

ENROLMENT CHECKLIST FOR PARENTS & CARERS

You must provide the following supporting documentation with your application

1	Student Birth Certificate	We must sight a copy of your child's birth certificate, if not previously sighted by a Qld State School.
2	Child Protection Order, Family Court, Other Court Orders	If relevant , please provide a copy of current documentation.
3	Proof of residence within our catchment area	You must supply <u>one document from each column below.</u> The documents must be current and show your name and residential address.
PRIMARY SOURCE: <i>(tick one)</i> <input type="checkbox"/> Current lease agreement <u>or</u> <input type="checkbox"/> Recent rates notice <u>or</u> <input type="checkbox"/> Unconditional sale agreement		SECONDARY SOURCE: <i>(tick one)</i> <input type="checkbox"/> Utility bill (electricity, phone, gas) <u>or</u> <input type="checkbox"/> Rental bond receipt with full name and address <u>or</u> <input type="checkbox"/> Registration on a state or federal electoral roll with full name and address

Enrolment Pack contents		Parent to sign	Student to sign
1.	Proof of Residence Form	X	
2.	Application for Student Enrolment	X	
3.	Enrolment Agreement	X	X
4.	ICT Access Agreement	X	X
5.	Media Consent Form	X	
6.	General Permissions	X	X
7.	Student Resource Scheme Agreement	X	
8.	Parent & Community Code of Conduct	X	
9.	Online Services Consent Form	X	
10.	Enrolment Questionnaire (for Students)		X
11.	Extra-Curricular Activities Expression of Interest		X
12.	BYOD Frequently Asked Questions (Bring Your Own Device Laptop)	N/A	
13.	Uniform Price List	N/A	
14.	Parent Information Booklet	N/A	
15.	QParents Information	N/A	

enrolments@macknorthbeachesshs.eq.edu.au

Phone 07 4842 1333 or 07 4842 1320



Proof of Residence

Mackay Northern Beaches State High School operates under an Enrolment Management Plan (EMP). This means that **only students who permanently reside within our catchment zone are able to attend our school** (with the exception of Scholarship winners, those with siblings here and other exceptional circumstances). In order to enrol at our school, **you must provide us with proof of residency**. When we receive (and have copies on file) of this proof, you will be issued an Enrolment Pack which requires details including: parent contacts, previous schools, emergency contacts, medical and learning information as well as the agreements for attending MNBSHS.

Our EMP is outlined in detail on the MNBSHS website www.macknorthbeachesshs.eq.edu.au and includes a corresponding boundary catchment map and street list. All residents of Rural View, Eimeo, Bucasia, Shoal Point and Blacks Beach are within our catchment. If you are not within these suburbs, the EMP documents should be consulted prior to completing this form.

If you believe you are within the catchment area, please complete this form and attach your 2 Proof of Residency documents, ensuring originals are brought to the school to be sighted.

Student Name: _____ Date of Birth: ____ / ____ / ____

Current school: _____ Current Year Level: _____

Carer #1 Name: _____ Relationship: _____

Carer #1 Phone: _____ Mob: _____ Email: _____

Carer #2 Name: _____ Relationship: _____

Carer #2 Phone: _____ Mob: _____ Email: _____

Current Residential Address of student:

House No: _____ Street: _____

Suburb: _____ Postcode: _____

Proof of Residency: (You must supply one document from each column showing the same address as written above on both documents).

Primary Source: (Please tick which ONE is attached)	Secondary Source: (Please tick which ONE is attached)
<input type="checkbox"/> Current lease agreement	<input type="checkbox"/> Utility bill (e.g. electricity or gas)
<input type="checkbox"/> Recent rates notice	<input type="checkbox"/> Registration on a state or federal electoral roll with full name and address,
<input type="checkbox"/> Unconditional sale agreement	<input type="checkbox"/> Rental Bond Receipt with full name and address,
	<input type="checkbox"/> Australian Citizenship or Permanent Residence status with full name and address.

Notes regarding Proof of Residency:

If unable to provide adequate proof of residence, a Statutory Declaration confirming that an officer authorised to endorse statutory declarations has sighted sufficient evidence that in their opinion the student is a resident within the catchment area, must be provided.

NB The prospective student's birth certificate is required for sighting (or alternative document such as passport or visa if birth certificate cannot be provided) if enrolling for the first time in a Qld state school. The birth certificate requirement does not apply where OneSchool indicates that a birth certificate has been previously sighted.**

Signed: _____ / ____ / ____
Print name Signature Date

Application for student enrolment form

INSTRUCTIONS

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

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

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

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

PRIVACY STATEMENT

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

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

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

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

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

PROSPECTIVE STUDENT DEMOGRAPHIC DETAILS

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

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

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

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

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

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

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

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

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

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

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

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

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

PROSPECTIVE STUDENT'S PREVIOUS EDUCATION / ACTIVITY

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

RELIGIOUS INSTRUCTION*

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

PROSPECTIVE STUDENT ADDRESS DETAILS*

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

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

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

PROSPECTIVE STUDENT MEDICAL INFORMATION (including allergies)***Privacy Statement**

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

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

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

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

COURT ORDERS***Out-of-Home Care Arrangements***

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

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

Uncontrolled copy. Refer to the Department of Education Policy and Procedure Register at <https://ppr.qed.qld.gov.au/pp/enrolment-in-state-primary-secondary-and-special-schools-procedure> to ensure you have the most current version of this document

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

Parental occupation groups for use with parent/carers details

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

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

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

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

Defence Forces commissioned officer

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

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

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

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

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

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

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

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

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

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

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

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

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

Defence Forces senior Non-Commissioned Officer.

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

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

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

Skilled office, sales and service staff:

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

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

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

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

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

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

Office assistants, sales assistants and other assistants:

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

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

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

Labourers and related workers

Defence Forces ranks below senior NCO not included above

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

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

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

State schools standardised medical condition category list

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

Application to enrol in a Queensland state school

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

Entitlement to enrolment

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

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

Prospective student

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

Parent's occupation and education

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

Court Orders

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

Name on enrolment form

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

Gender

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

Religious Instruction

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



Our Values

Excelling in Education / Equipping for Life / Empowering to Lead

Enrolment Agreement – Students, Staff and Parents of Mackay Northern Beaches SHS

This Enrolment Agreement sets out the commitment undertaken by the student, parents or carers and the school staff to the education of students enrolled at Mackay Northern Beaches State High School.

Students commit to:

- attending school regularly, on time, ready to learn and take part in school activities
- adhering to all school policy and procedures
- acting at all times with respect and showing tolerance towards other students and staff
- working hard and complying with requests or directions from the teacher and principal
- abiding by school rules, meeting homework requirements and wearing school's uniform
- respecting the school environment.

Parents/Carers commit to:

- ensuring your child attends school on every school day for the educational program in which they are enrolled
- supporting your child and the school in their learning
- informing the school of any problems that may affect their child's ability to learn
- ensuring your child completes homework set in keeping with the school's homework policy
- informing the school of reasons for any absence
- communicating respectfully with school staff
- supporting the authority and discipline of the school enabling your child to achieve maturity, self-discipline and self-control
- not allowing your child to bring dangerous or prohibited items to school
- abiding by school's policy regarding access to school grounds before, during and after school hours
- advising the Principal if your child is in the care of the state or you are the carer of a child in the care of the state
- informing the school if your child's living arrangements change and provide details of new home address and contact details
- ensuring all medical information is provided to the school and kept up to date

School staff commit to:

- designing and implementing an engaging, challenging and flexible learning experience for individuals and groups which help advance language, literacy and numeracy skills
- developing each individual student's talent as fully as possible
- informing parents and carers regularly about how their children are progressing
- informing students, parents and carers about whole school curriculum plan including assessment requirements
- teaching effectively and setting the highest standards in work and behaviour
- taking reasonable steps to ensure the safety, happiness and self-confidence of all students
- supporting personal development and participation in society
- being open and welcoming at all reasonable times and offer opportunities for parents and carers to become involved in the school community
- clearly articulating the school's expectations regarding the *Responsible Behaviour Plan* for students and the school's Dress Code and Personal Appearance Policy
- ensuring that parents and carers are aware of the school's insurance arrangements and accident cover for students
- advising parents and carers of extra-curricular activities operating at the school in which their child may become involved, for example, Program of Chaplaincy Services; religious instruction
- ensuring that the parent is aware of the school's record-keeping policy including the creation of a transfer note should the student enrol at another school
- contacting parents and carers as soon as is possible if the school is concerned about the child's school work, behaviour, attendance or punctuality
- dealing with complaints in an open, fair and transparent manner
- consulting parents on any major issues affecting students
- treating students and parents with respect and tolerance.

I accept and understand the policies and procedures of Mackay Northern Beaches State High School:

- | | |
|--|--|
| <input type="checkbox"/> ICT Access Agreement | <input type="checkbox"/> Student Services – Guidance, Chaplain, Nurse, CEC, YSC |
| <input type="checkbox"/> Uniform policy | <input type="checkbox"/> School excursions and refund policy |
| <input type="checkbox"/> Movies at school | <input type="checkbox"/> Absences |
| <input type="checkbox"/> Travel to local venues | <input type="checkbox"/> Homework Policy |
| <input type="checkbox"/> Banning of Knives | <input type="checkbox"/> Appropriate Use of Mobile Telephones and other Electronic Equipment by Students |
| <input type="checkbox"/> Consent to use copyright material, image, recording or personal information | <input type="checkbox"/> Communication methods – emails, text message, website, Facebook |
| <input type="checkbox"/> BYO Laptops | <input type="checkbox"/> Complaints management |
| <input type="checkbox"/> Resource Scheme (SRS) | <input type="checkbox"/> Responsible Behaviour Plan for students |

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

Student Signature:

Parent/Carer Signature:

On behalf of Mackay Northern Beaches SHS

.....

.....

.....





ICT Access Agreement

This policy outlines the acceptable use guidelines for students using ICTs here, this includes: the school computer network, Internet, email, school equipment including laptops, desktops, printers, cameras, devices etc as well as BYO Laptops providing access to the school the network and resources. Students and their Parents/Guardians are required to sign a copy of the ICT Access Agreement to gain access to ICT resources as part of the school program.

The Basics:

- **Every student has an individualised account** on the school's computer network that is not accessible to other students. The account or password **is not** to be shared (student responsibility).
- **Students are responsible for managing their printing costs.** Within each students' SRS fees, \$10 is allocated to printing (\$5 per semester). Printing is possible at any of the printers/copiers across the school. Additional printing allocation can be purchased (form from office). Student Identification (ID) Cards are used to access printers.
- **Students are able to hire a laptop from the school or bring their own as part of the BYOD program.** It is the responsibility of the student to ensure that the laptop is adequately secured when not in use, including close monitoring of it during lunch breaks. MNBSHS takes no responsibility for theft, loss, breakages, vandalism or unauthorized access to BYOD laptops, however every effort will be made to investigate instances of theft or malicious damage of BYOD laptops. Parents are responsible for a hire laptops replacement or repair where the item is lost, not returned, willfully or negligently damaged.

STUDENT NAME: _____

I understand the use of the school network and ICT resources is a privilege and whilst I have access to it, I commit that I will:

1. Use resources for educational purposes only.
2. Take RESPONSIBILITY not to initiate access to material which is inappropriate, controversial, offensive illegal or dangerous, or to distribute such material by copying, storing or printing it.
3. Immediately report in quiet manner to the teacher if I accidentally access inappropriate material and clear any offensive pictures or information from the screen.
4. Not annoy, harass, insult, intimidate, humiliate or bully, bring the school's name into disrepute (including blogs, discussion boards and social networking sites) or send, display or store offensive and anti-social material, this includes the publication of personal phone number / addresses.
5. Refrain from using of obscene language in any electronic communication, this includes emails, on school social media sites etc.
6. Not willfully or negligently damage ICT resources including, but not limited to school and BYOD laptops. I will report any damage.
7. Ensure the integrity of the school network as I will not use any means to circumvent the security of the school intranet, Internet, security systems or any part of the network, including: access other users' computer accounts or allow others to use my account login, trespass into others' folders, work or files.
8. Respect and uphold copyright laws. Copyright and license agreements must be honoured (eg downloading copyrighted games and music onto a school computer or laptop is unacceptable as is using facilities to share and/or copy copyrighted games and music).
9. Only store files on the network that directly relate to work being conducted at school.
10. Connect only authorised devices to the network eg school devices, or an authorised BYO laptop.
11. Abide by the Mobile Phone And Electronic Devices Policy.
12. Ensure that the laptop in my possession is well-maintained and adequately secured when not in use, including close monitoring of it during lunch break

I acknowledge that breaches of this agreement could see any of the following consequences:

- Meeting with Parents;
- Loss of ICT access (either email and or internet access or full school network access);
- Internal suspension;
- External suspension;
- Exclusion.

Student Signature: _____

Date: / /

Parent Consent for use of ICT Resources

I believe my student understands this responsibility, and I hereby give my permission for him/her to utilise school ICT resources and to access the Internet under school rules.

I understand that students breaking these rules will be subject to appropriate action by the school. For minor breaches loss of Internet access for some time may occur. For serious or repeated breaches consequences for student actions will be determined through the School Responsible Behaviour Plan which may include suspension or exclusion.

I understand that I am responsible for a hire laptops replacement or repair where the item is lost, not returned, willfully or negligently damaged.

Parent Name: _____ **Signature:** _____ **Date:** / /



'Striving for Excellence'

Mackay Northern Beaches SHS

MEDIA CONSENT

Introduction to the State School Consent Form (attached) for Mackay Northern Beaches State High School.

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

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

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

Your child's student materials:

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

Purpose of the consent

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

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

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

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

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



Voluntary

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

Consent may be limited or withdrawn

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

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

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

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

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

Media sources used

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

- School website: <https://macknorthbeachesshs.eq.edu.au>
- Facebook: <https://www.facebook.com/MackayNorthernBeachesSHS/>
- YouTube: <https://www.youtube.com/channel/UCxpbqFn64C14GTVXvurCrQ>
- Instagram: <https://instagram.com/mackaynorthernbeachesshs?igshid=YmMyMTA2M2Y=>
- Twitter: N/A
- LinkedIn: <https://www.linkedin.com/>
- Other: <https://www.facebook.com/MackayDistrictSchoolSport/>
- 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 Enrolment Officer enrolments@macknorthbeachesshs.eq.edu.au Phone 4842 1333.

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

State School Consent Form

1 IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

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

(a) Full name of individual:

(b) Date of birth:

(c) Name of school:

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

☐ Full Name ☐ First Name ☐ No Name ☐ Other Name

* Please note, if no selection is made, only the Individual's first name will be used by the school. However, the school may choose not to use a student's name at its discretion.

** For school photos Full Name will be used unless a limitation is given in Section 5 below.

2 PERSONAL INFORMATION AND MATERIALS COVERED BY THIS CONSENT FORM

(a) **Personal information** that may identify the person in section 1:

- ▶ Name (as indicated in section 1) ▶ Image/photograph ▶ School name
- ▶ Recording (voices and/or video) ▶ Year level

(b) **Materials** created by the person in section 1:

- ▶ Sound recording ▶ Artistic work ▶ Written work ▶ Video or image
- ▶ Software ▶ Music score ▶ Dramatic work

3 APPROVED PURPOSE

If consent is given in section 6 of the form:

- The personal information and materials (as detailed in section 2) may be recorded, used and/or disclosed (published) by the school, the Department of Education (DoE) and the Queensland Government for the following purposes:
 - Any activities engaged in during the ordinary course of the provision of education (including assessment), or other purposes associated with the operation and management of the school or DoE including to publicly celebrate success, advertising, public relations, marketing, promotional materials, presentations, competitions and displays.
 - Promoting the success of the person in section 1, including their academic, sporting or cultural achievements.
 - Any other activities identified in section 4(b) below.
- The personal information and materials (as detailed in section 2) may be disclosed (published) for the above purposes in the following:
 - the school's newsletter and/or website;
 - social media accounts, other internet sites, traditional media and other sources identified in the 'Media Sources' section of the explanatory letter (attached);
 - year books/annuals and school photographs;
 - promotional/advertising materials; and
 - presentations and displays.

4 TIMEFRAME FOR CONSENT

School representative to complete.

(a) Timeframe of consent: duration of enrolment.

(b) Further identified activities not listed in the form and letter for the above timeframe: N/A

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.





General Permissions

MOBILE PHONE AGREEMENT

I, _____ (student) agree to comply with the school mobile phone policy. I understand that it is my responsibility to be aware of my use of a mobile phone & ensure it is turned off & out of sight at all times between 8:25am – 2:45pm, (unless under the direct supervision of a teacher). I understand that upon staff instruction I must hand the device to the staff member immediately.

Student Signature : _____

Date: / /

I, _____ (parent / guardian) understand that this school has a no mobile phone policy. I agree to support the school by having my child observe the no mobile phone policy

Parent Signature : _____

Date: / /

UNIFORM AGREEMENT

I, _____ (student) agree to comply with the school uniform policy. I understand that it is my responsibility to be aware of the correct uniform on the correct day. I understand that there are consequences if I do not comply with the uniform policy.

Student Signature : _____

Date: / /

I, _____ (parent / guardian) understand that this school has an endorsed uniform. I agree to support the school by having my child wear the correct uniform.

Parent Signature : _____

Date: / /

TO WATCH MOVIES

I _____ **do / do not** give permission for my child _____ to watch 'PG' rated movies (year 7, 8 & 9 students) & 'M' rated movies (year 10, 11 & 12 students) at Mackay Northern Beaches State High School. I understand that the movies shown will be used for specific purposes in units of work and will be viewed under strict teacher supervision.

Parent Signature : _____

Date: / /

TO VISIT LOCAL VENUES

I, _____ (parent / guardian) give permission for my child, _____ to attend various off campus venues and establishments that are within walking distance, as required throughout the school year e.g. Woolworths, Bowls Club. I understand that this would only be as part of curriculum and under strict adult supervision.

Parent Signature : _____

Date: / /

KNIFE BAN

Students are not allowed to have any type of knife at school including:

- flick knives, ballistic knives, sheath knives, push daggers, trench knives, butterfly knives, star knives, butter knives, fruit knives or craft knives
- any item that can be used as a weapon, for example, a chisel.

If you need a knife or tools for school subjects, school staff will provide them and supervise their use.

We understand that all knives are banned, and that serious consequences will ensue if I breach this ban (*refer to Responsible Behaviour Plan for further details*).

Student Signature : _____

Date: / /

Parent Signature : _____

Date: / /

STUDENT CODE OF CONDUCT AGREEMENT

I, _____ (student) agree to comply with the Student Code of Conduct (formerly known as the Responsible Behaviour Plan). I understand there are consequences if I do not comply with the Student Code of Conduct.

Student Signature : _____

Date: / /

I, _____ (parent / guardian) understand that this school has a Student Code of Conduct (formerly known as the Responsible Behaviour Plan). This document is available on the school website.

Parent Signature : _____

Date: / /



Student Resource Scheme - Participation Agreement Form

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

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

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

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

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

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

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

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

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

For further information please see the 'parents and carers' site for general information on [School fees and charges](#).

Participation

- ☐ **YES** I wish to participate in the Student Resource Scheme. I have read and understand the Terms and Conditions of the scheme (see reverse) and agree to abide by them and to pay the annual participation fee in accordance with the selected payment arrangement. I understand that I can opt out of participation in the SRS in any year by completing a new Participation Agreement Form.
- ☐ **NO** I have read the terms and conditions and I do not wish to participate in the Student Resource Scheme. I understand I must provide my child with all items and resources that would otherwise be provided by the SRS as detailed in the information provided by the school. I understand that I can choose to join the SRS in future years by completing a new Participation Agreement Form.

School Name	MACKAY NORTHERN BEACHES STATE HIGH SCHOOL
Form Return Date	
Student Name	
Year Level	
Parent Name	
Parent Signature	
Date	

Privacy Statement

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



Terms and Conditions

Definition

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

Purpose of the SRS

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

Participation in the SRS

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

Non-Participation in the SRS

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

The Resources

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

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

Payment Arrangements

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

Debt Management

31. Payment of the participation fee is a requirement for continued participation in the SRS.
Non-payment of the participation fee by designated payment date(s) may result in debt recovery action in accordance with the Department's
Debt Management Procedure
<https://ppr.ged.qld.gov.au/pp/debt-management-procedure>

Parents' Experiencing Financial Hardship

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

Additional Information

Textbook and Resource Allowance (TRA)

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

- retained by the student and used at their discretion; or



Student Resource Scheme

Annual Parent Information Letter

Dear Parents/Guardians,

This letter contains important information about the **2025 Student Resource Scheme (SRS)** including how the scheme operates and the annual participation fee.

The Queensland Government supports students' education by providing funding for:

- Instruction, e.g., teachers
- Facilities, e.g., buildings, amenities, furniture
- Administration, e.g., staffing and resources to administer the operations of the school.

Funding does not extend to individual student resources such as textbooks, equipment for personal use, and items used/consumed by the student in the classroom. Supply of these items is the responsibility of parents.

To provide parents with a cost-effective alternative to purchasing textbooks and/or resources elsewhere, Mackay Northern Beaches State High School operates an SRS for 2025.

The scheme ensures that students have the resources required for them to engage with the curriculum for their education, and saves parents time and money in sourcing the prescribed materials elsewhere. Savings are gained through the school's bulk purchasing practices and hiring arrangements. The scheme is not used to raise funds for other purposes, and revenue collected through the scheme is applied only to the resources and operation of the scheme. The financial impact on parents and whether the school can absorb any of the cost has been considered before determining the SRS fee.

The scheme's operation, resource inclusions and participation fees were approved by the school's P&C Association at the meeting held on 21/11/2024.

SRS Participation

The objective of the scheme is to provide a convenient and cost-effective way for students to access the educational resources necessary to enhance their learning experience at school. The Department encourages parents to participate in the scheme. Participation in the SRS is optional, and no obligation is placed on a parent to participate. Participation is for the duration of your child's enrolment at the school.

Student is new to the school.....

Parents are required to complete and return the SRS Participation Agreement Form when joining the scheme for the first time. If no participation form is received by **29/03/2025**, the school will take the view that the parent has chosen to opt out of the SRS. The parent is then required to provide the educational resources listed in the SRS for their child by the start of the school year. A parent can opt in or out of the scheme in subsequent years by completing another Participation Agreement Form.

Continuing student of the school.....

A parent's participation or non-participation in the scheme will continue as per their previously completed Participation Agreement Form. A parent can opt in or out of the scheme in subsequent years by completing another Participation Agreement Form.

If a parent has opted out of the scheme the parent is required to provide the educational resources listed in the SRS for their child by the start of the school year.

For more detailed information about the SRS can be found on the Department's website:

(<https://ppr.qed.qld.gov.au/pp/student-resource-scheme-srs-procedure>).

For general information on school fees and charges please see the 'parents and carers' site on [School fees and charges](#).



Resource Inclusions

All resources included in the SRS are detailed in the attached **SRS Resource list**. This list is also available on the school's website. This is a comprehensive list of all resources included in the scheme and their associated costs.

Parents must inform the school if items on the list of resources are not received by their child when resources are distributed.

Type of Resources provided

Generally, the three types of resources that could be included are:

- **Owned** – these items are retained by the student and used as required (e.g., stationery, exercise books, student diary).
- **Used** – these items are used/consumed in class by the student (e.g., industry technology/cooking/art supplies).
 - work/items produced from these resources will remain the property of the student.
- **Hired** – these items are hired to the student for their personal use for a specific period of time (e.g., textbooks, musical instruments, laptops).
 - Hired items must be returned to the school in good condition at the end of the hire period or if the student leaves the school.
 - A repair or replacement cost may be charged to the parent for any hired items that are damaged or not returned.

Costing Methodology

The schools SRS fee is calculated based on:

1. A flat fee for all students in the school, OR
2. A flat fee for a cohort group of students (e.g., a year level), OR
3. A general fee for all students or a cohort group plus additional fees for individual subject inclusions.

Please refer to the **SRS Resource list** for the associated costings.

The Textbook and Resource Allowance

The Department of Education provides a Textbook and Resource Allowance (TRA) to assist parents with the cost of textbooks and other education resources for eligible Years 7 to 12 students. For those students who are eligible to receive the TRA, the TRA will be applied to reduce the cost of participation in the SRS. Information on the TRA can be found on the department's website (<https://education.qld.gov.au/about-us/budgets-funding-grants/grants/parents-and-students/textbook-resource-allowance>).

Year level	TRA Rate
Years 7 to 10	\$155
Years 11 to 12	\$337

The SRS Participation Fee

The SRS fee payable for the year is available in the attached information and published on the school's website. This also includes the TRA component which has been deducted to reduce the SRS fee payable.

* If the cost of the SRS is equal to the TRA rate, no SRS Fee is payable.

Financial Hardship

Parents experiencing financial hardship who are currently participating or wish to participate in the SRS should contact the school to discuss available options in confidence.

Payment Arrangement

Several payment options including a single payment for the full year's fee or term instalments are available. An instalment plan can also be negotiated with the school.

Any unpaid invoices will be managed according to the department's Debt Management Procedure. Only as a last resort, a Principal may use discretion to exclude a student from optional, non-curricular activities where a parent has an outstanding debt with the school. (<https://ppr.qed.qld.gov.au/pp/debt-management-procedure>).

Payment Method

SRS payments can be made by QParent/BPOINT, BPAY, EFTPOS (Credit/Debit Card), Cheque, Cash, Centrepay.

- Payment may be made through the QParents portal using a credit card. Payment will be directed from the QParents portal to BPOINT where relevant outstanding invoice information may be selected.
- When paying by BPOINT, please use the Customer Reference Number (CRN) and invoice number printed on the invoice received from the school. If unsure of the CRN, please contact the school.
- Centrepay Deductions are available to pay the SRS fees. Use Centrepay to make regular deductions from your Centrelink payment. Centrepay is a voluntary and easy payment option available to Centrelink customers. Go to humanservices.gov.au/centrepay for more information on how to set up your Centrepay deductions.

Contact Us

For all queries regarding the SRS and its inclusions, please contact the school phone via 48421333 or email admin@macknorthbeachsshs.eq.edu.au.





SRS Fee Payment Arrangement Form

Section 1: Student Details

Student Name	
Student ID (If known)	
Year Level	

Section 2: SRS Category

SRS Category	SRS Fee Payable	Option Selected
Year 2025 Curriculum Resources	Year 7-10 = \$160 Year 11-12 = \$80	<input type="checkbox"/>
Term Hire of a Computing / Laptop Device (Application process required due to limited availability)	\$80 per Term	<input type="checkbox"/>
Instrumental Music Resource Program	\$100 per annum	<input type="checkbox"/>
Hire of a school owned musical instrument (Application process required due to limited availability)	\$100 per annum	<input type="checkbox"/>

Section 3: Return of the Participation Form

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

Have you completed and returned the SRS Participation Agreement Form upon enrolment? **Yes** ☐ **No** ☐

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

Section 4: Parent Signature

Parent Name	
Parent Signature	
Date	




Parent and Community Code of Conduct

Supporting learning, wellbeing and safety in our school

We welcome parents¹ and other members of our diverse community into our school.

Working together with our large school community², school staff support the collective learning and wellbeing of our students, and are entitled to a safe work environment.

Parents and other visitors to our school support safety by ensuring their communications and conduct at the school and school activities is respectful.

ELEMENTS OF ENGAGEMENT	It is expected that parents and visitors to our school will:	Parents and visitors to our school demonstrate this by:
 Communication	<ul style="list-style-type: none">• be polite to others• act as positive role models• recognise and respect personal differences• use the school's communication process to address concerns	<ul style="list-style-type: none">• using polite spoken and written language• speaking and behaving respectfully at all times• being compassionate when interacting with others• informing staff if the behaviour of others is negatively impacting them or their family• respecting staff time by accepting they will respond to appropriate communication when they are able• requesting a meeting to discuss any concerns about their child's education – allowing staff time to prepare and appreciating their time may be limited• any concerns be communicated away from your child so as to protect the 3 way partnership between school, parents and child
 Collaboration	<ul style="list-style-type: none">• (parents) ensure their child attends school ready to learn• support the Student Code of Conduct	<ul style="list-style-type: none">• taking responsibility for their child being prepared, arriving and departing school safely on time every day• reading and encouraging their child to understand and follow the Student Code of Conduct
 School Culture	<ul style="list-style-type: none">• recognise every student is important to us• contribute to a positive school culture• work together with staff to resolve issues or concerns• respect people's privacy	<ul style="list-style-type: none">• valuing each child's education• acknowledging staff are responsible for supporting the whole school community• speaking positively about the school and its staff• not making negative comments or gossiping about other school community members, including students – in person, in writing or on social media• understanding, at times, compromises may be necessary and that requests made to the school are reasonable in nature and considerate of the complex operation of our large school• working as a team in achieving your child's goals in their education• considering the privacy of all school community members at all times, and understanding that the school cannot share confidential information.

The department's Hostile People on School Premises, Wilful Disturbance and Trespass procedure outlines the legislative powers under the *Education (General Provisions) Act 2006* (Qld) that principals and departmental staff can exercise to regulate a person's conduct or movement at, or access to, a school's premises.

Parent/Carer #1 Signature: _____ Parent/Carer #2 Signature: _____ Date : / / .

¹The term 'parent' refers to parents, carers, guardians and people who exercise parental responsibility for a child.

² The term 'school community' refers to staff, students, parents, local business and community organisations and visitors to the school.

Introduction to the Online Services Consent Form for Mackay Northern Beaches State High School.

Our school uses tools and resources to support student learning, including third party (non-departmental) online services hosted and managed outside of the Department of Education network.

Online services, including websites, web applications, and mobile applications, are delivered over the internet or require internet connectivity. Examples may include interactive learning sites and games, online collaboration and communication tools, web-based publishing and design tools, learning management systems, and file storage and collaboration services.

This letter is to inform you about the third party online services used in our school and how your child's information, including personal information and works, may be recorded, used, disclosed, and published to the services (if you provide your consent for this to occur).

The Online Services Consent Form is a record of the consent provided.

About the online services

After evaluation, the principal has deemed specific third party online services appropriate for school use. These online services are listed on the consent form.

Third party online service providers are external to the school, and the services may be hosted onshore in Australia or offshore outside of Australia. Data that is entered into offshore services may not be subject to Australian privacy laws. When considering whether to provide your consent, we encourage you to read the information provided about each online service, including the *terms of use* and *privacy policy*, which outline how information and works will be used and under what circumstances they may be shared.

Student information

The consent collected by the form covers both student personal information (e.g. name, date of birth) and school-based information (e.g., student username, email, year level) as outlined on the form.

Where permitted by the service provider, de-identified information will be used and/or efforts will be made to limit the amount of personal information disclosed and stored within online services (e.g., when registering accounts, only mandatory information will be disclosed).

Student works

Works might include materials such as student projects, assignments, portfolios, images, video or audio. Where student works will be created within, stored or published to the online service (in some cases, published information or works will be viewable by the public), this will be indicated in 'additional consent requirements' in Section 5 of the Online Services Consent Form.

Parent information

Where your personal information (e.g. parent email, name, contact details) will be disclosed to the online service, this will be indicated in the 'additional consent requirements' in Section 5 of the Online Services Consent Form.

Purpose of the consent

Third party online services are used for various purposes. The purpose of use for each service is outlined in Section 5 of the Online Services Consent Form. For example, teachers may use online services with students to support curriculum delivery, complete learning activities and assessment, facilitate class collaboration, and create and publish class work (e.g. projects, assignments, portfolios).

The Online Services Consent Form records your consent for your child to register accounts, use, and, where specified, publish their work to these services. The form also collects your consent for school staff to collect, store, and transmit information to online services in order to manage school operations and communicate with parents and students.

It should be noted that, in some instances, the school may be required or authorised 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.

Voluntary consent provision

It is not compulsory to provide consent for the use of the programs we use at Mackay Northern Beaches, however this will prevent your child from accessing these important learning resources.

Consent may be limited or withdrawn

You can withdraw your consent at any time by notifying 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.

You may also limit your consent by providing consent for some, but not all, online services listed on the form.

Requests to limit consent in relation to how the 'Information covered by this consent form' and the 'Approved purpose' (Section 2 and 3 of the form) are applied to a specific service, will be treated as "do not consent", as the school cannot guarantee correct implementation of individual requests.

Due to the nature of the internet, it may not be possible for all copies of information (including images and student works that have already been disclosed or published) to be deleted or restricted from use if you request it. The school may remove content that is under its direct control, however, information and works that have already been disclosed and published cannot be deleted, and the school is under no obligation to communicate changes to your child's consent circumstances to online service providers.

Duration of consent

The consent applies for the period of time specified on the form. You may review and update your consent at any time by notifying the school in writing (by email or letter).

There may be circumstances where the school issues a new consent form to seek additional consent e.g. in the event that new online services are identified for use.



Privacy Notice

The Department of Education is collecting the personal information on this form in order to obtain consent regarding the use of online services. This information and completed form will be stored securely. Personal information collected on this form may also be used by or disclosed to third parties by the Department where authorised or required by law. If you wish to access or correct any of the personal information on this form, or discuss how it has been dealt with, please contact your student's school in the first instance.

This form is to be completed by:

- Parent/carer*;
- Student over 18 years; or
- Student with independent status.

(*Note: Where a student who is under 18 years is able to consent, they may also provide consent in addition to the parent.)

1. IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

a) Full name of student

2. INFORMATION COVERED BY THIS CONSENT FORM

a) The consent collected by the form covers the following student personal information (identifying attributes):

- Student name (first name and/or last name)
- Sex/Gender
- Date of Birth, age, year of birth

AND the following school-based information (generally, non-identifying attributes*):

- Student school username
- Student school email
- Student ID number
- School
- Year Group
- Class
- Teacher
- Country

*In cases where registration and/or use requires a combination of school-based information (non-identifying) and personal information, or a combination of school-based information, the school-based information may become identifiable.

b) If an online service records, uses, discloses and/or publishes student works, parent information or additional student information (such as photographs of students), not listed above (Section 2a.), the school will specify it as part of the *additional consent requirements* on the form. Examples may include:

- Student assessment
- Student projects, assignment, portfolios
- Student image, video, and/or audio recording
- Sensitive information (e.g., medical, wellbeing)
- Name and/or contact details (e.g. email, mobile phone number) of student's parent

3. APPROVED PURPOSE

This form records your consent for the recording, use, disclosure and publication of the information listed in item 2 above, and any information or student works listed under the 'additional consent

requirements', and to transfer this information and works within Australia and outside of Australia (in the case of offshore services) to the online service providers for the following purposes:

- For your child to register an account for the online services
- For your child to use the online services in accordance with each service's *terms of use* and *privacy policy* (including service provider use of the information in accordance with their *terms of use* and *privacy policy*)
- For the school to:
 - administer and plan for the provision of appropriate education, training and support services to students,
 - assist the school and departmental staff to manage school operations and communicate with parents and students.

4. TIMEFRAME FOR CONSENT

The consent granted by this form is for the duration of the student's current phase of learning (i.e. Years P-3, 4-6, 7-9 and 10-12). Consent is obtained upon enrolment and renewed when students move into a new phase of learning (e.g. minimum every four years).

5. CONSENT FOR ONLINE SERVICES

For each online service listed below, please indicate your choice to **give consent** or **not give consent** for the information outlined in Section 2 to be disclosed to the online service in accordance with the purpose outlined in Section 3, and for the timeframe specified in Section 4.

Service name:	Code.org	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://code.org				
Purpose of use:	Code.org is an online computer programming and coding education service. Code.org provides tutorials, courses, teacher resources and tools and organises the annual <i>Hour of Code</i> campaign				
Terms of use:	https://code.org/tos				
Privacy policy:	https://code.org/privacy				
Additional consent is being sought for the following reasons: <ul style="list-style-type: none"> Students works are stored 					
Service name:	Clickview	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	www.clickview.com.au				
Purpose of use:	A variety of educational videos				
Terms of use:	https://www.clickview.com.au/terms-and-conditions/				
Privacy policy:	https://www.clickview.com.au/privacy-policy/				
Service name:	Grok Learning	Data hosting:	Onshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://groklearning.com/				
Purpose of use:	Grok Learning (GL) provides a series of coding courses and challenges for all ability levels developed through the Queensland Coding Academy (QCA)				
Terms of use:	https://groklearning.com/policies/terms/				
Privacy policy:	https://groklearning.com/policies/privacy/				



Mackay Northern Beaches SHS

Online Services Consent Form

Service name:	Kahoot!	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://Kahoot.it				
Purpose of use:	Kahoot! is a game based learning platform. It provides the ability to create, discover, play and share fun learning quizzes, surveys and activities for any subject, in any language, on any device, for all ages.				
Terms of use:	https://kahoot.com/terms-and-conditions/				
Privacy policy:	https://kahoot.com/privacy-policy/				

Service name:	Quizizz	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	www.quizizz.com				
Purpose of use:	The purpose of this website is so users can use existing quizzes or create their own, assessment is in-class or homework, students play together or at their own pace, teachers receive class and student-level reports.				
Terms of use:	http://quizizz.com/tos				
Privacy policy:	http://quizizz.com/privacy				
Service name:	Edmodo	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://www.edmodo.com/				
Purpose of use:	Edmodo connects teachers, students and parents to collaborate on assignments and discover new resources. It is a K-12 social learning community. Teachers are able to set up and invite students to a locked online classroom.				
Terms of use:	https://www.edmodo.com/corporate/terms-of-service				
Privacy policy:	https://www.edmodo.com/corporate/privacy-policy				
Service name:	Prezi	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://prezi.com/				
Purpose of use:	Prezi is a presentation software and story telling tool for presenting ideas digitally. It can be used by teachers and students to create, save and share presentation both on and offline.				
Terms of use:	https://prezi.com/terms-of-use/				
Privacy policy:	https://prezi.com/privacy-policy/				
Service name:	Education Perfect	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://educationperfect.com				
Purpose of use:	Education Perfect allows teachers to create "learning journeys" for classes and individual students. Teachers can choose from a range of curriculum aligned resources and review analytics to understand student progress.				
Terms of use:	https://educationperfect.com/terms-of-use				
Privacy policy:	https://educationperfect.com/legal/				
Service name:	Gimkit	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://www.gimkit.com				
Purpose of use:	Gimkit allows students and teachers to create, share and play quizzes.				
Terms of use:	https://www.gimkit.com/pages/terms				
Privacy policy:	https://www.gimkit.com/pages/privacy				

Service name:	Quizlet	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://quizlet.com				
Purpose of use:	Quizlet is an online learning tool that allows users to create quizzes, flash cards and games.				
Terms of use:	https://quizlet.com/en-gb/tos				
Privacy policy:	https://quizlet.com/privacy				
Service name:	Glogster	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://edu.glogster.com/				
Purpose of use:	The purpose of this website is to be used by teachers as a global education platform for digital learning and expression of knowledge and skills in the classroom. It is a site where teachers can explore and create educational content online. Virtual classroom pages can be developed for use by students.				
Terms of use:	https://edu.glogster.com/terms-of-use				
Privacy policy:	https://edu.glogster.com/terms-of-use#privacy				
Service name:	EasyBib	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://www.easybib.com/				
Purpose of use:	EasyBib is an intuitive information literacy platform that provides citation, note taking and research tools that are east-to-use and educational.				
Terms of use:	https://chegg.com/terms-of-use				
Privacy policy:	https://chegg.com/privacypolicy				
Service name:	MyBib	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://www.mybib.com/				
Purpose of use:	MyBib is an intuitive information literacy platform that provides citation, notetaking, and research tools that are easy-to-use and educational.				
Terms of use:	https://www.mybib.com/terms				
Privacy policy:	https://www.mybib.com/privacy				
Service name:	Quizalize	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://www.quizalize.com/				
Purpose of use:	Quizalize engages students with fun, standards-tagged quizzes.				
Terms of use:	https://app.quizalize.com/terms				
Privacy policy:	https://app.quizalize.com/privacy-policy				
Service name:	Japanese I.O.	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://www.japanese.io/				
Purpose of use:	Enjoy reading all kinds of texts in Japanese, look up any work with a single click. A must for intermediate and advanced learners. Works in the browser on any device.				
Terms of use:	https://www.japanese.io/terms/				
Privacy policy:	https://www.japanese.io/privacy/				



Mackay Northern Beaches SHS

Online Services Consent Form

Service name:	Turnitin	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://turnitin.com/en_us/home				
Purpose of use:	The purpose of this website is to provide a platform which allows for the upload of student written works which is marked and assessed for plagiarism.				
Terms of use:	Use of Turnitin is restricted to student aged 14 years and more. Parental or caregiver consent must be gained for students aged less than 18 years				
Privacy policy:	https://turnitin.com/en_us/home				
Additional consent is being sought for the following reasons: <ul style="list-style-type: none"> Students works are stored. 					
Service name:	Scratch	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://scratch.mit.edu/				
Purpose of use:	Scratch is a visual programming tool and online learning community that allows users to program and share interactive media such as stories, games and animations.				
Terms of use:	https://scratch.mit.edu/terms_of_use				
Privacy policy:	https://scratch.mit.edu/privacy_policy				
Additional consent is being sought for the following reasons: <ul style="list-style-type: none"> Students works are stored and published. 					
Service name:	Adobe Creative Cloud	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://www.adobe.com/creativecloud.html				
Purpose of use:	Creative Cloud is a collection of 20+ desktop and mobile apps and services for photography, design, video, web, UX and more				
Terms of use:	https://www.adobe.com/au/legal/terms.html				
Privacy policy:	https://www.adobe.com/au/privacy.html				
Additional consent is being sought for the following reasons: <ul style="list-style-type: none"> Students works are stored. 					
Service name:	Blooket	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://www.blooket.com				
Purpose of use:	Teacher/host picks a question set and a unique game mode. Then, Blooket generate a code that players can use to join the game on their own devices.				
Terms of use:	https://www.blooket.com/terms				
Privacy policy:	https://www.blooket.com/privacy				
Service name:	Blueprint Career Development	Data hosting:	Onshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://www.blueprint.com.au/				
Purpose of use:	Blueprint Career Development is a framework for designing, implementing and evaluating career development programs for young people and adults.				
Terms of use:	https://www.axcelerate.com.au/terms-of-use				
Privacy policy:	https://www.axcelerate.com.au/privacy-policy				
Additional consent is being sought for the following reasons: <ul style="list-style-type: none"> Students works are stored. 					

Service name:	Connect'n'Grow	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://connectngrow.edu.au/				
Purpose of use:	Connect'n'Grow is a Registered Training Organisation providing Vocational Educational and Training courses in various industries.				
Terms of use:	https://connectngrow.instructure.com/login/canvas#				
Privacy policy:	https://www.instructure.com/policies/privacy				
Additional consent is being sought for the following reasons: <ul style="list-style-type: none"> Students works are stored. 					
Service name:	ReadCloud	Data hosting:	Onshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://www.readcloud.com/				
Purpose of use:	ReadCloud is a social eReader platform which lets students and teachers share annotations, videos and weblinks directly inside their eBooks. ReadCloud sources content from multiple publishers so all digital content is in one platform.				
Terms of use:	https://www.readcloud.com/terms-of-use/				
Privacy policy:	https://www.readcloud.com/privacy-policy/				
Additional consent is being sought for the following reasons: <ul style="list-style-type: none"> Students works are stored. 					
Service name:	Soundtrap Education	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://www.soundtrap.com/edu				
Purpose of use:	Soundtrap for Education is a creative audio recording platform that enables learning through creation of music, podcasts, sound recordings and transcripts.				
Terms of use:	https://www.soundtrap.com/legal/terms/edu/world				
Privacy policy:	https://www.soundtrap.com/legal/privacy/edu				
Additional consent is being sought for the following reasons: <ul style="list-style-type: none"> Students works are stored. 					
Service name:	Microsoft Forms	Data hosting:	Offshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://www.microsoft.com/en-us/Microsoft-365/online-surveys-polls-quizzes				
Purpose of use:	The purpose of this website is to provide teachers the ability to create customised quizzes, surveys, questionnaires and polls for educational use in their classrooms.				
Terms of use:	https://www.microsoft.com/en-us/legal/terms-of-use				
Privacy policy:	https://www.microsoft.com/en-us/privacystatement				
Additional consent is being sought for the following reasons: <ul style="list-style-type: none"> Students works are stored. 					
Service name:	Daymap	Data hosting:	Onshore	<input type="checkbox"/> I give consent	<input type="checkbox"/> I do not give consent
Url:	https://daymap.net/				
Purpose of use:	Daymap is a learning management system that offers teacher, student and parent portals; student management and attendance; school organisation and communication; curriculum and course management and assesment and reporting functionality.				
Terms of use:	https://discuss.daymap.com.au/forum/ucp.php?mode=terms				
Privacy policy:	https://daymap.net/privacy-policy				
Additional consent is being sought for the following reasons: <ul style="list-style-type: none"> Students works are stored. 					



Mackay Northern Beaches SHS

Online Services Consent Form

CONSENT AND AGREEMENT

Person giving consent – I am (tick the applicable box):

☐ parent/carer of the person identified in Section 1

☐ the person identified in Section 1 (if student is over 18 years or has independent status)

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 for the information outlined in Section 2 and any additional consent requirements outlined in Section 5 to be disclosed to the online services in accordance with the purpose outlined in Section 3 and for the timeframe specified in Section 4.

Print name of student:

Print name of consenter:

Signature or mark of

consenter:

Date:

____/____/____

Signature or mark of student*:

Date:

____/____/____

**Where a student who is under 18 years is able to consent, they may also provide consent in addition to the parent*

SPECIAL CIRCUMSTANCES

The section below must be completed, if the form is:

- A) required to be read aloud (whether in English or in an alternative language or dialect) to the person giving consent **and/or**:
 B) when the person giving consent is an independent student under the age of 18.

→ **WITNESS - for consent from an independent student or where the explanatory letter and the form were read**

I have witnessed the signature or mark of an independent student, or the accurate reading of the explanatory letter and the Online Services Consent Form was completed in accordance with the instruction of the person giving consent. The person giving consent has had the opportunity to ask questions. I confirm that the person giving consent have given consent freely and I submit 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 aloud the explanatory letter and the Online Services Consent Form to the person giving consent, and to the best of my ability made sure that the person understands that the following will be done:

- The identified information will be used in accordance with the Online Services Consent Form
- The school will cease using the information from the date that the school receives a written withdrawal of consent.

I confirm that the person giving consent was given an opportunity to ask questions about the explanatory letter and Online Services Consent Form, and all questions asked by the person giving consent have been answered correctly and to the best of my ability. I confirm that the person giving consent 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 person giving consent.

Print name and role of person
taking the consent:

Signature of person taking the
consent:

Date:

____/____/____



Mackay Northern Beaches SHS

Enrolment Questionnaire (student to complete)

Full Name:	
Current School:	
Reason for Enrolling at MNBSHS:	
Important medical information:	
Hobbies/Interests:	
Favourite/most successful subject	
Least favourite/most difficult subject	
Do you compete in any academic competitions? (Optiminds, Readers' Cup, Art, Science, STEM, Maths, Whitsunday Voices)	If Yes, which ones?
Are you interested or have you been involved in:	<input type="checkbox"/> Instrumental classes. If so what instrument? <input type="checkbox"/> Music programs. If so what program? <input type="checkbox"/> Dance/drama. If so, provide details <input type="checkbox"/> School sports teams. If so, what sports <input type="checkbox"/> Representative sport. If so, what sport and what level? <input type="checkbox"/> Community groups. (e.g. Lions, Rotary) If so, what group? <input type="checkbox"/> Talents/skills. (e.g. photography, beauty, juggling)
Have you ever received additional support for your learning?	<input type="checkbox"/> Teacher aide support <input type="checkbox"/> Additional teacher support <input type="checkbox"/> Intensive focus groups <input type="checkbox"/> Gifted & talented programs For which subjects:
Have you struggled with behaviour in school?	<input type="checkbox"/> Classroom <input type="checkbox"/> Playground Provide details:
Do you experience any condition that prevents you from attending? (Anxiety, PTSD, Depression, medical condition)	What do you need the school to know to support you?
If you answered the question above	What external support agencies are you accessing and how often?



**MACKAY
NORTHERN
BEACHES**
STATE HIGH SCHOOL

STUDENT NAME: _____

Extra-Curricular Activities Expression of Interest

At Mackay Northern Beaches State High School, we pride ourselves on offering a variety of extra curriculum activities and clubs across the Academic, Sporting and Cultural areas.

Please tick the extra-curricular activities below, if you would like more information on what our school offers. This information will be forwarded to the relevant Department.

<input type="checkbox"/>	Drama Club	<input type="checkbox"/>	Art Club
<input type="checkbox"/>	Choir	<input type="checkbox"/>	Theatresport
<input type="checkbox"/>	Homework Club	<input type="checkbox"/>	Stingers Strength
<input type="checkbox"/>	AUSLAN Club	<input type="checkbox"/>	Fittest Stinger
<input type="checkbox"/>	Instrumental Music	<input type="checkbox"/>	Cheerleading
<input type="checkbox"/>	Rugby League	<input type="checkbox"/>	Student Yoga
<input type="checkbox"/>	Pedal Prix (Human Powered Vehicles)	<input type="checkbox"/>	Students Coaching Students



What is BYOD?

BYOD stands for Bring Your Own Device (suitable device for school use). It is a scheme designed to allow all students at Mackay Northern Beaches State High School to have access to digital learning.

Why BYOD?

Previously (2011-2015) the federal government funded NSSCF program provided laptops to students. This program no longer exists but students need to have access to the Australian Curriculum as it is delivered in Queensland State Schools. This requires MNBSHS to be able to deliver the curriculum digitally across all subjects.

MNBSHS is delivering lessons using technology and needs to continue this practice to effectively deliver the curriculum and continue to develop students as contemporary learners.

How will my child be using their device in the classroom?

Technology is a tool in the day-to-day learning of contemporary students, not a special event or something separate from their everyday experiences. Different teachers in different classes will use technology in different ways. Students will not be learning in a paperless or wholly online environment. They will be using technology in classes to support the best possible approaches to rigorous teaching and learning.

How will my student keep their device safe?

Parents are to purchase a protective case and students are encouraged to use this case for all transportation of the device during the school day. Our school brand school bags are suitable for this. All students who take up the Term Hire option, will be provided with a case, which is required while transporting the laptop at all times. Please factor in the size of a laptop case when purchasing a school bag, our school brand school bags are appropriate for this. There are some lockers for senior student usage. Locker allocations are available at the beginning of the year.

MNBSHS takes no responsibility for theft, loss, breakages, vandalism or unauthorized access to BYOD laptops. While every effort will be made to investigate instances of theft or malicious damage of BYOD laptops, parents may still be responsible for acquiring the costs to repair or replace the relevant device.

Onsite Warranty and Accidental Damage Protection insurance is recommended

Why does my child still have to have a textbook list?

The school has developed quality electronic resources and students are provided with access to digital and interactive textbooks. However, students will still have textbooks in some subjects where digital texts are unavailable. Some publishers have yet to offer their books in an electronic version and it is important to give access to the best resources to support student learning.



Mackay Northern Beaches SHS

Why do the students still have to buy traditional stationery to use in class?

Having a device in class will not make MNBSHS a paperless school. Many aspects of learning will best occur through students experimenting with a pen and paper, or manipulating things in a traditional way for many years to come. When the best way to engage with ideas or concepts is through technology, teachers will use it.

What do I need to do as a parent/carer?

Plan to purchase a device suitable for school needs. The estimated cost is from \$800 to \$1500. The cost will depend on the device selected. Many outlets will offer payment plans.

What are the minimum requirements for a computer?

Minimum Requirements

Machine Type:	Laptop only (Not a MacBook)
Screen size:	Between 10" & 16" – 14" to 16" preferred
Processor:	Intel i3 or higher - i5 for technical subjects
RAM:	8GB preferred for technical subjects
Hard drive:	150GB or higher
Operating System:	Windows 10 (please note <u>not</u> Windows 10s or lower)
Wireless:	802.11n or higher
Ports:	1 x USB port minimum, audio in/out, in-built microphone, camera, ideally SD or Micro SD card reader
Battery life:	6+ hours (6+ cell or higher)
Other:	Laptop must have a Physical Keyboard

Necessary Software

- Microsoft Office 365 supplied free of charge (including licensing for up to five devices), accessible from the school website.
- Suitable Anti-Virus software
 - Parents/carers can purchase Symantec Anti-virus via "The Learning Place" for \$9.99 per year. See the school website for instructions on how to download.
 - But most other anti-virus software should be suitable.
- Adobe Reader DC – which is available for free from the Adobe Reader DC website

Other items the school recommends parents/carers purchase

- Protective case.
- Pointing device (mouse or stylus)
- Onsite warranty (Next Business Day (NDB) Onsite Warranty is STRONGLY recommended)
- Accidental Damage Protection insurance (ADP) preferably from the manufacturer



Mackay Northern Beaches SHS

Can I buy any laptop for my child?

Yes, provided it meets the minimum requirements as detailed above. However, we recommend that you **do not** purchase a MacBook, as these devices have had issues connecting to our school network printers and drives.

What costs are involved to access the BYOD program?

A yearly Student Resource Scheme, which supports student access to:

- Library Online portal – 24/7 access to digital resources and online databases to support research tasks;
- Clickview Online - 24/7 access to digital video library;
- Electronic textbooks including interactive texts and eBooks;
- TurnItIn - university standard anti plagiarising software & feedback studio;
- Range of software for specific curriculum use including Adobe Creative Suite, AutoCAD, Education Perfect, Spelling City, and other subject related software;
- Printing budget;
- Onsite IT Support for students and parents;
- Software development to enhance access, communications and eLearning;
- Access to short term replacement device to ensure continuity of learning whilst own laptop is being repaired (by approved application only);
- Access to a Day Loan laptop if financially unable to purchase a laptop.

What if I cannot afford to buy a laptop?

- Students can hire a laptop from the school on a term-by-term basis – at a cost of \$80 a term. Payment plans are not an option. Students will be able to take the laptop home after school, on weekends and school holidays (if payment is up to date).
- Students experiencing financial hardship can apply for a day loan laptop. The Student Resource Scheme must be up to date. For further information please refer to the BYOD Day Loan Program on the school website.
- Laptop outlets can provide payment plans. Discuss payment options at the point of sale.
- Please contact James Hunter eLearning Coordinator for more information on the school number jhunt319@eq.edu.au.

What if my student laptop requires repairs?

A limited number of loan laptops are available for students with laptops under repair. Parents/carers need to write a note of explanation which is presented to Mr Hunter. These devices are available for a maximum period of 2 weeks and can be extended if available.

STUDENT UNIFORM FITTINGS AND EXTENDED SHOP TRADING



DECEMBER (LAST WEEK OF TERM)

Mon 9th Dec	7.30 am - 10.00 am
Tues 10th Dec	7.30 am - 10.00 am
Wed 11th Dec	2.00 pm - 4.30 pm
Thurs 12th Dec	7.30 am - 10.00 am
Fri 13th Dec	7.30 am - 10.00 am

NO APPOINTMENT NECESSARY

JANUARY

Mon 20th Jan	8.00 am - 3.00 pm
Tues 21st Jan	8.00 am - 3.00 pm
Wed 22nd Jan	8.00 am - 3.00 pm
Thurs 23rd Jan	11.00 am - 6.00 pm
Fri 24th Jan	11.00 am - 6.00 pm
Mon 27th Jan	CLOSED - AUS DAY
Tues 28th Jan	7.30 am - 11.00 am
Wed 29th Jan	2.00 pm - 4.30 pm
Fri 30th Jan	7.30 am - 10.00 am

NO APPOINTMENT NECESSARY

Back to school 2025

NEW STUDENT FITTING APPOINTMENTS

Between 9.00 am - 2.00 pm
from 14 - 17 January



BOOK NOW

OPEN HOURS DURING TERM

Tuesday 7.30-10.00 am
Wednesday 2.00-4.30 pm
Friday 7.30-10.00 am

EMAIL US : mackaynb@wearitto.com.au

www.wearitto.com.au

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Striving for Excellence

MACKAY
**NORTHERN
BEACHES**
STATE HIGH SCHOOL

Parent Information Booklet



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School Contacts

PHONE	4842 1333	
ADMINISTRATION	Office Hours	8:00am – 3:30pm Monday – Friday
	admin@macknorthbeachesshs.eq.edu.au	
POSTAL ADDRESS	PO Box 430 Rural View Q 4740	
WEBSITE	www.macknorthbeachesshs.eq.edu.au	
FACEBOOK	https://www.facebook.com/MackayNorthernBeachesSHS	
INSTAGRAM	Mackaynorthernbeachesshs	
STUDENT ABSENCES	everydaycounts@macknorthbeachesshs.eq.edu.au	
	Phone 4842 1333 Option #1	Phone 4842 1366 Direct Line
ENROLMENTS	enrolments@macknorthbeachesshs.eq.edu.au	
	Enrolments Hours	8:00am – 3:15pm Monday – Friday
	Phone 4842 1320 Direct Line	
FINANCE	ar@macknorthbeachesshs.eq.edu.au	
	Finance Window Hours	8:30am – 3:00pm Monday – Friday
	Phone 4842 1340 Direct Line	
UNIFORM SHOP	Operational Hours	7:30am – 10:00am Tuesday & Friday
		2:00pm – 4:30pm Wednesday

School Timetable

CLASS	START	FINISH	DURATION	EVERY WEDNESDAY
Care	8:30am	8:40am	10mins	<ul style="list-style-type: none"> • Formal uniform day • Whole school parade • PBL* session
Period 1	8:40am	9:50am	70mins	
Period 2	9:55am	11:05am	70mins	
1 st Break	11:05am	11:45am	40mins	
Period 3	11:45am	12:55pm	70mins	
2 nd Break	12:55pm	1:35pm	40mins	
Period 4	1:35pm	2:45pm	70mins	

*Positive Behaviour Learning



Leadership Team

Executive Team



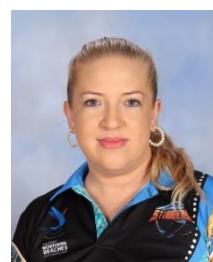
Principal
Sian Burrows



Yr 7/8
Deputy Principal
Andrea Curd



Yr 9/10
Deputy Principal
Rachel Kowald



Yr 11/12
Deputy Principal
Amy Hobson



Business
Manager
Troy Twomey

Heads of Department

- Head of Year (Yr 7)
- Head of Year (Yr 8)
- Head of Year (Yr 9)
- Head of Year (Yr 10)
- Head of Year (Yr 11)
- Head of Year (Yr 12)
- HOSES
- Maths
- Science
- Humanities
- eLearning / VET
- The Arts
- Technology & Innovations
- English/Languages
- HPE

Student Support Team

- Junior Sector Coordinator (7/8)
- Middle Sector Coordinator (9/10)
- Senior Sector Coordinator (11/12)
- Guidance Officer
- Youth Support Coordinator (Junior/Middle/Senior)
- Social Worker
- Community Education Counsellor
- School Based Health Nurse

Junior, Middle and Senior Philosophy

Junior Philosophy	Middle Philosophy	Senior Philosophy
<p><i>Our Aim “Your Potential”</i></p> <p>“Shoot for the Moon, even if you miss, you will land amongst the stars” (Brian Littrell)</p>	<p><i>Our Aim “Your Pathway”</i></p> <p>“It is the set of the sails, not the direction of the wind, that determines which way we will go” (Jim Rohn)</p>	<p><i>Our Aim “Your Future”</i></p> <p>“Education is our passport to the future, for tomorrow belongs to the people who prepare for it today” (Malcolm X)</p>

We will achieve this by;

1. *Instilling the Mackay Northern Beaches SHS values:*

- **Excelling in Education** – develop a passion for learning and desire to grow
- **Equipping for Life** - develop wisdom to be able to look at and respond appropriately to the many challenges faced in life
- **Empowering to Lead** - develop a feeling of confidence and ownership to form strong networks as active citizens in a global community

2. *Creating an inclusive, ordered and future-focused environment where:*

- Staff are committed to lifelong learning and demonstrate an understanding of the adolescent learner, structuring their lessons to this stage of development
- Parents are informed and involved
- Students and staff respect each other so everyone enjoys and looks forward to school every day
- Students take ownership of their own learning and responsibility for their actions
- Staff are committed to mentoring students in exploring their future pathways and supporting them to realise their full potential
- Respect between staff and students is built on an understanding that everyone has individual needs and goals



Motto, Vision and Values

Motto

‘Striving for Excellence’

Mackay Northern Beaches SHS has developed a reputation for delivering high-quality educational opportunities for students in the Mackay Northern Beaches community. We have created a school where every learner develops a sense of belonging and greater knowledge and skills to ensure they are prepared for a high-quality, satisfying and rewarding future.

The school motto **‘Striving for Excellence’** provides a focused mantra that is so much more than words on an emblem. It conveys the meaning of why we are here and what each and every member of the community is striving for each and every day.

We attain our vision of excellence and high achievement because we nurture in students:

- The motivation to achieve success and focus on being proud of their excellent achievements
- The ability to be intrinsically motivated to succeed through perseverance and drive
- The ability to set goals for achieving the best results possible; assisting others as best they can, even without being asked
- The confidence to accept their own potential for greatness/achievement/success
- The desire to seek out challenges and opportunities to learn new skills

Our Vision

‘Respect, Care, Inclusion’

Every member of the school community; students, teachers, parents, community members and visitors to Mackay Northern Beaches SHS will be expected to embrace and model behaviours that encourage and strongly develop an inclusive community cultivating innovation and collaboration.

Our Values

‘Excelling in Education’

‘Equipping for Life’

‘Empowering to Lead’

Our school values are drawn from our vision of excellence and high achievement and are the inspiration that guide our students and underpin the positive culture encompassing the school.

Positive Behaviour for Learning (PBL)

Every student succeeding

Positive Behaviour for Learning (PBL) is a school-wide approach to help support, define, teach and reinforce positive behaviours of ALL students. The school-wide approach to discipline focuses on building a safe and positive environment in which all students can learn.

(Copyright 2022 by the Center for Positive Behavior Interventions & Support.)

Positive Behaviour for Learning explicitly teaches our 3 values **Care, Respect** and **Inclusion**. Students are positively recognised through the use of Stinger Points and Shout Outs for displaying the expected and focused behaviours.

A student's success is celebrated through different reward opportunities. These opportunities are: whole school house culture building days, raffle draws, end of term prizes on parade, cashing in points and Awards Night awards.



PBL helps to make schools better places to work and learn.

It does so by giving schools the tools to build comprehensive, school-wide systems that support academic and social emotional and behavioural learning for all students.

School Map

A	Resource Centre	H	Hospitality
BB & B	Junior Classes	I & O	Staff Centres
C	Hall / Cyclone Shelter	L	Business Services
D	Junior Science & Tech	M	Arts
E, N & R	Amenities	N	Uniform Shop, IT & Canteen
F	Curriculum Centre (CC)	PAC	Performing Arts Centre
G	Student Services	Q	Senior Science & Tech
GL	General Learning	S	Senior Classes



House Structure

Our House names are representative of the surrounding waters near Mackay.

HOUSE	STUDENT SURNAME	COLOUR	LOCAL WATERWAY
Barrier	A > E *	Green	Great Barrier Reef
Coral	F > L *	Red	Coral Sea
Pacific	M > R *	Blue	South Pacific Ocean
Sunset	S > Z *	Yellow	Sunset Bay

**Allocation of students will be monitored over time and the cut offs for each house altered to ensure consistency in house numbers and balance between genders.*

Students are able to accumulate house points in each of these areas through their involvement in activities here at Mackay Northern Beaches SHS. At the end of the year, students are acknowledged for their contribution to school life through the awarding of Gold, Silver and Bronze Awards for each of the houses. The points are tallied across all areas to determine an overall winning house for the year.



Buses

The local bus service is operated by Mackay Transit Coaches. Fares are calculated based upon pick up and drop off locations. A school's timetable is available from their website.

There is also a school bus assistance scheme for eligible families (refer to website for further details).

Website	http://mackaytransit.com.au/schools/school-services/
Email	info@mackaytransit.com.au
Phone	1300 MTC BUS
Services available from;	Rural View, Bucasia – Royal Sands, Shoal Point, Dolphin Heads, Eimeo, Blacks Beach, Blacks Beach – The Cove

Scholarships

In Term 3 of each year, applications for the following year's scholarships open. We offer scholarships to students in all year levels, in the three areas of excellence being:

- Academic
- Cultural
- Sporting

The scholarship funds will be allocated towards school-based SRS fees and subject levies.

Remaining funds may be used to reimburse the cost of school uniform expenses.

Scholarships are open to any student, regardless of residential address, therefore, they provide an avenue for students outside the Mackay Northern Beaches SHS catchment zone to come to our school.



To assist parents to be connected to the school, we recommend and encourage parents to join Q Parents. This platform allows parent access to a student's:

- Personal details as well as the ability to update them via this platform e.g. address, phone contacts, medical details
- Student attendance
- Current timetables
- Current assessment planners
- Previously issued report cards from any Qld Government school
- Positive behaviours that may have been awarded to the student e.g. Year Level parade awards

Registration with Q Parents does require parents to enter 100 points of identification. This is to ensure the safety and privacy of students and their families.

Daymap



Like Q Parents, the Daymap Parent Portal can be a central place for parents to follow their child's progress at school.

Daymap's live academic results and reporting abilities allow parents to monitor their child's achievement and progress.

With communication and event management tools it can also be the place for managing excursion consent forms, parent-teacher interviews and more.

Communication with Parent & Community

Embracing the technological world in which live, our primary forms of communication with parents are via Facebook, text message and email.

Our school Facebook and Instagram pages are updated regularly, taking the place of a school newsletter. You will find photos and videos of school events and student successes, allowing parents to share stories with relatives who do not live close by at the click of a button.

As needed, teachers and administration will use email, text message and phone contact in order to keep you up-to-date with your student's progress as well as other important information relating to them, their year level or whole school events.



Attendance Expectations

Every Day Counts

Mackay Northern Beaches SHS places high expectations around student attendance at school each day. Attendance of your child in every lesson, every day is vital to:

- Ensuring every student has access to the full-time education to which they are entitled;
- Assisting students in succeeding whilst at school;
- Allowing students to have access to the widest possible range of opportunities when they leave school.

Expectations of Students

At Mackay Northern Beaches SHS we expect that:

- Students will attend every school day except if medically unable to.
- If coming to school late, students sign in at Business Services (L block). A note must be presented from a parent/ guardian explaining lateness. Persistent lateness will lead to restorative consequences and contact with home.
- If away from school, students ensure their parents/ guardians contact the school to provide an explanation as to the reason for absence.
- Students remain at school the entire day and only depart through Business Services after approval has been given by parents/ guardians provided a note is sighted/received and approved by school administration.
- Students will actively and promptly follow up with their teachers after all absences to ensure they have all the required work to continue successfully in their classes.





Attendance Expectations

Expectations of Parents

At Mackay Northern Beaches SHS we expect Parents/guardians to:

- Actively support the school in ensuring their child(ren) attend every school day of the year, monitoring their attendance via Q Parents app.
- Provide explanation of any absence as soon as possible (preferable on the day) via:
 - Phone Call – 4842 1333 (option 1)
 - Email – everydaycounts@macknorthbeachesshs.eq.edu.au
 - Reply text – SMS texts are sent each morning for any unexplained late or absent students.
 - Note from parent on day of return, which students take to the Business Services to show before school.
- Provide written notification to the school prior to any planned early departure from school and remind their child(ren) that they must report to Business Services to sign out before their departure. Classrooms will not be disturbed to remind students they are leaving.
- Actively encourage their child(ren) to follow up with their teachers after all short-term absences to ensure they have all the required work to continue successfully in their classes.
- Contact the school prior to any planned absences to enable alternative arrangements to be made. If necessary, where there is a potential long-term absence an exemption form may be required. Parents/ guardians are encouraged to make informed decisions about appropriate absences from school, remembering that every absence is a day of learning missed and requires the student to organise catch-up work.
- Actively work with the school to limit truanting and to put in place consequences for classes/days missed when a student is truant (“wags class”). This may include after school detentions.

Monitoring of Student Attendance

Daily:

Rolls are marked electronically, in Care class each morning. Parents of any student who is marked with an unexplained absence or late to school, will receive a text message. Parent are to reply with student name, class and reason for absence.

Periodically:

Where relevant, an ‘Unexplained Absence’ letter will be sent home. This letter is to be returned as soon as possible to Business Services. Those who have signed up to Q Parents are able to monitor attendance and absences via that system.

Year Level Coordinators monitor attendance via data provided by Senior, Middle and Junior HODs each week.



Assessment Expectations

Like all schools, assessment is an integral part of school life and takes many different formats and purposes. At all times, staff are working with students to assist them do their best and reach their potential. It is an expectation that students complete all work asked of them to the best of their ability, this includes regular class work through to homework and assessment items.

To assist students in working to the best of their ability and improve their results, we implement a number of strategies. These include:

- Establishing clear bookwork expectations in terms of presentation and use of notebooks.
- Distribution of Assessment Calendars for each semester. These provide students with the item details as well as estimated due dates for each item in a semester to allow them to formulate study plans and manage their time effectively in peak assessment periods.
- Working with students to establish a goal result for each subject, each reporting period.
- Use of Safe Assign which is a plagiarism prevention program.
- Monitoring of progress and the requirement of a draft submission on assignment and project work so that students can gain feedback on areas to improve and are provided time to do so before final submission.
- Providing feedback to students in an easy-to-read format (Achievements and Improvements), focusing on a few attainable improvements in order to lift a student's achievement incrementally rather than a long list of unachievable items.
- Issue report cards four times a year, at the end of each term.

It is expected that all homework and assessment is completed in a timely manner and submitted on or before the due date. There are clear consequences put in place if a student fails to submit adequate work on the due date. These include detentions (lunch and after school), withdrawal from the subject through to possible cancellation of enrolment for senior students.

(Policy: Assessment Policy)



Homework Expectations

Studies show that students who complete homework generally outperform students who do not. Homework can improve students' study skills, improve their attitudes toward school, and demonstrate that learning can take place outside of formal schooling.

By providing students with learning opportunities that strive to maximise outcomes, we aim for all Mackay Northern Beaches SHS students to be active citizens, who take responsibility for their own learning in their ever-changing life roles as family, community and workforce members.

Homework that enhances student learning:

- Is purposeful and relevant to student needs.
- Is appropriate to the phase of learning (i.e., junior, middle or senior).
- Is appropriate to the capability of the student.
- Develops the student's independence as a learner.
- Is varied, challenging and clearly related to class work.
- Allows for student commitment to recreational, employment, family, and cultural activities.

In **years 7, 8 and 9** students should be given more responsibility for their own learning and homework can be completed daily or over a week or fortnight. They can be required to engage in independent learning to complement work undertaken in class. Homework could be between **2.5 to 5 hours per week**.

In **years 10, 11 and 12** the amount of time devoted to homework and independent study will vary according to the student's learning needs and individual program of learning, determined through their Senior Education and Training (SET) Plan but generally should be between **5 to 8 hours per week**.

Role and responsibilities:

Students can take responsibility for their own learning by:

- Being aware of the school's homework policy.
- Discussing with their parents or caregivers' homework expectations.
- Accepting responsibility for the completion of homework tasks within set time frames.
- Following up on comments made by teachers.
- Seeking assistance when difficulties arise.
- Organising their time to manage home obligations, participation in physical activity and sports, recreational and cultural activities and part-time employment.

Parents and Caregivers can help their children by:

- Reading to them, talking with them and involving them in tasks at home including shopping, playing games and physical activity.
- Helping them to complete tasks by discussing key questions or directing them to resources.
- Encouraging them to organise their time and take responsibility for their learning.
- Encouraging them to read and take an interest in and discuss current local, national and international events.
- Helping them to balance the amount of time spent completing homework, watching television, playing computer games, playing sport and engaging in other recreational activities.
- Contacting the relevant teacher to discuss any concerns about the nature of homework and their children's approach to homework.

Uniform Expectations

At Mackay Northern Beaches SHS we care about our students, their safety and their image in the community and believe that their appearance is a very significant and visible communicator about our school. In accordance with community feedback and health and safety issues, the following uniform is in place for all students. Any future modifications will involve a community consultation process.

The school uniform of Mackay Northern Beaches SHS is designed to:

- Give students a sense of purpose and pride that lends itself to the process of learning in our educational environment.
- Cater for elements of safety, comfort, climate, modesty, cost, efficiency, social equity and activity.
- Ensure that outsiders who wish to intrude into our school grounds are readily identifiable.

All decisions on the appropriateness of uniform, footwear, hair, jewellery, make-up etc. **are at the Principal's discretion.**

The Mackay Northern Beaches SHS Uniform Expectations Policy can be found on our school website.



Uniform Expectations

Formal uniform is compulsory on Wednesday only

BOYS	Formal Uniform	Sports Uniform	Hat	School Bag
	MNBSHS tailored charcoal shorts	MNBSHS unisex shorts	Any hat allowed, except those with drug, alcohol and other inappropriate references	MNBSHS school bag OR Plain black backpack
	MNBSHS tailored charcoal long pants	MNBSHS sports shirt (<i>boy cut</i>)		
	MNBSHS formal shirt	MNBSHS white ankle socks		
	Plain black belt	Plain white ankle socks		
	MNBSHS grey ankle socks with stripes	MNBSHS jacket		
	MNBSHS jacket	Predominantly white/off white joggers with white laces OR Predominantly black or blue joggers with black or blue laces		
	MNBSHS senior tie (Compulsory for Term 2 & 3, formal occasions/excursions)			
	Formal black leather lace-up shoe with a distinctive heel or all black leather lace-up jogger			

GIRLS	Formal Uniform	Sports Uniform	Hat	School Bag
	MNBSHS charcoal grey (below knee-length) pleated skirt	MNBSHS unisex shorts	Any hat allowed, except those with drug, alcohol and other inappropriate references	MNBSHS school bag
	MNBSHS tailored charcoal long pants	MNBSHS sports shirt (<i>girl cut</i>)		OR
	MNBSHS formal shirt	MNBSHS white ankle socks		Plain black backpack
	MNBSHS mini tie (junior) or MNBSHS Tie (senior)	Plain white ankle socks		
	MNBSHS white ankle socks	MNBSHS jacket		
	Plain white ankle socks	Predominantly white/off white joggers with white laces OR Predominantly black or blue joggers with black or blue laces		
	Skin or navy coloured sheer pantyhose			
	MNBSHS jacket			
	Formal black leather lace-up shoe with a distinctive heel or all black leather lace-up jogger			

Examples of CORRECT shoes	Examples of INCORRECT shoes
     	     

Computers and other electronic devices

BYOD Laptops

Mackay Northern Beaches SHS is a one-to-one laptop school where our students are expected to be able to provide a laptop or iPad to use every day at school.

Android tablets and Chromebook devices are not compatible with our network and can't be used.

Listed below are the minimum specifications for bringing either a laptop or an iPad to Mackay Northern Beaches SHS. More information about the BYOD program can be found on the school website.

Laptops minimum specifications:

Screen size:	Between 12" to 16"
RAM:	8GB
Storage:	128GB or above
Wireless:	5GHz compatible (802.11n/ac/ax) - mandatory
Operating System:	Windows: Windows 10/11 (running all latest updates) Apple MacBook: macOS 11 (Big Sur) and above
Battery:	Capable of 6+ hours of usage
Peripherals:	<ul style="list-style-type: none">External USB/Bluetooth mouse (If your student prefers to use over touchpad)Hard laptop case (to protect laptop).
Warranty (Optional):	Accidental Damage Protection (ADP) insurance (or AppleCare+ for Apple devices) is highly recommended to cover for damage caused to said BYO device.

iPads minimum specifications *(ideal for Year 7-9 students only):*

Screen size:	Standard iPad or above (not iPad Mini)
RAM:	N/A
Storage:	32GB or above (64GB or above recommended)
Wireless:	Wi-Fi only iPads OR Wi-Fi and Cellular with no SIM/eSIM installed
Operating System:	Latest version of iPadOS
Battery:	Capable of 6+ hours of usage
Peripherals:	<ul style="list-style-type: none">Physical keyboardHard iPad case and screen protector (to protect iPad)
Warranty (Optional):	AppleCare+ insurance is highly recommended to cover for damage caused to said BYO device.

Computers and other electronic devices

Printing

There are photocopiers placed around the school which allow students to print and photocopy. Students are allocated a portion of their SRS fees each semester to printing costs. If a student exceeds this amount, they are able to purchase more printing credit via the school finance office.

Students are encouraged to carry their ID Cards with them and to associate them with their computer account via the photocopiers. This allows them 'swipe access' to their printing rather than the time-consuming logging in process on each photocopier.

Mobile phones, Tablets and other Electronic Devices

Any devices bought to school are done so at the owner's risk.

If a student chooses to hold onto their own device during the day, it is expected that it is switched off and out of sight between 8.30am and 2.45pm – the school day.

If a student wants to contact home, it is expected that a student goes to Business Services and makes the call from there. Parents should never expect students to call on personal devices.

Whilst at lunch, it is expected that all phones and devices remain out of sight and turned off. We want our students to interact and talk with their friends here at school, not communicate via an electronic means.

(Policy: Mobile Phone and Electronic Devices Policy)



Sport and Extra-curricular activities

The school offers a wide range of activities to students beyond the classroom. The list below provides an indication, but is not exhaustive. Students are encouraged to be part of all the school has to offer. Parents please note, teachers work above and beyond when offering these activities – it is always appreciated when people remember to say ‘thanks’.

Examples of sporting and extra-curricular activities on offer at Mackay Northern Beaches SHS:

	Drama Club		Art Club
	Choir		Theatresport
	Homework Club		Stingers Strength
	AUSLAN Club		Fittest Stinger
	Instrumental Music		Cheerleading
	Rugby League		Student Yoga
	Pedal Prix (Human Powered Vehicles)		Students Coaching Students





Collection of students during school hours

We understand that you will not always be able to make appointments for out-of-school hours, however we ask you to consider the impact these disruptions have on all students in a class. Good communication with your child around pre-arranged appointments, travel to and from school, etc., will make a huge positive impact at the school.

It is requested that:

- all appointments or meetings be made in advance, and for out-of-school hours (*wherever possible*)
- students be made aware of their appointments prior to arriving at school
- students arrive at school with a signed note advising the **date & time** they will be collected from Business Services (L Block)
- students collect a leave request from Business Services and present this to their class teacher
Leave requests can be collected from Business Services (L Block) from 8:00 am each day

Where a student is unwell during the day:

- the student is to advise their teacher and make their way to Sick Bay (located in Business Services, L Block)
- the school will make contact with home. Note: As the school has a “no mobile phone” policy during school hours, students are not permitted to contact their parents on their mobile. If you are contacted directly by your child, we ask that you please support the school policy by directing them to their teacher for referral to sick bay, Business Services (L Block).

Delivery of messages to students during school hours

We have become aware that students have been advising parents/carers that the delivery of messages or arrangements for collection of students from school for appointments, etc., **only requires a phone call to the school**. This information is **not** correct.

The increased demand on staff to deliver **non-urgent** messages, and the resulting disruption this causes to classes has a negative impact upon all involved. As a result, we have reviewed our processes relating to the collection of students and/or the delivery of messages to students during school hours.

Non-urgent messages or reminders will not be delivered to students between the hours of 8:30am and 2:45pm.



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