



**Miles State**  
**HIGH SCHOOL**

Strive to Achieve'

# Enrolment Booklet

## 2025

STUDENT'S  
NAME:

YEAR:

*Experience a Supportive Community ...*

*Experience Academic Success ...*

*Experience Sporting Excellence ...*

*Experience Your Future ...*

**RESPECT**

**INTEGRITY**

**SAFETY**

**ENGAGE**



# Contents

<i>Words of Welcome</i> .....	<b>Error! Bookmark not defined.</b>
<i>Enrolment Checklist</i> .....	4
<i>Enrolment Questions and Answers</i> .....	5
<i>Interview Summary Sheet</i> .....	6
Interviewer Notes .....	9
<i>Enrolment Form</i> .....	9
<i>Enrolment Agreement Form</i> .....	20
Asthma Plan Form.....	<b>Error! Bookmark not defined.</b> 1
State School Consent Form .....	212
Student Resource Scheme .....	<b>Error! Bookmark not defined.</b>
Course Fees and Other Expenses.....	27
Instrumental Music Form.....	27
Miles State High School Newsletter.....	27
Mobile Phone Policy Form .....	30, 31
Voluntary Student Participation in the Chaplaincy Program.....	312
Religious Instruction in School Hours Form .....	<b>Error! Bookmark not defined.</b> 3
Permission to obtain USI (Unique Student Identifier) on behalf of the student.....	334, 35
Application for P&C.....	<b>Error! Bookmark not defined.</b> 6
Membership for 2025 .....	356



## Words of Welcome

We understand that the process of enrolling in a school is an important one. As a result, we have put all forms in one booklet for you.

The enrolment checklist is best filled out right at the end, as it helps you be sure that you have all the necessary documents and have completed the appropriate forms.

Our lists of Questions and Answers attempts to help you with commonly asked questions.

The interview summary is our attempt to collect some background information that helps us tailor the educational program for your student. By all means have a go at writing some responses before you come to the interview. We'll talk through your answers to make sure we understand the strengths and needs of your student.

Next in the pack is the enrolment form. This is a standard Education Queensland form. It provides us with the necessary contact and personal details. Please work your way through the forms in this booklet.

We look forward to meeting you at the enrolment interview.

Please do not hesitate to call if we can help you in this process.



# Enrolment Checklist

	Parent Checklist Please ✓	Office Use Only	
		Here	To Come
Birth Certificate. Bring original or certified copy to the interview.			
If born overseas, residency information: <ul style="list-style-type: none"> <li>• Passport. Bring to the interview.</li> <li>• Proof of Residency</li> <li>• Eligible Visa Category information.</li> </ul>			
Recent school reports. Please provide copies. (Last two years)			
Transfer certificate (QLD state schools except student commencing Year 7 at the beginning of a school year)			
Transfer Information Sheet (Non-Government schools)			
Interview Summary Sheet – this will be finalised during the interview.			
Forms with this booklet: <ul style="list-style-type: none"> <li>• Application for Student Enrolment</li> <li>• Enrolment Agreement</li> <li>• Boarding Through Homestay</li> <li>• Student Medical Record</li> <li>• Asthma Plan</li> <li>• Form for use of copyright material, image, recording, name or personal information</li> <li>• Textbook and Resource Scheme</li> <li>• Curriculum Charges Contract</li> <li>• Textbook and Resource Scheme – Non-Participation</li> <li>• Course Fees and Other Expenses</li> <li>• Instrumental Music/Newsletter Request</li> <li>• ICT Agreement</li> <li>• Mobile Phone Policy</li> <li>• Voluntary Student Participation in the Chaplaincy Program</li> <li>• Ongoing One-on-One Chaplaincy Meetings</li> <li>• Religious Instruction in School Hours</li> <li>• P &amp; C Register of Members</li> <li>• Register of Tuckshop Helpers</li> </ul>			
Completed subject selection form.			
SDCS Form S1 (for Senior Students) (Miles SHS to request from previous school)			

## Enrolment Questions and Answers

Question	Answer
----------	--------

### Questions for Parents

What do we need to bring for the enrolment interview?	See the checklist on the preceding page.
How do I know what subjects my student has been given?	Students receive a timetable on the first day of school.
How do I get information about bus timetable and bus routes?	See the Information for Parents Handbook with regard to bus routes and driver contacts.
How do I purchase a school uniform?	School uniform items are available new from Abraham's Drapery, Murilla Street, MILES. Second hand items may be available from the St Vincent De Paul Shop, Dawson Street, MILES.
Are uniforms compulsory?	Yes
My child has a disability. How can I enrol him/her?	Students with a disability have an adjustment process where applicable. Students and parents will meet with the Special Education Teacher and Administration to establish an appropriate learning plan.

### Questions for Students

What should I bring on my first day of school?	A writing book and pens. A diary will be given to your student on the first day.
Where do I go on my first day?	You will be met by a Year Level Coordinator who will take you to your first class and pair you with a buddy student for the day.



## Interview Summary Sheet

Student Name:

**Report Card Information – Summary**

*(please circle)*

English/Literacy	Requires support Average Achiever High Achiever Very High Achiever
Mathematics/ Numeracy	Requires support Average Achiever High Achiever Very High Achiever

**Other subjects – strengths, weaknesses or special needs**

Subject	Comment

**Has your child been formally assessed for Special Education Support?** YES / NO

If yes, please provide details:

---



---



---



**Getting to Know You (*Student to complete*)**

What are you looking forward to about High School?

---

---

What activities do you enjoy doing at school? Include any activities from class or out of class.

---

---

What classroom/school activities do you sometimes find difficult?

---

---

How do you like to learn? e.g. listen, read, do, reflect?

---

---

Do you have any concerns about attending Miles SHS?

---

---

What are your hobbies/interests/extracurricular/sporting activities?

---

---

What are your greatest strengths and successes?

---

---

Have you held any leadership positions? These could be either at school or elsewhere. Please provide details.

---

---



Miles State  
HIGH SCHOOL

How are you involved in the wider community?

---

---

What can we do to help you make the most of High School?

---

---

**For Parents/Carers**

As parent(s)/carer(s) what is the most important thing you want for your child for his/her High School experience?

---

---

What else do we need to know to best support your family at High School?

---

---

Are you interested in membership of:

- Parents and Citizen's Association
- Fundraising Committee of the P & C
- Support Volunteering
- Sports Carnival assistance
  - Swimming Carnival
  - Athletics Carnival
  - Other

---

- I would be interested in creating a specialist parent group in the field of:

---

**Your Questions:**

---

---





Interviewer Notes

Office Use Only

Interviewer Name: \_\_\_\_\_

Interview Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## 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:

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

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

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

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

### PROSPECTIVE STUDENT DEMOGRAPHIC DETAILS

Legal family name* (as per birth certificate)			
Legal given names* (as per birth certificate)			
Preferred family name		Preferred given names	
Gender*	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of birth*	____/____/____
Copy of birth certificate available to show school staff*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Enrolment may not be approved without enrolling staff sighting the prospective student's birth certificate. An alternative to birth certificate will be considered where it is not possible to obtain a birth certificate (e.g. prospective student born in country without birth registration system. Passport or visa documents will suffice). This does not include failure to register a birth or reluctance to order a birth certificate.</p> <p>The requirement to sight the birth certificate does not apply where the prospective student has been previously enrolled in a state school and a birth certificate has been sighted.</p> <p>For international students approved for enrolment by EQI, a passport or visa will be acceptable.</p>	
For prospective mature age students, proof of identity supplied and copied*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Prospective mature age students must provide photographic identification which proves their identity:</p> <ul style="list-style-type: none"> <li>• current driver's licence; or</li> <li>• adult proof of age card; or</li> <li>• current passport.</li> </ul>	



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

INDIGENOUS STATUS	
Is the prospective student of Aboriginal or Torres Strait Islander origin?	<input type="checkbox"/> No <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Both Aboriginal and Torres Strait Islander

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



FAMILY DETAILS (continued)					
Parents/carers	Parent/carer 1			Parent/carer 2	
Address line 1					
Address line 2					
Suburb/town					
State		Postcode		Postcode	
Mailing address (if it is the same as principal place of residence, write 'AS ABOVE')					
Address line 1					
Address line 2					
Suburb/town					
State		Postcode		Postcode	
Parent/carer school education	What is the 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	<input type="checkbox"/>			<input type="checkbox"/>	
Year 10 or equivalent	<input type="checkbox"/>			<input type="checkbox"/>	
Year 11 or equivalent	<input type="checkbox"/>			<input type="checkbox"/>	
Year 12 or equivalent	<input type="checkbox"/>			<input type="checkbox"/>	
Parent/carer non-school education	What is the level of the 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)	<input type="checkbox"/>			<input type="checkbox"/>	
Advanced Diploma/Diploma	<input type="checkbox"/>			<input type="checkbox"/>	
Bachelor degree or above	<input type="checkbox"/>			<input type="checkbox"/>	
No non-school qualification	<input type="checkbox"/>			<input type="checkbox"/>	

COUNTRY OF BIRTH*	
In which country was the prospective student born?	<input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify country) _____ Date of arrival in Australia ____ / ____ / ____
Is the prospective student an Australian citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No (if no, evidence of the prospective student's immigration status to be completed)

PROSPECTIVE STUDENT LANGUAGE DETAILS	
Does the prospective student speak a language other than English at home?	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify _____

EVIDENCE OF PROSPECTIVE STUDENT'S IMMIGRATION STATUS (to be completed if this person is NOT an Australian citizen)*	
<input type="checkbox"/> Permanent resident	Complete passport and visa details section below
<input type="checkbox"/> Student visa holder	Date of arrival in Australia ____ / ____ / ____      Date enrolment approved to: ____ / ____ / ____ EQI receipt number: _____
<input type="checkbox"/> Temporary visa holder	Complete passport and visa details section below. Temporary visa holders must obtain an 'Approval to enrol in a state school' from EQI
<input type="checkbox"/> Other, please specify _____	

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

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

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?	<input type="checkbox"/> Queensland <input type="checkbox"/> interstate <input type="checkbox"/> overseas
Previous education/activity	<input type="checkbox"/> Kindergarten <input type="checkbox"/> School <input type="checkbox"/> VET <input type="checkbox"/> Home education <input type="checkbox"/> Full-time employment <input type="checkbox"/> Part-time employment <input type="checkbox"/> Other
Please provide name and address of education provider/activity provider/employer	

**RELIGIOUS INSTRUCTION\***

<p>From Year 1, the prospective student may participate in religious instruction if it is available.</p> <p>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.</p> <p>Parents/carers may change these arrangements at any time by notifying the principal in writing.</p>	<p>Do you want the prospective student to participate in religious instruction?</p> <input type="checkbox"/> Yes <input type="checkbox"/> No
	<p>If 'Yes', please nominate the religion:</p>

**PROSPECTIVE STUDENT ADDRESS DETAILS\***

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

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

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



**PROSPECTIVE STUDENT MEDICAL INFORMATION (including allergies)\***

Privacy Statement

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

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

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

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

**COURT ORDERS\***

**Out-of-Home Care Arrangements\***

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

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



COURT ORDERS* (continued)		
<b>Family Court Orders*</b>		
Are there any current orders made pursuant to the Family Law Act 1975 concerning the welfare, safety or parenting arrangements of the prospective student?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, what are the dates of the court order? Please provide a copy of the court order.	Commencement date	___/___/___
	End date	___/___/___
<b>Other Court Orders*</b>		
Are there any other current court orders, such as a domestic violence order, concerning the welfare, safety or parenting arrangements of the prospective student?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, what are the dates of the court order? Please provide a copy of the court order.	Commencement date	___/___/___
	End date	___/___/___

APPLICATION TO ENROL*			
I hereby apply to enrol my child or myself at _____			
I understand that supplying false or incorrect information on this form may lead to the reversal of a decision to approve enrolment. I believe that the information I have supplied on this form is true and correct in every particular, to the best of my knowledge.			
	Parent/carer 1	Parent/carer 2	Prospective student (if student is mature age or independent)
Signature			
Date	___/___/___	___/___/___	___/___/___

Office use only					
Enrolment decision	Has the prospective student been accepted for enrolment? <input type="checkbox"/> Yes <input type="checkbox"/> No (applicant advised in writing)				
	If no, indicate reason: <input type="checkbox"/> Does not meet School EMP or Enrolment Eligibility Plan requirements <input type="checkbox"/> Prospective student is mature age and school is not a mature age state school <input type="checkbox"/> Does not meet Prep age eligibility requirement <input type="checkbox"/> Prospective student is subject to suspension from a state school at the time of enrolment application <input type="checkbox"/> Does not meet requirements for enrolment in a state special school <input type="checkbox"/> Does not have an approved flexible arrangement with the school <input type="checkbox"/> School does not offer year level prospective student is seeking to be enrolled in <input type="checkbox"/> Prospective student has no remaining semester allocation of state education				
Date enrolment processed	___/___/___	Year level		Roll Class	EQ ID
Independent student	<input type="checkbox"/> Yes <input type="checkbox"/> No		Birth certificate/passport sighted, number recorded and DOB confirmed		<input type="checkbox"/> Yes <input type="checkbox"/> No Number: _____
Is the prospective student over 18 years of age at the time of enrolment?		<input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, is the prospective student exempt from the mature age student process?		<input type="checkbox"/> Yes <input type="checkbox"/> No			
If no, has the prospective mature age student consented to a criminal history check?		<input type="checkbox"/> Yes <input type="checkbox"/> No			
School house/team				EAL/D support	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> To be determined
FTE	Associated unit			Visa and associated documents sighted	<input type="checkbox"/> Yes <input type="checkbox"/> No
EQI category				SV – student visa TV – temporary visa DS – dependent – parent on student visa	EX – exchange student DE – distance education

## Parental occupation groups for use with parent/carer details

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

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

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

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

**Defence Forces** commissioned officer

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

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

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

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

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

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

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

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

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

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

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

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

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

**Defence Forces** senior Non-Commissioned Officer.

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

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

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

**Skilled office, sales and service staff:**

**Office** [secretary, personal assistant, desktop publishing operator, switchboard operator]

**Sales** [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]

**Service** [aged/disabled/refugee/childcare worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor].

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

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

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

**Office assistants, sales assistants and other assistants:**

**Office** [typist, word processing/data entry/business machine operator, receptionist, office assistant]

**Sales** [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]

**Assistant/aide** [trades' assistant, school/teacher aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]

**Labourers and related workers**

**Defence Forces** ranks below senior NCO not included above

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

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

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



## State schools standardised medical condition category list

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

## Application to enrol in a Queensland state school

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

### Entitlement to enrolment

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

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

### Prospective student

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

### Parent's occupation and education

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

### Court Orders

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

### Name on enrolment form

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

### Gender

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

### Religious Instruction

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



# Enrolment Agreement Form

This enrolment agreement sets out the responsibilities of the student, parents or guardians and the school staff in regards to education of students enrolled at Miles State High School:

## Responsibility of student to:

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

## Responsibility of parents/guardians to:

- attend parent/teacher interviews and parent information sessions as required
- let the school know if there are any problems that may affect your child's ability to learn
- inform the school, in writing, of the reason for any absence
- treat school staff with respect
- support the authority and discipline of the school enabling your student to achieve maturity, self-discipline and self-control
- abide by the school's policy regarding access to school grounds before, during and after school hours
- advise the Principal if your child is in the care of the State or you are the carer of a child in the care of the State
- inform school if your child's living arrangement change and provide details of new home address and phone number

## Responsibility of school to:

- develop each individual student's talent as fully as possible
- inform parents and guardians regularly about how their student is progressing
- teach effectively and to set a high standard in work and behaviour
- take reasonable steps to ensure the safety, happiness and self-confidence of all students
- be open and welcoming and offer opportunities for parents and guardians to become involved in the school community
- clearly articulate the school's expectations regarding the Responsible Behaviour Plan for Students
- advise parents and guardians of extra-curricular activities operations at the school in which their child may become involved
- set, mark and monitor homework regularly in keeping with the school's Homework Policy
- contact parents and guardians as soon as possible if the school is concerned about the student's school work, behaviour, attendance or punctuality
- deal with complaints in an open, fair and transparent manner
- consult parents on any major issues affecting students
- treat students and parent/guardians with respect

I accept the rules and regulations of the Miles State High School as stated in the school policies (as found in the Information for Parents Handbook) that has been provided to me as follows:

- Responsible Behaviour Plan for Students
- Student Dress Code
- Homework Policy
- Textbook and Resource Scheme
- Student usage of internet
- Absences
- School Excursions
- Complaints management
- Parent/Guardian Consent form for *Voluntary Student Participation of Program of Chaplaincy Services*
- Consent to use Copyright Material, Image, Recording or Name – *Media Release*
- School Social Guidelines
- Mobile Phone Policy

I acknowledge the information about the school's current programs and services has been explained to me.

Student Signature: Parent/Carer Signature:

On behalf of Miles State High School:

.....



## Asthma Plan Form

Parents of students who suffer from asthma are asked to read the following extract from the Education Officers Gazette (5 October 1990), then complete the form at the bottom of this page.

*Extract From E.O.G. 5 October 1990*

Principals are advised that asthmatics students, who are responsible for taking their own medication at home, should have ready access to their asthma medication during school hours, provided that written permission from a parent or legal guardian is presented to the school, initially.

The recommended procedure is as follows:

1. Parents or legal guardians provide written permission for students to administer their own medications as deemed necessary by the students. Appendix 2 in the booklet, "Children with Special Needs – Asthma", Department of Education, Queensland, 1998, contains an appropriate form for this purpose.
2. Students are responsible for their inhalers at all times. It is not a requirement that the inhalers be stored in a central location as required of other medications.
3. Students should not be denied access to their inhalers.
4. An inhaler for emergency situations should be included in the school first aid kit. The inhaler should not be kept beyond the expiry date.

### Appendix 2 (To be completed by parents)

	has asthma. Please allow him/her to take the following medications at the times specified and before exercise.
_____	
(Student Name)	
Medications:	
The factors which may trigger an acute attack are:	_____
	_____
The symptoms _____ develops are:	_____
(Student Name)	_____
If these symptoms develop, please allow him/her to stop the current activity, rest and take the medication.	
Name of Medication:	
	Dose/Frequency:
If there is no improvement within an hour please contact me on _____	
Signature:	Date: ____/____/____



# State School Consent Form

## Introduction to the State School Consent Form (attached) for Miles Sate High School

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

- what information we record
- 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: [www.milesshs.eq.edu.au](http://www.milesshs.eq.edu.au)
- Facebook: <https://www.facebook.com/Miles-State-High-School/377914852329987>
- YouTube:
- Instagram:
- Twitter:
- 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 Miles State High School Administration 07 4628 5111 [admin@milesshhs.eq.edu.au](mailto:admin@milesshhs.eq.edu.au).

Administration 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.

### 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;
  - 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.





## Student Resource Scheme - Participation Agreement Form

### The Student Resource Scheme

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

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

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

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

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

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

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

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

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

### Payment

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

### Participation

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

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

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

### Privacy Statement

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





## Terms and Conditions

### Definition

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

### Purpose of the SRS

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

### Participation in the SRS

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

### Non-Participation in the SRS

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

### The Resources

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



## The Resource Hire Scheme for 2025

### Course Fees and Other Expenses

Under the Education (General Provisions) Act 2006, “parents are directly responsible for providing textbooks and other personal resources for their children while attending school. In recognition that these costs can be high, the school operates a Student Resource Scheme that enables a parent to enter into an agreement with the school that, for a specified annual participation fee, provides the temporary use by the student of prescribed textbooks and/or other resources, and/or the purchase of consumables and materials for the student.”

Parents/carers are required to complete a Student Resource Scheme Participation Agreement Form in order for the school to provide this service.

The fees for **2024** are:

**SRS Fee** **\$185 per student**

### Course Fees and Other Expenses:

**Yr 11/12 Certificate II Furniture Making Pathways** **\$135**

**Yr 11/12 Certificate II Engineering Pathways** **\$135**

**Yr 11/12 Food & Nutrition** **\$50**

Other expenses which parent/guardians may be expected to pay include fees associated with:

- Camps
- Arts Council
- Participation in representative sports

Please complete

I understand that I am responsible for paying additional costs relating to course fees and other curricular/extracurricular expenses.

\_\_\_\_\_  
Parent / Carer Signature

\_\_\_\_\_  
Date



## Instrumental Music Form

Miles State High School operates an Instrumental Music Program as outlined in the Information for Parents Handbook.

Student Name: \_\_\_\_\_

My student is interested in the Instrumental Music Program: YES / NO

Previous Instrumental Experience (if any):

---



---

Preferred Instrument:

---

The Instrumental Music Teacher will make contact with you regarding musical options and a letter will be sent home.

Parent/Carer Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

---

## Miles State High School Newsletter

Miles State High School produces a newsletter to keep parents and caregivers updated on the latest news and upcoming events in the school and community. This newsletter is published four times per term and can be viewed via the Audiri app. It is also emailed out to reduce our paper use.

Please indicate the email address you would like the newsletter sent to:

---

If you do not have internet access or would prefer to receive a printed copy of our newsletter, please tick this box.



Parent/Carer consent for:

## Mobile Phone Policy Form

I have read and understood the information about the appropriate use of mobile phones, as outlined in the Information for Parents Handbook, at Miles State High School. I understand that this form will be kept on file at the school and that the details may be used to assist in the identification of a phone should the need arise.

<<<<<>>>>

**I GIVE** my student permission to bring a mobile phone to school and I understand my student will be responsible for ensuring the mobile phone is used appropriately and correctly while at school.

Parent Name (print) : \_\_\_\_\_

Parent/Carer Signature : \_\_\_\_\_

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

Student Name (print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

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

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

Mobile Phone Number (required): \_\_\_\_\_

Home Email Address: \_\_\_\_\_

**OR**

**I DO NOT** give permission for my child to bring a mobile phone to school.

Parent Name (print) : \_\_\_\_\_

Parent/Carer Signature : \_\_\_\_\_

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

Student Name (print): \_\_\_\_\_



# Phone Away for the Day

## Student Mobile Phone Usage Agreement

This agreement is made between \_\_\_\_\_ (students name), hereinafter referred to as the “student” and Miles State High School, hereinafter referred to as the “School,” effective as of the commencement of Term 1 2024.

**Purpose:** The purpose of this agreement is to ensure the responsible and appropriate use of mobile phones and smart watches/personal communication devices by students in accordance with the Queensland Department of Education’s “Phone Away for the Day” policy.

### Mobile Phone Usage Guidelines:

#### 1. Access to Personal Communication Devices:

- The student agrees to keep their mobile phone in their school bag or nominated device storage locker for the school day.
- The student agrees to disable any communication features on smart watches prior to entering the school grounds or while attending any school arranged activity/event.
- The student understands that accessing their mobile phone during school hours or at any school arranged activity/event is strictly prohibited.

#### 2. Exceptions:

- A student with medical conditions can apply to carry a phone on their body if required to monitor the medical condition. Written application must be made with supporting evidence which must be provided by parent/guardian and doctor and approved by the school principal.

#### 3. Consequences for Violation:

- **1<sup>st</sup> Offence:** The phone or device will be confiscated; parents or carers will be contacted to collect the device and a meeting will occur. The phone or device must be placed in a locker during school hours for a 10-week period.
- **2<sup>nd</sup> Offence:** Parents will be contacted to collect phone or device. Phone or device must be placed in a locker during school hours for a 12-month period.
- **3<sup>rd</sup> Offence:** The student will receive a total ban on having their phone or device in their bag for the remainder of their time at Miles State High School and the phone or device will need to be placed in a locker every day.

#### 4. Responsibility:

- Phones are the responsibility of the student and parent/carer. The school and Department of Education take no responsibility for any damages or loss that occurs on school grounds or at any other school related event.

### Parent/Carer Agreement

I, \_\_\_\_\_ [Parent/Guardian Full Name], as the legal parent or guardian of the student, agree to the terms of this agreement and to support the school in implementing any consequence under this agreement.

### Acknowledgement

I, the undersigned, acknowledge that I have read, understood, and agree to abide by the terms and conditions outlined in this Student Mobile Phone Usage Agreement. I understand the consequences for violating these terms.

**Method of Storage – Please circle your chosen option of storage.**

Option 1: School storage locker

**(TERM 1 TRIAL)**

Option 2: Personal school bag

Student Name: \_\_\_\_\_ Parent/Guardian Full Name: \_\_\_\_\_

Students Signature: \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_

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

This agreement is effective from the commencement of Term 1 2024 and will remain in effect until the end of the current school year, unless otherwise specified. This agreement must be signed and returned on the first day of Term 1 2024. Students are to return the signed agreement to Student Services or alternatively Parents/Carers can email the signed agreement to [admin@milesshs.eq.edu.au](mailto:admin@milesshs.eq.edu.au). Students who have not signed and returned this agreement, must hand their phone into Student Services until an agreement is signed and returned. The school reserves the right to amend this agreement with notice.



Parent/Carer Consent for:

## Voluntary Student Participation in the Chaplaincy Program

Ongoing One-on-One Meetings Form

Parent/Carer Name/s: \_\_\_\_\_

Student Name: \_\_\_\_\_

This school community provides a chaplaincy program endorsed by the school's Parents and Citizens' Association and available on a voluntary basis to all students. Information about the school's chaplaincy program can be found in the Information for Parents Handbook. Please feel free to contact the school if you would like more information.

Written parental consent is required for your child to meet individually with the school's chaplain on a regular or ongoing basis. Please indicate whether you consent to these individual meetings.

YES

NO

Parent Signature: \_\_\_\_\_

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

Office Use Only: Please provide a copy of this document to the School Chaplain



## Religious Instruction in School Hours Form

Please consult the Information for Parents Handbook for details of Religious Instruction offered at Miles State High School.

Your student will be placed in a combine instruction class.

Please complete the relevant form if you wish to make a variation to the religion indicated on the enrolment form.

Student Name: \_\_\_\_\_

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

### Religious Instruction

I wish my student to attend religious instruction program:

Combined

Parent/Carer Signature: \_\_\_\_\_

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

### Withdrawal from Religious Instruction

I do not wish my student to attend any of the programs provided by faith group/s at the Miles State High School.

Parent/Carer Signature: \_\_\_\_\_

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





Student consent for:

## Permission to obtain USI (Unique Student Identifier) on behalf of the student

From 1 January 2015, we MILES STATE HIGH SCHOOL can be prevented from issuing you with a nationally recognised VET qualification State High or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI).

If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/create-your-USI/>.

If you would like us MILES STATE HIGH SCHOOL to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at [https://www.usi.gov.au/system/files/documents/privacy\\_notice\\_0\\_0.pdf](https://www.usi.gov.au/system/files/documents/privacy_notice_0_0.pdf)

### **PRIVACY NOTICE**

#### **CONSENT FOR COLLECTION, USE OR DISCLOSURE OF PERSONAL INFORMATION**

The following is provided to you on behalf of the Student Identifiers Registrar (Registrar).

You are advised and agree that you understand and consent that the personal information you provide in connection with your application for a Unique Student Identifier (USI):

- is collected by the Registrar as authorised by the *Student Identifiers Act 2014*.
- is collected by the Registrar for the purposes of:
  - applying for, verifying and giving a USI;
  - resolving problems with a USI; and
  - creating authenticated vocational education and training (VET) transcripts;
- may be disclosed to:
  - Commonwealth and State/Territory government departments and agencies and statutory bodies performing functions relating to VET for:
    - the purposes of administering and auditing VET, VET providers and VET programs;
    - education related policy and research purposes; and
    - to assist in determining eligibility for training subsidies;
  - VET Regulators to enable them to perform their VET regulatory functions;
  - VET Admission Bodies for the purposes of administering VET and VET programs;
  - current and former Registered Training Organisations to enable them to deliver VET courses to the individual, meet their reporting obligations under the VET standards and government contracts and assist in determining eligibility for training subsidies;
  - schools for the purposes of delivering VET courses to the individual and reporting on these courses;



- the National Centre for Vocational Education Research for the purpose of creating authenticated VET transcripts, resolving problems with USIs and for the collection, preparation and auditing of national VET statistics;
- researchers for education and training related research purposes;
- any other person or agency that may be authorised or required by law to access the information;
- any entity contractually engaged by the Student Identifiers Registrar to assist in the performance of his or her functions in the administration of the USI system; and

- will not otherwise be disclosed without your consent unless authorised or required by or under law. The consequences for not providing the Registrar with some or all of your personal information are that the Registrar will not be able to issue you with a USI.

#### Privacy policies and complaints

You can find further information on how the Registrar collects, uses and discloses the personal information about you in the [Registrar's Privacy Policy](#) or by contacting the Registrar on [usi@education.gov.au](mailto:usi@education.gov.au) or telephone 1300 857 536, international enquiries +61 2 6240 8740. The Registrar's Privacy Policy contains information about how you may access and seek correction of the personal information held about you and how you may make a complaint about a breach of privacy by the Registrar in connection with the USI and how such complaints will be dealt with.

You may also make a complaint to the Information Commissioner about an interference with privacy pursuant to the *Privacy Act 1988*, including in relation to the misuse or interference of or unauthorised collection, use, access, modification or disclosure of USIs.

I, [NAME] \_\_\_\_\_ authorise

MILES STATE HIGH SCHOOL to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf.

I have read and I consent to the collection, use and disclosure of my personal information pursuant to the information detailed at [https://www.usi.gov.au/system/files/documents/privacy\\_notice\\_0\\_0.pdf](https://www.usi.gov.au/system/files/documents/privacy_notice_0_0.pdf)

\_\_\_\_\_  
[STUDENT SIGNATURE]

\_\_\_\_\_  
[DATE]

\_\_\_\_\_  
[PARENT/CARER SIGNATURE]

\_\_\_\_\_  
[DATE]



Application for P&C
Membership for 2025
Miles State High School P&C Association

Name: .....

Address: .....

Phone:.....

Mobile:.....

Email:.....

Membership: New / Renewal (please circle one)

I am a parent / caregiver / community member (over 18 years of age) at the school.

(please circle one)

I agree to be bound by the constitution of the P&C and by all valid resolutions passed by the Association. I agree to work within the boundaries of the Education (General Provisions) Act 2006. I agree to be bound by Education Queensland's Code of Conduct which includes the following:

- Personal Privacy – information obtained as a P&C representative MUST be considered confidential and treated accordingly
• Courtesy, respect, dignity and fairness will be observed at all times
• Discrimination against any person will not be tolerated (refer Anti-Discrimination Act 1991)
•

Signature: .....

Date: .....

P&C Secretary Use

Date received: ...../...../..... Date accepted: ...../...../.....

Secretary's signature: ..... Entered in P&C Register: