Dear Parents and Carers,

Welcome to our Minimbah State School community.

As an inclusive learning community, Minimbah State School offers an educational program founded on the belief that all children can learn. Our goal is for all students to experience success through their learning at school. Our caring and dedicated staff at Minimbah are committed to providing every opportunity for all students. We work in partnership with families to provide your children with the highest quality education, aligned to the Australian Curriculum, in a supportive and inclusive school environment.

At Minimbah State School, our core values of Respect, Responsibility, Integrity and Kindness guide our students' behaviour and are at the heart of everything we do. These values guide our actions, shape our culture, and help us create a safe and positive learning environment where every child can thrive. We practice these values in our classrooms, playground and in the community. Student wellbeing and engagement at Minimbah is a high priority for all staff. Through additional supports from our Well Being Hub, Inclusion Team and Reboot Program, we strive to ensure all students and staff are supported to engage in teaching and learning.

At Minimbah State School, we believe there is so much more to education than classroom learning, and children are encouraged to become involved in the range of extra curricula activity, in particular, sport, STEM and The Arts which have a special place in our school. Our Robotics Club successfully competes in Robolympics Cluster events each year. Many students are actively engaged in the Rugby League development program, GALA Days and the year level sport programs. We also have an established Instrumental Music and Arts program where students showcase their creative talents.

Technology plays such an important role in the lives of today's children and Minimbah State School has a comprehensive IT infrastructure and employs innovative ways to ensure our students are equipped with the skills to navigate the digital world successfully. We have a school-based iPad program across Prep to Year 6, offering device access for students, alongside a computer lab and laptops available.

I am sure our school will provide your child with a learning environment in which their individual potential can be fully nurtured and develop strong basic skills, as a firm foundation for future learning. On behalf of the entire community, welcome to Minimbah – your child's *Place of Learning.* We look forward to a positive and successful partnership with your family.

Yours in Learning,



Mark Wrigley

Principal
Minimbah State School

Application for student enrolment form

INSTRUCTIONS

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

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

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

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

PRIVACY STATEMENT

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

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

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

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

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

PROSPECTIVE STUDENT DEMOGRAPHIC DETAILS

Legal family name* (as per birth certificate)			
Legal given names* (as per birth certificate)			
Preferred family name		**Preferred given names**	
Gender*	☐ **Male** ☐ **Female**	**Date of birth***	____/____/____
Copy of birth certificate available to show school staff*	☐ **Yes** ☐ **No**	Enrolment may not be approved without enrolling staff sighting the prospective student's birth certificate. An alternative to birth certificate will be considered where it is not possible to obtain a birth certificate (e.g. prospective student born in country without birth registration system. Passport or visa documents will suffice). This does not include failure to register a birth or reluctance to order a birth certificate. The requirement to sight the birth certificate does not apply where the prospective student has been previously enrolled in a state school and a birth certificate has been sighted. For international students approved for enrolment by EQI, a passport or visa will be acceptable.	
For prospective mature age students, proof of identity supplied and copied*	☐ **Yes** ☐ **No**	Prospective mature age students must provide photographic identification which proves their identity: • current driver's licence; or • adult proof of age card; or • current passport.	

APPLICATION DETAILS

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

INDIGENOUS STATUS

Is the prospective student of Aboriginal or Torres Strait Islander origin?	☐ No ☐ Aboriginal ☐ Torres Strait Islander ☐ Both Aboriginal and Torres Strait Islander

FAMILY DETAILS

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

FAMILY DETAILS (continued)

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

COUNTRY OF BIRTH*

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

PROSPECTIVE STUDENT LANGUAGE DETAILS

Does the prospective student speak a language other than English at home?	☐ No, English only ☐ Yes, other – please specify _____

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

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

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

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

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

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

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

PROSPECTIVE STUDENT'S PREVIOUS EDUCATION / ACTIVITY

Where does the prospective student come from?	☐ **Queensland** ☐ **interstate** ☐ **overseas**
Previous education/activity	☐ **Kindergarten** ☐ **School** ☐ **VET** ☐ **Home education** ☐ **Full-time employment** ☐ **Part-time employment** ☐ **Other**
Please provide name and address of education provider/activity provider/employer	

RELIGIOUS INSTRUCTION*

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

PROSPECTIVE STUDENT ADDRESS DETAILS*

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

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

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

PROSPECTIVE STUDENT MEDICAL INFORMATION (including allergies)*

Privacy Statement

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

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

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

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

COURT ORDERS*

Out-of-Home Care Arrangements*

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

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

COURT ORDERS* (continued)

Family Court Orders*

Are there any current orders made pursuant to the *Family Law Act 1975* concerning the welfare, safety or parenting arrangements of the prospective student?	☐ **Yes** ☐ **No**	
If yes, what are the dates of the court order? Please provide a copy of the court order.	**Commencement date**	___/___/_____
	End date	___/___/_____

Other Court Orders*

Are there any other current court orders, such as a domestic violence order, concerning the welfare, safety or parenting arrangements of the prospective student?	☐ **Yes** ☐ **No**	
If yes, what are the dates of the court order? Please provide a copy of the court order.	**Commencement date**	___/___/_____
	End date	___/___/_____

APPLICATION TO ENROL*

I hereby apply to enrol my child or myself at _____.

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

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

Office use only

Enrolment decision

Has the prospective student been accepted for enrolment? ☐ **Yes** ☐ **No (applicant advised in writing)**

If no, indicate reason:

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

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

Parental occupation groups for use with parent/carer details

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

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

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

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

Defence Forces commissioned officer

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

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

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

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

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

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

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

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

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

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

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

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

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

Defence Forces senior Non-Commissioned Officer.

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

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

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

Skilled office, sales and service staff:

- **Office** [secretary, personal assistant, desktop publishing operator, switchboard operator]
- **Sales** [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]
- **Service** [aged/disabled/refuge/childcare worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor].

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

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

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

Office assistants, sales assistants and other assistants:

- **Office** [typist, word processing/data entry/business machine operator, receptionist, office assistant]
- **Sales** [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]
- **Assistant/aide** [trades' assistant, school/teacher aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]

Labourers and related workers

Defence Forces ranks below senior NCO not included above

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

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

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

State schools standardised medical condition category list

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

Application to enrol in a Queensland state school

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

Entitlement to enrolment

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

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

Prospective student

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

Parent's occupation and education

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

Court Orders

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

Name on enrolment form

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

Gender

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

Religious Instruction

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

MINIMBAH STATE SCHOOL

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 Minimbah State School.

Responsibility of student to:

- attend school on every school day for the educational program in which they are enrolled, 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 teacher and principal
- abide by school rules as outlined in the schools' Student Code of Conduct for Students, including not bringing items to school which could be considered as weapons (e.g. dangerous items such as knives)
- meet homework requirements and wear school's uniform
- respect the school property

Responsibility of parents to:

- ensure your child attends school on every school day for the educational program in which they are enrolled
- attend open meetings for parents
- let the school know if there are any problems that may affect your child's ability to learn
- ensure your child completes homework regularly in keeping with the school's homework policy
- inform school of student absences and reasons for absences in a timely manner
- treat school staff with respect
- support the authority of school staff thereby supporting their efforts to educate your child and assist your child to achieve maturity, self-discipline and self-control
- not allow your child to bring dangerous or inappropriate items to school
- abide by school's instructions regarding access to school grounds before, during and after school hours
- advise Principal if your student is in the care of the State
- keep school informed of any changes to student's details, such as student's home address and phone number

Responsibility of school staff to:

- design and implement engaging and flexible learning experiences for individuals and groups
- inform parents and carers regularly about how their children are progressing
- design and implement intellectually challenging learning experiences which develop language, literacy and numeracy
- create and maintain safe and supportive learning environments
- support personal development and participation in society
- foster positive and productive relationships with families and the community
- inform students, parents and carers about what teachers aim to teach the students each term
- teach effectively and set the highest standards in work and behaviour
- clearly articulate the school's expectations regarding the Student Code of Conduct for Students and the school's Dress Code policy
- ensure that parents and carers are aware that the school does not have personal accident insurance cover for students
- advise parents and carers of extra-curricular activities operating at the school in which their child may become involved (i.e. Program of Chaplaincy Services, sports programs)
- set, mark and monitor homework regularly in keeping with the school's homework policy
- contact parents and carers as soon as is possible if the school is concerned about the child's school work, behaviour, attendance or punctuality
- deal with complaints in an open, fair and transparent manner in accordance with departmental procedure, Complaints Management – State Schools
- treat students and parents with respect.

I Acknowledge:

- That I have read and understood the responsibilities of the student, parents or carers and the school staff outlined above; and

- That information about the school's current rules, policies, programs and services, as outlined above has been provided and explained to me.

Student Signature Parent/Carer Signature On behalf of

MINIMBAH STATE SCHOOL

....

MINIMBAH STATE SCHOOL
PLACE OF LEARNING

Dear Parent / Guardian

Introduction to the State School Consent Form (attached) for Minimbah State School.

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

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

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

Your child's student materials:

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

Purpose of the consent

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

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

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

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

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

Voluntary

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

Consent may be limited or withdrawn

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

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

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

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

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

Media sources used

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

- School website: https://minimbahss.eq.edu.au/
- Facebook: https://www.facebook.com/MinimbahSS/
- YouTube: N/A
- Instagram: https://www.instagram.com/explore/locations/1022218387/minimbah-state-school/
- Twitter: N/A
- LinkedIn: N/A
- Other:
- Local newspaper
- School newsletter
- Traditional and online media, printed materials, digital platforms' promotional materials, presentations and displays.

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

Duration

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

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

Who to contact

To return a consent, express a limited consent or withdraw consent please contact Minimbah State School Administration on (07) 5431 7333 or admin@minimbahss.eq.edu.au.

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

State School Consent Form

1 IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

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

(a) Full name of 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:

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.

Years P-6 Student iPad Responsible User Agreement

This document defines the Responsible User Agreement for students with a school issued iPad. Its main purpose is to encourage the acceptable and responsible use of the iPad and network facilities available to the students through the provision of clear usage guidelines.

General Use:

☐ I understand that I must keep my iPad inside its protective case/cover at all times without exception.
☐ I will ensure my iPad and all accessories (case, headphones, stylus) are used appropriately as instructed by teachers.
☐ I will not take my iPad outside the classroom without being instructed to do so by a teacher.
☐ I will ensure my iPad is kept away from any drink bottles, food and wet areas in the classroom.
☐ I will ensure my iPad is returned to the charging trolley and placed in the basket at the end of each day or session.
☐ I will immediately report any accidents or breakages to my teachers.
☐ I will NOT use iMessage or FaceTime in school time.
☐ I will NOT take photos or videos of other students or staff at school without permission from my teacher.
☐ I will NOT use social media at school.

Content:

☐ I will use the iPad to support my learning through class work and assignments set by my teachers.
☐ I will not install any apps or software on the iPad.
☐ I give permission for my teachers to monitor my use of the iPad that includes checks for illegal / unsuitable / unauthorised software, content and the websites which I visit.
☐ I will not commit plagiarism or violate copyright laws; (e.g., use of illegally downloaded games, photos and music, and illegal sharing of games and music)
☐ I will ensure there is adequate free storage available on my device by saving assessments and deleting images when instructed to by the teacher at the end of term.

Safety and Security:

☐ I will only connect my iPad to Education Queensland's Managed Internet Service.

☐ I am not permitted to access 4G / 5G services or external mobile networks at school.

☐ I will only go to websites at school that support my learning activities.

☐ I will be CyberSafe and CyberSmart when using the Internet at school.

☐ I will only use my school email account for mail related to my learning.

☐ I understand that the use of airdrop, email and file transfer may be used when directed by my teachers for educational purposes only.

☐ I will not reveal names, personal details or images of myself or others, online or in electronic communication unless it is safe and I am authorised to do so by my teachers.

☐ I will only take photos and record sound and video when granted permission by my teacher and the people involved.

☐ I will use my iPad lawfully and in accordance with Minimbah State School Student Code of Conduct.

☐ I understand that my passwords/passcode must never be given to any other user on the system. If users have any reason to suspect that their account security may have been compromised or tampered with, it should be reported immediately to their teacher.

☐ I understand that I am NOT allowed to handle or use another student's device unless given permission by teachers.

☐ I understand that students and their parents/caregivers will be held responsible for the wilful and deliberate misuse or inappropriate behaviour resulting in damage to any device.

I have read and understand the above Student iPad Responsible User Agreement. I agree to abide by the guidelines outlined in this document. I understand there will be consequences for inappropriate use including, but not limited to, loss of privilege of using the iPad for a period of time. Any breaches of the above agreements will be dealt with according to the classroom behaviour plan and the Minimbah State School Student Code of Conduct.

Name of Student: _____ Student Signature: _____

Name of Parent: _____ Parent Signature: _____

Class: _____ Date agreed: _____

MINIMBAH STATE SCHOOL
– Place of Learning

Information & Communication Technology User Agreement

Student

I understand information & communication technology, including computers are a valuable tool for learning.

While I have access to ICT's at Minimbah State School

- ☐ I will use them only for educational purposes
- ☐ I will not attempt to logon as any other student or staff member
- ☐ I will not reveal my own password to anyone, or allow them to use the computer after I have logged on to it
- ☐ I will not try to guess anyone's password, or watch while they are typing it in
- ☐ If I hear anyone revealing their password or anyone else's to another student, I will inform my teacher
- ☐ If I accidentally access something I think is not meant to be accessed by students, I will inform my teacher
- ☐ I will not access anyone else's folder or personal files

While I have access to the internet

- ☐ I will use it only for educational purposes
- ☐ I will not look for anything that is illegal, dangerous or offensive
- ☐ I will not download music or video clips, or excepts from television shows
- ☐ I will not download images, unless my teacher requests I retrieve pictures relevant to my class work
- ☐ If I accidentally come across something that is illegal, dangerous or offensive, I will inform my teacher
- ☐ I will **NOT** disclose **ANY** surnames, home addresses, phone numbers, or photographs and images
- ☐ I will **NOT** try to send or receive emails, unless my teacher has instructed me to
- ☐ I will **NOT** write anything inappropriate in **ANY** email

I understand that if the school believes I have knowingly broken these rules, the consequences will include loss of my computer access, which will affect my class work and computer lab session.

Student Name: _____ Student Signature: _____

Parent / Caregiver

I understand that ICTs are vital teaching tools and they provide student's with valuable learning experiences. I also understand that all students and staff have valuable data stored on the network in their own folders and they could be greatly disadvantaged if their work was deleted or interfered with.

I understand that any attempt to access anyone else's folder or personal files is a breach of the Privacy Act, and considered to be a serious breach of our computer policy. I agree that my child would have no reason to access other people's personal folders and due to copyright laws, my child is not permitted to download music at school.

I understand Minimbah State School meets the costs to provide internet access to support students' learning. Students may only download images which are relevant to their classwork. I accept that cooperation and responsible ICT use is essential, and Minimbah State School will not tolerate any student invading the privacy of other people's files.

I believe my child, _____understands this responsibility, and I understand that students deliberately and knowingly breaking these rules will be subject to appropriate action by the school including loss of computer access for some time.

Parent / Caregiver Name: _____

Parent / Caregiver Signature: _____

MINIMBAH STATE SCHOOL

Newsletter

I wish to receive the Minimbah State School Newsletter by email. Please add the following email address to the list.

Email Address 1: _____

Parent Name: _____

Email Address 2: _____

Parent Name: _____

Signature: _____

Date: _____

UNIFORMS

Minimbah aims to provide a school environment based on respect, responsibility and belonging. We believe that these values are exemplified when students consistently present themselves in full uniform. The wearing of the school uniform is also a very powerful way to create a sense of pride and community.

The Minimbah School Dress Code is endorsed by the Parent's and Citizen's Association and is fully embraced by our community. Parents enrol their children at Minimbah State School on the understanding that the full uniform will be worn at all times. With little to no exception, our students present proudly in full school uniform every day and are a credit to themselves, their parents and their school.

UNIFORM SHOP

The uniform shop is operated by UMS (Uniform Management Services). Orders can be placed online at umspl.com.au or through the onsite uniform shop (open Mondays 8.00am-10.30am). All online orders will be filled on Mondays only. UMS will text when orders are ready for collection. After 10.30am they will then be available for collection at the Admin Office.

General Uniform Guidelines

- All students must wear the school uniform, including the outer garments of jumpers and track pants, which must be navy blue
- Minimbah reversible 'bucket' style **hat** must be worn by Prep to Year 6. Students will not be permitted to participate in outdoor activities if they are not wearing a suitable hat
- **Shoes** must be enclosed and be predominately white or black. Backless shoes, open toed shoes, sandals and "party" shoes are not acceptable
- Plain white **socks** are to be worn
- **Hair** must be a 'natural colour' and tied back if shoulder length or longer. Hair style/colour must not be distracting. Hair ribbons are to be navy blue or white. A Minimbah scrunchie is also available at the uniform shop
- Coloured **nail polish** and **makeup** are not to be worn at school
- **Jewellery** is limited to a maximum of 2 pairs of studs or sleepers in the ears, a watch and a signet ring. Any other jewellery worn at school will be placed in an envelope, sealed by student, given to the office and collected after school by the student.
- Body piercing jewellery is not permitted and should be removed before school
- Denim jeans, cargo pants and team basketball shorts are NOT acceptable

Hat

- Prep – Year 6 – Minimbah house team reversible hat (red, purple, yellow or green)

Winter Uniform – (not available at uniform shop)

- Navy blue jumper
- Navy blue track pants

Boys General

- Polo Shirt (aquatic blue with navy tab and collar)
- Navy Shorts – with Minimbah name
- Socks (white)
- Covered shoes (sneakers or black leather) which are predominately white or black

Girls General

- Formal Blouse (checked)
- Polo Shirt (aquatic blue with navy tab and collar)
- Navy Shorts – with Minimbah name
- Navy Skorts – with Minimbah name
- Formal Dress (checked)
- Socks (white)
- Covered shoes which are predominantly white or black (sneakers or black leather)

House Sport Uniform – (not available at uniform shop**)**

Worn for school sporting events such as athletics carnival, swimming carnival etc.

- Coloured shirt in house colours (red, purple, yellow or green)

Valuables

No responsibility will be taken for valuable items brought from home. This includes toys, jewellery, mobile phones (unless handed into the office) or other collections.

Lost Property

All lost property will be placed in the Lost Property Trolley in the undercover area near the Tuckshop. The trolley is available to students until around 4:00pm daily.

At the end of each term, all unclaimed items will be donated to a local charity.

Please clearly label all your child's items so they can be returned directly to them.



Scan the QR to order online.
If you need any assistance
please let us know.

FROM YOUR CHAPPY



Hello Minimbah State School families!

The chaplaincy service is a vital part of our school and I would like to take this opportunity to introduce myself. My name is Julie Thomas but around here everyone knows me as "Chappy Julie", and I have been a school chaplain at Minimbah State School since August 2015. Many parents and students often ask me "What is a Chaplain and what does a Chaplain do?" so here I have included some info about my role and some of the activities I run or help to facilitate.

Chaplains across the world, and across a broad range of contexts, are well known for the vital role they play in providing pastoral care in the form of social, emotional and spiritual support.

In schools, my role is to provide pastoral care that promotes the general, overall wellbeing of students, staff and families who make up our school community. My focus is on being present in the lives of young people, particularly those in need and to be involved in the everyday life of our community, whether it's a non-judgemental listening ear, a safe space, or just some TLC, my door is open to anyone. My heart's desire is to see every child and young person understand their value and worth a positive and healthy way. I would also love to see each student enjoy being an important part of our school community and find hope for the future. I strongly believe in the bright future of all young people at Minimbah SS and I am here to encourage them to be the best they can be, so this support can look different in many various circumstances in any given week. Any whole school events that I organise will be advertised on the school Facebook page.

MINIMBAH STATE SCHOOL
– Place of Learning

These are some of the ways I can support you and your family:

- Food hampers/access to local church support
- Lunchtime groups/activities for students
- Organising free programs to run during school hours (addressing friendship issues, grief and loss, TOP BLOKES) with caregiver permission.
- One-on-one confidential pastoral conversations with students (caregiver permission required) and caregivers
- Organise and distribute second hand uniforms
- Provide books/stationery where needed
- Be present on school camp
- Recommend online webinars
- Collect and distribute free bread products (to be consumed within 24hrs)
- Prayer for you or someone you know
- Recommend community support agencies
- Support students in their classroom under teacher direction

Here are some ways you can support the Chaplaincy Service:

- Donate clean second-hand uniforms
- Donate school supplies/hygiene items
- Donate food to Christmas hamper collection in Term 4
- Participate in the Local Chaplaincy Committee – meets once/term
- Support chaplaincy fundraising events
- If you have something you enjoy or are skilled at and would like to contribute eg. Baking, craft, running errands, organising
- Identify if you are a local business owner and would like to support with your service or time.
- Donate a one-off or monthly contribution to the Morayfield SS Chaplaincy account via this link –

https://su.org.au/donate/minimbah-ss-chaplaincy-non-tax-deductible/

I am at school usually on **Mondays and Thursdays** (sometimes this can change) and I'd love to support you if you ever need a listening ear, some encouragement, assistance with resources or help for your student.

The most effective way to contact me directly is via email at julie.thomas@suchaplaincy.org.au

Alternatively, if you would rather speak with me in person, please feel free to contact the school office on (07) 5431 7333 and leave a message with the office staff and I will call you back.

I look forward to getting to know your students and assisting you and your family this year! 😊

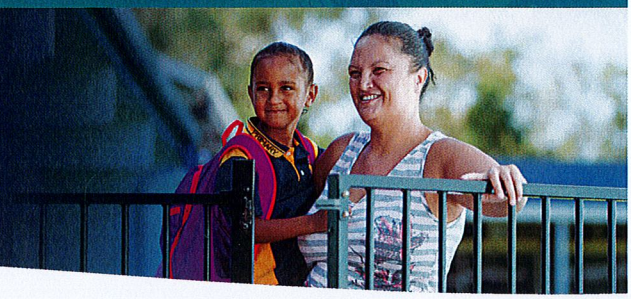
Chappy Julie

Julie Thomas
School Chaplain

Mark Wrigley
Principal

Department of Education

QParents



Fact sheet for parents

What is QParents?

QParents is a user-friendly portal (accessible via app or web browser), that provides parents with secure online access to information about their child's schooling.

How will QParents help me?

QParents enables you to access and manage information about your child online.

What information is available in QParents?

You can access information about:

- attendance details
- timetables and upcoming events
- report cards and assessments
- invoices and payment history.

What are the benefits of using QParents?

QParents provides:

- greater transparency with online access to your child's information
- ease of viewing and updating your child's details (including address and medical conditions)
- anytime, anywhere access on a smart phone, tablet or computer
- access to the latest information in one centralised place
- improved administration efficiencies and reduced printing and mail-outs.

Which schools use QParents?

QParents is an optional resource available to any Queensland state school. Schools may choose to use QParents depending on the needs of their community.

Contact your child's school to find out if they are registered to use QParents.

How do I register for QParents?

Your child's school will send you a letter or email inviting you to register for QParents. You will then be able to register via the secure QParents website (qparents.qld.edu.au) using the unique invitation code contained in the letter or email.

You will need each child's unique EQ ID and you must verify your identity by providing 100 points of ID. If you cannot verify your identity online, you should contact your child's school for assistance.

The school will review your registration and approve your account. You will then be able to access the QParents app and delegate read-only access to another parent, carer or family member (known as a 'Delegated Viewer').

Refer to the QParents Registration fact sheet for parents for more information on registering and verifying your identity.

What personal information is stored about me in QParents?

The following details are securely stored on your QParents account:

- your full name
- your email address
- your mobile phone number (if provided)
- basic details of any delegated viewers you have invited
- the types of documents you provided during registration (but not the actual documents)
- details of any payments you have made (but not credit card details).

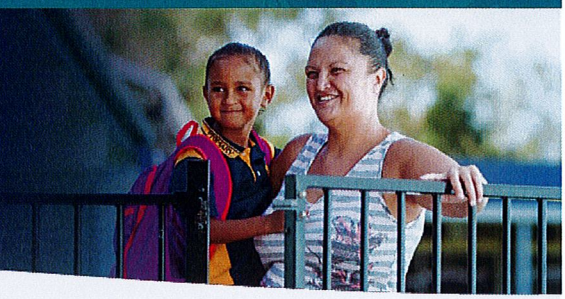
Where is my personal information stored?

The Department of Education has contracted Microsoft to host the QParents app. Your personal information is stored in Microsoft's secure data centre in Australia. All personal information is protected using the latest encryption techniques, rendering this information unreadable to unauthorised people. Refer to the Microsoft Azure Trust Centre for more information.

Queensland Government

Department of Education

QParents



Fact sheet for parents

Will you use my data for advertising purposes?

No. Queensland Government agencies are not permitted to disclose your information for marketing, advertising or other purposes.

Where has my child's information been sourced from?

Information about your child in QParents has been collected through school processes (such as enrolment) and/or recorded by teachers and school staff in the school's IT system (OneSchool).

How current is the information in QParents?

Information will be available in QParents as soon as it has been recorded or updated in OneSchool.
Any information updated by you in QParents (e.g. reasons for absences, your child's details or medical conditions) will be available immediately for the school to review and confirm the update in OneSchool.

What happens if I don't want my child's information in QParents?

Where there is more than one parent or guardian of a child, either party may opt to have a QParents account. In these circumstances, your child's information will be available to the other parent or guardian. If all parties do not want their child's information in QParents, you should contact your child's school.

Where can I find help using QParents?

If you need assistance using QParents, you can:

- check the help page at qparents.qld.edu.au/#/help
- call 13 QGOV (13 74 68)
- contact your child's school.

Register or login at QParents

Download the free app

Android

Apple

Department of Education

QParents



Registration fact sheet

What do I need to register for QParents?

To register your QParents account, please visit qparents.qld.edu.au with:

- your unique invitation code sent to you by your child's school
- an active email account
- each child's EQ ID number
- 100 points of ID to verify your identity.

How do I verify my identity?

To verify your identity online, you must provide at least 100 points from the online documents list:

Document	Points	Document	Points
Australian passport	50 pts	Australian marriage certificate	40 pts
Australian driver licence	60 pts	Australian change of name certificate	40 pts
Australian birth certificate	50 pts	Australian visa (foreign passport)	40 pts
Australian citizenship certificate	50 pts	Medicare card	40 pts

What if I can't verify my identity online?

If you are unable to provide 100 points of ID online, you can still register for a QParents account.

During the registration process, select the 'not enough ID' option and then visit the school to have your identity verified.

The school can verify your identity using a combination of 100 points of the following documents and the additional identity documents.

Document	Points	Document	Points
Australian passport	50 pts	Australian citizenship certificate	50 pts
Australian driver licence	60 pts	Australian marriage certificate	40 pts
Australian birth certificate	50 pts	Australian change of name certificate	40 pts

Additional identity documents

You will also need to show at least one additional document from List 1 or two documents from List 2.

List 1	List 2
Learner driver licence	Bank statement showing your name and address *
Working with Children Check (blue card)	Utilities statement showing your name and address *
Adult proof of age card	Pensioner Concession Card
Queensland Weapons licence	Department of Veterans' Affairs entitlement card
Industry Authority card issued by the Department of Transport and Main Roads	Health Care Card, Seniors Health Card or other Department of Human Services entitlement cards
	Student identity card issued by an Australian education institution
	Queensland or Australian Government staff identity card

* Must be less than 6 months old

Still unable to verify your identity?

In exceptional circumstances, school principals may approve QParent accounts under the 'Known Person/ Community Standing' option.

When will my account be activated?

Your child's school is responsible for activating your QParents account once your identity verification has been successfully completed.

Need help?

Visit qparents.qld.edu.au for more information on how to verify your identity and activate your account.

Additional assistance is available from:

- call 13 QGOV (13 74 68)
- contact your child's school.

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QParents Registration process for parents

Before you register as a QParents account owner, you will need to have:

1. *Your QParents invitation email*
2. *100 points of ID documents (see item 1)*
3. *Your child/children's EQID (Education Queensland identification) (see item 3)*

1

Click on the link in the QParents invitation email.

Register as a QParents Account Owner

Dear John

You have been nominated as the QParents Account Owner for Janie Citizen by Purple State School
To register for QParents you will need:
1. Your unique invitation code
2. 100 points of identification to verify your identity online
3. Your child's (or children's) EQID(s)

click here to begin the registration process

2

You will be taken to the QParents portal with your unique invitation code already entered. Click 'Next'.

Invitation code

Please enter your unique QParents invitation code.

Invitation code

Where should I find the invitation code?

Next >

3

Read the Privacy Statement and the QParents account owner terms and conditions. If you agree to these, tick the 'Read and understood' check-boxes for both and click 'Accept'.

4

Select 'Yes' if you are the person linked to the code you entered, then click 'Verify identity'.

Invitation code

This invitation code is registered to **John Citizen**
If this is not you, you must NOT proceed with the registration process.

Is this you?

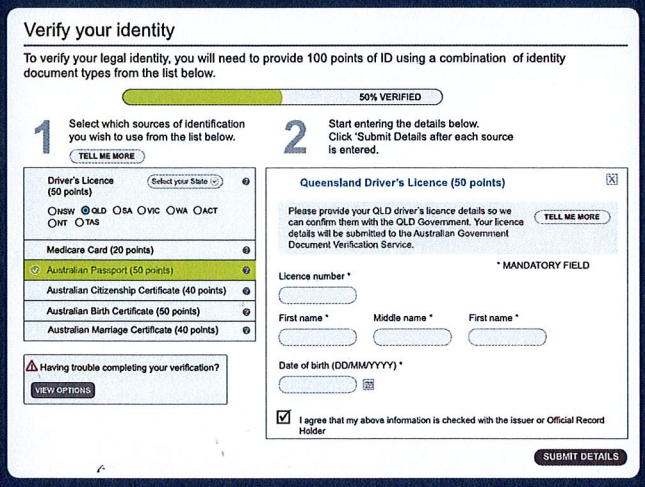
(•) Yes ( ) No

Verify identity

5

You will now need to enter details from your identity documents.

1. Select the first document you will use.
2. Enter the requested details—they can be found on your identity document. When you have done this, click 'Submit details'. (see item 2)
3. Repeat steps 1 and 2 until you have reached 100 points. Then click 'Finish'.



Item 1: ID

The following documents can be used to verify your identity online. Each identity document is worth a certain number of points. You need to have enough documents to reach 100 points.

Australian Passport	50 Pts
Australian Drivers Licence	60 Pts
Medicare Card	40 Pts
Australian Birth Certificate	50 Pts
Australian Marriage Certificate	40 Pts
Australian Citizenship Certificate	50 Pts
Change of Name Certificate	40 Pts
Australian Visa (foreign passports)	40 Pts

If you only have 60-90 points of the above ID, you can still register. However, you will need to attend your school for a further check later.

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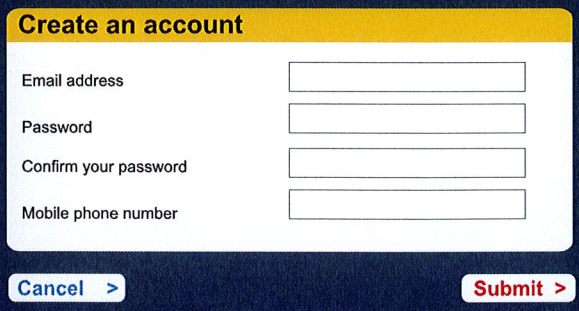
Item 2: **ID HELP**

If you are having trouble verifying a birth certificate or marriage certificate, the following tips might help:

1. You must be referring to a full birth certificate, not an extract.
2. Make sure you enter your name as it appears on the birth or marriage certificate, even if your name has changed.
3. Click on the question mark ? next to the field you are having trouble with to see an example document.
4. Please see our help guide if you are still having trouble: https://education.qld.gov.au/parents-and-carers/school-information/qparents

6 You should now create your account. Make sure you use the 'Create an Account' form on the left of the screen.

1. Enter the email address you want to use with QParents. It should be one you check regularly.
2. Enter a password of your own choice that you will remember. It must be at least eight characters long.
3. Enter your password again.
4. Enter your mobile phone number.

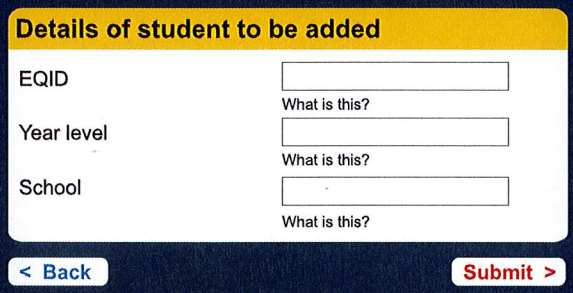


7 An email is sent to the email address you entered in Step 6. Click on the link in this email to verify your email address and activate your account.

You are taken to the QParents login page. Log in using your email address and the password you chose in step 6.



8 You now need to add your students. Enter the EQID (see item 3), school year, and school name, then click 'submit'.
If you have been nominated as the QParents account owner for another child, click 'Add another student' and repeat this process.
Once you have added all your students, your registration and account set-up is complete.



Item 3: **EQID**

Every school student has an EQID. It consists of 10 numbers and one letter. You can find it on your child's student ID card (the numbers under the barcode), report cards, or school invoices, among other documents.

9 A final check is conducted at your child's school. You will be notified by email when this check is complete and you will then have access to all of the features in QParents.

Department of Education

QParents



Fact sheet for parents

What is QParents?

QParents is a user-friendly portal (accessible via app or web browser), that provides parents with secure online access to information about their child's schooling.

How will QParents help me?

QParents enables you to access and manage information about your child online.

What information is available in QParents?

You can access information about:

- attendance details
- timetables and upcoming events
- report cards and assessments
- invoices and payment history.

What are the benefits of using QParents?

QParents provides:

- greater transparency with online access to your child's information
- ease of viewing and updating your child's details (including address and medical conditions)
- anytime, anywhere access on a smart phone, tablet or computer
- access to the latest information in one centralised place
- improved administration efficiencies and reduced printing and mail-outs.

Which schools use QParents?

QParents is an optional resource available to any Queensland state school. Schools may choose to use QParents depending on the needs of their community.

Contact your child's school to find out if they are registered to use QParents.

How do I register for QParents?

Your child's school will send you a letter or email inviting you to register for QParents. You will then be able to register via the secure QParents website (qparents.qld.edu.au) using the unique invitation code contained in the letter or email.

You will need each child's unique EQ ID and you must verify your identity by providing 100 points of ID. If you cannot verify your identity online, you should contact your child's school for assistance.

The school will review your registration and approve your account. You will then be able to access the QParents app and delegate read-only access to another parent, carer or family member (known as a 'Delegated Viewer').

Refer to the QParents Registration fact sheet for parents for more information on registering and verifying your identity.

What personal information is stored about me in QParents?

The following details are securely stored on your QParents account:

- your full name
- your email address
- your mobile phone number (if provided)
- basic details of any delegated viewers you have invited
- the types of documents you provided during registration (but not the actual documents)
- details of any payments you have made (but not credit card details).

Where is my personal information stored?

The Department of Education has contracted Microsoft to host the QParents app. Your personal information is stored in Microsoft's secure data centre in Australia. All personal information is protected using the latest encryption techniques, rendering this information unreadable to unauthorised people. Refer to the Microsoft Azure Trust Centre for more information.

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Department of Education

QParents



Fact sheet for parents

Will you use my data for advertising purposes?

No. Queensland Government agencies are not permitted to disclose your information for marketing, advertising or other purposes.

Where has my child's information been sourced from?

Information about your child in QParents has been collected through school processes (such as enrolment) and/or recorded by teachers and school staff in the school's IT system (OneSchool).

How current is the information in QParents?

Information will be available in QParents as soon as it has been recorded or updated in OneSchool.
Any information updated by you in QParents (e.g. reasons for absences, your child's details or medical conditions) will be available immediately for the school to review and confirm the update in OneSchool.

What happens if I don't want my child's information in QParents?

Where there is more than one parent or guardian of a child, either party may opt to have a QParents account. In these circumstances, your child's information will be available to the other parent or guardian. If all parties do not want their child's information in QParents, you should contact your child's school.

Where can I find help using QParents?

If you need assistance using QParents, you can:

- check the help page at qparents.qld.edu.au/#/help
- call 13 QGOV (13 74 68)
- contact your child's school.

Register or login at QParents

Download the free app

Android

Apple

Department of Education

QParents



Registration fact sheet

What do I need to register for QParents?

To register your QParents account, please visit qparents.qld.edu.au with:

- your unique invitation code sent to you by your child's school
- an active email account
- each child's EQ ID number
- 100 points of ID to verify your identity.

How do I verify my identity?

To verify your identity online, you must provide at least 100 points from the online documents list:

Document	Points	Document	Points
Australian passport	50 pts	Australian marriage certificate	40 pts
Australian driver licence	60 pts	Australian change of name certificate	40 pts
Australian birth certificate	50 pts	Australian visa (foreign passport)	40 pts
Australian citizenship certificate	50 pts	Medicare card	40 pts

What if I can't verify my identity online?

If you are unable to provide 100 points of ID online, you can still register for a QParents account.

During the registration process, select the 'not enough ID' option and then visit the school to have your identity verified.

The school can verify your identity using a combination of 100 points of the following documents and the additional identity documents.

Document	Points	Document	Points
Australian passport	50 pts	Australian citizenship certificate	50 pts
Australian driver licence	60 pts	Australian marriage certificate	40 pts
Australian birth certificate	50 pts	Australian change of name certificate	40 pts

Additional identity documents

You will also need to show at least one additional document from List 1 or two documents from List 2.

List 1	List 2
Learner driver licence	Bank statement showing your name and address *
Working with Children Check (blue card)	Utilities statement showing your name and address *
Adult proof of age card	Pensioner Concession Card
Queensland Weapons licence	Department of Veterans' Affairs entitlement card
Industry Authority card issued by the Department of Transport and Main Roads	Health Care Card, Seniors Health Card or other Department of Human Services entitlement cards
	Student identity card issued by an Australian education institution
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Minimbah State School

Parent Enrolment Checklist

Student Name _____ **Year Level** _____

*All enrolment forms to be completed and returned prior to interview booking.

Documents Required Checklist:

- ☐ Enrolment Application Form (signed)
- ☐ Childs Birth Certificate
- ☐ Enrolment Agreement
- ☐ Student ICT Agreement (Green Form)
- ☐ Student iPad Agreement (Orange Form)
- ☐ Media Consent Agreement (Blue Form)
- ☐ Medical Information Forms/Plans
- ☐ Specialist Reports/School Report
- ☐ Last Report Card
- ☐ Student Resource Scheme Arrangement (PREP ONLY)

Documents Required to be completed on QParents

- ☐ Student Resource Scheme Prep
- ☐ Student Resource Scheme Digital Technologies
- ☐ Online Consent Form
- ☐

Residence Status:	**Language Support:**
Australian Citizen _____	
Proof of Visa Status _____	

Proof of Residential Address:

1 document from **Category A** plus 1 document from **Category B.**

Category A

A Current Rates Notice
A Current Lease Agreement
A Contract of Sale
Statutory Declaration witnessed by JP
(indicating residential address)

Category B

A Current Bond/Rent Receipt
A Letter from Conveyancing Solicitor
A Confirmation Letter from Real Estate
Electoral Office Correspondence
Centrelink Correspondence
Family Assist Correspondence
Water Rates Notice
Telecommunication Statement
Electricity Service Provider Notice
Gas Service Provider Correspondence
Bank Statement
Driver's Licence

Additional Information:

- ☐ Family Law Documents
- ☐ Authority to Care







MINIMBAH STATE SCHOOL
PLACE OF LEARNING
P&C

Get in Contact

President- Jackie Barrie
president@pandcminimbah.com.au

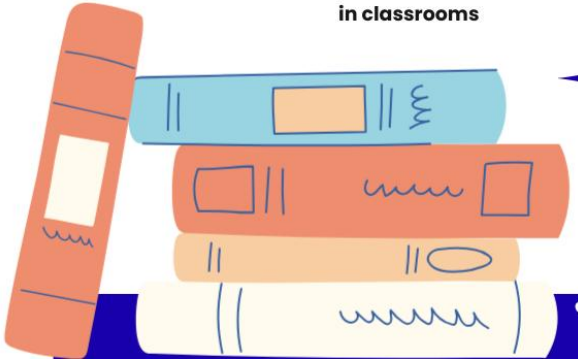
Vice President- Vacant

Treasurer- Kim Kennedy
treasurer@pandcminimbah.com.au

Secretary- Jamie Streten
secretary@pandcminimbah.com.au

What difference have we made?

- New Prep playground shade sail
- Large fan in the hall
- Chilled water bubblers around the school
- Technology/ IPad rollout
- Traditional gazebos for sports days
- Year 6 Camp
- Solid shade cover for sensory playground
- Lunch trollies for Prep & Yr1
- School swimming program
- NAIDOC celebrations/ performances
- Interactive touch screens in classrooms





MINIMBAH STATE SCHOOL P&C ASSOCIATION

GENERAL MEETINGS 4TH TUESDAY OF EVERY MONTH
AGM- END OF MARCH
*CHECK WITH SCHOOL STAFF FOR EXACT DATES

COME ALONG AND BE THE DIFFERENCE

How can you help?

Become a member - Attend the meetings. You are not required nor expected to attend every meeting.

Offer your Ideas - We don't know it all. We want your ideas and how to roll them out.

Volunteer your time - Many hands make light work. An hour or a day can make such a difference.

Volunteer in the Tuckshop - Without volunteers, our children can't benefit from having the tuckshop open every day.





Together we Can!

LIKE US ON FACEBOOK TO KEEP UP WITH EVENTS

Minimbah SS P&C Association

What we do

SOME OF OUR MANY EVENT'S INCLUDE:



FATHER'S DAY STALL



MOTHER'S DAY STALL





We would love your ideas!

The P&C is a volunteer-run organisation that is here to support the school and its community.

All school parents and carers are welcome!

We are the focal point for parent participation in the school. If you want to find out more or get involved, come along to our meetings held once a month in the admin staffroom from 6 PM.

In the P&C you'll not only make a difference in your child's education, but so many more as well.

MINIMBAH STATE SCHOOL
PLACE OF LEARNING
P&C







VOLUNTEERS NEEDED

Are you passionate about giving back to the community and creating positive changein our school?
We are seeking dedicated volunteers to support our mission to make a difference and help give EVERY CHILD EVERY CHANCE!

We need help for:

- ✓ New ideas and event coordinating
- ✓ Mother's Day and Father's Day Stalls
- ✓ Colour Run, Cookie Dough and Disco's
- ✓ Tuckshop and Sausage Sizzles

P&C Meetings I 6pm I School office
4th Tuesday of every month
(Not on school Holidays) (Children welcome to attend with you)

secretary@pandcminimbah.com.au

Volunteer Requirements

- Be part of a Minimbah family or the local comunity
- Able to obtain a Volunteer Blue Card.
- Play well with others, team player
- Have Positive Attitude

MAKE A DIFFERENCE TODAY