

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 **Moorooka 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/expectations 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 (if applicable)
- 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
- 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
- treat all 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 child is in out-of-home care
- keep school informed of any changes to your contact details or your 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 Responsible Behaviour Plan for Students 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

MOOROOKA STATE SCHOOL

- 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 possible if the school is concerned about the child's school work, behaviour, attendance or punctuality
- notify parents of an unexplained absence of their child as soon as practicable on the day of the student's absence (allowing time for parents to respond prior to the end of the school day)
- deal with complaints in an open, fair and transparent manner in accordance with departmental procedure, Complaints management – State schools
- treat students and parents with respect.

I accept the rules and regulations of Moorooka State School as stated in the school policies that have been discussed and/or provided to me:

- * Responsible Behaviour Plan for Students
- * Student Dress Code
- * Homework Policy
- * School charges and voluntary contributions
- * School network usage and access statement requirement of Acceptable Use of the Department's Information, communication and Technology (ICT) Network and systems.
- * Absences
- * School excursions
- * Complaints management
- * Parent Notice for Religious Instruction in School hours
- * Department insurance arrangements and accident cover for students
- * Managing Consent to Use Student/Volunteer Copyright Materials and/or to Record, Use or Disclose Student Personal Information
- * Appropriate Use of Mobile Telephones and other Electronic Equipment by Students
- * School 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 and explained to me.

Student Signature:

Parent/Carer Signature:

Enrolling Officer:

Date: _____

Date: _____

Date: _____



Moorooka State School – Internet Agreement

Student:

I understand that the school's ICT networks provide me with access to a range of essential learning tools. Including the internet. I understand that the internet can connect me to useful information stored on computers from around the world.

While I have access to the school ICT network. I will only use it for educational purpose. I will not undertake or look for anything that is illegal, dangerous or offensive. I will not reveal my password to anyone else to use my school account, and I will adhere to my responsibilities under the ICT policy.

Especially in relation to internet usage, I will: clear any offensive pictures or information from my screen, and immediately inform my teacher. In the same instance, I will not reveal home addresses or phone numbers – mine or that of any other person: or use the school's ICT network (including the internet) to annoy, offend or defame anyone else.

I understand that if the school decides I have broken the rules for using its ICT network, appropriate Action will be taken in line with Moorooka State School's Responsible Behaviour Plan, which may include loss of access to the network (including the internet) for some time.

Student Name: _____

Student Signature: _____ Date: _____

Parent/Caregiver:

I understand that the school provides my child with access to the school's internet network (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 these 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 finally upon responsible use by my child. Additionally, I will ensure that my child understands and adheres to the school's appropriate behaviour requirement and will not engage in inappropriate use of the school's ICT network.

I believe _____ (name of student) understands this responsibility, and I hereby give permission for her/him to access and use the school's ICT network (including the internet) under the school rules. I understand that students breaking these rules will be subject to appropriate action by the school. This may include loss of access and usage of the school's ICT network for some time.

Parent/Caregiver Name: _____

Parent/Caregiver Signature: _____ Date: _____

This page has been intentionally left blank for double-sided printing. For single-sided printing it may be omitted.



Sherley St, Moorooka Qld, 4105

p: 07.3426 5333

e: office@moorookass.eq.edu.au

w: <http://moorookass.eq.edu.au>

Introduction to the State School Consent Form (attached) for Moorooka 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: <http://moorookass.eq.edu.au>
- Facebook: <https://m.facebook.com/morookastateschool>
- YouTube: N/A
- Instagram: N/A
- Twitter: N/A
- LinkedIn: N/A
- Other: Television networks
- Local newspaper
- School newsletter
- School photography and end of year digital photo collections
- 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 office by emailing- office@moorookass.eq.edu.au .

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

State School Consent Form

1 IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

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

(a) Full name of individual:

(b) Date of birth:

(c) Name of school:

(d) Name to be used in association with the person's personal information and materials* (please select):

Full Name First Name No Name Other Name

**Please note, if no selection is made, the Individual's full 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: Full preferred student name listed on annual MSS class and other group photos unless noted in limitation of consent below

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.





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Swimming Permission Parent Form

Dear Parent / Guardian,

In line with departmental regulations, students are required to participate in a swimming program as part of the Health and Physical Education curriculum. These lessons will be conducted in our school pool by Mr Ben Bourke and the Moorooka Marlins swimming coach.

The PE Swimming Program for Yr1 – Yr6, commences each year, twice yearly. Prep students only swim once yearly.

The swimming program will be based on the Royal Lifesaving Society Australia's Swim & Survive levels.

Students are expected to participate in swimming lessons. If for any reason your child is unable to swim, a note should be provided to your child's PE Teacher ASAP. If a note is not provided for non-participation, this may affect your child's semester results.

Students in Yr1 and Yr2 require a ratio of 1:10 in the pool (1 adult for 10 children in the water). Parental help for these swimming lessons would be greatly appreciated. If you are able to help, please see your child's classroom teacher.

The following items are required for swimming. Please make sure all items are named:

<u>Compulsory items:</u> Swimming Cap Sun / rash / swimming shirt Swimming togs Towel Swimming bag	<u>Optional:</u> Goggles
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Please make sure your child's swimming gear is packed each day they have swimming, regardless of the weather as conditions change frequently throughout the day. In order for your child to participate in swimming classes during school time, we need the permission form on the following page to be filled out and returned to school. If this permission form is not returned, your child will not be able to participate in swimming lessons.

Activity Consent Form - Swimming

Privacy notice

The Department of Education is collecting the personal information requested in this form in order to:

- obtain lawful consent for your child to participate in the activity;
- help coordinate the activity;
- respond to any injury or medical condition that may arise during, or as a result of the activity; and
- update school records where necessary.

The information will only be accessed by authorised school staff and will be dealt with in accordance with the confidentiality requirements of s.426 of the Education (General Provisions) Act 2006 (Qld) and the Information Privacy Act 2009 (Qld).

The information will not be disclosed to any other person or agency unless the disclosure is authorised or required by law, or you have given the department permission for the information to be disclosed.

Activity risks and insurance

Please note that the Department of Education does not have personal accident insurance cover for students. If your child is injured as a result of an accident or incident while participating in the activity, all costs associated with the injury, including medical costs are the responsibility of the parent/carer. Some incidental medical costs may be covered by Medicare. If you have private health insurance, some costs may be also be covered by your provider. Any other costs must be covered by parents/carers. It is up to all parents/carers to decide what types and what level of private insurance they wish to arrange to cover their child. Please take this into consideration in deciding whether or not to allow your child to participate in this activity.

Consent

By signing this form I agree that:

- I have read all of the information contained in this form in relation to the activity (including any attached material) and I am aware that the department does not have personal accident insurance cover for students.
- I (parent name) _____ give consent for my child, _____ (Child's name) in class _____, to participate in weekly swimming lessons for the duration of their time at Moorooka SS.
- In the event of an accident or illness, school staff may obtain or administer any medical assistance or treatment my child may reasonably require, including contacting my child's doctor.
- I accept liability for all reasonable costs incurred by the department in obtaining such medical assistance or treatment (including any transportation costs) and undertake to reimburse the department the full amount of those costs.
- I have provided the school all relevant details of my child's medical or physical needs on enrolment and where relevant have updated this information.

Parent/Carer's Name: _____ (Please print)

Parent/Carer Signature: _____ Date: ____ / ____ / ____

Additional medical information

The school collected medical information about your child at enrolment. This information is stored electronically in OneSchool. Please give full details of any new or updated medical information which may affect your child's full participation in the activity described in the form.

You may also wish to update/provide the following optional information*:

Name of child's medical practitioner: _____ Telephone No.: _____

Medicare No.: _____

Private Health Insurance Company (if applicable): _____ Membership No.: _____

*If an enrolment form for your child was completed or updated since October 2012 and these details have not changed, this information will already be recorded in OneSchool.

I would like this additional information about my child's medical information to be recorded in OneSchool records.



MOOROOKA STATE SCHOOL



OUTDOOR PLAY AND TREE CLIMBING LICENCE

Parent Information

Activities: Climbing up trees, swinging on ropes and tyres from trees, use of low ropes course under trees and ninja high ropes between trees

Learning Outcomes:

- Confidence through challenge.
- Develop Coordination and strength, vestibular and proprioception senses.
- Problem Solving
- Social interactions
- Connection with nature
- Creative and imaginative play.

Possible Hazards:

Fall from tree causing either fracture, bruising, cuts, or head injury.

Risk level: Moderate risk without safety controls.

Safety Measures:

1. Identify tree climbing limbs with paint including maximum height (level 5 Arborist)
2. Identify tree limbs to support hanging ropes (level 5 Arborist)
3. Staff to go through safety rules with children before start climbing or swinging on ropes.
4. Children get an outdoor play and tree climbing licence once parent-approval given.
5. Ensure spaces under climbing trees, swings, low and high ropes are kept clear of any loose parts or objects other than soft fall.
6. Install soft fall (bark chips) under trees to a depth of 300mm under climbing limbs, swings and low and high ropes
7. No climbing trees above 3m (Australian playground standard height)
8. No climbing of tree limbs within 2 metres of a fall hazard

Risk with safety measures in place is now: LOW

It is deemed that the benefits of the activity now outweigh the risks.

Activities: Exploring shallow water in the storm drain & water play area

Learning Outcomes:

- Allows access to water play and is an essential component of exploring the habitat.
- Confidence through challenge.
- Develop Coordination and strength.
- Problem Solving.
- Developing social interactions.
- Connection with nature.
- Creative and imaginative play.
- Multi-sensory development.

Possible Hazards:

Slips, trips and falls from wet surfaces causing cuts, grazes, sprains/ breaks.
Drowning.

Risk level: Moderate risk without safety controls.

Safety Measures:

1. Ensure spaces are kept clear of loose objects.
2. In small spaces with many loose parts encourage children to look carefully and not to run.
3. Staff member to monitor any water added to storm drain and staff to control flow levels.
4. Storm drain out of bounds after any heavy rain.
5. Staff to go through safety rules for storm drain activities with children before start.
6. Water pump and play area only has water when being used.
7. Staff member to monitor children during water play.
8. Remind children of water play rules before each session.
9. Children to change into 'messy clothes' if they are playing in the water play area.

Risk with safety measures in place is now: LOW

It is deemed that the benefits of the activity now outweigh the risks.

Activity consent form: Outdoor Play and Tree Climbing

Privacy notice

The Department of Education is collecting the personal information requested in this form in order to:

- obtain lawful consent for your child to participate in the activity;
- help coordinate the activity;
- respond to any injury or medical condition that may arise during, or as a result of the activity; and
- update school records where necessary.

The information will only be accessed by authorised school staff and will be dealt with in accordance with the confidentiality requirements of s.426 of the Education (General Provisions) Act 2006 (Qld) and the Information Privacy Act 2009 (Qld).

The information will not be disclosed to any other person or agency unless the disclosure is authorised or required by law, or you have given the department permission for the information to be disclosed.

Activity risks and insurance

Please note that the Department of Education does not have personal accident insurance cover for students. If your child is injured as a result of an accident or incident while participating in the activity, all costs associated with the injury, including medical costs are the responsibility of the parent/carer. Some incidental medical costs may be covered by Medicare. If you have private health insurance, some costs may be also be covered by your provider. Any other costs must be covered by parents/carers. It is up to all parents/carers to decide what types and what level of private insurance they wish to arrange to cover their child. Please take this into consideration in deciding whether or not to allow your child to participate in this activity.

Consent

By signing this form I agree that:

- I have read all of the information contained in this form in relation to the activity (including any attached material) and I am aware that the department does not have personal accident insurance cover for students.
- I give consent for my child, _____ (Child's name) in class _____, to participate in the activities of tree climbing and outdoor play as indicated in the information letter.
- I acknowledge that my child will be trained to safely use all equipment and perform any physical skills such as tree climbing before they are allowed to participate in any activities.
- I acknowledge the benefits of these activities outweigh the risks and am happy for my child to participate in all the activities outlined below:
 1. Climbing trees to a height of 3m
 2. Swinging on ropes and tyre swings
 3. Traversing the low ropes and high ropes courses
 4. Using the water play areas, including the storm drain as needed
- In the event of an accident or illness, school staff may obtain or administer any medical assistance or treatment my child may reasonably require, including contacting my child's doctor.
- I accept liability for all reasonable costs incurred by the department in obtaining such medical assistance or treatment (including any transportation costs) and undertake to reimburse the department the full amount of those costs.
- I have provided the school all relevant details of my child's medical or physical needs on enrolment and where relevant have updated this information.

Parent/Carer's Name: _____ (Please print)

Parent/Carer Signature: _____ Date: ____/____/____

Additional medical information

The school collected medical information about your child at enrolment. This information is stored electronically in OneSchool. Please give full details of any new or updated medical information which may affect your child's full participation in the activity described in the form.

See over for further information

You may also wish to update/provide the following optional information*:

Uncontrolled copy. Refer to the Department of Education Policy and Procedure Register at <http://ppr.det.qld.gov.au> to ensure you have the most current version of this document.



**Queensland
Government**

Activity consent form

Name of child's medical practitioner: _____ Telephone No.: _____

Medicare No.: _____

Private Health Insurance Company (if applicable): _____ Membership No.: _____

*If an enrolment form for your child was completed or updated since October 2012 and these details have not changed, this information will already be recorded in OneSchool.

I would like this additional information about my child's medical information to be recorded in OneSchool records.

