# IRONSIDE STATE SCHOOL

2 Hawken Drive, ST LUCIA, QLD, 4067
Ph: 3258 3111 admin@ironsidess.eq.edu.au


Dear Parent/Caregiver,

Thank you for your interest in enrolling your child(ren) at our school. Please complete all the forms in the pack and submit these, via email, to the school Enrolments Officer at enrolments@ironsidess.eq.edu.au, along with the relevant documentation.

I would direct you to the Enrolment Management Plan (EMP) which can be found on the school's website under the '*Enrolments*' tab. Please be aware that EMPs are reviewed regularly and criteria may change. I encourage you to visit www.qgso.qld.gov.au/ maps/edmap/ and check that the student's main place of residence is within the Ironside State School catchment area.

We look forward to speaking with you in the future.

Yours sincerely,

Angela Kelly
Principal

# IRONSIDE STATE SCHOOL

# PREP 2026

## ENROLMENT APPLICATION

**Does your child have a sibling currently enrolled at Ironside State School?**

**Please tick relevant box below:**

☐ No

☐ Yes _____ ___/___/20___
Sibling first name, last name (date of birth)

_____ ___/___/20___
Sibling first name, last name (date of birth)

PLEASE ATTACH EVIDENCE OF THE FOLLOWING TO YOUR APPLICATION

(Incomplete applications or not submitting documents may delay the enrolment process)

## DATE OF BIRTH AND CITIZENSHIP: (Please tick)

☐ **CHILD'S AUSTRALIAN BIRTH CERTIFICATE; PLUS proof of parent's immigration status if BOTH parents are recorded as born overseas on child's birth certificate**

**OR**

☐ **CHILD'S PASSPORT**

**AND**

☐ **PROOF OF AUSTRALIAN CITIZENSHIP OR VISA - including Date of Entry and an *Authority To Enrol* email from Education Queensland International**

## PROOF OF RESIDENCE IN CATCHMENT:

### FOR OWNED PROPERTY:

☐ **A Signed UNCONDITIONAL SALE AGREEMENT or Current RATES NOTICES**

**AND**

☐ **2 x UTILITY BILLS (e.g. electricity, gas, internet etc.) OR letter/email of connection of utilities AND further evidence that supports the family living in the property (e.g. Home / Motor Vehicle insurance, driver's license, removals invoice etc. )**

### LEASED PROPERTY:

☐ **A current, commercially drawn LEASE AGREEMENT managed by a Real Estate Agent (private lease agreements will not be accepted). The lease agreement must be for 12 months or longer from the child's commencement at school**

**AND**

☐ **2 x UTILITY BILLS (e.g. electricity, gas, internet etc.) or evidence of connection; as well as a Rental Bond Lodgement Form / RTA receipt; AND further evidence that supports the family living in the property (e.g. home contents / motor vehicle insurance, driver's license, removals invoice etc.)**

PLEASE ENSURE THE FOLLOWING SECTIONS HAVE BEEN COMPLETED FROM THE APPLICATION FORM (please tick).

| | |
|---|---|
| | **Enrolment Application Form (page 5)** |
| | **Enrolment Agreement (page 14-15)** |
| | **Religious Instruction Form (page 16-17)** |
| | **Media Permissions Form (pages 18-21)** |
| | **ICT Responsible Use Policy – Parent and Student Agreement (page 22-25)** |
| | **Student Code of Conduct – Parent Acknowledgement Form (page 26-27)** |
| | **Pre-Interview Parent Questionnaire (page 28-29)** |

Please note :

- You will be contacted to arrange an interview once your application has been successfully reviewed.
- The enrolment interview will be with a Deputy Principal in our Main Administration Building.
- **Original Birth Certificates** and **Passports** must be presented at the Enrolment Interview and y**our child must accompany you at the interview.**
- **This form is best completed by downloading and saving a copy onto a computer. In order to sign the application form please use the following: https://www.adobe.com/acrobat/online/sign-pdf.html**

Once completed please email the Enrolment Officer with your form to enrolments@ironsidess.eq.edu.au

# Application for student enrolment form

## INSTRUCTIONS

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

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

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

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

## PRIVACY STATEMENT

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

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

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

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

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

## PROSPECTIVE STUDENT DEMOGRAPHIC DETAILS

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

## APPLICATION DETAILS

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

## INDIGENOUS STATUS

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

## FAMILY DETAILS

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

## FAMILY DETAILS (continued)

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

## COUNTRY OF BIRTH*

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

## PROSPECTIVE STUDENT LANGUAGE DETAILS

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

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

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

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

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

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

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

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

## PROSPECTIVE STUDENT'S PREVIOUS EDUCATION / ACTIVITY

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

## RELIGIOUS INSTRUCTION*

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

## PROSPECTIVE STUDENT ADDRESS DETAILS*

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

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

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

# State schools standardised medical condition category list

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

## PROSPECTIVE STUDENT MEDICAL INFORMATION (including allergies)*

***Privacy Statement***

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

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

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

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

## COURT ORDERS*

### Out-of-Home Care Arrangements*

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

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

## COURT ORDERS* (continued)

### Family Court Orders*

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

### Other Court Orders*

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

## APPLICATION TO ENROL*

I hereby apply to enrol my child or myself at_____.

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

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

## Office use only

**Enrolment decision**

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

**If no, indicate reason:**

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

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

# Parental occupation groups for use with parent/carer details

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

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

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

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

**Defence Forces** commissioned officer

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Labourers and related workers**

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

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

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

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

# 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.

# Ironside State School - Enrolment Agreement



This enrolment agreement sets out the responsibilities of the student, parents or carers and the school staff about the education of students enrolled at Ironside State School.

***Responsibility of student to:***

- attend school on every school day for the educational program in which they are enrolled, on time, ready to learn and take part in school activities
- act at all times with respect and show tolerance towards other students and staff
- work hard and comply with requests or directions from the teacher and principal
- abide by school rules as outlined in the school's Responsible Behaviour Plan for Students, including not bringing items to school which could be considered as weapons (e.g. dangerous items such as knives)
- meet homework requirements and wear school's uniform
- respect the school property.

***Responsibility of parents to:***

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

***Responsibility of school staff to:***

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

# Ironside State School - Enrolment Agreement

https://ironsidess.eq.edu.au/enrolments/enrolling-at-our-school

**PLEASE TICK**

☐ **Parent Information Handbook** - Click here

- Student Dress Code
- Homework Policy
- Information, Communication and Technology (ICT) Acceptable Use Policy
- Absences
- Complaints management - Contacts
- School Excursions
- School instructions for school access
- School Charges and voluntary contributions

☐ **Student Code of Conduct** - Click here

Part of enrolment application

☐ **Education Queensland: Guide to State Schools and Policies** - Click here

- Advice for state schools on acceptable use of ICT facilities and devices
- Religious instruction policy statement
- Chaplaincy and student welfare services policy statement
- Department insurance arrangements and accident cover for students
- Obtaining and managing student and individual consent

I acknowledge:

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

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

| Student Signature: | Parent/Carer Signature: | On behalf of Ironside State School |
|---|---|---|
| ..... | ..... | ..... |

# OPTIONAL RELIGIOUS INSTRUCTION AT IRONSIDE STATE SCHOOL

Dear Parents/Caregivers,

As part of a holistic education, the opportunity to conduct weekly classes in Religious Instruction (RI) is provided in the curriculum by Education Queensland for Grades 1-6. This is a completely optional program and parents may also choose for their child not to attend. At Ironside weekly classes of 25 minutes are held on Fridays catering to the denominations listed below. Students are expected to attend classes each Friday unless notified in writing by parents to change religion or to not attend. If you nominated a religion on your child's enrolment form, they will be enrolled in the RI class of that religion, if available. All students enrolled in RI Instruction will automatically continue to be in the same RI option the following year. **Please note: Buddhism is only offered in Year 3 to 6.** All parents are able to opt their child into or out of RI at any time by writing to the school administration (enrolments@ironsidess.eq.edu.au)

A brief description of each affiliation is provided below for your information. Please nominate your preference for this optional class by ticking your selection in the table below. You do not need to belong to a faith group to enrol your child in RI.

Child 1: …… Class:……

Child 2: …… Class:……

Child 3: …… Class:……

| PLEASE SELECT AN OPTION BY TICKING A BOX | Please Tick One |
|---|---|
| **Non- Attendance**<br>These students will continue classroom or specialist work in a supervised classroom or area. | ☐ |
| **Combined Christian**<br>A group of 7 local Churches joins together to discuss the central teachings of the Christian faith under the banner of Combined Christian RI. The group is facilitated by the St Lucia Uniting Church. Other churches involved include St Lucia Bible Church; Chinese Christian Church St Lucia & Taringa Baptist Church. You do not need to attend any of these churches or any church at all to come to these classes. Any child is welcome to join this group. The agreed aims of this group are as follows:<br>1. To enable an understanding of basic Christian ideas and the values that underpin them<br>2. To note the worth of these values as contributing to positive individual and community living<br>3. To enable skills in dealing with and reading sacred texts, in this case, The Bible<br>4. To nurture children's spiritual side by giving informed answers to spiritual questions.<br>Contact: Mrs Karen Grenning 0408493421, grenning@bigpond.net.au | ☐ |
| **Catholicism**<br>A team from the Catholic Church of Australia coordinates a religious education program for all Catholic students at the school. The teachers come from St Thomas Aquinas Church and the students at Ironside State School are invited to participate in the sacraments of reconciliation, Eucharist and confirmation. | ☐ |
| **Islam**<br>In the name of Allah, the most Merciful, the most Kind. In Islam, the ideal role models that all Muslims love and respect are the Messengers and Prophets of Allah (Arabic word for God). The aim of Islamic RI classes is to inspire the young generation to develop noble characteristics of patience, truthfulness, trustworthiness, piety, love, strength, compassion and empathy. Join us on an interactive journey through the lives of the Prophets: Adam, Nuh, Houd, Salih, Ibrahim, Ibrahim, Ismail, Ishaq, Ya'qub, Yusuf, Moosa, Haroon, Dawud, Sulaiman, Yunas, Zakaria, Yahya, Isa (Jesus) and Muhammad (peace and blessings of Allah be upon them all). There are heaps of fun stories and interactive learning activities. | ☐ |
| **Buddhism (only from Year 3-6)**<br>The intention of sharing the wisdom of the Buddha with the children is for them to be aware that there are consequences of what they think, say, and do. This helps them to develop life-skills that will benefit their own lives and therefore also the wider community and society. Our aim is for the children to lead happy and healthy lives. Gentle meditation skills are integrated into the pattern of the lessons, and the children therefore learn how to better manage the inevitable ups and downs of life. | ☐ |
| **Hinduism**<br>Aims and goals: The aim of Hinduism RI is to introduce students to the basic knowledge of Hinduism. Lessons aim to develop and preserve moral values. There is a focus on preserving our cultural heritage and passing it on to the next generation. Lessons also provide guidance to children about what our goals should be in life and how to achieve them. | ☐ |

# Studying Languages @ Ironside

Languages is one of the eight learning areas of the Australian Curriculum. At Ironside, students will receive either Japanese or Spanish lessons from Prep. Languages begin with students aligned to a particular language based on the year of enrolment into Prep (please see table below). Students will learn this language until they depart Ironside.

| **Year of Enrolment into Prep** | 2026 | 2027 | 2028 | 2029 | 2030 |
|---|---|---|---|---|---|
| **Language** | Spanish | Japanese | Spanish | Japanese | Spanish |

**Languages Contacts**


Thomas Corbett– Deputy Principal twcor1@eq.edu.au

Maria Cesar Camacho – Spanish Teacher mcesa0@eq.edu.au

Ngaire Aboud – Japanese Teacher nabou1@eq.edu.au


**2026 Program by Year level**

Prep: Spanish
Year 1: Japanese
Year 2: Spanish
Year 3: Japanese
Year 4: Spanish
Year 5: Japanese
Year 6: Spanish

# IRONSIDE STATE SCHOOL

Servabo Fidem
Keep the Faith

14 November 2019

**Introduction to the State School Consent Form (attached) for Ironside State School** This letter is to inform you about how we will use your child's personal information and student materials. It outlines:

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

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

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

**Purpose of the consent**

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

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

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

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

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

**Voluntary**

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

**Consent may be limited or withdrawn**

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

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

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

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

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

**Media sources used**

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

- School website: https://ironsidess.eq.edu.au/Pages/default.aspx
- Facebook: Ironside State School
- YouTube: @Ironsidestateschool
- 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 Ironside State School Administration on 3258 3111 or email: admin@ironsidess.eq.edu.au.

Ironside State School 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: School Excursions or Off Campus Activities.

## 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.

# Ironside State School ICT Responsible Use Policy

## Purpose statement

Information and communication technology (ICT), including access to and use of the internet and email, are essential tools for schools in the provision of innovative educational programs.

Schools are constantly exploring new and innovative ways to incorporate safe and secure ICT use into the educational program.

School students, only with the approval of the principal, may be permitted limited connection of personally-owned mobile devices (e.g. laptops) to the department's network, where this benefits the student's educational program.

## Authorisation and controls

The principal reserves the right to restrict student access to the school's ICT facilities and devices if access and usage requirements are not met or are breached. However restricted access will not disrupt the provision of the student's educational program. For example, a student with restricted school network access may be allocated a stand-alone computer to continue their educational program activities.

The Department of Education and Training monitors access to and use of it's network. For example, email and internet monitoring will occur to identify inappropriate use, protect system security and maintain system performance in determining compliance with state and departmental policy.

The department may conduct security audits and scans, and restrict or deny access to the department's network by any personal mobile device if there is any suspicion that the integrity of the network might be at risk.

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

- Students are expected to demonstrate safe, lawful and ethical behaviour when using the school's ICT network as outlined in the ***Ironside State School's Responsible Behaviour Plan for Students***.
- Students are to be aware of occupational health and safety issues when using computers and other learning devices.
- Parents/guardians are also responsible for ensuring students understand the school's ICT access and usage requirements, including the acceptable and unacceptable behaviour requirements.
- Parents/guardians are responsible for appropriate internet use by students outside the school environment when using a school owned or provided mobile device.
- The school will educate students regarding cyber bullying, safe internet and email practices, and health and safety regarding the physical use of ICT devices. Students have a responsibility to behave in line with these safe practices.
- Use of the school's ICT network is secured with a user name and password. The password must be difficult enough so as not to be guessed by other users and is to be kept private by the student and not divulged to other individuals (e.g. a student should not share their username and password with fellow students).
- Students cannot use another student or staff member's username or password to access the school network. This includes not browsing or accessing another person's files, home drive, email or accessing unauthorised network drives or systems. Additionally, students should not divulge personal information (e.g. name, parent's name, address, phone numbers), via the internet or email, to unknown entities or for reasons other than to fulfil the educational program requirements of the school.
- Students need to understand that copying of software, information, graphics or other data files may violate copyright laws without warning and be subject to prosecution from agencies to enforce such copyrights.

### Acceptable use by a student

It is acceptable for students while at school to:

- use mobile devices for
  - assigned class work and assignments set by teachers
  - developing appropriate literacy, communication and information skills
  - authoring text, artwork, audio and visual material for publication on the intranet or internet for educational purposes as supervised and approved by the school
  - conducting general research for school activities and projects
  - communicating or collaborating with other students, teachers, parents or experts in relation to school work
  - accessing online references such as dictionaries, encyclopaedias, etc.
  - researching and learning through the department's eLearning environment
- be courteous, considerate and respectful of others when using a mobile device
- switch off and place out of sight the mobile device during classes, where these devices are not being used in a teacher directed activity to enhance learning
- use personal mobile device for private use before or after school, or during recess and lunch breaks
- seek teacher's approval where they wish to use a mobile device under special circumstances.

### Unacceptable use by a student

It is unacceptable for students while at school to:

- use the mobile device in an unlawful manner
- download, distribute or publish offensive messages or pictures
- use of obscene, inflammatory, racist, discriminatory or derogatory language
- use language and/or threats of violence that may amount to bullying and/or harassment, or even stalking
- insult, harass or attack others or use obscene or abusive language
- deliberately waste printing and internet resources
- damage computers, printers or network equipment
- commit plagiarism or violate copyright laws
- ignore teacher directions for the use of social media, online email and internet chat
- send chain letters or spam email (junk mail)
- knowingly download viruses or any other programs capable of breaching the department's network security
- use in-phone cameras anywhere a normal camera would be considered inappropriate, such as in change rooms or toilets
- invade someone's privacy by recording personal conversations or daily activities and/or the further distribution (e.g. forwarding, texting, uploading, Bluetooth use etc.) of such material
- use the mobile phone (including those with Bluetooth functionality) to cheat during exams or assessments
- take into or use mobile devices at exams or during class assessment unless expressly permitted by school employees.

# Student agreement:

I understand that the school's information and communication technology (ICT) 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 stored on computers around the world.

While I have access to the school's ICT 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; and I will not reveal my password or allow anyone else to use my school account.

Specifically in relation to internet usage, should any offensive pictures or 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 email or the internet I will not:

- reveal names, home addresses or phone numbers – mine or that of any other person
- use the school's ICT facilities and devices (including the internet) to annoy or offend anyone else.

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 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 facilities and devices, appropriate action may be taken as per the school's ***ISS Responsible Behaviour Plan for Students***, which may include loss of access to the network (including the internet) for a period of time.

I have read and understood this policy and the ***ISS Responsible Behaviour Plan for Students***.

I agree to abide by the above policy.

| | |
|---|---|
| **Student Name:** | |
| **Student Signature:** | |
| **Date:** | |

# Parent/ guardian agreement:

I understand that the school provides my child with access to the school's information and communication technology (ICT) 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 on computers from around the world; that the school cannot control what is on those computers; 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 students/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 facilities and devices. Furthermore I will advise the school if any inappropriate material is received by my student/child that may have come from the school or from other students.

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 facilities and devices. Further, no liability will be accepted by the school in the event of loss, theft or damage to any device unless it can be established that the loss, theft or damage resulted from the school's/department's negligence.

I believe my child understands this responsibility, and I hereby give my permission for him/her to access and use the school's ICT 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 ***ISS Responsible Behaviour Plan for Students***. This may include loss of access and usage of the school's ICT facilities and devices for some time.

I have read and understood this policy and the ***ISS Responsible Behaviour Plan for Students***.

I agree to abide by the above policy.

| | |
|---|---|
| **Parent Name:** | |
| **Parent Signature:** | |
| **Date:** | |

# IRONSIDE STATE SCHOOL

## Student Code of Conduct
## 2025 - 2028

Dear Parents / Carers

Ironside State School is committed to providing a safe, respectful and disciplined learning environment for students, parents and staff.

The Student Code of Conduct is designed to inform and promote high standards of behaviour, so that learning and teaching in our school can be highly effective.

The Ironside State School Student Code of Conduct has been updated in accordance with the Department of Education and endorsed by the Ironside School Council.

This document is can be located on our school website:

Ironside Student Code of Conduct 2025-2028

We require all families to take the time to read, understand and acknowledge receipt of this document.

Thank you in advance for your co-operation.

**Angela Kelly**
**Principal**

## Student Code of Conduct
## 2025 – 2028
## PARENT ACKNOWLEDGEMENT FORM

☐ **ON BEHALF OF OUR FAMILY, I/WE HAVE READ THE IRONSIDE STATE SCHOOL STUDENT CODE OF CONDUCT 2025 – 2028.**

| | **FULL NAME** |
|---|---|
| **Parent/Carer 1** | |
| **Parent/Carer 2** | |

**Parent/s signature:** _____

_____

| | **FULL NAME** | **CLASS** |
|---|---|---|
| **Student 1** | | |
| **Student 2** | | |
| **Student 3** | | |
| **Student 4** | | |

## Social/Emotional & Intellectual Development

| | |
|---|---|
| Please comment on your child's ability to interact and play with other children. | |
| Does your child prefer to play alone or with others? | |
| How does your child interact with adults? | |
| How does your child deal with conflict? | |
| What are you child's strengths? | |
| List and comment on areas of play and learning that your child is interested in.eg: | |

| | |
|---|---|
| Y Books and Reading | Y Music |
| Y Drawing/Painting | Y Working with Numbers |
| Y Construction | Y Physical Games & Activities |
| Y Imaginative Play | Y Science, History |

| | |
|---|---|
| Does your child have a preference for indoor or outdoor activities? | |
| Has your child had experience with computers/technology? Please comment. | |

## Building Partnerships

| | |
|---|---|
| What arrangements have you made for bringing your child to school and collecting him/her from Prep? | |
| How do you think your child will settle into Prep? | |
| What are your hopes for your child in 2026? | |
| Tell us about your family's cultural background, language or religious beliefs that we need to consider in the Prep program eg. special cultural days | |
| In what ways are you willing/able to assist with the program? (eg helping in the classroom, completing small jobs at home..) | |
| Please list any skills, hobbies or areas of expertise that you may be able to share with us. | |
| If there is any further information that would like to share regarding your child or family? *(attach additional sheets if insufficient space)* | |

***Parents, please note:*** *Information provided to staff via this questionnaire is central to the development of a program that is tailored to your child's needs and interests and works to enhance your child's learning.*

# Ironside State School – Prep 2026 Parent Questionnaire

The information that you provide during this process will remain confidential. It will help us get to know your child better and enable us to plan for her/his individual needs where appropriate. We appreciate your assistance in helping to provide your child with the best possible experience.

## General Information

| | | | |
|---|---|---|---|
| Child's Full name: | | | |
| Preferred name: | | | |
| Date of Birth: | | Age at the start of Prep: | |
| Names & ages of all siblings: | | | |

| | |
|---|---|
| Language spoken at home. | |
| Any recent or relevant family changes? | |
| Child's kindy or childcare centre. | |
| Please name any of your child's friends from Kindy/ Childcare.<br><br>**Please note: Class placements are carefully designed to ensure a balanced and inclusive environment that supports the diverse needs of all students. This process considers a mix of abilities, balanced gender ratios, and individual student needs to create equitable and well-rounded classes. At times a Multi-age class may be formed to accommodate for an influx of enrolments by students living within catchment.** | |
| Do any areas of his/her development (Intellectual, Language, Physical or Social) concern you? Please explain. | |
| Please comment on any concerns that you (or a teacher) may have had in relation to your child's participation in these settings. | |

## Health & Physical Development

| | |
|---|---|
| Does your child have any ongoing health issues that we need to be aware of? | |
| Please comment on any difficulties or concerns with your child's: | |

| | |
|---|---|
| Y Speech/language | Y Hearing |
| Y Muscle development | Y Behaviour |
| Y Motor Skills | Y Toileting |
| Y Vision | Y Fears |

Continued over the page.

| | |
|---|---|
| What assistance has been provided to date to address the above issue/s?<br>Please attach additional information and/or supporting documentation if necessary. | Action Plan: Yes / No |
| **Does your child have any specific food (or other) allergies, intolerances or dietary restrictions?** | |
| Are there any current Family Court or other court orders concerning the welfare of your child/children | |
| Has your child been fully immunized? | |
| What is your child's hand dominance? | |

| **Additional Activities** | |
|---|---|
| Would you like your child to attend religious instruction?<br>Please nominate a religion, if yes. | Yes / No<br><br>Religion: |
| Would you like your child to be considered for the instrumental program once they reach the eligible age? | |

**Office use only**

| | |
|---|---|
| **Country of birth:** _____<br>**First Language:** _____<br>**Other Language/s:** _____<br>**Date of Arrival in Australia:** _____<br>**Visa Category:** _____<br>**Expiry Date:** _____<br>**Fee Allocation:** _____ | **Additional Notes:** |

**Class Placement**

| **Class:** | **House:** | **Start Date:** |
|---|---|---|

**Parent email contact details: OPT-IN / OPT-OUT of Class Representative Contact List**