

# ENROLMENT PACK (PART A)

## APPLICATION FOR ENROLMENT

(For enrolment in a Western Australian Public School)

The form is to be completed in English. If you need help including translation and interpreting services, please ask the school staff about assistance available through the Statewide Services Resource and Information Centre - English as an Additional Language or Dialect (EAL/D) Program. Website: <http://det.wa.edu.au/curriculumssupport/eald/detcms/portal/>

### Parent information about applying to enrol in a Western Australian public school

Thank you for your interest in applying to enrol your child in a Western Australian public school.

Enrolment in a public school is a two step process.

#### **Step 1: Enrolment Pack Part A – Application for Enrolment**

Parents lodge an *Application for Enrolment Form* with the school (attached within this pack).

#### **Step 2: Enrolment Pack Part B – Enrolment (includes Parent information about enrolment in a Western Australian public school and the Enrolment Form)**

If your child is eligible for enrolment, you will be provided with *Parent information about enrolment* in a Western Australian public school and you will be required to complete an *Enrolment Form*.

The school will notify you of the results of your application as soon as possible. The information you have provided will be used by the school once eligibility is confirmed.

Documentary evidence, including court orders relating to your child, may be required to support information supplied. Principals may consult with the Education Regional Office where sufficient evidence has not been supplied. All official records must be in the child's **legal** name. The use of a preferred name may be possible for informal communications.

It is highly recommended not to purchase items such as uniforms until you receive confirmation of enrolment.

The Department's *Enrolment Policy* can be found at <http://www.det.wa.edu.au/policies>.

### Who can enrol a child?

Enrolment applications can be lodged by:

1. Parents, defined in the *School Education Act 1999* as persons who at law have responsibility for the long term care, welfare and development of the child; or the day-to-day care, welfare and development of the child;
2. Independent minors; and
3. Persons aged 18 years or older who may apply on their own behalf.

The school may require documentary evidence in support of the application. A person with proper authority to make the application must provide the required information. The school is not required to determine whether another parent or person with authority concurs with the lodging of the application or the information included in it.

If there is a dispute between parents or authorised persons about the enrolment or one party requests or has enrolled the child at a different school, then the schools involved should endeavour to maintain the original enrolment and continuity of the child's schooling unless it is clearly not in the child's educational interests to do so, is not possible, or has been determined otherwise by a court. For further information see Frequently Asked Questions (FAQs) in the Enrolment Policy, under Related Information).

### Who can be enrolled?

Permanent Australian residents and those children holding an approved visa subclass are entitled to be enrolled, although not necessarily at a particular school unless the school has a 'local-intake area' (refer section **Applications to local-intake schools (compulsory years of schooling)** below). Those overseas students who do not have an entitlement to enrol in a public school may be enrolled on a full fee paying basis under conditions which the school will outline.

In establishing a usual place of residence, the *Residential Parks (Long-stay Tenants) Act 2006* recognises any agreement conferring the right to occupy premises for a fixed term of three months or longer. Short term residential arrangements can be accepted in cases such as recent arrival in the State, residence in boarding houses and caravan parks, or homelessness.

Schools may not enrol children who are:

1. receiving home education; or
2. applying to enrol at another school; or
3. enrolled at another Kindergarten (public or private), unless transferring.

The principal may consider whether a child may attend for a short period (s 75(2) *School Education Act 1999*) and may consult with the school in which the student is already enrolled before a decision about attending is made. Attendance for more than four weeks requires that the student relinquish enrolment at the school in which the student is already enrolled.

### Where can students be enrolled?

The enrolment requirements differ from school to school. Local-intake schools have a designated geographical area from which enrolments are taken. Local-intake schools must accept all applicants from within their defined area, subject to residential qualifications. Non local-intake schools may receive applications but not necessarily enrol all applicants (see below for further advice on applications to non local-intake schools).

If you are unsure whether the school you applied for has local-intake status, you may check the *Declaration of Local-Intake Areas for Schools* on the Department's policies website at <http://www.det.wa.edu.au/policies>, (Browse via A-Z document list). Further information is available from the **Enrolment policy/Enrolment Procedures/Local-intake area schools**, or contact either the principal of the school or the Coordinator Regional Operations at the local Education Regional Office.

### Applications to local-intake schools (compulsory years of schooling)

Where the school has a local-intake area, an eligible child whose place of residence is within that area is guaranteed enrolment in the compulsory years of schooling (Pre-primary to Year 12).

Children whose usual place of residence is not in the local-intake area are accommodated where possible. If the school has further capacity to accommodate children from outside the local-intake area, after making provision for local-intake area needs, the following selection criteria are to be applied in considering applications for enrolment:

First Priority	Second Priority	Third Priority
Child qualifying for an approved specialist program for that year.	Child who has a sibling also enrolled at the school in the current year, (other than siblings enrolled in specialist programs), and who lives nearest the school.	Child who does not have a sibling enrolled at the school in the current year, or who has a sibling enrolled in a specialist program, and who lives nearest the school.

### Applications to local-intake schools (pre-compulsory years of schooling)

Students in the pre-compulsory year of schooling (Kindergarten) are guaranteed a place in a public school. Where possible this will be their local school. The following selection criteria are to be applied in considering applications for enrolment:

First Priority	Second Priority	Third Priority	Fourth Priority
Child residing in the local-intake area who has a sibling also enrolled at the school in the current year, and who lives nearest the school.	Child in the local-intake area who does not have a sibling enrolled at the school in the current year, and who lives nearest the school.	Child not residing in the local-intake area who has a sibling also enrolled at the school in the current year, and who lives nearest the school.	Child not residing in the local-intake area who does not have a sibling enrolled at the school in the current year, and who lives nearest the school.

## **Applications to non-local-intake schools (pre-compulsory and compulsory)**

Where the school does not have a local-intake area and the number of applications exceeds the number of places available, the child living nearest to the school will be given priority. Parents applying to enrol their children in specialist programs and siblings of children already enrolled at the school do not have priority over those children living nearest the school. That is, proximity to the school is the only criterion to be used in non local-intake schools.

## **Lodging Applications and Enrolment Forms from local-intake area students**

Families residing in the local-intake area may lodge the Application for Enrolment Form and the Enrolment Form concurrently, with the agreement of the school.

## **Applications for starting school and for the first year of secondary school**

Parents are encouraged to apply by the closing date in the year prior to attending, even if the child is of compulsory school age (Pre-primary to Year 12) and is guaranteed a place in the local school. This assists schools with planning.

For children of compulsory school age wishing to enrol at a school that is not the local school the closing date for applications for the first round of offers is the first Friday in Term 3 of the previous year.

For children starting in Kindergarten the closing date for applications for the first round of offers is the first Friday in Term 3 of the previous year.

Applications may still be made after this date and will be considered on a case by case basis, in accordance with the Department of Education's *Enrolment Policy* which can be found at <http://www.det.wa.edu.au/policies>.

## **Requested documentation**

You will be asked to show your child's Birth Certificate (original or certified copy) or birth extract or equivalent identity documents; your child's 'Immunisation Certificate'; usual place of residence: for example utilities account, lease agreement of at least three months, proof of ownership of property, driver's licence, statutory declaration, copies of any Family Court or other court orders, and visa details (if applicable) - Principals may accept a maximum of 3 documents as evidence of residential address.

Once the application has been accepted, you will be required to complete an Enrolment Form and submit it to the school (refer to the Enrolment Pack Part B – Enrolment). If your Application for Enrolment is not accepted, you will be advised in writing within three weeks of the advertised closing date for applications.

## **Eligibility to enrol in a particular school**

The only guaranteed place in a public school is if you live in the local-intake area of that school. Enrolment in a particular primary school does not guarantee a place at a specific secondary school.

## **Applications to transfer from another school**

Decisions about the enrolment of your child into a specific year of schooling and/or the educational program will be based on age eligibility, as well as the child's level of previous schooling, achievement levels and identified needs.

If you are applying for the following year, you will be advised in writing about your application within three weeks of the closing date for applications (that is after the end of the first week of Term 3). If you are applying for the current year, you will be advised in writing as soon as possible.

Once the application has been accepted, in addition to the Enrolment Form you will also need to supply evidence of your child's progress from the previous school. This can be in the form of reports, records or samples of work.

If your child has gained enrolment from outside the local-intake area into a specialist program, any siblings cannot be guaranteed enrolment to the same school.

## **Kindergarten**

The Western Australian Government fully funds Kindergarten for age-eligible children in public schools and supplements the cost of Kindergarten in Catholic and independent schools. Children may be enrolled in Kindergarten in one school only, either public or private.

## **Disclosure of information**

### ***For parents of students with disability***

In order to provide an appropriate education program the school may require specific information relating to your child's disability and personal needs to enable the school to make any necessary teaching and learning adjustments. The school may also use the information you provide when applying for specialist resources or services and/or supplementary funding to support your child's education.

### ***Suspensions and exclusions***

Information on any suspensions and exclusions needs to be provided to the school at the time of applying to enrol. This information will help the school to provide your child with any support that may be required.

Children currently under suspension from a public school cannot be enrolled at another public school until the suspension period expires.

Children who have previously been suspended or excluded from a public school may be required to enter into a behaviour agreement with the school if enrolment is accepted.

## **Confidentiality**

All information provided on this form will be treated confidentially. Section 242 of the *School Education Act 1999* precludes this information from being used for any purpose other than: to determine whether your application for enrolment can be accepted; to assist the school with addressing any needs for your child if enrolment is accepted; and to comply with legal requirements or ministerial directions.

## **Disputes**

Should you disagree with a school's advice regarding your application for enrolment please contact the principal in the first instance. The Coordinator Regional Operations at your Education Regional Office can provide advice if a concern has not been resolved. Information about formal disputes can be obtained from the school, the Education Regional Office or the Department's *Enrolment Policy* which can be found at <http://www.det.wa.edu.au/policies>.



# East Manjimup Primary School

## APPLICATION FOR ENROLMENT FORM (For enrolment in a Western Australian Public School)

Students in the compulsory years of schooling who are already enrolled at the school do not need to lodge a new application for that school each year.

### OFFICE USE ONLY

Date received: \_\_\_\_\_

Year Level: .... \_\_\_\_\_

Birth certificate/Passport/Travel document sighted (Circle).

Student resides within local intake area  YES  NO

Visa sighted:  YES  NO

Family Court Order/s:  YES  NO

### DECLARATION

The information and statements provided in this application for enrolment are true and accurate in relation to:

Name of child: \_\_\_\_\_

Name of person enrolling child:

Title: \_\_\_\_\_ 1<sup>st</sup> Name: \_\_\_\_\_ 2<sup>nd</sup> Name: \_\_\_\_\_

Surname: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Tel (H): \_\_\_\_\_ Tel (W): \_\_\_\_\_ Mobile: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

*NOTE: Children may be enrolled in Kindergarten in one school only, either public or private.*

*NOTE: In the event that statements made in this application later prove to be false or misleading, a decision on this application may be reversed. Information supplied may need to be checked by the school.*

### DOCUMENTS TO BE PROVIDED

#### Checklist:

Please place an **\*X\*** in the box  to indicate each document attached (or sighted) to this application form.

*\*Note: If you are typing the information into this form, doubleclick the check box and select the radio button under the heading Default value 'Checked' and click OK.*

1. Birth Certificate (original or certified copy) or extract or other identity documents .....   
if applicable. (Principals will refer to guidance 3.5.1 of the Enrolment Procedures where evidence is not provided).
2. 'Immunisation Certificate' .....
3. Copies of Family Court or any other court orders (if applicable) .....
4. Proof of address (see Requested documentation in the attached Parent information) .....
5. Information relating to suspensions or exclusions .....
6. Information relating to disability .....

*If your child was not born in Australia, you must provide evidence of:*

1. Date of entry into Australia .....
2. Passport or travel documents .....
3. Current visa subclass and previous visa subclass (if applicable) .....

*If your child is a temporary visa holder, you must also provide:*

Confirmation of enrolment or evidence of any permission to transfer .....   
provided by Education and Training International (ETI) email: [study.eti@dtwd.wa.gov.au](mailto:study.eti@dtwd.wa.gov.au)  
(if holding an International full fee student visa, sub class 571);

**or**

Evidence of the visa for which the student has applied if the student holds .....   
a bridging visa

## PERSONAL DETAILS (PLEASE PRINT ALL DETAILS BELOW)

Child's surname  Legal (if different):	Given names:	Date of birth:	Sex (M / F):
Surname of parent/responsible person:	Given names:	Mr / Mrs / Ms / Other:	
Residential Address (must be completed):			Postcode:
Nearest intersecting street:			
Postal Address (if different from residential address):			Postcode:
Telephone (Home):	Mobile Phone No:		
Work (if convenient):	Email:		
Are there any Family Court Orders regarding the day to day or long term care, welfare and development of the child? <input type="checkbox"/> YES <input type="checkbox"/> NO Is the child subject to access restriction? If yes, please specify and attach supporting documentation. <input type="checkbox"/> YES <input type="checkbox"/> NO			
Year Level: _____			
Start date: Beginning of school year <b>20</b> ____: <input type="checkbox"/> YES <input type="checkbox"/> NO. If NO, indicate start date: _____			
If applicable, year level child currently enrolled in (e.g. Year 7):			
If applicable, name of school at which the child is currently or was last enrolled:			
Are you applying to enrol in a specialist program at this school? Name of specialist program: <span style="float: right;"><input type="checkbox"/> YES                      <input type="checkbox"/> NO</span>			
Are there any siblings attending this school? Name/s and year levels: <span style="float: right;"><input type="checkbox"/> YES                      <input type="checkbox"/> NO</span>			
Is your child currently under suspension from a school? If YES, name of school: <span style="float: right;"><input type="checkbox"/> YES                      <input type="checkbox"/> NO</span>			
Has your child ever been excluded from a school? If YES, name of school: <span style="float: right;"><input type="checkbox"/> YES                      <input type="checkbox"/> NO</span>			
Is your child a permanent resident of Australia? <span style="float: right;"><input type="checkbox"/> YES                      <input type="checkbox"/> NO</span> If NO, please indicate date entered Australia: _____ Visa Sub Class No.: _____			
Does your child have a disability/medical condition? <i>This information will assist the school principal with considering whether any specific or additional resources are required and available to assist the school with providing the best educational program for your child.</i> Please indicate whether:  <input type="checkbox"/> Physical <input type="checkbox"/> Intellectual <input type="checkbox"/> Other medical condition/s Please outline nature of disability/medical condition/s (or attach details).			
Application for Enrolment approved: _____ (signature of Principal)    __/__/__ (date)			



# EAST MANJIMUP PRIMARY SCHOOL

Year of enrolment: \_\_\_\_\_

Year level: \_\_\_\_\_

Room: \_\_\_\_\_

## WA PUBLIC SCHOOL STUDENT ENROLMENT FORM

### COMPULSORY DOCUMENTS TO BE PROVIDED

#### Checklist:

Please place an 'X' in the box  to indicate each document attached (or sighted) to this application form.

1. Birth Certificate or Passport .....

- If the student was not born in Australia, you must provide evident of:

• Date of entry into Australia .....

• Passport or travel documents .....

• Current visa subclass and previous visa subclass .....

2. Students Immunisation Records –1800 653 809 or [www.my.gov.au](http://www.my.gov.au) .....

**We cannot accept a photocopy out of your child's immunisation book.**

3. School Reports / Naplan .....

4. Copies of Family Court or any other court orders (if applicable) .....

5. Documentation relating to disabilities (reports etc) .....

### STUDENT DETAILS

Enrolling into Year: \_\_\_\_\_ Calendar Year: \_\_\_\_\_

Legal Surname: \_\_\_\_\_ Surname (if different): \_\_\_\_\_

First Name: \_\_\_\_\_ Second Name: \_\_\_\_\_

Preferred Name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender:  Male  Female  Indeterminate/Intersex

Residential address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Full Name/s of brothers and sisters attending this school: \_\_\_\_\_

#### Student lives with:

Both Parents

Parent/Guardian/Carer 1

Parent/Guardian/Carer 2

Other Name: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

#### Emergency Contacts: (Indicate contacts in order of preference)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

# PARENT OCCUPATION GROUPS

Relates to questions in Parent 1 and Parent 2 sections of the Application for Enrolment form

GROUP 1	GROUP 2	GROUP 3	GROUP 4
<p><b>Senior management in large business organisation government administration &amp; defence, and qualified professionals</b></p>	<p><b>Other business managers, arts/media/sportspersons and associate professionals</b></p>	<p><b>Tradesmen/women, clerks and skilled office, sales and service staff</b></p>	<p><b>Machine operators, hospitality staff, assistants, labourers and related workers</b></p>
<p><b>Senior executive/ manager/ department head</b> in industry, commerce, media or other large organisation.</p> <p><b>Public service manager</b> (section head or above), regional director, health/education/police/ fire services administrator.</p> <p><b>Other administrator</b> [school Principal, faculty head/dean, library/museum/gallery director, research facility director].</p> <p><b>Defence Forces</b> Commissioned Officer.</p> <p><b>Professionals</b> generally have degree 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.</p> <p><b>Health, Education, Law, Social Welfare, Engineering, Science, Computing</b> professional.</p> <p><b>Business</b> [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer].</p> <p><b>Air/sea transport</b> [aircraft/ships captain/officer/pilot, flight officer, flying instructor, air traffic controller].</p>	<p><b>Owner/manager</b> of farm, construction, import/export, wholesale, manufacturing, transport, real estate business.</p> <p><b>Specialist manager</b> [finance/engineering/productio n/ personnel/ industrial relations/ sales/marketing].</p> <p><b>Financial services manager</b> [bank branch manager, finance/ investment/insurance broker, credit/loans officer].</p> <p><b>Retail sales/services manager</b> [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency].</p> <p><b>Arts/media/sports</b> [musician, actor, dancer, painter, potter, sculptor, journalist, author].</p> <p>media presenter, photographer, designer, illustrator, proof reader, sportsman/ woman, coach, trainer, sports official].</p> <p><b>Associate professionals</b> generally have diploma/technical qualifications and support managers and professionals.</p> <p><b>Health, Education, Law, Social Welfare, Engineering, Science, Computing</b> technician/associate professional.</p> <p><b>Business/administration</b> [recruitment/employment/ industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager].</p> <p><b>Defence Forces</b> senior Non-Commissioned Officer.</p>	<p><b>Tradesmen/women</b> generally have completed a 4-year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.</p> <p><b>Clerks</b> [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].</p> <p><b>Skilled office, sales and service staff</b></p> <p><b>Office</b> [secretary, personal assistant, desktop publishing operator, switchboard operator].</p> <p><b>Sales</b> [company sales representative, auctioneer, insurance agent/ assessor/loss adjuster, market researcher].</p> <p><b>Service</b> [aged/disabled/refuge/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor].</p>	<p><b>Drivers, mobile plant, production/ processing machinery and other machinery operators</b></p> <p><b>Hospitality staff</b> [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper].</p> <p><b>Office assistants, sales assistants and other assistants</b></p> <p><b>Office</b> [typist, word processing/data entry/business machine operator, receptionist, office assistant].</p> <p><b>Sales</b> [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].</p> <p><b>Assistant/aide</b> [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant].</p> <p><b>Labourers and related workers</b></p> <p><b>Defence Forces</b> ranks below senior NCO not included in other groups.</p> <p><b>Agriculture, horticulture, forestry, fishing, mining worker</b> [farm overseer, shearer, wool/hide classer, farmhand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand].</p> <p><b>Other worker</b> [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor].</p>

These categories have been determined nationally and are designed as broad occupational groupings.  
All Australian states and territories use the same categories.



**PARENT / GUARDIAN 1 DETAILS****Preferred Emergency Contact**

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Please indicate relationship to the student: \_\_\_\_\_

Fees and charges billing: YES  NO  If no, who is responsible: \_\_\_\_\_

Postal Address (if different from student residential address): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email Address: \_\_\_\_\_

Occupation / Workplace: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Do you mainly speak English at home?  YES  NODo you speak a language other than English at home?  NO English only  YES, other - please specify: \_\_\_\_\_

What is the highest year of primary or secondary school you have completed?

- Year 12 or equivalent  
 Year 11 or equivalent  
 Year 10 or equivalent  
 Year 9 or equivalent or below

What is the level of the highest qualification you have completed?

- Bachelor degree or above  
 Advanced diploma/Diploma  
 Certificate I to IV (including trade certificate)  
 No non-school qualification

What is your occupation group? \_\_\_\_\_ (Insert 1, 2, 3 or 4. Please select the appropriate parental occupation group from the list provided. If you are not currently in paid work, but have had a job in the last 12 months, please use your last occupation. However, if you have not been in paid work in the last 12 months, enter '8' above).

**PARENT / GUARDIAN 2 DETAILS****Preferred Emergency Contact**

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Please indicate relationship to the student: \_\_\_\_\_

Fees and charges billing: YES  NO  If no, who is responsible: \_\_\_\_\_

Postal Address (if different from student residential address): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email Address: \_\_\_\_\_

Occupation / Workplace: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Do you mainly speak English at home?  YES  NODo you speak a language other than English at home?  NO English only  YES, other - please specify: \_\_\_\_\_

What is the highest year of primary or secondary school you have completed?

- Year 12 or equivalent  
 Year 11 or equivalent  
 Year 10 or equivalent  
 Year 9 or equivalent or below

What is the level of the highest qualification you have completed?

- Bachelor degree or above  
 Advanced diploma/Diploma  
 Certificate I to IV (including trade certificate)  
 No non-school qualification

What is your occupation group? \_\_\_\_\_ (Insert 1, 2, 3 or 4. Please select the appropriate parental occupation group from the list provided. If you are not currently in paid work, but have had a job in the last 12 months, please use your last occupation. However, if you have not been in paid work in the last 12 months, enter '8' above).

**OTHER CONTACT DETAILS****Preferred Emergency Contact**

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Please indicate relationship to the student: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile No: \_\_\_\_\_

Occupation/Workplace: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Please advise the school if there are any other contacts you would like recorded.****STUDENT DETAILS – ADDITIONAL INFORMATION**

Religion: \_\_\_\_\_ Student's First Language: \_\_\_\_\_

Is the student's descent:                      Aboriginal                       YES                       NO   Torres Strait Islander (TSI)                       YES                       NO   Both Aboriginal and TSI                       YES                       NODoes the student speak a language other than English at home?                       YES                       NODoes the student mainly speak English at home?                       YES                       NOAustralian Citizenship/Permanent Resident:                       YES                       NO

Country of Birth: \_\_\_\_\_ Passport No: \_\_\_\_\_

Date of Arrival in Australia: \_\_\_\_\_

Visa Sub-class No: \_\_\_\_\_ Visa Sub-class No Expiry Date: \_\_\_\_\_

International Fee Paying (if known):                       YES                       NO**STUDENT DETAILS - CONFIDENTIAL**Access Restriction - Is this student subject to any court orders in respect of their care, welfare and development?                       YES                       NO ***If YES, please attach any supporting documentation.***Is this student in the care of the Department for Child Protection and Family Support's (CPFS) Director General?                       YES                       NO

If YES, please specify the name of the CPFS Case Manager, their CPFS District and their contact phone number. \_\_\_\_\_

**STUDENT DETAILS - PREVIOUS SCHOOL**

Previous School Name: \_\_\_\_\_

Reason for change of school (optional): \_\_\_\_\_

If previously enrolled in Home Education, specify the Education Region: \_\_\_\_\_

## STUDENT DETAILS – IMMUNISATION

It is a requirement of all Government Schools in WA that **EVERY STUDENT MUST** provide a copy of an AIIR Immunisation History Statement.

Is the student immunised?  YES  NO

## STUDENT DETAILS - DISABILITY

Does the student have a disability?  YES  NO

If YES, please specify the disability/s: \_\_\_\_\_

Please indicate where you have documentation about the student's disability in any of the following areas.

*Copies of this documentation will be required for school records*

- |   |   |
|---|---|
| <input type="checkbox"/> Allergy – Anaphylaxis                                  | <input type="checkbox"/> Allergy – Other.....           |
| <input type="checkbox"/> Asthma   | <input type="checkbox"/> Autism Spectrum Disorder       |
| <input type="checkbox"/> Deaf or Hard of Hearing                                | <input type="checkbox"/> Diabetes                       |
| <input type="checkbox"/> Global Developmental Delay (prior to Age 6)            | <input type="checkbox"/> Intellectual Disability        |
| <input type="checkbox"/> Mental health or behavioural (eg depression, ADD/ADHD) | <input type="checkbox"/> Physical Disability            |
| <input type="checkbox"/> Specific Speech Language Impairment                    | <input type="checkbox"/> Seizure Disorder (eg epilepsy) |
| <input type="checkbox"/> Other: .....   | <input type="checkbox"/> Vision Impairment              |
- .....

## STUDENT DETAILS – MEDICAL / HEALTH

Medical Practice Name:			
Medical Practice Address:			
Doctor's Name:			Telephone:
Ambulance cover?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Provider:
<i>If there is a medical emergency parents or guardians are expected to meet the cost of the ambulance</i>			
Medicare No:			Expiry:
Health Care Card:	<input type="checkbox"/> YES	Card No:	Expiry:
Dental Practice Name:			Telephone:
Dental Practice Address:			

## STUDENT DETAILS – PERMISSION TO CALL

- Doctor
  Dentist
  Administer First Aid



# East Manjimup Primary School Consent Form



**Please note, this consent will stay active for the length of your child's enrolment at EMPS.**

**Any changes to your consent will need to be provided to the school in writing.**

At **East Manjimup Primary School** we aim to offer your child the widest range of learning opportunities and celebrate learning whenever possible. This may often require some form of parental consent. This form asks you to consent (or otherwise) to your child's participation / use / access to several aspects of the school program.

## **MEDIA CONSENT**

Children's images and/or their work are often published to recognise excellence or effort and may appear in newspapers, on the internet, on our Facebook page, in newsletters or on film or video. Their names may also be included but no contact details are provided. Work/images captured by the school will be kept for no longer than is necessary for the purposes outlined above and will be stored and disposed of securely.

- Yes, I give consent to my child to have his/her image and/or work published as described above.  
 No, I do not give consent.

Please note, this is a summary of Appendix F: Permission to Publish Students Images and Work for School Purposes. To view the entire document, visit the [Students Online in Public Schools Policy](#) or request a copy at the Front Office.

## **VIEWING CONSENT**

Children often watch videos / DVDs / television documentaries as part of their learning. Almost always these are 'G' rated and don't require consent. Very occasionally something with a 'PG' rating is appropriate for which we would need parental permission.

- Yes, I consent to my child viewing items with a 'PG' rating if deemed suitable by the teacher and school administration.  
 No, I do not give consent.

## **LOCAL EXCURSIONS (referred to as "Manjimup Town Excursions")**

Children occasionally walk/bus within the local area for minor excursions under the supervision of the teacher and attend activities in local parks, nature reserves, another school, city council library or shopping centre. On all occasions, parents will be notified of the local excursion.

- Yes, I consent to my child participating in teacher supervised local excursions which may involve short walks/bus trips to and from the school.  
 No, I do not give consent.

## **SCHOOL NEWSLETTER**

The school also has the Newsletter accessible on the website [www.eastmanjimup.wa.edu.au](http://www.eastmanjimup.wa.edu.au) or via the link on our Facebook page East Manjimup Primary School – An Independent Public School.

- If you wish to receive your newsletter by email, then please add your details

Email Address: \_\_\_\_\_

## **MOBILE PHONES AT SCHOOL**

Primary students cannot have a mobile phone in their possession. If your child brings a mobile phone to school, it needs to be dropped off at the Front Office where it will be stored until the end of the school day. This includes smart watches and listening accessories, such as headphones and earbuds. Exceptions are allowed for students who have approval from the principal to use a phone to monitor health conditions.

- Yes, I acknowledge that should my child bring a mobile phone to school, it will be stored in the Front Office for the duration of the school day.

To view additional information, visit the [Student Mobile Phones Policy](#) or request a copy at the Front Office.

## **CHAPLAINCY**

At EMPS we follow a philosophy of providing pastoral care for our students. Chaplaincy is an important part of this strategy.

- Yes, I consent to my child accessing the school's Chaplaincy service.  
 No, I do not give consent.

Person signing the consent form:

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# FORM 1 – STUDENT HEALTH CARE SUMMARY

## SECTION A

School: East Manjimup Primary	Year:	Form:	Teacher:
Student's Name:	Date of Birth:		
Address:	Gender: Male/Female		

## FAMILY CONTACT DETAIL

## MEDICAL DETAILS

Name:	Medical Practice:
Relationship to student:	Doctor 1: <span style="float: right;">Telephone:</span>
Address:	Doctor 2: <span style="float: right;">Telephone:</span>
Telephone: (W) (H) (M)	I give permission for the school to seek medical attention for my child as required from the above medical centre. Yes <input type="checkbox"/> No <input type="checkbox"/>
Name:	Do you have ambulance cover? Yes <input type="checkbox"/> No <input type="checkbox"/>
Relationship to student:	<b>If there is a medical emergency, parents/carers are expected to meet the cost of an ambulance.</b>
Address:	List any essential information that could affect your child in an emergency e.g. allergy to penicillin.
Telephone: (W) (H) (M)	Health care card: Yes <input type="checkbox"/> No <input type="checkbox"/>
	Medicare No. (If required – for children requiring regular emergency care):

## ADMINISTRATION OF MEDICATION

Written authorisation must be provided for staff to administer any form of medication at school.  
**Long term medication** – Complete the *Medication* section of the relevant health care plan – see below.  
**Short term medication** - Request an *Administration of Medication* form to complete and return to the principal or class teacher.

## INFORMED CONSENT

Your child's health care information will be shared with staff on a "need to know" basis unless otherwise stated.  
 Do you give permission for the school to share your child's health care information? Yes  No   
**Note:** *If your child is enrolled in a TAFE, PEAC or an alternative education program, this includes the transfer of their health care information to the principal or manager of that program.*  
 If no, and the information is to be restricted, who can be informed of your child's health care information? \_\_\_\_\_

Does your child have one or more health condition(s) that will **require support** from school staff?  
 No  - sign below and return Section A of this form to the school office. If your child's requirements change, please notify the school.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Yes  - complete the remainder of this form and return to the school office. You will be given additional forms to complete.  
 List your child's health condition(s): \_\_\_\_\_

## SECTION B – IN THE FOLLOWING TABLE, PLEASE INDICATE YOUR CHILD'S CONDITION(S) WHICH REQUIRE THE SUPPORT OF SCHOOL STAFF (In response to the information below, you will be given further forms for specific health conditions to complete)

Health Conditions	Tick health condition	Will school staff require specific training to support your child?
Severe Allergy/Anaphylaxis	<input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Minor & Moderate Allergies	<input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Diabetes	<input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Seizures	<input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Asthma	<input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Activities Of Daily Living	<input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>

### Other Conditions or Needs (Please specify)

	<input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
	<input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Has your child's Medical Practitioner provided a health care plan to assist the school to manage the condition?		YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, advise the Principal

If you have ticked "Yes" for specific staff training, please discuss the type of training needed with the Principal.

**SECTION C: CONSENT FOR PHOTO IDENTIFICATION ON YOUR CHILD'S HEALTH CARE PLAN**

If your child has a condition where an emergency may occur, please indicate whether you give consent for staff to place your child's medical details and photo on view to provide immediate identification.

I give permission for my child's "medical details and photo" to be on view for staff. Yes  No

If yes, please attach photo to the relevant health care plan(s).

**SECTION D: MEDIC ALERT INFORMATION**

Does your child have a Medic Alert bracelet or pendant? Yes  No

If yes, provide details: \_\_\_\_\_

Parent/Carer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Care Name: \_\_\_\_\_

**ON COMPLETION OF THIS FORM, PLEASE REQUEST AND COMPLETE THE RELEVANT HEALTH CARE PLANS**

**Note: Where appropriate students should be encouraged to participate in their health care planning.**

**Office Use Only**

Does the child have an allergy that needs to be flagged on SIS? Yes  No  Date: \_\_\_\_\_

Have relevant health care plans been issued to the parent? Yes  No  Date: \_\_\_\_\_

Has the Principal been informed if:

- specific training is required to support the student? Yes  No
- the student's health care information is to be restricted? Yes  No

Date *Student Health Care Summary* was completed and uploaded on SIS:    /    /

**SIGNATURE**

**Name of person enrolling student:**

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

If this is an enrolment for Kindergarten, I declare this to be the only enrolment made.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

Student's official documentation all sighted (Date): \_\_\_\_\_  YES  NO

Birth certificate       Passport

Overseas Student: If yes, International fee paying: .....  YES  NO

Entry Date: \_\_\_\_\_

Immunisation records provided:  YES  NO

Entered on School Information system by: \_\_\_\_\_ on (Date): \_\_\_\_\_



## EAST MANJIMUP PRIMARY SCHOOL

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[www.eastmanjimup.wa.edu.au](http://www.eastmanjimup.wa.edu.au)

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Dear Parents /Carers

Schools use a range of online Third Party Services and programs (eg. Seesaw and Phonics Hero). The Department of Education has determined that many of these will now require parent/carer consent for students to be able to use them. Where possible, only anonymous student information that does not identify the student, is used by the school.

Appendix G is a single page printed on white. The school is required to notify you of services we use but which do not require consent. Appendix H consists of 4 pages printed on green, and bundles additional services we use, or may use, which do require parents to provide consent. Your consent covers all of these services. There may be other services we use in the school but the Department of Education does not require the school to notify or gain consent for their use. An example is the NAPLAN site used by students to access NAPLAN tests.

Please find the following three documents attached which relate to student use of technology at East Manjimup Primary School - Year 3-6 Classroom Technology Contract (parent/carer and student to sign and return), Third Party Consent Forms – Appendix G (no action required) and Third Party Consent Form Appendix H (parent/carer to sign and return).

Please complete and return these as soon as possible. If you have any queries regarding the Third Party Services please contact the school.

Yours sincerely

Bianca Prosser  
Deputy Principal



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[www.eastmanjimup.wa.edu.au](http://www.eastmanjimup.wa.edu.au)

## NOTIFICATION TO DISCLOSE PERSONAL INFORMATION TO THIRD PARTY SERVICES (Updated 02/2023)

The following online third party services are being used in our school. They **do not** require parent consent. Please contact the school if you have any queries.

Name of Service	Type	What do I need to know	Further information
Decodable Readers Australia – Online library <a href="https://draonline.com.au/">https://draonline.com.au/</a>	Teaching and Learning	<b>Information disclosed</b> Teacher name, teacher email address, school name, student name, student date of birth <b>How the information is used:</b> Online reading Platform for Students, Teachers and Parents. <b>Where the information is stored:</b> Within Australia	<b>Terms of Use / Privacy Policy</b> <a href="https://draonline.com.au/terms-and-conditions/">https://draonline.com.au/terms-and-conditions/</a>  <a href="https://draonline.com.au/privacy-policy/">https://draonline.com.au/privacy-policy/</a>
iDoceo <a href="https://www.idoceo.net/index.php/en/">https://www.idoceo.net/index.php/en/</a>	Teaching and Learning	<b>Information disclosed</b> Student: name, home address, telephone, date of birth, work/content, photos or videos, grades or performance data <b>How the information is used:</b> Lesson planner and assessments <b>Where the information is stored:</b> Within Australia	<b>Terms of Use / Privacy Policy</b> <a href="https://www.idoceo.net/index.php/en/?option=com_content&amp;view=article&amp;id=172">https://www.idoceo.net/index.php/en/?option=com_content&amp;view=article&amp;id=172</a>
Oliver <a href="https://www.softlinkint.com/product/oliver/">https://www.softlinkint.com/product/oliver/</a>	School library management web-based software	<b>Information disclosed</b> Class details, student username, school name <b>How the information is used:</b> Library management <b>Where the information is stored:</b> Within Australia	<b>Terms of Use / Privacy Policy</b> <a href="https://www.softlinkint.com/data-protection-privacy-policy/">https://www.softlinkint.com/data-protection-privacy-policy/</a>
Storyathon <a href="https://www.storyathon.com/?r=AU">https://www.storyathon.com/?r=AU</a>	Teaching and Learning	<b>Information disclosed:</b> Staff/teacher: name, email Student: name, work/content, gender, grades or performance data Other data: school <b>How the information is used:</b> 100-word story challenge. <b>Where the information is stored:</b> Within Australia	<b>Terms of Use / Privacy Policy</b> <a href="https://www.storyathon.com/?r=AU">https://www.storyathon.com/?r=AU</a>  <a href="https://www.storyathon.com/pages/public/privacy-st.php">https://www.storyathon.com/pages/public/privacy-st.php</a>
Writing Legends <a href="https://www.writinglegends.com/?r=AU">https://www.writinglegends.com/?r=AU</a>	Teaching and Learning	<b>Information disclosed:</b> Staff/teacher: name, email Student: name, date of birth, work/content, gender, grades or performance data Other data: school <b>How the information is used:</b> Writing program <b>Where the information is stored:</b> Within Australia	<b>Terms of Use / Privacy Policy</b> <a href="https://www.writinglegends.com/pages/public/privacy-st.php">https://www.writinglegends.com/pages/public/privacy-st.php</a>  <a href="https://www.writinglegends.com/pages/public/terms-st.php">https://www.writinglegends.com/pages/public/terms-st.php</a>





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## REQUESTING CONSENT TO DISCLOSE PERSONAL INFORMATION TO THIRD PARTY SERVICES (Updated 02/2023)

The following online third party services are being used in our school. These services require us to share some personal information about your child and **require you to provide consent** for the services before we do so. Please contact the school if you have any queries.

Name of Service	Type	What do I need to know	Further information
Apple <a href="https://school.apple.com/">https://school.apple.com/</a>	Teaching and Learning	<b>Information provided:</b> Staff/teacher: name, email Student: name, work/content, photos or videos Other data: school, class details, school year, student username <b>How the information is used:</b> Includes pre-loaded applications and additional modules on a Managed Apple ID. <b>Where the information is stored:</b> Inside Australia	<b>Terms of Use / Privacy Policy</b> <a href="https://www.apple.com/au/privacy/">https://www.apple.com/au/privacy/</a>  <a href="https://school.apple.com/">https://school.apple.com/</a>
Canva <a href="https://www.canva.com/education/">https://www.canva.com/education/</a>	School Media/Publications	<b>Information provided:</b> Staff/teacher: name, email Student: name, photos, work content, school name <b>How the information is used:</b> Creative design and presentation tools. <b>Where the information is stored:</b> Outside Australia	<b>Terms of Use / Privacy Policy</b> <a href="https://about.canva.com/terms-of-use/">https://about.canva.com/terms-of-use/</a>  <a href="https://www.canva.com/policies/privacy-policy/">https://www.canva.com/policies/privacy-policy/</a>
Class Dojo <a href="https://www.classdojo.com/">https://www.classdojo.com/</a>	Teaching and Learning	<b>Information provided:</b> Staff/teacher: name, email Student: first name only, behaviour <b>How the information is used:</b> Student name linked to behaviour management points. <b>Where the information is stored:</b> Outside Australia	<b>Terms of Use / Privacy Policy</b> <a href="https://www.classdojo.com/en-gb/terms/">https://www.classdojo.com/en-gb/terms/</a>  <a href="https://www.classdojo.com/en-gb/website-privacy/">https://www.classdojo.com/en-gb/website-privacy/</a>  <a href="https://www.classdojo.com/en-gb/child-privacy/?redirect=true">https://www.classdojo.com/en-gb/child-privacy/?redirect=true</a>
Code.org <a href="https://code.org/">https://code.org/</a>	Teaching and Learning	<b>Information provided:</b> Staff/teacher: name, email Student: name, work/content, photos or videos, gender, other Other data: school, class details, school year, student username <b>How the information is used:</b> Coding, Scripting, Programming; Online learning, Online courses. <b>Where the information is stored:</b> Outside Australia	<b>Terms of Use / Privacy Policy</b> <a href="https://code.org/tos">https://code.org/tos</a>  <a href="https://code.org/privacy">https://code.org/privacy</a>

Name of Service	Type	What do I need to know	Further information
Education.com <a href="https://www.education.com/">https://www.education.com/</a>	Teaching and Learning References & Resources	<b>Information provided:</b> Staff/teacher: name, email Student: first name only, work/content, geolocation data, performance data Other data: school <b>How the information is used:</b> Online access to educational games, worksheets and guided lessons. <b>Where the information is stored:</b> Within Australia Outside Australia	<b>Terms of Use / Privacy Policy</b> <a href="https://www.education.com/privacy/?cid=11.2192">https://www.education.com/privacy/?cid=11.2192</a>  <a href="https://www.education.com/terms-of-use/?cid=11.2194">https://www.education.com/terms-of-use/?cid=11.2194</a>
Google workspace for Education <a href="https://edu.google.com/intl/en_au/">https://edu.google.com/intl/en_au/</a>	Teaching and Learning	<b>Information provided:</b> Nil <b>How the information is used:</b> G Suite Core Services (like Gmail, Calendar, and Classroom) and Additional Services (like YouTube, Maps, and Blogger). <b>Where the information is stored:</b> Outside Australia	<b>Terms of Use / Privacy Policy</b> <a href="https://policies.google.com/terms?hl=en">https://policies.google.com/terms?hl=en</a>  <a href="https://policies.google.com/privacy?hl=en">https://policies.google.com/privacy?hl=en</a>
Kapture Photography <a href="https://www.kapture.com.au">https://www.kapture.com.au</a>	School Photography Service	<b>Information provided:</b> School name, student unique identifier number for purchasing from vendor website, student name, student class details, school year and profile or other photos. <b>How the information is used:</b> Enables parents to purchase their child/ren and class/special group photos. Photos are also provided to schools for school database/archives. <b>Where the information is stored:</b> Australia	<b>Terms of Use / Privacy Policy</b> Nil
Kodable <a href="https://www.kodable.com/">https://www.kodable.com/</a>	Teaching and Learning	<b>Information provided:</b> Staff/teacher: name, email Student: work/content, grades or performance data, school data Parent: contact information <b>How the information is used:</b> Programming platform <b>Where the information is stored:</b> Outside Australia	<b>Terms of Use / Privacy Policy</b> <a href="http://resources.kodable.com/KodablePP.pdf">http://resources.kodable.com/KodablePP.pdf</a>  <a href="http://resources.kodable.com/KodableTOS.pdf">http://resources.kodable.com/KodableTOS.pdf</a>
PAT - Progressive Achievement Test (ACER) <a href="https://www.acer.org/au/pat">https://www.acer.org/au/pat</a>	Assessment and Testing	<b>Information provided:</b> Staff/teacher: name, email, Student: name, date of birth, work/content, gender, grades/performance data, other data Parent: name, contact information <b>How the information is used:</b> Tests to provide objective, norm-referenced information about students' skills and understandings in a range of key areas. <b>Where the information is stored:</b> Within Australia	<b>Terms of Use / Privacy Policy</b> <a href="https://www.acer.org/privacy">https://www.acer.org/privacy</a>  <a href="https://www.acer.org/online-terms-of-use">https://www.acer.org/online-terms-of-use</a>

Name of Service	Type	What do I need to know	Further information
Phonics Hero <a href="https://www.phonicshero.com">https://www.phonicshero.com</a>	Literacy Teaching and Learning	<b>Information provided:</b> Student first name and last name initial, class details and grades or performance. <b>How the information is used:</b> Online phonics learning platform. Containing 850 phonics learning games. <b>Where the information is stored:</b> Outside Australia	<b>Terms of Use / Privacy Policy</b> <a href="https://www.phonicshero.com/privacy-policy">https://www.phonicshero.com/privacy-policy</a>  <a href="https://www.phonicshero.com/terms-of-use/">https://www.phonicshero.com/terms-of-use/</a>
Prodigy <a href="https://www.prodigygame.com/main-en/">https://www.prodigygame.com/main-en/</a>	Teaching and Learning	<b>Information provided:</b> Student name, geolocation data, school name <b>How the information is used:</b> Game based learning <b>Where the information is stored:</b> Outside Australia	<b>Terms of Use / Privacy Policy</b> <a href="https://www.prodigygame.com/main-en/terms-and-conditions/">https://www.prodigygame.com/main-en/terms-and-conditions/</a>  <a href="https://www.prodigygame.com/main-en/privacy-policy/">https://www.prodigygame.com/main-en/privacy-policy/</a>
QuickCliq <a href="https://www.quickcliq.com.au/">https://www.quickcliq.com.au/</a>	School Management - Canteen	<b>Information provided:</b> Staff/teacher: name Student: name and medical or health data Parent: name and contact information <b>How the information is used:</b> Online ordering system <b>Where the information is stored:</b> Within Australia	<b>Terms of Use / Privacy Policy</b> <a href="https://www.quickcliq.com.au/Privacy-Statement.aspx">https://www.quickcliq.com.au/Privacy-Statement.aspx</a>  <a href="https://www.quickcliq.com.au/Terms-and-Conditions.aspx">https://www.quickcliq.com.au/Terms-and-Conditions.aspx</a>  <a href="https://www.quickcliq.com.au/Complaints-Policy.aspx">https://www.quickcliq.com.au/Complaints-Policy.aspx</a>
Read Theory <a href="https://readtheory.org/">https://readtheory.org/</a>	Teaching and Learning	<b>Information provided:</b> Student name or initials, student work, class details, school name, student username <b>How the information is used:</b> To create a profile to access online reading comprehension activities. <b>Where the information is stored:</b> Outside Australia	<b>Terms of Use / Privacy Policy</b> <a href="https://readtheory.org/terms-and-conditions/">https://readtheory.org/terms-and-conditions/</a>  <a href="https://readtheory.org/privacy-policy/">https://readtheory.org/privacy-policy/</a>
Seesaw <a href="https://web.seesaw.me">https://web.seesaw.me</a>	Class communication Teaching and Learning	<b>Information provided:</b> Student name, school, class details, school year, parent email, parent name, student work, profile or other photos and videos. <b>How the information is used:</b> This service is a digital portfolio and communication platform. <b>Where the information is stored:</b> Australia	<b>Terms of Use / Privacy Policy</b> <a href="https://web.seesaw.me/privacy-policy">https://web.seesaw.me/privacy-policy</a>  <a href="https://web.seesaw.me/terms-of-service">https://web.seesaw.me/terms-of-service</a>
SplashLearn <a href="https://au.splashlearn.com/">https://au.splashlearn.com/</a>	Teaching and Learning	<b>Information provided:</b> Staff/teacher: name, email Other data: school <b>How the information is used:</b> Maths learning program. <b>Where the information is stored:</b> Outside Australia	<b>Terms of Use / Privacy Policy</b> <a href="https://au.splashlearn.com/privacy">https://au.splashlearn.com/privacy</a> <a href="https://au.splashlearn.com/privacy">https://au.splashlearn.com/privacy</a>  <a href="https://au.splashlearn.com/terms-of-use">https://au.splashlearn.com/terms-of-use</a>

Name of Service	Type	What do I need to know	Further information
Studyladder <a href="https://www.studyladder.com.au/">https://www.studyladder.com.au/</a>	Teaching and Learning	<b>Information provided:</b> Staff/teacher: name, email and other data Student: name, gender and grades or performance data Parent: name and contact information <b>How the information is used:</b> Online educational activities. <b>Where the information is stored:</b> Outside Australia	<b>Terms of Use / Privacy Policy</b> <a href="https://www.studyladder.com.au/about/terms">https://www.studyladder.com.au/about/terms</a>  <a href="https://www.studyladder.com.au/about/privacy">https://www.studyladder.com.au/about/privacy</a>
Tinkercad <a href="https://www.tinkercad.com/">https://www.tinkercad.com/</a>	Teaching and Learning References & Resources	<b>Information provided:</b> Staff/teacher: name, email, other data) Parent: other data <b>How the information is used:</b> 3D modelling program. <b>Where the information is stored:</b> Outside Australia	<b>Terms of Use / Privacy Policy</b> <a href="https://www.autodesk.com/company/legal-notices-trademarks/terms-of-service-autodesk360-web-services/terms-of-service-for-tinkercad">https://www.autodesk.com/company/legal-notices-trademarks/terms-of-service-autodesk360-web-services/terms-of-service-for-tinkercad</a>  <a href="https://www.tinkercad.com/privacy">https://www.tinkercad.com/privacy</a>
Typing.com <a href="https://www.typing.com/">https://www.typing.com/</a>	Teaching and Learning	<b>Information provided:</b> Staff/teacher: name, email, Student: name, email, work/content, attendance and grades or performance data <b>How the information is used:</b> Keyboarding, digital literacy and coding <b>Where the information is stored:</b> Outside Australia	<b>Terms of Use / Privacy Policy</b> <a href="https://www.typing.com/terms-of-service">https://www.typing.com/terms-of-service</a>  <a href="https://www.typing.com/privacy-policy">https://www.typing.com/privacy-policy</a>

**REQUESTING CONSENT TO DISCLOSE PERSONAL INFORMATION TO THIRD PARTY SERVICES**

I consent to my child's information being provided, if required, to each of the above service providers until the end of his/her schooling at East Manjimup Primary School.

Parent/Guardian Name:	Student Name:
Date:	Student Year Level:
Signed:	



**Classroom Technology Contract**

**Kindergarten - Year 2**

Please read through with your child and ask them to write their own name (or as much of their name as they can manage) at the bottom of the page. Please also sign your name to acknowledge you have read through the following contract with your child.

To protect all students and classroom technology, students need to follow some important rules and procedures. The choice of a student to violate these requirements will result in that student not being allowed to use any technology for a period of time at the teacher's discretion.

1. I will take care when using the school's computer equipment.
2. I will make sure my hands are clean and dry before using technology equipment.
3. I will keep my password private and not share it with other students.
4. I will not let other people logon and/or use my online account.
5. I will tell the teacher if I think someone is using my online account.
6. I will tell the teacher if I see anything that makes me feel uncomfortable or unsafe that I know I should not access or view at school.
7. I will not use any technology to be mean, rude or unkind about other people.
8. I will not have any food or water near my classroom technology at any time.
9. I will keep mobile technology devices such as iPads on a desk or table. I will not carry these devices around without permission.
10. I will say where other people's pictures or words come from if I copy them from the Internet. (Applicable to Year 1 and 2 only)
11. I will check with the teacher before giving information about myself or anyone else when using online services. (Applicable to Year 1 and 2 only)

First name (or first letter of first name) written by student: \_\_\_\_\_

First and Last name of student: \_\_\_\_\_

Room : \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_



**Classroom Technology Contract**

**Year 3 - 6**

To protect all students and classroom technology, students need to follow some important rules and procedures. The choice of a student to violate these requirements will result in that student not being allowed to use any technology for a period of time at the teacher's discretion.

1. Students must wash their hands prior to using any classroom technology.
2. NO food/drinks should be near our classroom technology at any time.
3. Mobile technology devices, such as iPads, should always remain on a desk or table. Students should not carry these devices around without permission.
4. All technology in our classroom should be treated with RESPECT. Students should use them gently and for educational purposes only!
5. Students must NOT change the "settings" on any devices, unless specifically asked to by their teacher. This includes any display/background settings.
6. Students must respect the files of others by refraining from using, altering, reading, or deleting another student's file(s). If a file is left open on any device, the students should alert the teacher or creator of the file or save and close the file.
7. Students must ONLY use apps or websites in which the teacher has instructed them to use. Students are NOT to check personal email or browse the internet freely for personal entertainment purposes.
8. The use of the camera or video on any device must only be utilised for educational purposes.
9. All technology should be properly turned off and put away safely prior to class dismissal.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_