



Documents to bring to enrolment interview

- Primary catchment document – lease agreement / rates notice / proof of Govt housing or – statutory declaration
- Secondary catchment document – Driver's licence or another document with your name and current address on it
- Identification – Birth Certificate / Current Passport / Citizenship Certificate / Immi card
- Parent/carer Identification
- Medicare Card
- Report card

** If you are unable to supply any of these documents, please speak with the Enrolments Officer

Forms to complete to bring to enrolment interview (in this pack)

- Application for student enrolment form (green paper)
- Parent / Guardian Enrolment Declaration
- Enrolment Agreement
- Mobile Phone Policy
- Information and Communications Technology Requirements
- Laptop buying Guide
- Information and Communications Technology Student Agreement
- Online Services Consent Form
- State School Consent Form (Media Consent)
- Student Information Booklet
- Student Resource Scheme – Participation Agreement form
- Student Resource Scheme – Fee Payment Arrangement form
- Schedule of Fees
- Student Code of Conduct
- USI Parent Letter With Samples (Year 10, 11, 12)
- Senior Schooling Policy (Year 10, 11, 12)



Parent / Guardian Enrolment Declaration

The most important partnership in ensuring student success is that between the school and the parents and caregivers. There needs to be open and effective communication where issues are identified, with all parties working collaboratively towards solutions.

During the process of this enrolment application interview, as the parent/guardian, I understand it is my responsibility to disclose to the school all information relevant to the successful enrolment and integration of the student into an effective educational program.

This includes all information that is relevant to the school being able to provide a safe and supportive environment for all members of the school community including teaching and non-teaching staff and students.

It is essential that any information in relation to the following be disclosed during the interview:

- Any exclusions or enrolment cancellations from other schools
- Any Police charges or criminal record
- Involvement in Alternative School Program Settings at previous schools
- A history of extended, unexplained absences
- Any medical diagnosis / recognised disability relevant to the educational programs to be developed
- Any personal issues that need to be considered when developing an educational program

I understand that failure to disclose information relevant to the effective enrolment of my student will lead to a review and possible rejection of the Enrolment Application by the Principal.

Parent/Caregiver Signature

Date



This enrolment agreement sets out the responsibilities of the student, parents or carers and the school staff about the education of students enrolled at Glenala State High 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 and expectations as outlined in the Student Code of Conduct, 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 and follow school uniform policy as outlined in student organiser
- 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
- advise the school as soon as possible if your child is unable to attend school and reason/s why (e.g. child is sick)
- attend open meetings for parents/carers
- 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 out-of-home care
- keep school informed of any changes to your contact details or you child's details, such as home address, email address and phone number
- ensure the school is aware of any changes to your child's medical details.

Responsibility of school staff to:

- design and implement engaging and flexible learning experiences for individuals and groups of students
- 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 for students
- foster positive and productive relationships with families and the community
- inform students, parents and carers about what the teachers aim to teach the students each term
- teach effectively and to set high standards in work and behaviour
- clearly articulate the school's expectations regarding the Student Code of Conduct and the Student 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 (for example 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
- notify parents/carers of an unexplained absence of their child as soon as practicable on the day of the student’s absence (allowing time for parents/carers to respond prior to the end of the school day)
- deal with complaints in an open, fair and transparent manner in accordance with departmental policy, Customer Complaints Management
- treat students and parents/carers with respect .
 - Student Code of Conduct
 - Student Dress Code
 - Parent and Community Code of Conduct
 - Homework Policy
 - School charges
 - Advice for state schools on acceptable use of the ICT services facilities and devices
 - Absences
 - Complaints management
 - Department insurance arrangements and accident cover for students
 - Obtaining and managing student and individual consent
 - Instructions for school access

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 to me.

Student Signature:

Parent/Guardian Signature

On behalf of Glenala State High School:



Mobile Phones and other Devices

Important to note

- For the purpose of this document, *mobile phones and wearable devices* include mobile phones, smartwatches, handheld devices and other emerging technologies which have the ability to connect to telecommunication networks or the internet.
- This document does not apply to personal or school-owned devices, such as iPads, tablets or laptops, that are approved for educational use as part of the school's Bring Your Own Device (BYOD) policy.

Overview

Queensland state schools are committed to reducing the distraction of mobile phones and wearable devices to provide optimal learning environments for all students.

'Away for the day' aims to:

- provide optimal learning and teaching environments, free from the distractions caused by personal use of mobile phones and wearable devices
- support schools to create safe and supportive learning environments that prioritise student engagement and wellbeing
- encourage increased face-to-face social interactions between students
- promote the health and wellbeing of students by providing opportunities for social interaction and physical activity during break times, and
- reduce the potential for students to be exposed to the negative impacts of the digital world, resulting from unsafe or inappropriate use of technology, such as cyberbullying, accessing harmful content or breaches of personal privacy.

Student use of mobile phones and wearable devices at school

All state school students must keep their mobile phones switched off and 'away for the day' during school hours. Notifications on wearable devices, such as smartwatches, must be switched off so that phone calls, messages and other notifications cannot be sent or received during school hours.

This policy also applies to student attendance at school activities, such as representative school sport, excursions and camps, unless otherwise determined by the school principal.

Students participating activities, such as off-site Vocational Education and Training or work placements must follow the expectations of the organisation in charge regarding the use of mobile devices.

Bringing mobile phones and wearable devices to school

Students are permitted to bring mobile phones and wearable devices to school to:

- support safe travel to and from school
- make contact with parents, friends and part-time employers outside of the school day, and
- be contacted about their own child or person under their care.

Storage of mobile phones

Glenala State High School is not responsible for the storage of students' mobile phones or other devices. The safe keeping of these personal devices is the responsibility of the student.

Exemptions

Students with an approved exemption must only use their mobile phone or wearable device for the intended, approved purpose.



Individual circumstances

Consideration of individual circumstances must be given to students who require temporary or ongoing exemptions to the school's local implementation approach, including where:

- the mobile phone or wearable device is used by the student to monitor or manage a medical condition (in accordance with the [Managing students' health support needs at school procedure](#))
- the mobile phone or wearable device is used as an agreed reasonable adjustment for a student with disability or learning difficulties
- the mobile phone or wearable device is used by the student as an augmentative or alternative communication system or as an aide to access and participate in the environment, e.g. navigation or object/people identification applications
- the mobile phone or wearable device is used as an agreed adjustment for a student with English as an additional language or dialect
- the student has extenuating circumstances that necessitates the need for access to their mobile phone or wearable device during the school day, including (but not limited to) students who contribute financially to their household, independent students, and students who are primary carers for a child or family member, or
- students in Years 11 and 12 are applying for Access Arrangements and Reasonable Adjustments (AARA) for assistive technology.

Principals (or their delegates) will consider requests for exemption received from students or parents on a case-by-case basis. When considering an exemption request, principals (or their delegates) may seek additional information to support the need for the student to access their mobile phone or wearable device during the school day.

Where an exemption is not approved and the student or their parent expresses dissatisfaction with the decision, information about how to make a customer complaint and how a complaint will be managed should be made available in accordance with the [Customer complaints management procedure](#).

School specific exemptions (at principal discretion)

It is acknowledged that the use of mobile phones and wearable devices can support the school's teaching and learning programs by providing valuable learning experiences for students, as well as supporting day-to-day school operations:

- teachers, in line with their school's local implementation approach, may give permission for students to use their mobile phone or wearable device in the classroom, for a specific and agreed educational purpose
- principals may determine to allow the use of mobile phones and wearable devices to make school payments, including for tuckshop, uniform shop and office payments, and/or
- principals may determine to allow students access and use of mobile phones and wearable devices during school representative sports, camps or excursions at specified and supervised times (in accordance with the [School excursions procedure](#)).

Supporting responsible use of mobile phones and other devices

Glenala State High School students are explicitly taught the expected behaviours of the Glenala Way in relation to mobile phones and other devices through GROWTH lessons and is documented in the school's Positive Behaviour for Learning Matrix. If a student is seen using a mobile phone or other device in an inappropriate way, they will be:

- asked by a staff member to take their device to the Administration building
- advised that their device will be kept inside the office until 3pm when they can collect their device
- advised that their parent/ carer will be contacted in regards to the misuse of their device

Mobile phones and wearable devices that have been temporarily removed from the student must be stored and retained in accordance with the department's [Temporary removal of student property by school staff procedure](#).

Legislation

- [Education \(General Provisions\) Act 2006 \(Qld\)](#)
- [Education \(General Provisions\) Regulation 2017 \(Qld\)](#)
- [Human Rights Act Qld \(2019\)](#)



Student:

I understand that the school's information and communication technology (ICT) services, facilities and devices provide me with access to a range of essential learning tools, including access to the internet. I understand that the internet can connect me to useful information around the world.

While I have access to the school's ICT services, facilities and devices:

- I will use it only for educational purposes
- I will not undertake or look for anything that is illegal, dangerous or offensive
- I will not reveal my password or allow anyone else to use my school account
- I will have a complex password to secure my account (use a phrase with upper/lower case letters, symbols and numbers)

Specifically, in relation to internet usage, should any offensive information appear on my screen I will close the window and immediately inform my teacher quietly, or tell my parents/guardians if I am at home.

If I receive any inappropriate emails at school I will tell my teacher. If I receive any at home I will tell my parents/guardians.

When using the school's ICT services, facilities or devices:

- I will not reveal any personal information – mine or that of any other person
- I will not use the school's ICT services, facilities and devices (including the internet) to annoy or offend anyone else.
- I will not damage any school ICT service, facility or device
- I will check any computer I use for damage at the start of the lesson and immediately report this to my teacher

I understand that my online behaviours are capable of impacting on the good order and management of the school whether I am using the school's ICT services, facilities and devices inside or outside of school hours.

I understand that if the school decides I have broken the rules for using its ICT services, facilities and devices, appropriate action may be taken as per the school's [Student Code of Conduct](#), which may include loss of access to the network (including the internet) for a period of time.

I have read and understood this procedure/policy/statement/guideline and the [Student Code of Conduct](#).

I agree to abide by the above rules/the procedure/policy/statement/guideline.

_____ (Student's name)

_____ (Student's signature) _____ (Date)

*Parent / Guardian signature on back of this page.

Parent or Guardian:

I understand that the school provides my child with access to the school's information and communication technology (ICT) services, facilities and devices (including the internet) for valuable learning experiences. In regards to internet access, I understand that this will give my child access to information from around the world; that the school cannot control what is available online; and that a small part of that information can be illegal, dangerous or offensive.

I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend upon responsible use by my child. Additionally, I will ensure that my child understands and adheres to the school's appropriate behaviour requirements and will not engage in inappropriate use of the school's ICT services, facilities and devices. Furthermore, I will advise the school if any inappropriate material is received by my child that may have come from the school or from other students.

I understand that the school is not responsible for safeguarding information stored by my child on a departmentally-owned student computer or mobile device.

I understand that the school may remotely access the departmentally-owned student computer or mobile device for management purposes.

I understand that the school does not accept liability for any loss or damage suffered to personal mobile devices as a result of using the department's services, facilities and devices. Further, no liability will be accepted by the school in the event of loss, theft or damage to any mobile device unless it can be established that the loss, theft or damage resulted from the school's/department's negligence.

I believe _____ (name of student) understands this responsibility, and I hereby give my permission for him/her to access and use the school's ICT services, facilities and devices (including the internet) under the school rules. I understand where inappropriate online behaviours negatively affect the good order and management of the school, the school may commence disciplinary actions in line with this user agreement or the [Student Code of Conduct](#). This may include loss of access and usage of the school's ICT services, facilities and devices for some time.

I have read and understood this procedure/policy/statement/guideline and the [Student Code of Conduct](#).

I agree to abide by the above rules / the procedure/policy/statement/guideline.

(Parent/Guardian's Name)

(Parent/Guardian's signature) _____ (Date)

The Department of Education through its [Information privacy and right to information](#) procedure is collecting your personal information in accordance with the [Education \(General Provisions\) Act 2006 \(Qld\)](#) in order to ensure:

- appropriate usage of the school network
- appropriate usage of personal mobile devices within the school network.

The information will only be accessed by authorised school employees to ensure compliance with its [Information privacy and right to information](#) procedure. 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 your child's school. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please also contact your child's school.

19 August 2022

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

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

- what information we record
- 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://glenalashs.eq.edu.au>
- Facebook: <https://www.facebook.com/GlenalaSHSOofficial>
- YouTube:
- Instagram: <https://www.instagram.com/glenalashs>
- Twitter: <https://twitter.com/GlenalaSHS>
- LinkedIn:
- Other: News articles and web articles for partnership companies
- 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 the Administration Office on 3877 4222 or email admin@glenalashs.eq.edu.au.

Administration Staff 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: Duration of enrolment.

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:

- the identified materials will be used in accordance with the State School Consent Form
- reference to the identified person will be in the manner consented
- 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

- hired to the student for their personal use for a specified period of time.

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

Payment Arrangements

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

Debt Management

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

Parents' Experiencing Financial Hardship

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

Additional Information

Textbook and Resource Allowance (TRA)

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





Section 1: Student Details

Student Name	
Student ID	
Year Level	

Section 2: SRS Category

SRS Category	SRS Fee Payable	Option Selected
Student Resource Scheme	\$205.00	<input checked="" type="checkbox"/>
		<input type="checkbox"/>

Section 3: Payment Arrangement

Please select the preferred payment options:

Payment options	Instalments	Amounts	Option Selected
1. A single payment for the full year's fee	Instalment 1:	\$205.00	<input type="checkbox"/>
2. Term instalments (paid over the first 3 terms)	Deposit: Start of Term 1: Instalment: \$77.50 by end of Term 2: Instalment: \$77.50 by end of Term 3:	\$50.00 \$77.50 \$77.50	<input type="checkbox"/>
3. An instalment plan as negotiated with the school			<input type="checkbox"/>

Section 4: Return of the Participation Form

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

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

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

Section 5: Parent Signature

Parent Name	
Parent Signature	
Date	



GLENALA STATE HIGH SCHOOL

2025 Student Resource Scheme
and Subject Levy Schedule

Student Resource Scheme (SRS)	
Total fee less Government Textbook and Resource Allowance (SRS includes Organiser, Textbooks, Licences for digital texts, resources for classroom activities and student ID Card)	\$205.00
Year 10 Subject Levies	
Food Specialisations (TFD)	\$140.00
Design & Technologies (DAT)	\$30.00
Year 11 and 12 Subject Levies	
Building and Construction Skills (BSK)	\$150.00
Certificate II in Engineering Pathways (ENP)	\$150.00
Certificate II in Hospitality (HSP)	\$200.00
Furnishing Skills (FUR)	\$150.00
Visual Art (ART)	\$40.00
Visual Art in Practice (VAP)	\$40.00
Instrumental Music	
Instrumental Music Levy	\$60.00
Laptop Hire **	
Laptop Hire Levy - Per Year All Year 7 & 8 Students required to BYOD or Hire through School Laptop Program Laptop Hire Also Available to: - Senior ATAR Students - Excellence Program Students	\$250.00
Glenala Academy Levies	
Netball Academy Levy	\$100.00
Academy of Creative Arts (ACA) Levy	\$100.00
<p>All Fees listed are subject to change at the commencement of a new calendar year. Current as at time of printing.</p> <p>SRS Fees may be paid in full at the beginning of Term one each year OR payment can be made by instalments over 3 terms (minimum 1st instalment required is \$50.00 and the balance paid in full by the end of Term Three each year)</p> <p>Students will be invoiced for Subject Levies in February each year. These invoices may be paid in full when received, or payment can be made by instalments over three terms.</p> <p>Instalment Plans to be arranged and approved with Finance Department. Payment Plan forms may be obtained from the Office (Finance Window).</p> <p>The school's preferred method of payment is by BPOINT</p>	

** Note: From 2025, all Laptops hired through Glenala SHS will be charged at \$250.00 per year.



Senior School Students & Unique Student Identifier (USI) Requirements

As part of the curriculum at Glenala State High School, every student in Senior School will access Vocational Education & Training (VET) courses e.g. Certificate II, III or IV within their chosen programme of study. In our school, these compulsory VET courses provide students with:

- Additional learning credits towards the attainment of their Queensland Certificate of Education (QCE);
- Access to education and training that develops employability skills ability, and;
- A nationally recognised qualification (Certificate I or II) that can be used to transition to further education, training or employment.

All students who are studying a Certificate level (VET) course are required to register for a **Unique Student Identifier (USI number)**. The purpose of the USI is to provide students with a central register for all VET study undertaken including completed training units and qualifications. It is necessary that each student has a USI so that the school and/or other VET providers can issue these certifications to students and allow this learning to be recognised for QCE attainment.

In order to efficiently obtain and collate a USI for each student in the Senior School, we are asking every student to see **Mr Ioane** in **Q Block** with their ID requirements. **Please bring one or two of the following:** Drivers Licence, Medicare Card (colour copy), Australian Passport (must be current and valid), Non-Australian Passport (with Australian Visa), Birth Certificate (Australian), Certificate of Registration by Decent, Citizenship Certificate (Copy of front and back) and Immi Card (Immigration Card).

Alternatively, Students can create their own USI using the link <https://www.usi.gov.au/> and follow the prompts. Once USI has been created, please send the details to Mr Ioane.

Every student's USI number will be kept on a register in Senior Schooling, should a student require it for training purposes.

If you have any further questions or queries, please contact Sharina Gibney on 07 3877 4222 or 0436638950 or email: sgibn1@eq.edu.au.

Thank you in advance for your support,

Sharina Gibney
Head of Department Senior Schooling

Michelle Snell
Principal



Preamble

The Senior Schooling Policy is an accountability document that outlines the responsibilities of Glenala State High Senior Students. At Glenala State High School, the non-compulsory phase of schooling is designed to offer students a range of learning opportunities which will support them in pursuit of their chosen post-secondary pathway. The staff will support all students throughout their senior years at the School. They will also share the responsibility with parents and students for assisting each student in attaining his/her educational goals.

Senior students need to be self-motivated and mature in the approach to their studies. They will be required to adopt effective study routines and commit to working in an increasingly independent way. They will be expected to work as part of the year group and achieve their very best.

Attendance

Regular attendance at school maximises the quality of learning for a student and ensures that they achieve the best quality results in their subjects. Glenala State High School expects at least a 92% attendance rate for all Senior Students. Setting expectations in terms of attendance also reflects the world of work for which the Senior School prepares students. Parents and students must be aware that taking time off through the school year will adversely affect their academic results. Attendance will be monitored and valid reasons are required when absent. Absences must be supported by a medical certificate. Senior students who have more than five unexplained days off may enter the Cancellation of Enrolment process.

Uniform Presentation

Students are expected to observe the details of correct School uniform while on their way to, during and on their way home from Glenala State High School. We rely on our senior students to model these uniform expectations. Senior students who come to school not wearing the full school uniform may be directed to the Year Level Administrator to change their uniform. Students who choose not to follow these directions may be sent home.

Behaviour

The School Code of Conduct applies to all students in the school and reflects the belief that all students have the right to learn, and that all teachers have the right to teach. It is the responsibility of the students of the Senior School to ensure that their behaviour is of a very high standard and reflects the level of maturity expected in their final years of schooling.

Academic Progress

Students will be expected to approach their studies in a diligent manner, access available support services if needed, and be accountable for their actions and academic outcomes.

The School will implement an individual tracking and management process for students who achieve less than a "C" grade (or equivalent) in any senior subject at the end of a term. If a student does not achieve the agreed outcomes of the process, the school may require the student to amend or change subjects or courses or they may have their enrolment cancelled.

Assessment Policy

It is the student's responsibility to fully understand and follow the assessment policy of Glenala State High which aligns to the requirement of the QCAA. Student are to take full responsibility to ensure that proper and adequate communication occurs between parents, teachers and students in the preparation, study and completion of tests, examinations and assignments, whether they be practical, oral or written, completed in class or at home.

Study

Students in the Senior School will need to set aside time in their weekly schedule to participate in the completion of homework tasks, revision, study of school work and the preparation and completion of assessment items.

Students must bring their student organiser to every class to update important dates and plan their study time.

Vocational Education and Training

VET students are expected to represent the school to its advantage in the wider community. Students, whose in-school behaviour or attitude is deemed inappropriate, will not be allowed to represent the school in the business community. This may impact on their opportunities to complete course requirements and eligibility for other VET programs. All VET students need to complete their competencies each term or they will be required to do VET Catch- up sessions at the end of each term.

Policy

1. The School will provide a range of high quality academic and relevant vocational studies options.
2. The School staff will assist with personal monitoring and goal setting for all students in its support of the students' academic and vocational pursuits.
3. Students will be expected to approach their studies in a diligent manner, access available support services if needed, and be accountable for their actions and academic and vocational outcomes.
4. Parents/carers will be expected to support their students and work collaboratively with the School to achieve successful outcomes.
5. Each Year 10 student must participate in a senior education and training planning process. This will culminate in the completion of an individual Student Education and Training (SET) plan that outlines the intended course of senior school study. The plan will be approved by the School and endorsed by the parents/carers. The plan will be revised when necessary during Years 11 and 12.
6. The School has established pre-requisites for senior subjects. These are:
 - a) published in curriculum handbooks on the School website and administered in a timely manner for the information of students and parents
 - b) applied in such a way that they do not unreasonably limit realistic future options for a student; and
 - c) applied in a way which takes account of the needs, abilities (based on evidence) and circumstances of each student.
7. In addition to its ongoing support and advice, the school will implement, in consultation with the student and his/her parents, a targeted support plan for students who achieve less than a 'C' grade (or equivalent) in any Senior subject, at the end of a term. If a student does not achieve the agreed outcomes of the plan, the school may require the student to amend or change subjects or course.
8. No student in the Senior School is delegated spare lessons. Study periods may result when a student requests to drop a subject when they acquire a school based traineeship or apprenticeship. In this case, students are to be working in the designated area in the library. Failure to work diligently during these times may result in the return to subject classes or cancellation of the traineeship/apprenticeship.
9. Failure to comply with the requirements of this policy will be considered a breach of the school's code of behaviour. In addition, students whose behaviour amounts to a refusal to participate in the education program may have their enrolment cancelled.

Student Name: _____

Student Signature: _____ Date _____

Parent Signature: _____ Date _____

Staff Member Signature: _____ Date _____