

## Supporting Information



*The following supporting information is for your reference and does not need to be returned to Administration upon enrolment.*

Enrolment Application Information  
ICT Internet Agreement Information  
Religious Instruction Information  
Student Resource Scheme Information



## 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 - Thalassaemia
Blood disorders - Other
Cancer/oncology
Coeliac disease
Cystic Fibrosis
Diabetes - type one
Diabetes - type two
Ear/hearing disorders - Otitis Media (middle ear infection)
Ear/hearing disorders - Hearing loss
Ear/hearing disorders - Other
Epilepsy - Seizure
Eye/vision disorders
Endocrine disorder - Adrenal hypoplasia, pituitary, thyroid
Heart/cardiac conditions - Heart valve disorders
Heart/cardiac conditions - Heart genetic malformations
Heart/cardiac conditions - other
Mental Health - Depression
Mental Health - Anxiety
Mental Health - Oppositional defiant disorder
Mental Health - Other
Muscle/bone/musculoskeletal disorders - spasticity (Baclofen Pump)
Muscle/bone/musculoskeletal disorders - Other
Skin Disorders - eczema
Skin Disorders - psoriasis
Swallowing/dysphagia - requiring modified foods
Swallowing/dysphagia - requiring artificial feeding
Transfer & positioning difficulties
Travel/motion sickness
Other

## Application to enrol in a Queensland state school

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

### Entitlement to enrolment

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

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

### Prospective student

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

### Parent's occupation and education

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

### Court Orders

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

### Name on enrolment form

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

### Gender

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

### Religious Instruction

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

## ICT INTERNET AGREEMENT INFORMATION

Dear Parent / Caregiver,

Our students live in a digital world and our school is committed to providing educational activities that enable your child to succeed in this digital world. Education Queensland is committed to integrating use of Information and Communication Technologies (ICTs) into all subject areas and providing a level of access to these technologies throughout schools. To provide this access, the school requires caregiver permission to allow your child to use the school ICT network (including the Internet).

It is important that both you and your child understand the responsibilities of students, caregivers, and the school when using the school ICT devices and facilities.

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

- Students cannot use another student or staff member's username or password to access the school network, including not trespassing in another person's files, home drive, email or accessing unauthorised network drives or systems.
- Additionally, students should not divulge personal information (e.g. name, parent's name, address, phone numbers), via the internet or email, to unknown entities or for reasons other than to fulfil the educational program requirements of the school.
- Students need to understand that copying of software, information, graphics or other data files may violate copyright laws without warning and be subject to prosecution from agencies to enforce such copyrights.

### ***Acceptable/appropriate use/behaviour by a student***

It is acceptable for students while at school to:

- use mobile devices for
  - assigned class work and assignments set by teachers
  - developing appropriate literacy, communication and information skillsauthoring text, artwork, audio and visual material for publication on the intranet or internet for educational
  - purposes as supervised and approved by the school
  - conducting general research for school activities and projects
  - communicating or collaborating with other students, teachers, parents or experts in relation to school work accessing online references such as dictionaries, encyclopaedias, etc.
  - researching and learning through the department's eLearning environment
  - be courteous, considerate and respectful of others when using a mobile device

### ***Unacceptable/inappropriate use/behaviour by a student*** It is

acceptable for students while at school to:

- download, distribute or publish offensive messages or pictures
- use of obscene, inflammatory, racist, discriminatory or derogatory language
- use language and/or threats of violence that may amount to bullying and/or harassment, or even stalking
- insult, harass or attack others or use obscene or abusive language
- deliberately waste printing and internet resources
- damage computers, printers or network equipment
- commit plagiarism or violate copyright laws
- ignore teacher directions for the use of social media, online email and internet chat
- send chain letters or spam email (junk mail)
- knowingly download viruses or any other programs capable of breaching the department's networks security
- use in-phone cameras anywhere a normal camera would be considered inappropriate, such as in change rooms or toilets and including in classrooms where Teacher permission has not been provided.
- invade someone's privacy by recording personal conversations or daily activities and/or the further distribution (e.g. forwarding, texting, uploading, Bluetooth use etc.) of such material

**Parent / Caregivers responsibilities for using the school's ICT facilities and devices**

- Parents/guardians are also responsible for ensuring students understand the school's ICT access and usage requirements, including the acceptable and unacceptable behaviour requirements.
- Parents/guardians are responsible for appropriate internet use by students outside the school environment when using a school owned or provided mobile device.

**Parents / Caregivers Responsibilities: Parents /**

*Caregivers should:*

- accept that the Internet gives access to all sorts of information, some good some not good;
- accept that the school can not fully control information accessed through the Internet;
- be able to report and discontinue access to harmful Internet and email information.

*Parent / Caregivers should be aware*

- that:*
- access to ICT resources is for learning experiences;
  - the ICT facilities should be used responsibly and with care;
  - students breaking these rules will be faced with consequences under the school behaviour management plan;
  - information may be accidentally displayed that could be illegal, dangerous or offensive, with or without the student's immediate knowledge;
  - teachers will always exercise their duty of care, but control of access to harmful information requires responsible use by the student.

**School Responsibilities:**

*The school will:*

- provide educational experiences using ICT devices and facilities;
- restrict/remove student access to ICT resources if the student/caregiver does not meet the school's ICT usage standards;
- prepare students for the possibility of unanticipated access to harmful information, materials or approaches from unknown persons via the Internet;
- ensure that, where possible, Internet use by students is prepared before class, including checks on sites students are directed to visit.

The Internet Agreement Form and Media Release Forms need to be signed and returned to the school. Once students have returned this signed agreement form, they will be issued with a username and password to access the Internet.

If you have any questions regarding the use of the Internet at Highland Reserve State School please do not hesitate to contact the school, telephone (07) 5588 3333.



**Nicole Stride**  
**Principal**  
**Highland Reserve State School**

*Highland Reserve State School provides access to the Internet for educational uses and communication within the wider school community. Students accessing the Internet without a specific educational purpose should do so using computer resources outside the school.*

**RELIGIOUS INSTRUCTION  
INFORMATION  
(YEARS 1 - 6)**

Dear Parents / Caregivers,

Our school, in conjunction with our local churches is pleased to provide Religious Instruction for all children in Years 1 to 6. These classes are conducted by instructors who instruct a program as per the Department of Education and Training's Religious instruction policy. Lessons are well organised and are held for 30 minutes each week in your child's classroom. The program is non-denominational and caters successfully for all Christian churches.

**Permission to be involved:**

For your child to engage in the RI Program, simply complete the RELIGION - RELIGIOUS INSTRUCTION section of the application for student enrolment. This section is a compulsory field to be completed. If this section is marked 'no religion' or a response is provided that is not represented within the school's religious instruction program, your child will receive core curriculum instruction in a separate location during the period arranged for religious instruction.

Parents may change these arrangements at any time. To do this, you will be required to notify the principal in writing via email to [office@highlandreservess.eq.edu.au](mailto:office@highlandreservess.eq.edu.au) requesting your child be withdrawn from religious instruction classes. Children withdrawn from RI classes will undertake core curriculum academic work in another class. This is not a period of free time.

Kind regards,



**Nicole Stride  
Principal**

## STUDENT RESOURCE SCHEME INFORMATION

The Principal and Parents and Citizens Association of Highland Reserve School are extending an opportunity for you to take advantage of our School's Student Resource Scheme. The Scheme is supported and approved annually by the School's Parents and Citizens Association, is managed by the school and operates in accordance with section 51 of the Education (General Provisions) Act 2006.

The provision of this Scheme ensures that well-resourced learning by our students remains our key focus. The Scheme is not a fundraiser for the School. Its purpose is to provide you with a cost effective, value for money alternative to purchasing resources and consumables directly from suppliers. Through this scheme our school is able to benefit from reduced prices gained from our School's bulk purchasing agreements. Items provided by the scheme are as follow:

Requirements List (Goods or services provided by the scheme)	Cost
<p>Student material used for classroom learning experiences and consumables, cooking materials, reproduced learning resources to support personalised learning, additional materials for subjects where the instruction is extended through providing practical learning experience in excess of the materials provided by school grants and IT Investment.</p> <p>Software and web based licences purchased by the School to personalise and enhance learning. Students will access programs according to their year level and learning requirements.</p>	<p><b>Total cost per student when participating in Student Resource Scheme \$110.00</b></p> <p>or</p> <p><b>\$105 per student for families of 3 or more</b></p> <p>or</p> <p><b>\$105 for students participating in the iLearn program</b></p>
<p><b>Musical Instrument Hire</b> only applicable if your child is involved in the Instrumental Music Program.</p>	<p><i>Please see your Music teacher for advice</i></p>

It is a requirement that the Student Resource Scheme form (a generic form for all Queensland primary and secondary schools) be completed and returned to Administration, **whether you choose to participate in the scheme or not**. Payments can be made either in full or by instalments.

Thank you in anticipation of your contribution towards this valuable scheme. Please contact the office if have any questions regarding the Scheme or to make an appointment with the Business Manager if you are suffering genuine financial hardship.



**Nicole Stride**  
Principal



**Peta Martin**  
P&C President