



Kin Kin State Primary School Enrolment Package



Welcome to Kin Kin State School and thank you for your interest in enrolling with our wonderful school. KKSS operates within an Enrolment Management Plan (EMP), meaning that students residing within our catchment will be eligible for immediate enrolment, while students outside our catchment boundaries will be subject to a number of eligibility criteria prior to being offered a school placement. To check your eligibility for enrolment at Noosa High and to find out whether you are in or out of catchment please go to the following website and enter your current residential address; <https://www.qgso.qld.gov.au/maps/edmap/>

Please ensure that you have completed all aspects of this booklet and included copies of all necessary items as outlined below so your child's enrolment can be processed. This booklet and supporting documents are required to be returned to Kin Kin SS **before** an enrolment can be scheduled.

Yours sincerely,

Kerryn McPherson
Principal

Name: _____ Previous School: _____

Current Address: _____

Parent/Guardian Name/s: _____ / _____

Enrolment Paperwork Checklist		Tick ✓
Documents included in booklet	<input type="checkbox"/> Enrolment Agreement (Legal Name as per Birth Certificate)	
	<input type="checkbox"/> EQ Enrolment Form – please check these are fully completed & signed by parents & student.	
	<input type="checkbox"/> Permission Forms – please complete all details and sign	
	<input type="checkbox"/> General School Information	
	<input type="checkbox"/> Bus information	
Additional Supporting Documentation Required	Supporting Documentation which needs to be provided additionally to this booklet:	
	<input type="checkbox"/> Birth Certificate/Passport – original must be sighted by Admin (copy not required)	
	<input type="checkbox"/> Town of Birth: _____	
	<input type="checkbox"/> Birth Certificate Registration Number: _____	
	<input type="checkbox"/> Date of Registration: _____	



Enrolment Agreement

Student Name: _____

Year Level: _____

This enrolment agreement sets out the responsibilities of the student, parents or carers and the school staff towards the education of students enrolled at Kin Kin State Primary School. We all agree to uphold and abide by Kin Kin State School's standards, codes, policies and procedures as described in official school publications on the school website, understanding the overall vision of the school to create active, informed and skilful learners.

It is the responsibility of students to:

(Please (v) to acknowledge)

☐

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

It is the responsibility of parents to:

(Please (v) to acknowledge)

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- ensure your child attends school on every school day for the educational program in which they are enrolled
- advise the school as soon as possible if your child is unable to attend school and reason/s why (e.g. child is sick)
- attend open meetings for parents/carers
- let the school know if there are any problems that may affect your child's ability to learn
- ensure your child completes homework regularly in keeping with the school's homework policy
- treat all school staff with respect
- support the authority of school staff thereby supporting their efforts to educate your child and assist your child to achieve maturity, self-discipline and self-control
- not allow your child to bring dangerous or inappropriate items to school
- abide by school's instructions regarding access to school grounds before, during and after school hours
- advise principal if your child is in out-of-home care
- keep school informed of any changes to your contact details or your child's details, such as home address, email address and phone number
- ensure the school is aware of any changes to your child's medical details.

It is the responsibility of school staff to:

(Please (v) to acknowledge)

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- design and implement engaging and flexible learning experiences for individuals and groups of students
- inform parents and carers regularly about how their children are progressing
- design and implement intellectually challenging learning experiences which develop language, literacy and numeracy
- create and maintain safe and supportive learning environments
- support personal development and participation in society for students
- foster positive and productive relationships with families and the community
- inform students, parents and carers about what the teachers aim to teach the students each term
- teach effectively and to set high standards in work and behaviour
- clearly articulate the school's expectations regarding the Student Code of Conduct and the Student Dress Code policy
- ensure that parents and carers are aware that the school does not have personal accident insurance cover for students
- advise parents and carers of extra-curricular activities operating at the school in which their child may become involved (for example Program of Chaplaincy Services, sports programs)
- set, mark and monitor homework regularly in keeping with the school's homework policy
- contact parents and carers as soon as possible if the school is concerned about the child's school work, behaviour, attendance or punctuality

- notify parents/carers of an unexplained absence of their child as soon as practicable on the day of the student's absence (allowing time for parents/carers to respond prior to the end of the school day)
- deal with complaints in an open, fair and transparent manner in accordance with [departmental policy](#)
- treat students and parents/carers with respect.

For Students with a Disability and/ or Learning Difficulties

I acknowledge that information about the school's current programs and services has been explained to me and I have been offered the opportunity to discuss service options with the Head of Special Education Services (HOSSES) Option to meet with Head of Special Education Services (HOSSES) taken:

Yes No

School Dress Code

(Please (v) to acknowledge)

☐

We understand that this school community has adopted a School Dress Code Policy and we agree to abide by the Kin Kin State School Dress Code Policy. I acknowledge that school uniforms are not to be modified from their intended design and that the P&C supplied uniforms represent the best alignment with the School Dress Code.

Student Attendance

(Please (v) to acknowledge)

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Students must attend school every day unless absent for medical or other acceptable reasons. A note of explanation from a parent/caregiver is required by the Home Group Teacher on the day of return to school. Phone calls, texts or emails to the school office are also acceptable. If a student is likely to be absent for several days, please phone the school. If assessment is due a medical certificate is required.

Extra-Curricular Events and Excursions

(Please (v) to acknowledge)

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Whole school extra-curricular events are part of the school curriculum and will be advertised as they arise. I understand that students are expected to participate in whole school activities each year including; Swimming Carnival, Athletics Carnival, Cross Country, Year Level sports days, Week, timetabled extra-curricular activities and in school excursions where possible. We will send a note to cancel this permission in circumstances where our student cannot participate.

Complaints Management

(Please (v) to acknowledge)

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Your opinions are valued and we encourage open communication between families and the school. The school operates a complaints management process to ensure we provide the highest quality service to our school community if there are areas of concern about our school. Please contact a Year Level Coordinator for welfare related issues or a Head of Department for subject related issues or if necessary a Deputy Principal. Communication with individual teachers is encouraged.

Do you wish to split financial responsibility between Parent/Carer 1 & 2 (50/50%)?

(Please (v) to acknowledge)

☐

If you ticked (v) (50/50%) above, **both parties** must complete details at bottom of page.

If your student leaves the school, a refund may be applicable, see note 37 - attachment to the participation agreement form.

Acknowledgment: I accept the standards, code, rules and regulations of Kin Kin State School as outlined in the school policies that are provided to me on the KKSS Website (or provided as hard copies upon request). I acknowledge that information about the school's current programs and services has been explained to me.

Parent/Carer Name (Please print) : _____ Parent/Carer Signature: _____

Parent/Carer Name (Please print) : _____ Parent/Carer Signature: _____

Student Signature: _____ Date: ____/____/____

On behalf of Kin Kin State School: _____ 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	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. 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. For international students approved for enrolment by EQI, a passport or visa will be acceptable.	
For prospective mature age students, proof of identity supplied and copied*	<input type="checkbox"/> Yes <input type="checkbox"/> No	Prospective mature age students must provide photographic identification which proves their identity: <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
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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			
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			
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?

☐ Yes ☐ 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	

COURT ORDERS* (continued)**Family Court Orders***

Are there any current orders made pursuant to the <i>Family Law Act 1975</i> concerning the welfare, safety or parenting arrangements of the prospective student?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, what are the dates of the court order? Please provide a copy of the court order.	Commencement date	____ / ____ / ____
	End date	____ / ____ / ____

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?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, what are the dates of the court order? Please provide a copy of the court order.	Commencement date	____ / ____ / ____
	End date	____ / ____ / ____

APPLICATION TO ENROL*

I hereby apply to enrol my child or myself at _____.

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

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

Office use only

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

Parental occupation groups for use with parent/carer details

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

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

Public service manager [section head or above], regional director, health/education/police/fire services administrator **Other administrator** [school principal, faculty head/dean, library/museum/gallery director, research facility director] **Defence Forces** commissioned officer

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

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

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

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

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

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

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

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

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

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

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

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

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

Defence Forces senior Non-Commissioned Officer

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

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

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

Skilled office, sales and service staff:

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

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

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

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

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

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

Office assistants, sales assistants and other assistants:

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

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

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

Labourers and related workers

Defence Forces ranks below senior NCO not included above

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

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

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

State schools standardised medical condition category list

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

Application to enrol in a Queensland state school

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

Entitlement to enrolment

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

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

Prospective student

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

Parent's occupation and education

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

Court Orders

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

Name on enrolment form

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

Gender

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

Religious Instruction

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



Parent and Community Code of Conduct

Supporting learning, wellbeing and safety in every Queensland state school

We welcome parents¹ and other members of our diverse community into schools across Queensland.

Working together with their school community², school staff support the learning and wellbeing of every student, and are entitled to a safe work environment.

Parents and other visitors to schools 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 communities will:	Parents and visitors to our school communities 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
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 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 considering the privacy of all school community members at all times, and understanding that the school cannot share confidential information.

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

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



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ABN 92 648 717 132

Dear parent/carer

Introduction to the State School Consent Form (attached) for Kin Kin State Primary 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://kinkinss.eq.edu.au>
- Facebook: facebook.com
- YouTube: www.youtube
- Instagram:
- Twitter:
- LinkedIn:
- Other:
- Local newspaper
- School newsletter
- Traditional and online media, printed materials, digital platforms' promotional materials, presentations and displays.

The State School Consent Form does not extend to P&C run social media accounts or activities, or external organisations.

Duration

The consent applies for the period of enrolment or another period as stated in the State School Consent Form, or until you decide to limit or withdraw your consent.

During the school year there may be circumstances where the school or Department of Education may seek additional consent.

Who to contact

To return a consent, express a limited consent or withdraw consent please contact Kin Kin State School office on 54 854 168.

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

State School Media 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:

5 LIMITATION OF CONSENT

The Individual and/or parent wishes to limit consent in the following way:

6 CONSENT AND AGREEMENT

CONSENTER – I am (tick the applicable box):

- ☐ parent/carer of the identified person in section 1
- ☐ the identified person in section 1 (if a mature/independent student or employee including volunteers)
- ☐ recognised representative for the Indigenous knowledge or culture expressed by the materials

I have read the explanatory letter, or it has been read to me. I have had the opportunity to ask questions about it and any questions that I have asked have been answered to my satisfaction. By signing below, I consent to the school recording, using and/or disclosing (publishing) the personal information and materials identified in section 2 for the purposes detailed in section 3.

By signing below, I also agree that this State School Consent form is binding. For the benefit of having the materials (detailed in section 2) promoted as DoE may determine, I grant a licence for such materials for this purpose. I acknowledge I remain responsible to promptly notify the school of any third party intellectual property incorporated into the licensed materials. I accept that attribution of the identified person in section 1 as an author or performer of the licensed materials may not occur. I accept that the materials licensed may be blended with other materials and the licensed materials may not be reproduced in their entirety.

Print name of student.....

Print name of consenter.....

Signature or mark of consenter..... Date

Signature or mark of student (if applicable)..... Date

SPECIAL CIRCUMSTANCES

If the form is required to be read out (whether in English or in an alternative language or dialect) to a parent/carer or Individual student; or when the consenter is an independent student and under 18 the section below must be completed.

WITNESS – for consent from an independent student or where the explanatory letter and State School Consent Form were read

I have witnessed the signature of an independent student, or the accurate reading of the explanatory letter and the State School Consent Form was completed in accordance with the instruction of the potential consenter. The individual has had the opportunity to ask questions. I confirm that the individual has given consent freely and I understand the person understood the implications.

Print name of witness

Signature of witness

Date

Statement by the person taking consent – when it is read

I have accurately read out the explanatory letter and State School Consent Form to the potential consenter, and to the best of my ability made sure that the person understands that the following will be done:

1. the identified materials will be used in accordance with the State School Consent Form
2. reference to the identified person will be in the manner consented
3. in accordance with procedures DoE will cease using the identified materials from the date DoE receives a written withdrawal of consent.

I confirm that the person was given an opportunity to ask questions about the explanatory letter and State School Consent Form, and all the questions asked by the consenter have been answered correctly and to the best of my ability. I confirm that the individual has not been coerced into giving consent, and the consent has been given freely and voluntarily.

A copy of the explanatory letter has been provided to the consenter.

Print name and role of person taking the consent

Signature of person taking the consent

Date

Privacy Notice

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





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Internet and Email Access Agreement

Student - Internet

I understand that the Internet can connect me to useful information stored on computers around the world.

While I have access to the Internet:

- 1) I will use it only for educational purposes.
- 2) I will not look for anything that is illegal, dangerous or offensive.
- 3) If I accidentally come across something that is illegal, dangerous or offensive, I will:
 - (a) clear any offensive pictures or information from my screen; and
 - (b) immediately, quietly, inform my teacher.
- 4) I will not reveal home addresses or phone numbers - mine or anyone else's.
- 5) I will not use the Internet to annoy or offend anyone else.
- 6) I understand that if the school decides I have broken these rules, appropriate action will be taken. This may include loss of my Internet access for some time.

_____ (Students name)

_____ (Students signature) _____ (Date)

Email Account Access

I understand that an email account can provide me with immediate feedback from sources around the world.

While I have access to an EQ Email Account:

- 1) I will use it to support my learning at school.
- 2) I will not send emails that are offensive, spiteful, rude or annoying.
- 3) I will not use email to bully other people.
- 4) I understand that if the school decides I have broken these rules, I will lose the privilege of access to an EQ email account.

_____ (Students name)

_____ (Students signature) _____ (Date)

Parent or guardian

* I understand that the Internet and Email can provide students with valuable learning experiences.

* I also understand that it gives access to information on computers around the world; that the school cannot control what is on those computers; and that a very small part of that information can be illegal, dangerous or offensive.

* I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend finally upon responsible use by students. I understand that students breaking these rules will be subject to appropriate action by the school. This may include loss of Internet and/or Email access for some time.

* I give/do not give my permission for him/her to access the Internet under the school rules.

_____ (Parent or guardians name)

_____ (Parent or guardians signature) _____ (Date)

* I give/do not give my permission for him/her to have a personal EQ email account.

_____ (Parent or guardians name)

_____ (Parent or guardians signature) _____ (Date)



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Permission to use student photos

Dear Parents

Throughout the year, our children will have opportunities to be photographed for the media or to have their photographs electronically transmitted through the internet.

The main reasons for the photographs to be publicly distributed would be for educational purposes, school promotions and for email communications.

In some cases, parents may wish to exclude their children from having their photographs used in these ways.

I would be grateful if you would complete the slip below and returning it to school.

Yours sincerely

Kerryn McPherson
Principal

.....
Please tick the appropriate box and return to school

☐

I give permission for the school to use photographs of my child/children in the media and through the internet for educational purposes and school promotions.

☐

I request that the school **does not** use photographs of my child/children in the media and through the internet for educational purposes and school promotions.

Student/s name: _____

Name

Signature

Date



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Gardening with Hand Tools

On a regular basis (mainly every Friday), students will be involved in gardening with hand tools as part of our Kitchen Garden Program.

The aims of the activity is to learn how to maintain a productive garden.

Activity details:

- students will be growing and harvesting produce in our produce garden beds.
- risk level for this activity is high and appropriate risk reduction measures have been adopted.
- at times students will be using secateurs, handsaws, shovels, rakes, garden forks or spray units.
- this activity will be around any gardens, front and back and also the vegetable gardens near the Kafe'.
- the activity is managed by our garden specialist and a teacher.
- activities with potential hazards will be completed by adults.
- suitable clothing must be worn, e.g. hats, shoes
- precautions to be taken:- sunscreen, water bottles.
- Please inform the school of any information relevant to your child with regards to medical requirements e.g. due to conditions such as diabetes, asthma, allergies or anaphylaxis.

If you wish for your child to participate in the activity, for the duration of their enrolment at Kin Kin State School, please complete this consent form and return all pages (including this page) to:

Yours sincerely

Kerryn McPherson

Principal

Activity Risks & Insurance

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

Consent

By signing this form (below) I agree that:

- I have read all of the information contained in this form in relation to the activity (including any attached material) and I am aware that the Department of Education and Training does not have personal accident insurance cover for students.
- I give consent for my child, _____ in class _____, to participate in the gardening with hand tools activity on a regular basis.
- In the event of an accident or illness, school staff may obtain or administer any medical assistance or treatment my child may reasonably require, including contacting my child's doctor.
- I accept liability for all reasonable costs incurred by the Department of Education and Training in obtaining such medical assistance or treatment (including any transportation costs) and undertake to reimburse the Department of Education and Training the full amount of those costs.
- I have provided the school all relevant details of my child's medical or physical needs on enrolment and where relevant have updated this information.

Parent/Carer Name: _____ (Please Print)

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



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Cooking and Maintaining a Safe Kitchen

On a regular basis (mainly every Friday), students will be involved in kitchen classes, to prepare a lunch menu for the school community to share, as part of our Kitchen Garden Program.

The aims of the activity is to learn how to cook and maintain a safe kitchen.

Activity details:

- students will be harvesting, preparing and serving food from our garden and local vegetables.
- risk level of the activity is High and appropriate risk reduction measures have been adopted.
- the students will be using knives, cooking utensils, stoves and ovens, kitchen appliances appropriate to their age.
- the students will take part in this activity in our Kafe'.
- the activity is managed by our kitchen co-ordinator/chef and a teacher/chef. The teacher and teacher-aide from the classroom will also be in the kitchen.
- activities with potential hazards, like could involve heating fat or oil (e.g. roasting; all methods of frying and the use of woks; frypans (electric or stove top); deep fryers) or commercial dishwashers or espresso machines, will be completed by adults.
- students are to wear suitable clothing, shoes, and aprons.
- precautions to be taken include knife awareness, carrying of glasses and plates, heat from stove and ovens.
- Please inform the school of any information relevant to your child with regards to medical requirements e.g. due to conditions such as diabetes, asthma, allergies or anaphylaxis.

If you wish for your child to participate in the activity, for the duration of their enrolment at Kin Kin State School, please complete this consent form and return all pages (including this page) to:

Yours sincerely

Kerryn McPherson

Principal

Activity Risks & Insurance

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

Consent

By signing this form (below) I agree that:

- I have read all of the information contained in this form in relation to the activity (including any attached material) and I am aware that the Department of Education and Training does not have personal accident insurance cover for students.
- I give consent for my child, _____ in class _____, to participate in cooking and maintaining a safe kitchen activity on a regular basis.
- In the event of an accident or illness, school staff may obtain or administer any medical assistance or treatment my child may reasonably require, including contacting my child's doctor.
- I accept liability for all reasonable costs incurred by the Department of Education and Training in obtaining such medical assistance or treatment (including any transportation costs) and undertake to reimburse the Department of Education and Training the full amount of those costs.
- I have provided the school all relevant details of my child's medical or physical needs on enrolment and where relevant have updated this information.

Parent/Carer Name: _____ (Please Print)

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



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Wild and Free Play – Lunch Time Play

Dear Parent/Carer,

This term students have access to an outdoor play area at lunch play time each Monday and Thursday. We have called this space the 'Wild and Free' play area.

This space will be regularly maintained as part of our grounds and a risk assessment has been completed for students to play with out shoes (if they so choose). At this point in time students are experimenting with building cubby houses, balancing on rocks and general bush and nature play. We have future plans for the area and hope to collaborate with Outdoor Education Providers to enrich this program further.

This is deemed a 'High Risk' activity however many of the risks have been avoided due to restriction on rock and tree climbing and ropes equipment. Arbour assessments and soft fall will be used in 2021 to allow for climbing.

The aims of the activity are to enrich the outdoor play experiences, connections with their peers and foster their childhood curiosity and creativity in nature.

Activity details:

- **Where – Behind the Kitchen**
- **Who** - Junior (Prep -2) and senior students (3-6) will play together supervised by two teachers/teacher aides. Teachers will have first aid and phone contact available and will undertake a general assessment of the site each play time.
- All students will be given the opportunity to play barefoot. (if they choose)
- Relevant risk assessments have been undertaken and COVID safe guidelines have been followed.
- **What to bring: Drink bottle & Insect repellent**
- **What to wear: Knee length shorts (at least to knees) & Wide brimmed hat**
- All students must comply with the School's Responsible Behaviour Plan.
- Please inform the school if there are any medical requirements for your child, e.g. diabetes, asthma, travel sickness, allergies or anaphylaxis.

If you wish for your child/student to participate in the activity, please complete this consent form and return all pages (including this page) to:

Yours sincerely

Kerryn McPherson

Principal

Activity risks and insurance

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

Consent

By signing this form, I agree that:

- I have read all of the information contained in this form in relation to the activity (including any attached material) and I am aware that the department does not have personal accident insurance cover for students/children.
- I give consent for my child, _____ <insert child's name> in _____ <insert group/class details>, to participate in **Wild and Free Play**.
- In the event of an accident or illness, school staff may obtain or administer any medical assistance or treatment my child may reasonably require, including contacting my child's doctor.
- I accept liability for all reasonable costs incurred by the department in obtaining such medical assistance or treatment (including any transportation costs) and undertake to reimburse the department the full amount of those costs.
- I have provided the school all relevant details of my child's medical or physical needs on registration /enrolment and where relevant have updated this information.

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

Parent/Carer signature: _____ Date: ____/____/____



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Tick removal Authorisation

Dear Parents/Carer

It is tick season at the moment, which brings me to the business of having permission to remove a tick from your child/ren.

Obviously, there would be various circumstances that would arise, e.g., the position of the tick, what type of tick it is, and the allergic reaction that your child has to them.

At present, we have to get permission from you to remove a tick under any circumstance.

If you feel comfortable with one of the staff doing this job, please sign the permission form below.

Yours sincerely,

Kerryn McPherson
Principal

☐

I give permission for the staff at Kin Kin State School to remove a tick from my child/ren

☐

I do not give permission for the staff at Kin Kin State School to remove a tick from my child/ren

Parent/Carer Name: _____ (Please Print)

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

Third Party Website Consent

Privacy Notice

The Department of Education and Training is collecting your personal information on this form in order to obtain consent for disclosure of a student's personal information to facilitate registration and use of third-party web-based software identified on the form. The information will be used and disclosed by authorised school employees for the purposes outlined on the form.

Student personal information collected on this 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.

Dear Parent/Guardian,

The use of web based educational resources has risen steadily over the last decade and are increasingly being used by teachers across Queensland to improve student learning outcomes.

Our school and teachers make decisions about the best technology to meet the needs of our students. Sometimes it is beneficial for students to utilise services provided by third party web-based providers.

Kin Kin State School wishes to utilise the third-party web-based service providers listed below to aid students learning. For your student to use the service the teacher will need to register them as a user. Registering with these providers requires student personal information to be disclosed to the provider of the service. In the case of the services outlined below they are private companies that are hosted *onshore in Australia and outside of Australia*. Outside of Australia means that data that is entered to register for these sites will be stored on servers that are not based in Australia and therefore are not bound by Queensland's privacy laws. Registration may include disclosing the following information about your student:

- Student Name
- Student ID
- Age
- Year group
- Class Teacher
- Student email

We need your permission for the registration and use of these sites by your student.

Note: It is not compulsory for you to provide this consent – If you decide not to provide consent, this will not adversely affect academic achievement, or any relationships with teachers or the school.

Before you complete this consent form it is important that you understand the reasons that these websites collect this information, what will be done with it, who else may have access to it and where the data is stored. This information can be found in the hyperlinks below referring to each website's terms and conditions and/or privacy policy.

Please read these and ensure that you understand the implications of using this service before giving your consent. If you have any queries around the storage of student's information, please feel free to contact *the office* on 5485 4168 or admin@kinkinss.eq.edu.au

Below are the third-party web-based service providers:

Name of Provider: <i>Mathletics</i>	
Type of Service: The purpose of this website is to promote and provide access to a product designed to develop a student's mathematic ability. These products are designed to: <ul style="list-style-type: none">engage students with interactive learning systems.allow students to compete internationally using a point-based system.	
Website	www.mathletics.com.au
Terms of Use	www.3plearning.com/terms-conditions
Privacy Policy	www.3plearning.com/privacy-policy
File Storage	Cloud based servers in the USA

Name of Provider: <i>Seesaw</i>	
Type of Service: The purpose of this website is to capture student work in a digital 'portfolio'.	
Website	https://web.seesaw.me
Terms of Use	https://web.seesaw.me/about/terms
Privacy Policy	https://web.seesaw.me/about/privacy
File Storage	Cloud based servers in the USA.

Name of Provider: <i>Reading Eggs</i>	
Type of Service: The purpose of this website is to promote and provide access to a product designed to develop a student's reading ability. These products are designed to: <ul style="list-style-type: none">engage students with interactive learning systems.allow students to compete internationally using a point-based system.	
Website	https://readingeggs.com.au/ https://readingeggspress.com/
Terms of Use	https://readingeggs.com.au/terms/
Privacy Policy	https://readingeggs.com.au/privacy/
File Storage	Student and teacher data is stored in a secure database on Amazon Web Services (AWS).

Name of Provider: <i>Study Ladder</i>	
Type of Service: The purpose of this website is to promote and provide educational resources across a wide range of subjects These products are designed to: <ul style="list-style-type: none">engage students with interactive learning systems.	
Website	https://www.studyladder.com.au/
Terms of Use	https://www.studyladder.com.au/about/terms
Privacy Policy	https://www.studyladder.com.au/about/terms
File Storage	Cloud based servers in the USA

Name of Provider: <i>Typing Tournament</i>	
Type of Service: Typing Tournament is built on our unique Multiple Progressions Model and has been specially created to give users of all ages and stages maximum flexibility in establishing and reaching their typing goals.	
Website	https://www.typingtournament.com/
Terms of Use	https://www.typingtournament.com/terms-of-use
Privacy Policy	https://www.typingtournament.com/privacy-policy
File Storage	Cloud based servers in Australia.

Name of Provider: <i>Code.org</i>	
Type of Service: The purpose of this website is to learn drag and drop programming through tutorials and exercises.	
Website	https://code.org/ and https://code.org/educate/applab/
Terms of Use	https://code.org/tos/
Privacy Policy	https://code.org/privacy/
File Storage	Cloud based servers in the USA.

Name of Provider: <i>Typing Club</i>	
Type of Service: The purpose of this website is to provide a platform for typing classes and tests.	
Website	https://www.typingclub.com/
Terms of Use	https://www.typingclub.com/terms.html
Privacy Policy	https://www.typingclub.com/privacy.html
File Storage	This service stores information in the United States of America (USA).

Name of Provider: <i>Teach Your Monster to Read</i>	
Type of Service: The purpose of this website is to provide a reading-related teaching tool (game) designed to teach children between the ages of 3 and 8 to read.	
Website	http://www.teachyourmonstertoread.com
Terms of Use	http://www.teachyourmonstertoread.com/legals
Privacy Policy	http://www.teachyourmonstertoread.com/legals
File Storage	This service stores information in the United States of America (USA).

Name of Provider: <i>ABC Mathseeds</i>	
Type of Service: ABC Mathseeds teaches children the core maths and problem-solving skills needed to be successful at school with fun, highly interactive and rewarding lessons.	
Website	http://mathseeds.com.au
Terms of Use	http://mathseeds.com/terms
Privacy Policy	http://mathseeds.com/privacy
File Storage	Cloud based servers in the USA.

Name of Provider: <i>Scratch</i>	
Type of Service: The purpose of this website is to allow users to program their own interactive stories, games and animations – and share their creations with others in the online community.	
Website	https://scratch.mit.edu/
Terms of Use	https://scratch.mit.edu/terms_of_use/
Privacy Policy	https://scratch.mit.edu/privacy_policy/
File Storage	Cloud based servers in the USA.

Name of Provider: <i>Khan Academy</i>	
Type of Service: The purpose of this website is to provide free online materials and resources to support personalised online education for learners of all ages.	
Website	https://www.khanacademy.org
Terms of Use	https://www.khanacademy.org/about/tos
Privacy Policy	https://www.khanacademy.org/about/privacy-policy
File Storage	Cloud based servers in the USA.

Name of Provider: <i>Education Assessment Australia – ICAS Tests</i>	
Type of Service: This website is to provide a platform for students to complete the University of NSW ICAS assessments	
Website	https://www.eaa.unsw.edu.au/
Terms of Use	https://www.eaa.unsw.edu.au/copyright-disclaimer
Privacy Policy	https://shop.eaa.unsw.edu.au/topicsdetail?topic=EAA_PUBLIC_MISC_PRIVACY2014Q1
File Storage	Cloud based servers in Australia

Name of Provider: <i>Ozobots and Ozoblocky</i>	
Type of Service: These sites provide access to the Ozobot (hardware robotic kit) product and the supporting OzoBlockly (software programming tool) product.	
Website	http://ozoblockly.com http://ozobot.com
Terms of Use	http://ozobot.com/terms-of-use
Privacy Policy	http://ozobot.com/privacy
File Storage	Cloud based servers in the USA

Name of Provider: <i>Lego Mindstorm EV3</i>	
Type of Service: The purpose of this website is to provide access to Lego Mindstorm products, website and Lego app access.	
Website	http://www.lego.com/en-us/mindstorms
Terms of Use	http://www.lego.com/en-us/legal/legal-notice/privacy-policy-full
Privacy Policy	http://www.lego.com/en-us/legal/legal-notice
File Storage	Cloud based servers in the USA

Name of Provider: <i>Code Monkey</i>	
Type of Service: CodeMonkey is a fun and educational game-based environment where kids learn to code without any prior experience.	
Website	https://www.codemonkey.com
Terms of Use	https://www.codemonkey.com/terms-of-service/
Privacy Policy	https://www.codemonkey.com/privacy-policy/
File Storage	Student and teacher data is stored in a secure database on Amazon Web Services (AWS).

Name of Provider: <i>Prodigy</i>	
Type of Service: Prodigy is a free educational game that is for students which provides a way to teach them the curriculum for math in Grades 1 - 8 and has a main purpose to get them to be ready for standardised testing using an MORPG type-style game to keep them entertained. It has over 16 million players and is mainly used by teachers in schools as well as by parents for their child.	
Website	https://www.prodigygame.com/
Terms of Use	https://www.prodigygame.com/Terms-Conditions/
Privacy Policy	https://www.prodigygame.com/Privacy-Policy/
File Storage	This service stores information in the United States of America (USA). USA information privacy and protection laws differ substantially from Queensland and Australian law.

Mathsframe	
Mathsframe provides online access to a variety of maths concepts; number facts in a fun and engaging manner.	
Website	http://www.mathsframe.co.uk
Privacy Policy	https://mathsframe.co.uk/files/mathsframe_gdpr.pdf

Name of Provider: <i>Literacy Hub Year 1 Phonics Check</i>	
Type of Service: The Year 1 Phonics Check is a great way to assess your students' decoding skills across words of increasing complexity. The results from the Phonics Check help you to plan instruction for your students in an informed way. It's a quick, free screening tool for teachers.	
Website	https://www.literacyhub.edu.au/plan-teach-and-assess/year-1-phonics-check/
Terms of Use	https://www.literacyhub.edu.au/terms-of-use/
Privacy Policy	https://www.literacyhub.edu.au/privacy-policy/
File Storage	The Phonics Check system has been commissioned by the Australian Government, and follows the provided privacy policy. All records stored in the Phonics Check system stay in the system.

Name of Provider: <i>Mathematics Hub Year 1 Maths</i>	
Type of Service: The Mathematics Hub supports Australian teachers and schools to teach mathematics and numeracy in engaging and informative ways that will improve mathematics and numeracy outcomes for their students. The Hub also provides further support to students and their families. Students can explore why it's important to learn mathematics, how it is taught in Australian schools today and how students can go further with mathematics beyond school.	
Website	https://www.mathematicshub.edu.au/
Terms of Use	https://www.mathematicshub.edu.au/terms-of-use/
Privacy Policy	https://www.mathematicshub.edu.au/privacy-policy/
File Storage	The Number Check system has been commissioned by the Australian Government and follows the Maths in Schools Privacy Policy. All records stored in the Number Check system stay in the system and can only be seen by the record creator or school users such as school administrators of the same school.

Name of Provider: <i>Minecraft Education</i>	
Type of Service: Explore hundreds of ready-to-use lessons and immersive worlds in our Library. From standards-aligned curriculum to creative build challenges, discover new ways to motivate game-changing learning!	
Website	https://education.minecraft.net/en-us
Terms of Use	https://edusupport.minecraft.net/hc/en-us/articles/4405348643092-Minecraft-Education-End-User-License-Agreements-EULA
Privacy Policy	https://www.microsoft.com/en-gb/privacy/privacystatement
File Storage	

Name of Provider: <i>Sunshine Online</i>	
Type of Service: Sunshine Online consists of the Decodable Library (a systematic structured literacy program), the Reading Road AI Tutor (individualised reading practice for students using our print decodable Reading Road series), and the Levelled Library (Sunshine books for beginner to fluent readers).	
Website	https://www.sunshineonline.com.au/
Terms of Use	https://www.sunshineonline.com.au/terms
Privacy Policy	https://www.sunshineonline.com.au/privacy
File Storage	

Name of Provider: <i>Sora app</i>	
Type of Service: The Sora app is a digital reading platform designed for students, allowing them to access free ebooks, audiobooks, and more from their school libraries. <ul style="list-style-type: none"> • A built-in eBook reader and an audiobook player for a seamless reading experience. • Tools that support accessibility and comprehension, helping educators meet students' needs. • A user-friendly interface that displays teacher-assigned readings, notes, and highlights. <p>Overall, Sora is designed to enhance the reading experience for students and promote lifelong readership.</p>	
Website	https://soraapp.com/welcome
Terms of Use	
Privacy Policy	https://www.overdrive.com/policies/privacy-policy
File Storage	

Please complete this page and return to the school office.

Student's Name	
Year Level	

Please provide consent to your child's information being provided to the following third-party providers for the provision of an educational service.

- ☐ <https://www.mathletics.com.au>
- ☐ <https://web.seesaw.me>
- ☐ <https://readingeggs.com.au/> <https://readingeggspress.com/>
- ☐ <https://www.studyladder.com.au/>
- ☐ <https://www.typingtournament.com/>
- ☐ <https://code.org/> and <https://code.org/educate/applab/>
- ☐ <https://www.typingclub.com/> Do Consent /
- ☐ <http://www.teachyourmonstertoread.com>
- ☐ <http://mathseeds.com.au>
- ☐ <https://scratch.mit.edu/>
- ☐ <https://www.khanacademy.org>
- ☐ <https://www.eaa.unsw.edu.au/>
- ☐ <http://ozoblockly.com> <http://ozobot.com>
- ☐ <http://www.lego.com/en-us/mindstorms>
- ☐ <https://www.codemonkey.com>
- ☐ <https://www.prodigygame.com/>
- ☐ <http://www.mathsframe.co.uk>
- ☐ <https://www.literacyhub.edu.au/plan-teach-and-assess/year-1-phonics-check/>
- ☐ <https://www.mathematicshub.edu.au/>
- ☐ <https://education.minecraft.net/en-us>
- ☐ <https://www.sunshineonline.com.au/>

As a parent or guardian of this student, I have read the terms of use and privacy policy of each of the websites listed. I understand that my student's personal information will be provided to these third-party software providers for the purpose of my student's registration and use of the software programs and that this information may be stored outside of Australia.

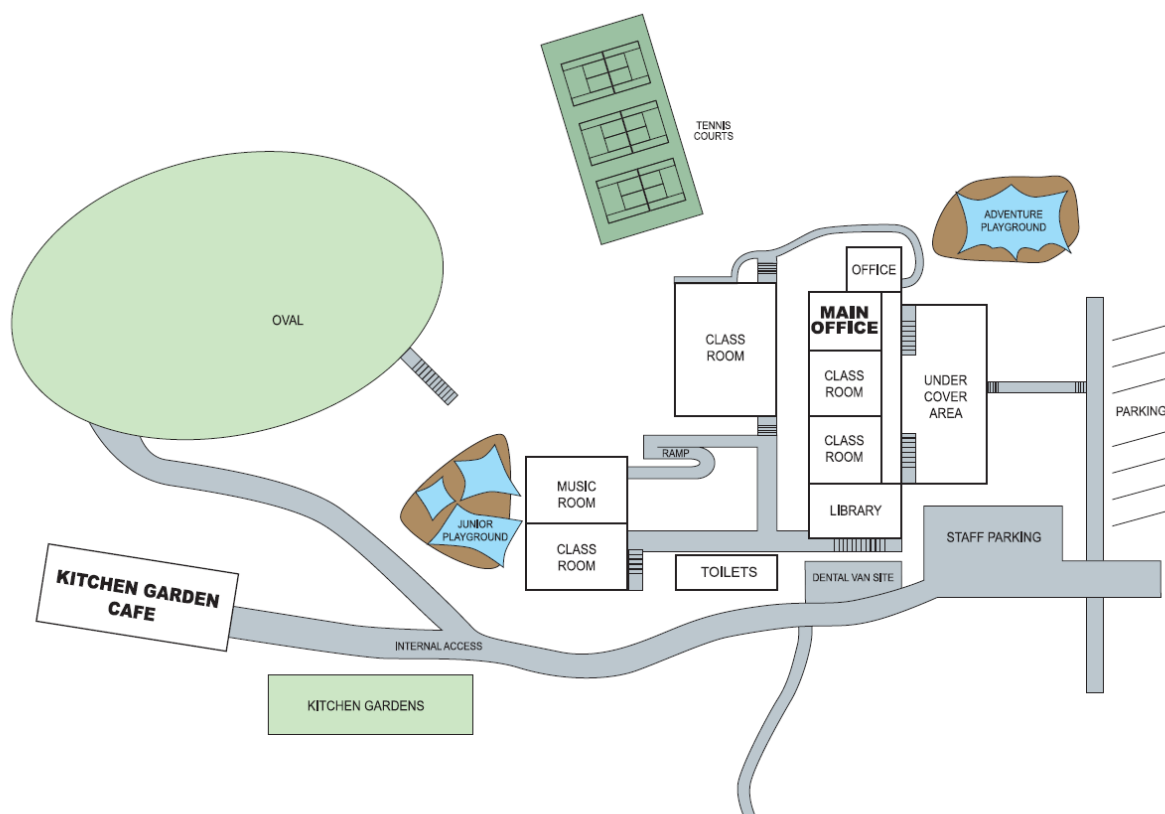
☐ I consent to all

☐ I do not consent to all: (please tick the programs you consent to. If none are ticked, we will assume you don't consent to any).

Parent/Guardian's Name: _____

Parent/Guardian's Signature: _____ Date: _____

General Information



8.20am	Children may enter grounds but must stay at the front of the school in the under covered area. No activity that may cause injury is to be played. Minor games that have very low injury risk are permitted at this time. All school rules must be obeyed. The school bus arrives at approximately 8.25am.
8.50am	Bell for commencement of classes.
11.00am	Morning Tea
11.10am	Play
11.30am	Bell for end of play
11.40am	Commencement of classes
1.00pm	Lunch
1.15pm	Play
1.40pm	Bell for end of play
1:45pm	Commencement of classes
3.00pm	Classes finish
3.10pm	School bus departs - children must leave school grounds and go home unless alternative arrangements are made.

Health and Safety

From time to time, parents ask teachers to administer medication to their children. We are happy to carry out these requests, however, there are strict departmental guidelines that must be followed:

1. The initial request from the parent/guardian must be in writing and signed by the parent (both parents if possible). This may be by letter or by completing the medication form at school.
2. The written instructions from the pharmacist or doctor are to be supplied, indicating specific times and dosages. (In most cases, these are on the container that would be sent to school).
3. The medication is to be handed in to the Office in the morning so that it can be kept in a secure place.
4. School staff have been instructed by Education Queensland not to give or supply non-prescribed oral medications such as aspirin or other analgesics (even if requested by the parent).
5. A record is kept on all occasions when medication is administered at the school.

In view of the regulations, parents are requested, wherever possible, to administer medication before and after school rather than during school hours. Please carefully consider that possibility when discussing your child's medication with the doctor or pharmacist.

For children with asthma, the procedure is:

- (a) Parents/Guardians must advise the Principal in writing that the child will be administering their own medication as deemed necessary by the child.
- (b) The children are responsible for their inhalers at all times. They need not be stored in the office as required for other medications.

When a student becomes unwell at school, he/she is referred to the Principal. If need be, arrangements are made to send the student home.

In the event of an emergency, parents are contacted. If needed, the ambulance service is also contacted by the school.

School Dental Service

The Health Department in cooperation with Education Queensland provides a free dental service throughout the State. The dental service will be visiting our school this year to check all children's teeth. Parents will however be advised of the whereabouts of the dental van so that they will be able to make arrangements for their child to make an appointment, if needed. Parents or guardians must have completed and returned the necessary registration and permission forms before their child is checked. Consultations are organised with parents if dental work is needed. Parents have the option of having the work carried out by their own private dentist.

Accidents, Illness

Unfortunately, no matter how close teacher supervision is maintained, accidents do happen. If possible, the parent/ guardian is notified immediately in the event of an accident. If the accident is considered serious, the Ambulance will be called.

If a child falls ill at school, parents/guardians are notified so that adequate parental (or medical, if necessary) attention can be provided.

It is school policy to notify parents of a serious injury or accident. It is imperative that the school has your current telephone number/s.

Change of Details

If, at any time, you change your address or phone number (be it work or home), please advise the office immediately. In the case of emergencies, it is essential that all such information is accurate and up-to-date.

Care of personal property

Students must accept the responsibility of caring for their own property. All property brought to school must be clearly named. Books must be neatly covered and named and kept in good condition.

Students must not bring toys and electrical items to school unless in special circumstances and arrangements are made for a teacher to care for the item. The school can accept no responsibility for damages to the items.

Lost property

All personal property should be marked clearly with the owner's name. All lost property is stored in the lost property box located under the school. Lost property is displayed on assemblies regularly. All unclaimed property is donated to a charity at the end of each term.

Appointments with Teachers

very busy, this time can not be used if you are seeking detailed and confidential information or progress reports about your child. We encourage you to make an appointment time, mutually convenient for both yourself and the teacher, to discuss your child's progress or any concerns you may have. We welcome you to please contact the office to arrange a time that suits you.

Teachers invite all parents to attend Parent/Teacher interviews in the third and fourth terms.

Learning and Wellbeing

We acknowledge the importance of wellbeing to the learning process. We have developed a rich school culture and positive ethos that creates a sense of belonging and self-responsibility, leading to positive behaviour, improved student attendance and achievement. We embed personal and social capabilities within the general curriculum and are committed to improve educational outcomes for all students. To find out more about how we address learning and wellbeing please view our learning and wellbeing framework documentation.

Parent and Community Engagement

Parent and community engagement has a strong influence on student's enjoying their schooling experience and them achieving in learning. We value effective communication; productive learning partnerships; open community collaboration; shared decision-making and active stakeholder participation. To find out more about how we address parent and community engagement, please view our learning and wellbeing framework documentation.

Volunteers in the Classroom

The teachers welcome parents into their classrooms to assist with learning activities. Opportunities for parents' involvement include assistance with: Spelling, Mathematics Activities, Excursions, Number facts, Library, Swimming Instruction, Reading, Art, Sports Days and within our Kitchen and Garden Program.

Please feel free to talk with your child's teacher about how you might be able to get involved.

School Parades (Friday)

A school parade is held at 9am each Friday to enable the student leaders to pass on messages to the whole school, to hear from our Principal, to present student awards and for children to present items they have prepared in class. We often have special guests from our community that benefit the students too.

This is also a time we recognise those who are celebrating their birthday that week. A song and dance is used to celebrate each student, we love to make our peers feel special!

We invite parents to come to along to parade every Friday.

School uniform/Dress code

At Kin Kin State School we encourage all students to wear the uniform that highlights our school emblem with our school values. We believe a uniform fosters a sense of unity and belonging.

Our standard uniform is as follows, these items are available for purchase at school through our uniform shop:

Kin Kin State School Polo Shirt, Polo Dress, Senior Shirt [Year 6 only, these are personalised and ordered in Term 1]
Jacket, Navy blue shorts, skirt or skorts, Navy blue track pants or black/navy blue leggings can be worn in winter.
Enclosed shoes and socks

How do I purchase uniforms?

You will receive an order form envelope in your enrolment pack [or you may visit the office to collect one]. This will allow you to fill out the items you need with your payment details. You will then be notified when your order is ready to pick up. Donations of preloved uniforms are welcomed.

Sun Safe

All students must wear a broad-brimmed hat when outside. You may purchase these our uniform shop. 'No Hat, No Play'. Caps are not acceptable as they do not provide adequate protection for the ears and the back of the neck.

Arrival and Departure Times

From 8.20am, a staff member will be available to supervise students. As there is no supervision before 8.20am, students are not to arrive at school before then. Before school commences, only minor games of a safe nature are to be played. All school rules must be followed. Students are to remain at the front of the school in the under covered area.

The bus departs by 3.10pm and all children must leave the grounds by 3.10pm unless undertaking an activity that is approved by the school. Students who are not travelling home on a bus on a particular day must report to the adult on bus duty to explain the situation. To avoid confusion, parents must inform the office or the bus driver of any change in the child's bus routine.

Traveling to School

For those of you who are not aware, this is how the Kin Kin School Bus Service operates:

- For students who live more than 3.2 kilometres by the shortest trafficable route to the school are eligible for Government funded bus travel between their normal bus stop and the school. (in other words free)
- For students who live less than 3.2 kilometres by the shortest trafficable route to the school only qualify for Government funded bus travel if they are eligible under Safety-Net Guidelines, ie a student must be listed on a:
 1. Health Care Card issued by Centrelink OR
 2. Pension Concession Card issued by Centrelink Department of Veterans' Affairs Pensioner Concession Card OR
 3. be a student placed under a Care and Protection Order

So, if a student does not qualify under either Distance or Safety-Net Guidelines or if there is any further travel beyond the normal bus stop, a bus fare is therefore required. (minimum fare \$2)

Bus fares directly relate to the distance travelled and are calculated by the Bus Operator with Qld Transport determining the maximum fare payable.

The operation of this service also requires parents/carers to communicate any changes to the student's normal travel arrangements so there can be no doubt about their travel requirements – either by contacting the school or Leasa.

Kin Kin School Bus Conveyance Committee

Normally there is a Conveyance Committee which works with the Principal and School Bus Operator to ensure that the bus service runs smoothly and that it is tailored and best suited for the specific transport needs of the community.

PLEASE NOTE: It is the responsibility of parents or designated persons to be waiting at the bus stop before the bus is due to arrive. Due to bus policy, the bus driver will NOT leave a child on the side of the road, therefore, if a parent is not there to meet the child, the parents will need to pick up their child back at school.

Behaviour on the way to and from school

Both the school and parents share the responsibility for the good behaviour and well-being of students on their way to and from school. Children are to conduct themselves in accordance with the school's behaviour management guidelines.

Emergency Breakdown Procedure

Although Mobile Phone reception is somewhat unreliable, there is a contact number on the bus: 0448954555 (Leasa Diggins)

Otherwise, the normal procedure in the event of a breakdown or emergency is as follows;

1. The Bus Driver will remain with the bus and the children at all times. In isolated areas, the Bus Driver will wait for passing aid to relay a message to the school. In the case where a Safe house is clearly visible, a responsible older student could be sent with a message to contact the school.
2. If the bus is delayed for a period of 30 minutes, all concerned parents should contact the school for a report on travel arrangements. The school phone number is 54 854168.
3. The school should contact all relevant parents in the event of an Emergency or breakdown. There is a list of parent's phone numbers in the office of the school.
4. In the event of flooding or other emergency situations, it is helpful to tune into the local ABC (90.3 or 95.3 FM) as they provide emergency service information.

NB. The School and Bus Driver should be contacted regarding any changes to a student's normal travel routine.

In the case of flooding

Morning:-

The bus will operate as normal unless stopped by floodwaters. Under no circumstances will the bus travel through flooded causeways or roads. The driver will contact the school if unable to complete the run. Parents should ring the school on 54854168 or Leasa on 0448954555 to check on the latest update.

Afternoon:-

If the flood situation worsens during the day, the Principal and Bus Operator will make a decision as to whether to transport the children home earlier. Only students whose parents can be notified of this change will be allowed to go home early on the bus. Other students will wait at school until parents can be notified so they can make arrangements to pick them up.

