



2021 PARENT DISCLOSURE STATEMENT - ENROLMENT CONTRACT

Parent Disclosure Statement

Please complete form with details: Please note the required places for you to sign (pages 4, 5 and 7) and return to Administration.

We require a copy of your **child's Birth Certificate** along with **other required documentation** mentioned throughout this enrolment form.

Entrance to the School is at the discretion of the Principal. The interview, previous school reports and date of receipt of application are all factors which may be taken into account in offering places at the School. Preference is given, where possible to siblings of children already attending the school.

The Principal will request, where possible, for new students across Yrs 1-12 to participate in an up to 4 week trial period of enrolment where the family and the school can assess the suitability of the school for the child, before enrolment continues.

Upon acceptance of enrolment in the School, the following payments are due on the first day:

- *Trial Period Fees (Yrs 1-12 only)
- *Refundable Security Deposit
- *Non-refundable Enrolment Fee.

Due on invoice after Trial Period (yr 1-12) & due on the first day for Prep students:

- *School Fees (for that term)
- *Community Levy (per term)
- *Art Levy (per Semester).
- *Sports Levy (per Semester)

IMPORTANT: It is vital when offered formal enrolment that parents/guardians are familiar with the school's Policies. It is the parent's/guardian's responsibility to access the school's website, read and understand the School's Policies. Hard copies are available upon request.

Our core policies are: Child Protection, Privacy, Dispute Resolution & Child Risk Management.

STUDENT DETAILS (Please complete all details in BLOCK LETTERS):

SURNAME: _____ FIRST NAME/S: _____

D.O.B. _____ COUNTRY OF BIRTH: _____ SEX: M F Identifies as gender non-specific.

ADDRESS: _____ SUBURB: _____ P/CODE _____

HOME PH: _____ MOBILE PH: _____

EDUCATIONAL YEAR OF ENTRY: Year Prep Ungraded **PROPOSED CALENDAR** YEAR OF ENTRY:

LUI Number (If in Year 10 or above): _____

Is a language other than English spoken at home by student/parent or guardian? Yes No

If Yes, please specify: _____

Are there any relevant language issues which will impact on the child's participation at school? Yes No

Does your child identify as: Aboriginal Torres Strait Islander Neither?

Today's date: _____ Proposed Starting Date: _____

Previous School/s and/or Programs: (please attach relevant documentation e.g. School reports)

(OFFICE USE ONLY: Date Received by Administration _____)



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PARENT DETAILS (Please complete all details in BLOCK LETTERS):

Caregiver/Guardian(1) Name (in full): _____

COUNTRY OF BIRTH: _____ LANGUAGE SPOKEN AT HOME: _____

Home Address: _____ Suburb: _____ P/code: _____

HM Ph: _____ MOBILE: _____ WORK: _____

Postal Address: _____

Email: _____

Occupation/ Group Classification (See attached page for guidance) _____ ***PLEASE COMPLETE**

Highest Schooling Level: Year 12 11 10 9 or below ***PLEASE COMPLETE THIS SECTION**

Highest Tertiary Level: Degree or above Advanced Diploma/Diploma Cert 1 to 4 Other _____ ***PLEASE COMPLETE THIS SECTION**

Caregiver/Guardian (2) Name (in full): _____

COUNTRY OF BIRTH: _____ LANGUAGE SPOKEN AT HOME: _____

Home Address: _____ Suburb: _____ P/code: _____

HM Ph: _____ MOBILE: _____ WORK: _____

Postal Address: _____

Email: _____

Occupation/ Group Classification (See attached page for guidance) _____ ***PLEASE COMPLETE**

Highest Schooling Level: Year 12 11 10 9 or below ***PLEASE COMPLETE THIS SECTION**

Highest Tertiary Level: Degree or above Advanced Diploma/Diploma Cert 1 to 4 Other _____ ***PLEASE COMPLETE THIS SECTION**

Emergency Contacts (other than Parent/Guardian): **

WE REQUIRE 2 CONTACTS WITH CURRENT PHONE NUMBERS who are able to be contacted if both parents/guardians are not contactable).

Contact 1: _____ Relationship to Student: _____

HM Phone: _____ MOBILE PH: _____

Email: _____

Address: _____ Suburb: _____ P/Code: _____

Contact 2: _____ Relationship to Student: _____

HM Phone: _____ MOBILE PH: _____

Email: _____

Address: _____ Suburb: _____ P/Code: _____



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FAMILY INFORMATION:

Names and ages of siblings: _____

Court Orders:

Are there any relevant Court Orders/Custody arrangements in place in respect of this Application? Yes No

Please give relevant details and **attach copies of documents:** _____

Family Beliefs/Practices:

Are there any religious/philosophical beliefs/practices which will affect your child's participation at school? Yes No

Please give details _____

MEDICAL/HEALTH INFORMATION:

Does your child/family have Private Health cover? Yes No

Name of Fund: _____ Fund No: _____

Medicare No: _____ (**this is important information for the school)

Family Doctor/Medical Centre: _____ Ph: _____

Address: _____

Vaccinations: Full Partial None Chicken Pox Hepatitis B HPV (High School Age Students)

Tetanus: Current Yes No Unknown Date of last injection: _____

Does your child have any relevant medical/health issues (including physical difficulties/impairments/allergies/current treatments) that may impact upon their learning at school? Please give details and **attach documentation if relevant** (*e.g. Asthma or Anaphylaxis Management Plan*)

Does your child have any special requirements regarding the above information the school should be aware of? Yes No

Details: _____

Relevant Dietary and/or Allergy requirements:



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MEDICAL CONSENT AND INDEMNITY:

I/we accept the placement & Formal Enrolment of my child (print *name*) _____ into the Blackall Range Independent School. I _____ (*name of Parent/guardian*):

1. Authorise you to seek on my behalf all, or any, medical treatment that you may consider necessary to expedient for the said child above during the times he/she is in your charge.
2. Agree to indemnify and keep indemnified *Blackall Range Independent School Association Inc*, and Staff, against any claims that may arise out of any accident, incident, damage or injury involving the said child above, during the times he/she is in your charge.

(*print*) Full Name: _____

Signature: _____ Date: _____

Witness:

(*print*) Full Name: _____ Date: _____

Signature: _____

DEVELOPMENTAL OR LEARNING INFORMATION:

Are there any developmental/educational issues in relation to your child that the school should be aware of? Yes No.
Please give details:

Has your child attended any Specialist Services? Yes No (examples: Speech Therapy, Occupational Therapy etc)
Please give Contact details:

EXCURSIONS/ OUTINGS:

Throughout the year and across each term the teachers plan for excursions and/or outings with the students. These activities are carefully planned to support and/or strengthen the curriculum and/or learning outcomes that the school or class are focusing on.

For each event Permission forms will be sent home and/or emailed to families regarding specific details of the excursion or outing and will need to be signed and returned promptly to the school *before* the planned event.

An excursion may incur additional costs (bus trip, entry fee etc) which may be required depending on the nature of the excursion.

Note: Senior students are not to sign their own permission form, as it is the parent/guardian's authority that is required.



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WEBSITE /ON-LINE MEDIA /NEWSPAPER/ NEWSLETTER- CONSENT AND INDEMNITY:

I _____ (Parent/Guardian)

DO DO NOT, for the school's ***WEBSITE** (covers any images used in promotion on school's website)

DO DO NOT, for ***ON-LINE MEDIA** (e.g. School's Facebook page administered by Staff only)

DO DO NOT, for the ***SCHOOL NEWSLETTER** (Please note the newsletter is displayed on school's website)

DO DO NOT, for the * **NEWSPAPER (local)**

give permission for my child's photo or presence to be placed upon the above areas if such an opportunity arises through the publication of school **newsletters, projects or educational articles**. I agree to indemnify and keep indemnified the school against any claims that may arise out of any incident in relation to this situation.

Signed: _____ Date: _____

Witness (Name in Full): _____

Signature: _____ Date: _____

CONDITIONS OF ENROLMENT, RETENTION & CANCELLATION OF ENROLMENT:

- You must inform the School at any time when your child does not attend (Required information for annual attendance reporting)
- Students are to abide by all School Rules.
- The School is to be advised of any medical problems/special medication required by the student. The Principal and/or First Aid Officer is authorised to act on behalf of the parent in a medical or other emergency if the parent cannot be contacted.
- The School is to be advised of any learning difficulties or other disabilities the student is currently experiencing.
- Parents are expected to co-operate with the School concerning general policy, matters of discipline (rules), attendance etc. The Policies, Rules and Regulations may be altered or added to any time by announcement at School assembly and published in the school's newsletter.
- Parents are expected to keep their child at home while they are suffering from a cold or other infectious or contagious conditions. If, in the event of a child being diagnosed with a notifiable disease, the Parent is expected to notify the school immediately.
- Parents are expected to remove their child from the School if she/he becomes seriously ill.
- The Principal (or Principal's nominee) reserves the right to discipline, suspend or expel any student whose attitude or behaviour is not conducive to the School's Ethos.
- The process of the possibility of a cancellation of enrolment will involve discussions between the class teacher, Principal, family and student and the situation and all related communication and/or evidence will be clearly documented.



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SCHOOL FEES/CHARGES & PAYMENT CONDITIONS:

- Upon Enrolment you will receive the current *Fees & Charges Schedule* which outlines all fees & charges, payment methods & notice requirements if you are needing to withdraw your enrolment in the future.
- **By accepting enrolment, parents/guardians accept responsibility for the payment of school fees & charges outlined in the schedule which include tuition fees, school community levy, and any other fees and expenses required by the school. Please note that the Parent/guardian who is signatory to this document is ultimately responsible for the payment of school fees and other incurred described above.**
- Fees are payable a term in advance (unless a payment plan agreement has been entered into with the Business Manager) and payment must be made by the due date noted on the Family's Term Invoice. Invoices are emailed in the last week of each term.
- Any fees outstanding for payment are recoverable and may incur an extra interest charge. At Blackall Range Independent School we engage the services of a Debt Collection Agency to undertake such services. Parents/guardians are expected to familiarise themselves with the School's current Fee Schedule which outlines the above.
- Where tuition fees remain unpaid and no arrangement has been made for payment, then a child's enrolment at the School may be withdrawn.
- The School reserves the right to review/change any *fees & charges* and will notify you accordingly. They are reviewed as a matter of course each October/November, for the following year.

PRIVACY & COLLECTION NOTICE FOR OBTAINING PERSONAL INFORMATION:

1. The Blackall Range Independent School collects personal information, including sensitive information about students and parents and/or guardians before and during the course of a student's enrolment at the school. The primary purpose of collecting this information is to enable the School to provide schooling for your child. This information is secured and treated as confidential.
2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable it to discharge its *duty of care*.
3. Certain laws governing or relating to the operation of schools require that certain information be collected. The School is required to provide the Australian Government student information under the *Australian Education Act 2013*. Other laws include Public Health and Child Protection laws.
4. *Health Information* about students is sensitive information within the terms of the National Privacy Principles under the *Privacy Act 1988*. We may ask you to provide medical reports about your child from time to time.
5. The school from time to time may need to disclose student information to others for administrative and/or educational purposes. This includes other schools, government departments, medical practitioners and people providing services to the school including *specialist visiting teachers*.
6. If we do not obtain the information referred to as above, we may not be able to enrol or continue the enrolment of your son/daughter.
7. On occasions information such as student activities and other news may be published in school newsletter, magazines and on our website.
8. Parents may seek access to personal information collected about them and their/son/daughter by contacting the school. Students may also seek access to personal information about themselves. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the school's duty of care to the pupil, or where students have provided information in confidence.
9. We will not disclose your personal information to other parties for their own marketing purposes.
10. We may include your contact details in a class list and/or school directory.
11. If you provide the school with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the school and why.



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SCHOOL INTERNET & SOCIAL MEDIA:

There are various mediums available to students at the school regarding on-line media.

Social media allows the creation and sharing of information and content via virtual communications.

The School Internet and email activity are periodically analysed to verify security. Any inappropriate usage of school internet services will be investigated and acted upon accordingly.

We manage all computer devices and related communication by ensuring that privacy settings, safety parameters & explicit teaching towards the safe & appropriate use of the internet to students, are consistently reviewed, present and ongoing.

SIGNATURES:

By signing below you agree that you have read, understood and will abide by the requirements outlined in the *Blackall Range Independent School's -Enrolment Contract*.

Signed: _____ (PARENT/GUARDIAN)

Full Name: _____

Date: _____

Signed: _____ (PARENT/GUARDIAN)

Full Name: _____

Date: _____

CHECKLIST: WHAT TO BRING TO THE SCHOOL ADMINISTRATION ON OR BEFORE THE FIRST DAY:

- Enrolment-Trial Period Form (Yr1-12)
- Enrolment Contract -signed (please check that all pages where signatures are required, are completed)
- Supporting documentation – Birth Certificate, Citizenship documents, medical (including Action Plans), Court orders etc
- Applicable Fees & Levies due and payable. (as per 2021 Schedule of Fees & Charges)

Source Documents: Privacy Act 1988
Education Act 2013
B.R.I.S. Executive & Principals
Independent Schools Queensland