phone Number: \_\_\_\_\_

Mobile: \_\_\_\_\_

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

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

# RISK ASSESSMENT

## Activities Consent Form – James Nash State High School/ Gympie Trade Training Centre (“GTTC”) Potential High & Extreme Risk Activities

**Dear Parent/Carer,**

Each year, we will be participating in a range of activities as part of our GTTC/INTAD, Science, Arts & HPE/HEC programs.

The aims of the activities are to enable students to achieve high level outcomes in the practical areas and Certificate qualifications in both centres.

### Activity details:

- the inherent risk level of the activities range from Low/Medium/High & Extreme;
- the students will be participating in general metal working, general wood working, construction, fibre glassing and furnishing procedures;
- the students will be using a range of Low/Medium/High & Extreme plant and equipment - see attached list for High & Extreme plant & equipment;
- the students will be in classrooms, laboratories, GTTC classrooms, GTTC workshops, outdoors/INTAD Workshops & restricted spaces under direct teacher supervision;
- the activities will be conducted by experienced senior teachers/ teachers/ HOD and RTO's
- potential hazard reduction and control measures are identified and in place in accordance with department guidelines;
- students will wear suitable clothing i.e. Aprons, GTTC approved uniform, James Nash approved uniform as well as PPE required for and appropriate to the activity;
- any precautions involved with any approved activities e.g. sunscreen, water bottles, safety briefings for the use of the plant and equipment, will be enforced; and
- any information relevant to students with medical requirements will be referred to their medical plan e.g. due to conditions such as diabetes, asthma, travel sickness, allergies or anaphylaxis.

If you wish for your child to participate in the activity, please complete this consent form.

For further information about the activities, please contact the school on 07 5480 6333.

Yours sincerely































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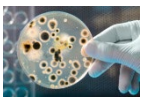












Mark Seijbel  
Acting Principal  
James Nash State High School

**Dear Parents and Students,**

In providing a quality and exhaustive curriculum, each student will experience potential high and extreme risk activities at various intervals during their time at the James Nash INTAD Department and the GTTC.

To maintain safe, quality education, Curriculum Risk Assessment procedures as outlined by Education Queensland need to be implemented and monitored on a regular basis. The policy dictates that Potential High and Extreme Risk activities undertaken by students need signed parental permission. Below is a non-exhaustive list of 'At Risk' equipment and activities in use at James Nash and the GTTC.

				
Bandsaw	Wimshurst Generator	Drill Press	Angle Grinder	Compound Mitre Saw
				
Mortising Machine	Router Table	Docking Saw	Linisher	Thicknesser
				
Arc Welder	Bench Grinder	Nail Gun	Cold Saw	Bench Shears
				
Guillotine	Metal Lathe	MIG Welder	Milling Machine	Spot Welder
				
Pipe Bender	Pan Break	Oxy- Acetylene Welding	Hydraulic Press	TIG Welder
				
Power Band Saw	Air Compressor	Van der graaf	Bunsen Burner	Scalpel

 Microbiology	 Biological Matter	 Chemicals	 Archery	 Discuss
 Javelin	 Swimming Carnival	 Weight Training	 Electric Frypan	 Gymnastics
 Cooking	 Knives	 Sewing Machine		

### **Privacy Note**

The Department of Education and Training (“DET”) is collecting the personal information requested in this form in order to:

- obtain lawful consent for your child to participate in the activity;
- help coordinate the activity;
- respond to any injury or medical condition that may arise during, or as a result of this activity; and
- update the school records where necessary.

The information will only be accessed by authorised school staff and will be dealt with in accordance with the confidentiality requirements of s.426 of the *Education (General Provisions) Act 2006 (Qld)* and the *Information Privacy Act 2009 (Qld)*.

The information will not be disclosed to any other person or agency unless it is for a purpose stated above, the disclosure is authorised or required by law, or you have given DET permission for the information to be disclosed.

### **Activity Risks & Insurance**

Please note that the DET does not have personal accident insurance cover for students. If your child is injured as a result of an accident or incident while participating in the activity, all costs associated with the injury, including medical costs are the responsibility of the parent/carer. Some incidental medical costs may be covered by Medicare. If you have private health insurance, some costs may be also be covered by your provider. Any other costs must be covered by parents/carers. It is up to all parents/carers to decide what types and what level of private insurance they wish to arrange to cover their child. Please take this into consideration in deciding whether or not to allow your child to participate in this activity.

**Consent**

By signing this form (below) I/we agree that:

- I/we have read all of the information contained in this form in relation to the activity (including any attached material) and I am aware that the Department of Education and Training does not have personal accident insurance cover for students.
- I/we give consent for my child, \_\_\_\_\_ to participate in the use all approved plant and equipment throughout their schooling at James Nash.
- I/we will pay to the school the costs detailed above for my child's participation in the activity.
- In the event of an accident or illness, the school staff may obtain or administer any medical assistance or treatment my child may reasonably require, including contacting my child's doctor.
- I/we accept liability for all reasonable costs incurred by the Department of Education and Training in obtaining such medical assistance or treatment (including any transportation costs) and undertake to reimburse the Department of Education and Training the full amount of those costs.
- I/we have provided the school all relevant details of my child's medical or physical needs on enrolment and where relevant have updated this information.

Signature of Parent/Caregiver: \_\_\_\_\_

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

# Student Resource Scheme – Participation Agreement

## Terms and Conditions

### Definition

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

### Purpose of the SRS

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

### Participation in the SRS

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

### Non-Participation in the SRS

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

### The Resources

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

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

### Payment Arrangements

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

### Debt Management

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

### Parents’ Experiencing Financial Hardship

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

## Additional Information

### Textbook and Resource Allowance (TRA)

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

# Student Resource Scheme - Participation Agreement Form

## The Student Resource Scheme

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

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

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

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

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

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

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

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

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

## Payment

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

## Participation

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

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

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

### Privacy Statement

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





## SRS Fee Payment Arrangement Form

### Section 1: Student Details

Student Name	
Student ID	
Year Level	

### Section 2: SRS Category

SRS Category	SRS Fee Payable	Option Selected
Student Resource Scheme 7 - 9	\$200	<input type="checkbox"/>
Student Resource Scheme Atar 10 -12	\$220	<input type="checkbox"/>
Student Resource Scheme Non Atar 10 -12	\$250	<input type="checkbox"/>
Academy of Creative Arts	\$140	<input type="checkbox"/>
Academy of Creative Arts (JAAM or InterACT only)	\$50	<input type="checkbox"/>
Academy Instrumental Music	\$75	<input type="checkbox"/>

### Section 3: Payment Arrangement

Please select the preferred payment options:

Payment options	Instalments	Amounts	Option Selected
1. A single payment for the full year's fee	Pay in full		<input type="checkbox"/>
2. Term instalments (paid over the first 3 terms)	See office for instalment details		<input type="checkbox"/>
3. An instalment plan as negotiated with the school	See office for payment plan		<input type="checkbox"/>

### Section 4: Return of the Participation Form

Parents are reminded to complete and return the SRS Participation Agreement Form when joining the scheme for the first time or opting in/out during the student's enrolment.

Have you completed and returned the SRS Participation Agreement Form?      Yes       No

*Please note if you choose to opt out of the SRS, you are still required to complete and return the Participation Agreement Form.*

### Section 5: Parent Signature

Parent Name	
Parent Signature	
Date	

# Bring your own device (BYOd) for learning

Learning experiences at James Nash intend to engage every student in building the social and academic skills necessary for them to excel in their future employment or education pathway. Given the extent that digital technologies are used in work and in further education, we have adopted a blended learning model that draws from the strengths of traditional, teacher led classroom learning partnered with the immediacy, connection, engagement and relevance of online learning. Blended learning also:

- assists students to improve their learning outcomes in a contemporary educational setting
- assists students to become responsible digital citizens
- enhances the teaching learning process and achievement of student outcomes
- develops the skills and experiences that will prepare students for their future studies and careers

As blended learning develops in the school, the majority of classes will use QLearn, including Canvas and/or OneNote courses, as a foundation for their lessons.

The Department of Education has carried out extensive BYOd research within Queensland state schools. We have chosen to use a BYOd model because student ownership of the device:

- provides for seamless movement between school work and home work
- enables flexibility in when and where students can learn
- gives students control over accessing their learning materials as much and as often as they need

The JNSHS BYOd Charter and Agreement outlines the information about BYOd use at the school. Students must return a signed BYOd Agreement form to be able to use their own device at Education Queensland schools. This document is available at James Nash website > Extra-curricular > Computer and internet > BYOd Charter and Agreement and a copy is included at the back of this enrolment pack.

Education Queensland provides free filtered internet for students. The BYOd must be onboarded to access this service. The onboarding process can be completed at home by following the steps shown in the James Nash SHS website > Extra-curricular > Computer and internet > Related links: Information and user guides for BYOX Link.

Students entering high school in Year 7, or who are new to our state schooling system, can be supported by our technicians to onboard their device. Students will also be advised how to use the device safely during the BYOd induction process.

Some teachers may use third party websites to enhance student learning. These sites often require student details to be entered. To ensure that student information is managed appropriately, parent consent for their child to use these websites will be sought.

Visit the James Nash website > Extra-curricular > Computer and internet for further information about:

- the school's BYOd program including FAQs
- the software that is available to students
- online safety
- information about how the device will be used in each subject.

This form must be signed and returned by 31 March 2027 otherwise your Student's access to the school internet will be turned off.

# BYOd Responsible Use Agreement

For a device to be onboarded, both the STUDENT and PARENT/CAREGIVER must read and sign this agreement. The BYOd Charter and Agreement is available at the James Nash website > Extra-curricular > Computer and internet > BYOd Charter and Agreement.

This form must be signed and returned by 31 March 2027 otherwise your Student's access to the school internet will be turned off.

## Please tick checkboxes

I have read and understood the BYOd Charter and Agreement and the listed responsible uses.

I agree to abide by these guidelines.

I am aware that non-compliance or irresponsible behaviour, as per the intent of the BYOd Charter and the broader Student Code of Conduct, will result in consequences relative to the behaviour.

---

Student's name: \_\_\_\_\_ Year Level: \_\_\_\_\_  
(please print)

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's/caregiver's name: \_\_\_\_\_  
(Please print)

Parent's/caregiver's signature: \_\_\_\_\_ Date: \_\_\_\_\_