Welcome to Monto State High School. The following enrolment package provides you with a range of details about our school. We ask that you read this information carefully and complete all of the necessary forms and return to the school administration.

The enrolment package consists of:
- Enrolment Agreement
- Application for Student Enrolment Form
- State School Consent Form
- School Network Usage and Access Statement Form
- Student Resource Scheme Letter
- Student Resource Scheme Participation Agreement Form
- Student Uniform Policy and Dress Code
- Uniform Order Form
- Electronic Device Policy
- Homework Policy
- Tuckshop availability

Monto State High School is committed to providing a safe and supportive learning environment for all of our students. A strong behaviour management plan is enforced across all year levels with a supportive and corrective approach underlining our philosophies. All students are provided with a copy of this policy at the beginning of each year. Parents are encouraged to read this document also.

The Staff of Monto High School are committed to providing a challenging learning environment. We appreciate parents being involved in their child’s learning and encourage parents to become a part of the education process. Formal Parent Teacher Evenings are held several times per year and parents are encouraged to contact the school at any stage to request individual meetings with class teachers.

The school has a committed P & C committee who meet every third Tuesday evening in the school library at 6.00pm. The P & C manages the school tuckshop and is run using volunteer helpers. We encourage you to join the MSHS P & C as this is one way of supporting your child’s education. The tuckshop is always in need of volunteers, please consider helping out when at all possible.

We trust that the following information will answer any questions you have about Monto State High School. We look forward to a very successful partnership between the school and your family in the future.

Please feel free to contact the school if you have any further queries.

Yours faithfully
Kylie Cochran
MONTO STATE HIGH SCHOOL

ENROLMENT AGREEMENT

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

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

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

Responsibility of school staff to:
- Design and implement engaging and flexible learning experiences for individuals and groups
- Inform parents and carers regularly about how their children are progressing
- Design and implement intellectually challenging learning experiences which develop language, literacy and numeracy
- Create and maintain safe and supportive learning environments
- Support personal development and participation in society
- Foster positive and productive relationships with families and the community
- Inform students, parents and carers about what the teachers aim to teach the students each term
- Teach effectively and to set the highest standards in work and behaviour

Adopt the Positive - Strive for Excellence – Seek Improvement – Be A Success
MONTO STATE HIGH SCHOOL

ENROLMENT AGREEMENT

☐ Clearly articulate the school's expectations regarding the Responsible Behaviour Plan for Students, the school's Dress Code policy and the school's electronic device policy
☐ Ensure that parents and carers are aware that the school does not have personal accident insurance cover for students
☐ Advise parents and carers of extra-curricular activities operating at the school in which their child may become involved (for example Program of Chaplaincy Services, sports programs)
☐ Set, mark and monitor homework regularly in keeping with the school's homework policy
☐ Contact parents and carers as soon as is possible if the school is concerned about the child's school work, behaviour, attendance or punctuality
☐ Deal with complaints in an open, fair and transparent manner in accordance with departmental procedure, Complaints Management – State Schools
☐ Treat students and parents with respect

I acknowledge:

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

☐ That I accept the rules and regulations of Education Queensland and Monto State High School associated with the following Policies, Consent Forms and Agreements;

- State School Consent Form
- Student Network Access Agreement
- Student Resource Scheme Participation Agreement
- Student Uniform Policy and Dress Code
- Homework Policy
- Electronic Device Policy

Student Signature: Parent/Carer Signature: On behalf of Monto State High School

..........................................................  ..........................................................  ..........................................................

Adopt the Positive - Strive for Excellence – Seek Improvement – Be A Success
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.

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.

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 and Training (DET) is collecting the information on this form for the purposes outlined in the Education (General Provisions) Act 2006 (EGPA 2006), and in particular for:

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

This collection is authorised by ss. 155 and 428 of the EGPA 2006. DET 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, sex 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 your child's 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 your child's school in the first instance.

ENTITLEMENT TO ENROLMENT

Under the EGPA 2006, an applicant for enrolment at a state school must be enrolled if they are entitled to enrolment. While not exhaustive, the following matters may affect an applicant's entitlement to enrolment at a state school:

- failure to adequately complete this enrolment form
- if the school has an Enrolment Management Plan or an Enrolment Eligibility Plan (enrolment is subject to eligibility under the plan)
- the applicant is a 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 mature age students must have a remaining allocation of state education.)
- the applicant is not of correct age for enrolment (relates to Preparatory Year and Years 1 to 6)
- the applicant has been excluded or cancelled from enrolment or is subject to suspension from a state school at the time of the application
- the school is a state special school and the applicant does not meet the criteria for enrolment in a special school
- the school principal reasonably believes that the applicant presents an unacceptable risk to the safety or wellbeing of members of the school community (application is referred to Director-General)
- the proposed enrolment requires approval as part of a flexible arrangement under s.183 of the EGPA 2006, and the arrangement has not yet been approved
- the 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 applicant must obtain approval from the Chief Executive via Education Queensland International (EIQ) to enrol.

<table>
<thead>
<tr>
<th>Independent student</th>
<th>Year level</th>
<th>Roll Class</th>
<th>EQ ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
<td>Birth certificate/passport sighted, number recorded and DOB confirmed</td>
<td>Yes</td>
</tr>
<tr>
<td>Is the student over 15 years of age at the time of enrolment</td>
<td>Year level</td>
<td>Roll Class</td>
<td>EQ ID</td>
</tr>
<tr>
<td>Yes</td>
<td>Yes</td>
<td>Number:</td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>School house/ team</td>
<td>EALD support</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Yes</td>
<td>To be determined</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FTE</td>
<td>Associated unit</td>
<td>Visa and associated documents sighted</td>
<td>Yes</td>
</tr>
<tr>
<td>SV - student visa</td>
<td>EX - exchange student</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TV - temporary visa</td>
<td>DE - distance education</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DS - dependent - parent on student visa</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### STUDENT DEMOGRAPHIC DETAILS

<table>
<thead>
<tr>
<th>Legal family name* (as per birth certificate)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal given names* (as per birth certificate)</td>
<td></td>
</tr>
<tr>
<td>Preferred family name</td>
<td>Preferred given names</td>
</tr>
<tr>
<td>Sex*</td>
<td>Male</td>
</tr>
<tr>
<td>Date of birth*</td>
<td>/</td>
</tr>
<tr>
<td>Copy of birth certificate available to show school staff*</td>
<td>Yes</td>
</tr>
<tr>
<td>For mature age students, proof of identity supplied and copied*</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Enrolment may not be approved without enrolling staff sight the child's birth certificate. An alternative to birth certificate will be considered where it is not possible to obtain a birth certificate (e.g. child 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. For international students approved for enrolment by EQI, a passport or visa will be acceptable.

Mature age applicants must provide photographic identification which proves their identity:
- current driver's licence;
- adult proof of age card;
- current passport.

### APPLICATION DETAILS

<table>
<thead>
<tr>
<th>Has the student ever attended a Queensland state school?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

If yes, provide name of school and approximate date of enrolment

<table>
<thead>
<tr>
<th>What year level is the student seeking to enrol in?</th>
<th></th>
</tr>
</thead>
</table>

Please provide the appropriate year level

<table>
<thead>
<tr>
<th>Proposed start date</th>
<th>/</th>
<th>/</th>
</tr>
</thead>
</table>

Please provide the proposed starting date for the student at this school

<table>
<thead>
<tr>
<th>Does the student have a sibling attending this school or any other Queensland state school?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

If yes, provide name of sibling, year level, date of birth, and school

### STUDENT ADDRESS DETAILS

<table>
<thead>
<tr>
<th>Principal place of residence address</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address line 1</td>
<td></td>
</tr>
<tr>
<td>Address line 2</td>
<td></td>
</tr>
<tr>
<td>Suburb/town</td>
<td></td>
</tr>
</tbody>
</table>

State  
Postcode

Mailing address (if it is the same as principal place of residence, write 'AS ABOVE')

<table>
<thead>
<tr>
<th>Address line 1</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address line 2</td>
<td></td>
</tr>
<tr>
<td>Suburb/town</td>
<td></td>
</tr>
</tbody>
</table>

State  
Postcode

### STUDENT FAMILY DETAILS

<table>
<thead>
<tr>
<th>Parents/carers</th>
<th>Parent/carer 1</th>
<th>Parent/carer 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family name*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Given names*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td>Mr</td>
<td>Mrs</td>
</tr>
<tr>
<td>Sex</td>
<td>Male</td>
<td>Female</td>
</tr>
<tr>
<td>Relationship to student*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the parent/carer an emergency contact?</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Mr</th>
<th>Mrs</th>
<th>Ms</th>
<th>Miss</th>
<th>Dr</th>
<th>Mr</th>
<th>Mrs</th>
<th>Ms</th>
<th>Miss</th>
<th>Dr</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sex</td>
<td>Male</td>
<td>Female</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Relationship to student*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the parent/carer an emergency contact?</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**STUDENT FAMILY DETAILS**

<table>
<thead>
<tr>
<th>Parents/carers</th>
<th>Parent/carer 1</th>
<th>Parent/carer 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1st Phone contact number</strong></td>
<td>Work/home/mobile</td>
<td>Work/home/mobile</td>
</tr>
<tr>
<td><strong>2nd Phone contact number</strong></td>
<td>Work/home/mobile</td>
<td>Work/home/mobile</td>
</tr>
<tr>
<td><strong>3rd Phone contact number</strong></td>
<td>Work/home/mobile</td>
<td>Work/home/mobile</td>
</tr>
<tr>
<td>Email</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employer name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Occupation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>What is the occupation group of the parent/carer?</td>
<td></td>
<td>(Please select the parental occupation group from the list provided at the end of this form. If you are not currently in paid work but have had a job in the last 12 months or have retired in the last 12 months, please use your last occupation. If you have not been in paid work in the last 12 months, enter 'E').</td>
</tr>
<tr>
<td>Country of birth</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Country of residence</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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)</td>
<td>No, English only</td>
<td>No, English only</td>
</tr>
<tr>
<td>Needs Interpreter?</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Yes, other – please specify</td>
<td></td>
<td>Yes, other – please specify</td>
</tr>
<tr>
<td>Is the parent/carer an Australian citizen?</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Is the parent/carer a permanent resident of Australia?</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Address line 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address line 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Suburb/town</td>
<td></td>
<td></td>
</tr>
<tr>
<td>State</td>
<td>Postcode</td>
<td>Postcode</td>
</tr>
<tr>
<td>Mailing address (if it is the same as principal place of residence, write 'AS ABOVE')</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address line 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address line 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Suburb/town</td>
<td></td>
<td></td>
</tr>
<tr>
<td>State</td>
<td>Postcode</td>
<td>Postcode</td>
</tr>
<tr>
<td>Parent/carer school education</td>
<td>What is the highest year of primary or secondary school parent/carer 1 has completed? (For people who have never attended school, mark &quot;Year 9 or equivalent or below&quot;)</td>
<td>What is the highest year of primary or secondary school parent/carer 2 has completed? (For people who have never attended school, mark &quot;Year 9 or equivalent or below&quot;)</td>
</tr>
<tr>
<td>Year 9 or equivalent or below</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 10 or equivalent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 11 or equivalent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 12 or equivalent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parent/carer non-school education</td>
<td>What is the level of the highest qualification parent/carer 1 has completed?</td>
<td>What is the level of the highest qualification parent/carer 2 has completed?</td>
</tr>
<tr>
<td>Certificate I to IV (including trade certificate)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advanced Diploma/Diploma</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bachelor degree or above</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No non-school qualification</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### STUDENT ORIGIN DETAILS

<table>
<thead>
<tr>
<th>Origin</th>
<th>Queensland/interstate/overseas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Origin type</td>
<td>Childcare centre or kindergarten/Prep/primary/secondary/VET/other</td>
</tr>
<tr>
<td>Previous school/other location</td>
<td></td>
</tr>
<tr>
<td>Previously employed</td>
<td>Yes  No</td>
</tr>
</tbody>
</table>

### INDIGENOUS STATUS

<table>
<thead>
<tr>
<th>Is the student of Aboriginal or Torres Strait Islander origin?</th>
<th>No</th>
<th>Aboriginal</th>
<th>Torres Strait Islander</th>
<th>Both Aboriginal and Torres Strait Islander</th>
</tr>
</thead>
</table>

### RELIGION – RELIGIOUS INSTRUCTION

From Year 1, your child will be placed in this nominated religious instruction class if it is available. If this section is marked ‘no religion’ or ‘no religion nominated’ or a response is provided that is not represented within the school’s religious instruction program, your child will receive other instruction in a separate location during the period arranged for religious instruction. Parents may change these arrangements at any time by notifying the principal in writing.

### COUNTRY OF BIRTH

<table>
<thead>
<tr>
<th>In which country was the student born?</th>
<th>Australia</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of arrival in Australia</td>
<td>/ /</td>
</tr>
<tr>
<td>Is the student an Australian citizen?</td>
<td>Yes No (if no, evidence of student’s immigration status to be completed)</td>
</tr>
</tbody>
</table>

### STUDENT LANGUAGE DETAILS

<table>
<thead>
<tr>
<th>Does the student speak a language other than English at home?</th>
<th>No English only</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes other – please specify</td>
</tr>
</tbody>
</table>

### EVIDENCE OF STUDENT’S IMMIGRATION STATUS (to be completed if student is NOT an Australian citizen)

<table>
<thead>
<tr>
<th>Permanent resident</th>
<th>Complete passport and visa details section below</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student visa holder</td>
<td>Date of arrival in Australia / / Date enrolment approved to: / /</td>
</tr>
<tr>
<td></td>
<td>EQI receipt number:</td>
</tr>
<tr>
<td>Temporary visa holder</td>
<td>Complete passport and visa details section below</td>
</tr>
<tr>
<td>Other, please specify</td>
<td>Temporary visa holders must obtain an ‘Approval to enrol in a state school’ from EQI</td>
</tr>
</tbody>
</table>

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

NOTE: A permanent resident will have a passport with a permanent residency visa inside worded ‘Holder(s) permitted to remain in Australia indefinitely’.

For students arriving in Australia as refugee or humanitarian entrants, either PLO 66 Immigration issued card or ‘Document to travel to Australia’ with ‘stay indefinite’ recorded must be sighted by the school.

<table>
<thead>
<tr>
<th>Passport number</th>
<th>Passport expiry date</th>
<th>/ /</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visa number</td>
<td>Visa expiry date (if applicable)</td>
<td>/ /</td>
</tr>
<tr>
<td>Visa sub class</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**EMERGENCY CONTACT DETAILS** *(Other emergency contact details if parents/carers listed previously are not emergency contacts or cannot be contacted)*

<table>
<thead>
<tr>
<th>Emergency contact</th>
<th>Emergency contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>Relationship (e.g. aunt)</td>
<td></td>
</tr>
<tr>
<td>1st phone contact number*</td>
<td>Work/home/mobile</td>
</tr>
<tr>
<td>2nd phone contact number*</td>
<td>Work/home/mobile</td>
</tr>
<tr>
<td>3rd phone contact number*</td>
<td>Work/home/mobile</td>
</tr>
</tbody>
</table>

**STUDENT MEDICAL INFORMATION** *(including allergies)*

**Privacy Statement**

The Department of Education and Training (DET) 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. DET will not use this information to make a decision about a student's eligibility for enrolment. The information will only be used by authorised employees of the department and DET 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 you advise the school before your child's first day of attendance if he or she has any medical conditions. You must also inform the school administration staff as soon as you are aware of any new medical conditions or a change to medical conditions. Should your child need to take medication during school hours, an Individual Health Plan, including Emergency Health Plan if relevant, or Authority to Administer Medication Form will need to be completed each year and retained at the office.

- My child does not have any known medical conditions
- Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of Medical Condition categories provided)
- Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of Medical Condition categories provided)
- Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of Medical Condition categories provided)

Does the student require any medical aids or devices (such as glasses, contact lenses, prosthetics or orthotics)?

This is for the purpose of informing planning for school activities such as sport and school excursions.

- No
- Yes, please specify

<table>
<thead>
<tr>
<th>Name of student's medical practitioner (optional)</th>
<th>Contact number of medical practitioner</th>
</tr>
</thead>
</table>

Do you authorise school staff to contact the 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 student may be on an excursion or sporting event)? (answer only if medical practitioner details have been provided above)

- Yes
- No

<table>
<thead>
<tr>
<th>Medicare card number (optional)</th>
<th>Position Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cardholder name (if not in name of student)</td>
<td></td>
</tr>
</tbody>
</table>

| Private health insurance company name (if covered) (optional) | Private health insurance membership number (leave blank if company name is not provided) |

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18/01/2015

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### COURT ORDERS

Are there any current Family Court or other court orders concerning the welfare, safety or parenting arrangements of your child/children? Please provide a copy of any relevant current court order.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

### TRAVEL DETAILS

<table>
<thead>
<tr>
<th>Mode of transport to school</th>
<th>Walk</th>
<th>Car</th>
<th>Bus</th>
<th>Bicycle</th>
<th>Train</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 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.

<table>
<thead>
<tr>
<th></th>
<th>Parent/carer 1</th>
<th>Parent/carer 2</th>
<th>Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>/ /</td>
<td>/ /</td>
<td>/ /</td>
</tr>
</tbody>
</table>
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/office/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/insurance/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/P0 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/fo'g [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].
<table>
<thead>
<tr>
<th>Medical Condition Category List</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acquired brain injury</td>
</tr>
<tr>
<td>Allergies/Sensitivities</td>
</tr>
<tr>
<td>Anaphylaxis</td>
</tr>
<tr>
<td>Airways/lung/breathing - Oxygen required (continuously/periodically)</td>
</tr>
<tr>
<td>Airways/lung/breathing - Suctioning</td>
</tr>
<tr>
<td>Airways/lung/breathing - Tracheostomy</td>
</tr>
<tr>
<td>Airways/lung/breathing - Other</td>
</tr>
<tr>
<td>Artificial feeding - Gastrostomy device (tube or button)</td>
</tr>
<tr>
<td>Artificial feeding - Nasogastric tube</td>
</tr>
<tr>
<td>Artificial feeding - Jejunostomy tube</td>
</tr>
<tr>
<td>Artificial feeding - Other</td>
</tr>
<tr>
<td>Asthma</td>
</tr>
<tr>
<td>Attention-deficit /Hyperactivity disorder (ADHD)</td>
</tr>
<tr>
<td>Autism Spectrum Disorder (ASD)</td>
</tr>
<tr>
<td>Bladder and bowel - Urinary wetting, incontinence</td>
</tr>
<tr>
<td>Bladder and bowel - Faecal soiling, constipation, incontinence</td>
</tr>
<tr>
<td>Bladder and bowel - Catheterisation (continuous, clean intermittent)</td>
</tr>
<tr>
<td>Bladder and bowel - Stoma site, urostomy, Mitrofanoff, MACE, Chair</td>
</tr>
<tr>
<td>Bladder and bowel - Other</td>
</tr>
<tr>
<td>Blood disorders - Haemophilia</td>
</tr>
<tr>
<td>Blood disorders - Thalassaemia</td>
</tr>
<tr>
<td>Blood disorders - Other</td>
</tr>
<tr>
<td>Cancer/oncology</td>
</tr>
<tr>
<td>Coeliac disease</td>
</tr>
<tr>
<td>Cystic Fibrosis</td>
</tr>
<tr>
<td>Diabetes - type one</td>
</tr>
<tr>
<td>Diabetes - type two</td>
</tr>
<tr>
<td>Ear/hearing disorders - Otitis Media (middle ear infection)</td>
</tr>
<tr>
<td>Ear/hearing disorders - Hearing loss</td>
</tr>
<tr>
<td>Ear/hearing disorders - Other</td>
</tr>
<tr>
<td>Epilepsy - Seizure</td>
</tr>
<tr>
<td>Eye/vision disorders</td>
</tr>
<tr>
<td>Endocrine disorder - Adrenal hypoplasia, pituitary, thyroid</td>
</tr>
<tr>
<td>Heart/cardiac conditions - Heart valve disorders</td>
</tr>
<tr>
<td>Heart/cardiac conditions - Heart genetic malformations</td>
</tr>
<tr>
<td>Heart/cardiac conditions - other</td>
</tr>
<tr>
<td>Mental Health - Depression</td>
</tr>
<tr>
<td>Mental Health - Anxiety</td>
</tr>
<tr>
<td>Mental Health - Oppositional defiant disorder</td>
</tr>
<tr>
<td>Mental Health - Other</td>
</tr>
<tr>
<td>Muscle/bone/musculoskeletal disorders - spasticity (Raclofen Pump)</td>
</tr>
<tr>
<td>Muscle/bone/musculoskeletal disorders - Other</td>
</tr>
<tr>
<td>Skin Disorders - eczema</td>
</tr>
<tr>
<td>Skin Disorders - psoriasis</td>
</tr>
<tr>
<td>Swallowing/dysphagia - requiring modified foods</td>
</tr>
<tr>
<td>Swallowing/dysphagia - requiring artificial feeding</td>
</tr>
<tr>
<td>Transfer &amp; positioning difficulties</td>
</tr>
<tr>
<td>Travel/motion sickness</td>
</tr>
<tr>
<td>Other</td>
</tr>
</tbody>
</table>
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 6).

Entitlement to enrolment
Under the Education (General Provisions) Act 2006 (Qld) a state school must enrol an applicant if they are entitled to enrolment. While not exhaustive, a list of matters which may affect an applicant’s entitlement to enrolment are included on the front cover of the enrolment form.

Questions which must be answered*
The Application for Student Enrolment Form contains a number of questions marked with an (*) which must be answered. These include – Student demographic details, Student address details, Student family details, Religion – Religious Instruction, Country of birth, Emergency contact details, Student medical information and the Application to enrol. These questions and 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.

Parent's occupation and education
All parents across Australia, no matter which school their child attends, are being 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.

Sighting of birth certificate
Schools are required to sight a child’s birth certificate. An alternative to a birth certificate will be considered where it is not possible to obtain a birth certificate (e.g. child born in a country without a birth registration system – passport or visa documents will suffice). Mature age students that provide appropriate photographic proof of identity do not need to present a birth certificate.

Court Orders
Any court orders concerning the welfare, safety or parenting arrangements of children should be provided to the school by parents, and the school should also be provided with any new or updated orders.

Name on enrolment form
A child should be enrolled under their legal name as per their birth certificate. There is provision to also record a child’s preferred family and 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 specifically requested by parents to use the preferred name only.

Evidence of Student's Immigration Status
This section is required to be completed by a student who is not an Australian citizen and requires information to be recorded about a student’s passport and visa.

Medical information and emergency contacts
A child's medical condition, symptoms, management and medication/s must be documented. Medical conditions may include (but are not limited to) seizures/epilepsy, fainting, diabetes, asthma, heart problems, anaphylaxis and allergies (such as food or insect stings). Parents must indicate if they are an emergency contact. Three additional emergency contacts are also required.

Religion – Religious Instruction
Parents/carers are asked to identify a child’s religion. From Year 1, your child will be placed in this nominated religious instruction class if it is available.

If this section is marked ‘no religion’ or ‘no religion nominated’ or a response is provided that is not represented within the school’s religious instruction program, your child will receive other instruction in a separate location during the period arranged for religious instruction.

Parents may change these arrangements at any time by notifying the principal in writing.

Office use
This section is to be completed by the school and will assist in documenting specific details in relation to a student’s enrolment, including confirmation of the sighting of documentary evidence such as a student’s birth certificate, passport or visa and student’s mature age status.
1. PARTICULARS — PARENT / CARER TO COMPLETE

Name to be used in association with the individual's personal information, image, recording or copyright material: (to be completed by parents/carer)

☒ Full name  ☐ First name only  ☐ No name  ☐ Other: [Print]

2. PARTICULARS — SCHOOLS TO COMPLETE

Description of what is to be created, used, retained or reproduced:
(Image or recording includes photographs, videos, film or sound recordings of the Individual)

☒ Individual's image  ☒ Individual's recording  ☒ Individual's copyright material

Description of copyright material, image, recording or other personal information:

☒ sound recording  ☒ artistic work  ☒ written work  ☒ film  ☒ name  ☒ photograph / image

Where will this information be used (e.g. on the website, newsletter or brochure etc.).

☒ newsletter (uploaded to the web)  ☒ printed promotional material  ☒ advertising  ☒ website

☒ displays  ☒ competitions  ☒ year books / annuals  ☒ local media

other:

What is the timeframe for the individual's consent (e.g. is it for duration of enrolment? What date or dates?):

Duration of Enrolment

Which of the websites below will the individual's personal information or individual work be published on (i.e. permanently published to the public):

☒ School websites: www.montoshs.eq.edu.au

The school websites are publicly accessible by all internet users. The school may share information, photographs and videos related to the school's programs, activities and initiatives with users through its websites.

☒ School Facebook page: https://www.facebook.com/MontoStateHighSchool

The school Facebook page is publicly accessible by all internet users. The school may share information, photographs and videos related to the school's programs, activities and initiatives with users through its Facebook page.

☐ School YouTube Channel:

The school YouTube channel is publicly accessible by all internet users. The school may share videos related to the school's programs, activities and initiatives with users through its YouTube channel. The school does not permit users to download its videos uploaded to its YouTube channel. However third party applications may be used to overcome the school's settings.

☐ School Twitter Profile:

The school Twitter profile is publicly accessible by all internet users. The school may share information, photographs and videos related to the school's programs, activities and initiatives with users through its Twitter profile.

☐ Other:

Provide a short description, and the website address, of the other website/s:

3. LIMITATIONS ON CONSENT — PARENT/CARER TO COMPLETE

The Individual or Signatory wishes to limit the consent in the following way:

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.
4. DETAILS

Name of Individual

Address of Individual

Name of School (at which the Individual is enrolled, employed or volunteers)
Monto State High School

Signature of the Individual (if over 18 years of age, or if under 18 years of age and capable of understanding and giving this consent)

Date

Signature of the parent or guardian (required if the Individual is under 18 years)

Date

Name of signing parent or guardian

Address of signing parent or guardian

5. CONSENT GIVEN

On behalf of the Individual identified in Section 4 of this Consent Form (the Individual), the person or persons signing this Consent Form (the Signatory)* grant consent to the Department of Education, Training and Employment (the Department), to a State School and to any other Department or Agency of the State of Queensland (the State) to use, record and disclose the Individual's:

- name, image, recording and any other identifying information specified in the Particulars section of this Consent Form (personal information); and
- copyright material, including their written, artistic or musical works or video or sound recordings specified in the Particulars section of this Consent Form (individual work).

*Note: If the Individual is under 18 years of age, the Signatory must be a parent or guardian of the Individual. The Individual must also sign if he or she is under 18 and able to give and understand the consent. If the Individual is 18 or older, the Signatory and the Individual will be the same person.

6. PURPOSE

This consent only applies to any use, recording or disclosure of the Individual's personal information or Individual work, in connection with the Department or the State, for the following purposes:

- any activities engaged in during the ordinary course of the provision of education and training (including assessment) or other purposes associated with the operation and management of the Department or the Individual's school;
- public relations, promotion, advertising, media and commercial activities. This only includes via the Internet and Social Media Websites if the relevant website is identified as a permitted website for the purposes of this consent in the Particulars section of this Consent Form;
- where the material is uploaded to a Social Media website or other website:
  - any purpose, commercial or otherwise, required by the operators of the website as a condition of uploading the personal information or individual work; and
  - transfer of the personal information outside of Australia in the course of the operation of the website.
- use by the media in relation to the Individual's participation in school activities or community events, including, for example, dramatic or musical performances, sporting activities and award ceremonies; and
- any other activities identified in the Particulars section of this Consent Form.

7. DURATION

If the Department, the State or another person permitted by them is using the Individual's personal information or Individual work, or has entered into contractual obligations in relation to the Department's material that incorporates the Individual's personal information or Individual work, the consent will continue in relation to that material until the use is complete or until the contractual obligations come to an end. It is not possible for the Signatory or the Individual to withdraw the Individual's personal information or Individual work or revoke this consent in relation to such existing uses of that material.

Uncontrolled Copy. Refer to the Department of Education, Training and Employment Policy and Procedure Register at http://ppr.det.qld.gov.au to ensure you have the most current version of this document.
If you do wish to revoke or modify this consent in relation to any further new uses of the Individual’s personal information or individual work, the Individual or the Signatory should send a notice in writing to the person nominated in Section 8 of this Consent Form. After that notice is received, the Department and the State will still be able to continue the existing uses, but will not be able to make any further new use of the Individual’s personal information or Individual work.

The Signatory acknowledges that where material is uploaded to a Social Media website or other website:
- the use and contractual obligations may be perpetual and irrevocable; and
- it may not be possible to ensure that all copies of the material are deleted or cease to be used, and the Department and the State will not be responsible for doing so.

**DEFINITIONS**

- ‘Use’ includes:
  - to create, make copies of, reproduce, modify, adapt or retain in any form, including by camera, video, digital recorder, webcam, mobile phone or any other device; and
  - to distribute, publish or communicate in any form, including in newsletters and other print media, television and the internet and Social Media websites;
  - in whole or in part, and to permit other persons to do so.
- The Department or the State will not pay the Signatory or the Individual for giving this consent or for the use of the Individual’s personal information or Individual work.
- This Consent Form revokes and replaces all previous consent forms in relation to the use of the Individual’s personal information or Individual work.
- This Consent Form is a legally binding and enforceable agreement between the Signatory and the Department or the State.
- Nothing in this Consent Form limits the rights that the Department or the State reserve in relation to the use of the Individual’s personal information, Individual work or other intellectual property under any other law.
- The ‘Department’ and the ‘State’ include the officers and employees of the Department and the State engaged in performing services for the Department and the State.
- ‘Social Media Website’ includes any website operated by a third party which facilitates the uploading and sharing of user generated content, including social and professional networking websites, web forums, blogs and wikis.
- This consent extends to the Department and the State:
  - disclosing the Individual's personal information and Individual work to the Department's and the State's agents, contractors and volunteers for the purpose of performing services for the Department and the State; and
  - permitting those persons to use, record and disclose such material to the same extent as the Department and the State are entitled to deal with the Individual's personal information and Individual work.

**NOTE**

The Department will use its best endeavours to ensure the person signing this Consent Form is authorised to do so, but takes no responsibility for circumstances in which it is misled as to the identity or authority or ability of a person to provide consent.

If you require a copy of this signed Consent Form, or if you wish to revoke this consent, please contact the Principal of the school at which the Individual is enrolled or works or send a request in writing to the District Office.

**INFORMATION**

What is this consent for?

This Consent Form authorises the Department and the State to use the Individual’s personal information and copyright material, together with information about the Individual’s participation in Departmental and State initiatives, for any use by the Department and the State associated with the purposes identified in Section 6 of this Consent Form. This consent covers the entire or partial use of the Individual’s personal information and copyright material in conjunction with other words and images.

For example, the Individual’s personal information and copyright material may appear in school newsletters, magazines, websites (including Social Media Websites) and other school, departmental or State publications, as well as in television advertising, videos, brochures, forms, public relations displays, annual reports, press advertising, internal documents such as manuals, websites, certificates and strategic plans, and posters and other promotional material. There may also be occasions on which the Department may approve the media, such as local newspapers and television stations, using information and copyright material in relation to the Individual (for example, where the Individual is involved in dramatic or musical performances, sporting activities or award ceremonies).

**Websites**

Individuals and Signatories should be aware that publication of an Individual’s personal information and Individual work on Social Media Websites is similar to publication in newsletters, magazines, brochures, etc; however publication on Social Media Websites is publication of that material to the world at large.

Individuals and Signatories should be aware that the publication of an Individual’s personal information and Individual work, by the Department or the State, on a Social Media Website typically constitutes a permanent and publicly available record of that material. This means that anyone may be able to copy and use an Individual’s personal information and Individual work that has been published on a Social Media Website for any purpose and without the consent or knowledge of the Department, the State or the Individual. Individuals or Signatories should not grant their consent to the Department or the State to use an Individual’s personal information or Individual work in connection with a Social Media Website if the Individual or Signatory does not agree to the material being permanently available to the public.

If an Individual’s personal information or Individual work is published on a Social Media Website, that material will be governed by the privacy policy and terms of use of the relevant Social Media Website. The Department or State cannot reasonably control how an Individual’s personal information or Individual work is used by third parties once the material has been published on a Social Media Website.
What is copyright material?

An individual's copyright material may include written work (e.g. stories and poems), paintings, pictures, drawings, designs, photographs, videos, films, music, performance, recordings, computer programs, websites, sculptures, fashion, metal- or wood-works made by them or to which they contributed. In the case of students, it includes, but is not limited to, work that they create in the course of their studies during the time they are enrolled at a State school. These materials may form part of their academic assessment or be part of their studies generally and may attract copyright.

The Department understands that students and volunteers generally own the intellectual property rights in the material they create and that this Consent Form is not meant to transfer the individual's ownership of the intellectual property in their copyright material.

This Consent Form does not provide for copyright consent in relation to copyright works an individual creates in the course of employment (whether or not the material is created in normal work hours or using departmental facilities or equipment). Where copyright material is created by a State employee while performing their duties under the terms of their employment, the copyright is owned by the State as the employer (section 35 Copyright Act 1968). There are limited exceptions to this including, for example, where the copyright material is created by an employee pursuant to a prior agreement with the employer.

Generally, the deciding factor is whether the employee is performing their official duties. In addition, section 176 of the Copyright Act 1968 applies where the work was created by or under the direction or control of the State. However, moral rights may still apply to copyright material created by an employee. The Queensland Public Sector Intellectual Property Principles provide further information on intellectual property. If as an employee you have any further queries about the ownership of the intellectual property in respect of the works you create you should contact the Legal and Administrative Law Branch.

What is personal information?

Personal information includes information or opinions, whether true or not, about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion. This includes the individual’s name, image or video or sound recording. It also includes the individual’s educational information such as the individual’s assessment and results, and health information and court orders provided to the Department, where such information may enable the individual to be identified.

What happens to the Consent Form once it is completed and signed?

The Consent Form is retained by the Department and it will be placed on the individual’s file and/or the project file. The individual or Signatory may request a copy of the signed form by contacting the Principal of the school.

What if I give my consent and later change my mind?

This consent will be in effect from the date the Consent Form is signed. The Department and the State will then start using the individual’s personal information and individual work to create material incorporating the individual’s personal information and individual work and entering into contractual obligations in relation to that material.

If you wish to later modify or revoke this consent, the individual or the Signatory should send a notice in writing to the person nominated in Section 2 of this Consent Form. After that notice is received, the Department and the State will not make any new additional use of the individual work, but any existing uses will continue.

Where the Department or another person uploads material to a Social Media Website or other website, it may need to accept contractual obligations that are perpetual and irrevocable. It may not be possible to ensure that all copies of the material are deleted or cease to be used, and the Department and the State cannot take responsibility for doing so.

Privacy

The consent to the recording, use and disclosure of the individual’s personal information and individual work is required in accordance with the Copyright Act 1968 (Cth), the Education (General Provisions) Act 2006 and the Information Privacy Act 2003. Personal information will be stored securely. The Department will only disclose the individual’s personal information in accordance with your consent, except where authorised or required by law. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, or if you have a concern or complaint about the way the individual’s personal information has been collected, used, stored or disclosed, please contact the school.
SCHOOL NETWORK USAGE AND ACCESS STATEMENT

Purpose Statement:
- ICT, including access to and use of the internet and email, are essential tools for schools in the provision of innovative educational programs.
- Schools are constantly exploring new and innovative ways to incorporate safe and secure ICT use into the educational program.

Responsibilities:
- Principals and teachers are responsible for ensuring the safe and effective use of ICTs within schools.
- Staff and students are expected to demonstrate safe, lawful and ethical behaviour when using the school’s ICT network.
- Parents/guardians are also responsible for ensuring students understand the school’s ICT access and usage requirements, including the acceptable and unacceptable behaviour requirements.

School Monitoring:
- The school and the Department monitor access to and usage of the ICT network. For example, e-mail monitoring will occur to identify inappropriate use, protect system security, maintain system performance, determine compliance with State and departmental policy and determine compliance with State and Federal legislation and regulation.
- Schools reserve the right to restrict student access to network services if access and usage requirements are not met or are breached. However restricted access is not to disrupt the provision of the educational program within the school. For example, a student with restricted school network access may be allocated a stand-alone workstation to continue educational program activities.

Laptop Access:
- School students may bring their own private laptop to school. These devices MAY NOT at any time be connected to the internet while at school whether by accessing the school ICT network or by an external internet connection.
- Monto State High School offers a One to One student laptop program where students may hire school laptops with school ICT network connection for the school year. Alternatively school laptops may be signed out by students or teachers for the day dependant on availability.

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MONTO STATE HIGH SCHOOL

STUDENT NETWORK ACCESS AGREEMENT

Student:
I understand that the school’s ICT network provides me with access to a range of essential learning tools, including the internet. I understand that the internet can connect me to useful information stored on computers around the world.

While I have access to the school’s ICT network:
☐ I will use it only for educational purposes;
☐ I will not undertake or look for anything that is illegal, dangerous or offensive;
☐ I will not reveal my password or allow anyone else to use my school account.

Specifically in relation to internet usage, should any offensive pictures or information appear on my screen I will close the window and immediately quietly inform my teacher, or at home tell my parents/guardians.

If I receive any inappropriate emails at school I will tell my teacher or if I receive any at home I will tell my parents/guardians

When using e-mail or the internet I will not:
• reveal names, home addresses or phone numbers – mine or those of any other person;
• use the school’s ICT network (including the internet) to annoy or offend anyone else.

I understand that if the school decides I have broken the rules for using its ICT network, appropriate action will be taken, which may include loss of access to the network (including the internet) for a period of time.

Student’s Name: ____________________________

Student’s Signature: ____________________________ Date: ___/___/____

Parent/Guardian

I believe ____________________________ (name of student) understands this responsibility as outlined above, and I hereby give my permission for him/her to access the school’s ICT Network, including the Internet under the school rules. I understand that students breaking these rules will be subject to appropriate action by the school. This may include loss of access to the network (including the internet) for a period of time.

Parent/Guardian Name: ____________________________

Parent/Guardian Signature: ____________________________ Date

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Student Resource Scheme

The Queensland Government provides a textbook allowance each year to help with the costs involved in purchasing textbooks and resources. 2016 funding was $121 for Years 7-10 and $262 for years 11 & 12. This amount is used by the school to assist with resource costs. Parents/carers who do not wish to participate in the Student Resource Scheme inform the school administration so they can receive a cheque to the value of the Government Textbook Allowance for each of their children. However, they are expected to provide all necessary textbooks and resources for their children as detailed on the Subject Requirements Lists as School supplied resources.

Parents who have 3 or more students attending Monto State High School will receive a discount. With full payment of Resource Scheme Fee's for two students, a 50% discount will apply for any student thereafter.

Parents wishing to participate in the Student Resource Scheme sign over the Government Textbook allowance and pay a fee to Monto State High School.

2016 Fees are as follows
- Year 7 - 8 is $150
- Year 9 -12 is $180

This Scheme ensures all students have the required resources for their education, as well as saving parents/carers time and money in sourcing appropriate textbooks.

The resource scheme is managed by Monto State High School with approval from the Monto State High School Parents and Citizens Association
In return for the hire fee of and the Government Textbook Allowance this Scheme provides:

- Access to all textbooks and class sets
- Printed class notes
- Study Planner and Student ID Cards
- Materials used for classroom projects

The entire school supplied resource costs are attached in the Year level stationary lists. This Scheme provides the entire package for a set fee and is not available in parts.

The Queensland Government Textbook and Resource Allowance support this Scheme. This allowance is paid to the school by the Queensland Government only once in any calendar year, regardless of the number of schools the student attends.
MONTO STATE HIGH SCHOOL

Parents and Citizens Association
STUDENT RESOURCE SCHEME
TERMS and CONDITIONS

Conditions of participating in Scheme:
Students will supply their own personal requirements as outlined in Subject
Requirements Lists as Student Supplied Resources.

- Books and resources issued to students are kept in good condition.
- Students may be responsible for up to the full cost of books and resources that are
  negligently damaged or lost before any further issues can be made.
- School Administration Office to be notified immediately of the loss of any textbook.
- All textbooks provided under the Scheme remain the property of the Scheme and
  must be returned when the student leaves or at the end of the school year.
- All fees received by the school on behalf of the Parents and Citizens Association will
  be banked into the school's general account, which is subject to annual audit.
- If a student starts school after first term, the fee is reduced on a pro-rata basis.
- If a student leaves school having paid a fee, a pro-rata refund will be made. Refunds
  are based on the full charge (which include the Textbook Allowance and
  parent/carers charge), less cost of consumed materials and/or cost of replacing lost
  or damaged textbooks.
- Books and resources provided under the Scheme will not be issued to students
  whose parents/carers choose not to participate.
- School principals may refuse to admit a student to the Scheme if there are payments
  overdue from the previous year.

Invitation
The Student Resource Scheme will be discussed at a meeting of the school's Parents and
Citizens Association. Parents/carers are invited to attend this meeting and express their
opinions. A vote is taken annually at this meeting on the continuation and cost of this
Scheme.

Excursions and School Activities
During the school year students will be attending school excursions and participating in
curriculum and non-curriculum based activities (e.g., school camps, sport, cultural, science
excursions, etc.). In most cases there is a fee attached to cover travel, accommodation,
food, etc. This fee must be paid in full prior to the commencement date of the
excursion/activity. Students with a prior unpaid Resource Scheme debt will be refused
attendance to all non-curriculum activities.

Arrangements for Payment
Please sign the attached Parent/Carer Consent Form and return it to Monto State High
School by 30th January 2017.
Payments can be made online using BPoint or at the Administration office using Cash,
Cheque, Credit Card, Direct Credit or EFTPOS. A receipt will be provided.
If you prefer to pay by instalment, this can be done by making four equal payments on
the first day of each term, being 23rd January, 18th April, 10th July and 3rd October.

Parents/carers experiencing financial difficulty
Please contact the school principal if financial hardship exists so that special
arrangements can be made to meet your needs. All discussions will be held in confidence.

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Student Resource Scheme
Participation Agreement Form

Participation

The scheme is designed to offset the cost to you of the provision of educational resources associated with your child's education. These resources enhance your child's educational experience and assist them to fully engage with the curriculum. The scheme may be split into two components:

1. a whole of school component which is common to all students depending on their year level; and
2. specific goods and services consumed by your child which are related to individual subjects undertaken by your child

☐ Yes I wish to participate in the Student Resource Scheme in ________ (Year). I have read and understand the Terms and Conditions of the scheme (see reverse) and agree to abide by them and to pay the participation fee in accordance with the selected payment arrangement below.

☐ No I do not wish to participate in the Student Resource Scheme in ________ (Year). I have read and understand the Terms and Conditions of the scheme (see reverse) and agree to abide by them, particularly paragraphs 12 and 38.

Please refer to the accompanying Subject Requirements List and/or Year Level Requirements List for fee details.

<table>
<thead>
<tr>
<th>Student Given Name</th>
<th>Student Surname</th>
<th>Yr Level</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>2.</td>
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<td>$</td>
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<tr>
<td>3.</td>
<td></td>
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<td>$</td>
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<tr>
<td>4.</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

Parent Details

Name: ____________________________

Parent Signature:_________________

Date: ____________________________

Payment Arrangement

☐ Now: I wish to make full payment now as a single payment of the total amount above.

☐ Instalments: I wish to make instalment payments, during the first two weeks of the first three terms, in the following proportion of the total amount: Term 1: $ ________; Term 2: $ ________ ; Term 3: $ ________; or as negotiated with the school: ____________________________

I agree to make payments by the due dates and I understand that any failure to make payments by these dates may result in debt recovery action being undertaken including, where warranted, referral to an external debt collection agency at my expense. I understand my student will not be permitted to participate in optional school activities if my payment arrangement falls into arrears.

School Use Only: negotiated instalments approved: ____________________________

Position: ____________________________

Payment Method

I wish to make payment by: ☐ QParent/BPOINT* ☐ BPAY** ☐ EFTPOS (Credit/Debit Card)

☐ Centrepay Deduction*** ☐ Cheque ☐ Cash

* Online through QParents/BPOINT or see your school’s website
When paying by BPOINT, please use the Customer Reference Number (CRN) and invoice number printed on the invoice received from the school. If unsure of your CRN, please contact the school.

** Following return of this completed form to the school, an invoice, which will include BPAY details will be provided

*** Payment by Centrepay deduction can be arranged through the school office

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

The Department of Education and Training, through the school, is collecting your personal information in accordance with section 51 of the Education (General Provisional) Act 2006 in order to administer the Student Resource Scheme in an efficient, effective and consistent manner. The information will only be accessed by school employees administering the scheme. Some of this information may be given to departmental employees for the purpose of debt recovery. Your information will not be disclosed to any other person or agency unless you have given permission or the Department of Education and Training is authorised or required by law to make the disclosure.

Purpose of the Scheme

1. In accordance with the Education (General Provisional) Act 2006, the cost of providing instruction, administration and facilities for the education of students enrolled at State schools who are Australian citizens or permanent residents, or children of Australian citizens or permanent residents, is met by the State.
2. Parents are directly responsible for providing textbooks and other personal resources for their children while attending school. In recognition that these costs can be High, the school operates a Student Resource Scheme (the "scheme") that enables a parent to enter into an agreement with the school that, for a specified annual participation fee, provides for the temporary use by the student of prescribed textbooks and/or other resources, and/or the purchase of consumables and materials for the student.
3. A Student Resource Scheme is separate to and distinct from a request for a voluntary financial contribution.

Benefits of the Scheme

4. The purpose of the scheme is to provide the parent with a cost effective alternative to purchasing textbooks and/or resources elsewhere, through reduced prices gained from the school's bulk purchasing practices.
5. The scheme also ensures that students have consistent personal resources for their education, and saves the parent time and money in sourcing the prescribed materials elsewhere.
6. The scheme is not used to raise funds for other purposes, and revenue collected through the scheme is applied only to the operation of the scheme.

Participation in the Scheme

7. Participation in the scheme is voluntary, and there is no obligation on a parent to participate in the scheme. A parent's decision to participate or not is based on consideration of the value afforded to them by the scheme.
8. The completed and signed Participation Agreement Form should be returned to the school by the advertised date to indicate participation or non-participation in the scheme.
9. If a parent chooses to participate in the scheme and completes the Participation Agreement Form, a fee will be due and payable by the parent for the items provided by the scheme to the student.
10. Payment of the participation fee is a requirement for continued participation in the scheme. An unpaid fee will be subject to the school's debt collection procedures.
11. A parent who does not wish to participate in the student resource scheme shall inform the school by completing the Participation Agreement Form and returning it to the Administration Office. Arrangements will be made for the parents of students in Years 7 to 12 or of secondary education age to be provided the value of the Textbook and Resource Allowance for each of their eligible children.
12. A parent who chooses to participate in the scheme is responsible for providing the student with all items that would otherwise be provided to the student by the scheme as detailed on the Year Level Requirements List and/or Subject Requirements List, to enable the student to engage with the curriculum.

Parents and Citizens' Association Support of the Scheme

13. The operation of the Student Resource Scheme is discussed annually at a meeting of the Parents and Citizens' Association. Parents are extended an invitation to attend this meeting and provided with an opportunity to express their opinions. A vote is taken at this meeting on supporting the operation of the scheme.

Textbook and Resource Allowance

14. The Queensland Government provides financial assistance to parents of students in Years 7 to 12 or of secondary education age, attending State and approved non-State schools, to offset the costs of textbooks and other resources. Assistance is provided in the form of a Textbook and Resource Allowance that is paid once a calendar year through the school. Parents have the option to receive the allowance directly from the school or as an offset of fees associated with participation in the school's Student Resource Scheme. This option is made available to a parent annually by the school. Current allowance rates are available from http://education.qld.gov.au/finance/parents/fund/qrachtml/pner-stu.html

Payment Arrangements

15. Payment of the participation fee may be made by EFTPOS (Debit Card; MasterCard; Visa; American Express where accepted by the school), cheque, or cash.
16. Payment must be made through the OPParents portal using a credit card. Payment will be directed from the OPParents portal to BPPOINT where relevant outstanding invoice information may be selected.
17. When paying by BPPOINT, please use the Customer Reference Number (CRN) and service number printed on the invoice received from the school. If unsure of your CRN, please contact the school.

18. Payment of the participation fee may be made in whole or by instalment as indicated on the Participation Agreement Form or for another amount as approved by the Principal.
19. For payments made in person by cash, cheque or credit/debit card, a receipt will be provided to the payer. Where payments are received by other methods, a receipt will be presumed to have been accepted and/or documentation on the scheme should be retained by the parent for future reference and possible taxation purposes.

Parent Experiencing Financial Difficulties

20. A parent wishing to participate in the Student Resource Scheme and experiencing financial hardship is encouraged to contact the principal to discuss how their financial obligations can be met throughout the school year, or to negotiate alternative arrangements that do not significantly damage or negate personal circumstances. Centrelink deduction is a payment option offered by the school. All discussions will be held in the strictest confidence.
21. The onus of proof of being so affected is on the parent, and might include a current Health Care Card or other evidence to establish financial hardship.
22. Any concessions given to the participation fee will be at the discretion of the Principal.

Terms and Conditions of Participation in the Scheme

23. Payment of the prescribed fee implies acceptance of the Student Resource Scheme including the Terms and Conditions irrespective of whether or not the signed form has been returned.
24. For the purposes of the scheme, where a student is living independent of his/her parents, reference in the terms and conditions to "parent" is a reference to the independent student.
25. Where a parent chooses to join the scheme and completes a Participation Agreement Form, an annual participation fee will be due and payable by the parent to the Student Resource Scheme.
26. In return for payment of the participation fee, the scheme will provide the participating student with textbooks and/or resources, consumables and materials as listed on the Year Level Requirements List and/or Subject Requirements List as being provided by the scheme, when due for the student's use.
27. Payment of the participation fee is to be made according to the payment arrangement option indicated by the parent on the Participation Agreement Form, or as otherwise approved by the Principal.
28. Non-payment of the participation fee by the designated payment date(s) will generate a reminder notice to the parent from the school at intervals of 30 days overdue and 60 days overdue. The Principal may thereafter undertake debt recovery action for the overdue participation fee including, where warranted, referring to an external debt collection agency. This may result in extra costs being incurred by the parent.
29. Without limiting any other action the Principal may take in accordance with these terms and conditions, subject to 26 above, the Principal may withdraw a student's participation in the scheme due to non-payment of a participation fee, and/or may require the return of items provided by the scheme for the temporary use of the student, and/or may withhold the giving of any further items under the scheme until the debt is paid.
30. The Principal may refuse to admit a student to the scheme where participation fees are overdue from the previous year's scheme.
31. Where participation fees are overdue, the Principal has the discretion to exclude a student from an optional school activity.
32. The scheme provides the entire package for the specified participation fee, and is not available in parts unless specifically provided for by the school in the fee structure.
33. All textbooks and resources provided for temporary use by the scheme remain the property of the scheme and shall be returned at the end of the course or school year or when the student leaves the school, whichever is the earlier. Where an item is not returned, the parent will be responsible for payment to the scheme of the replacement cost of the item. Failure to make payment may result in debt recovery action being undertaken.
34. Textbooks and other resources provided for temporary use by the scheme shall be kept in good condition by the student. The school Administration Office shall be notified immediately of the loss or negligent damage to any issued item. Where an issued item is lost or negligently damaged, parents will be responsible for payment to the scheme of the replacement cost of the item. Failure to make payment may result in debt recovery action being undertaken.
35. The parent is responsible for supplying the student with any additional student materials that are not provided by the Student Resource Scheme, as indicated on the Year Level Requirements List and/or Subject Requirements List or otherwise advised by the school.
36. If a student enters the scheme after the first week of school, a pro-rata participation fee may apply, calculated on a 40-week school year basis.
37. If a student, having paid a participation fee, leaves the school during the year, a pro-rata refund will be made to the parent, calculated on the participation fee paid, less the cost of consumed materials and the replacement cost of scheme items that are lost or negligently damaged or not returned, plus the pro-rata Textbook and Resource Allowance calculated on a 40-week school year basis.
38. As the scheme operates for the benefit of participating parents and is funded solely from participation fees, resources provided by the scheme will not be issued to students whose parents choose not to participate in the scheme.
MONTO STATE HIGH SCHOOL

Student Uniform Policy and Dress Code

In this code, the term 'community' is used as a synonym for 'community members, parents, teachers and students.'

Scope
The scope of this code applies to Monto State High School community.

Purpose
The main purpose of a uniform is that it identifies the person as a member of our community and secondly it removes the competitive elements from dress style, presenting students more equally. This dress code provides clothing that aims to contribute to a safe and supportive teaching and learning environment through:
- Ready identification of students and non-students at school
- Eliminating distraction of competition in dress and fashion at school
- Fostering a sense of belonging and demonstrating pride in the school and self
- Developing mutual respect among students by minimising visible evidence of economic or social differences.

Process
The policy on school dress standards for students has been determined by the Monto State High School community in consultation with the school Principal and endorsed by the Parents and Citizens Association. It is designed to contribute to and support a healthy and safe learning environment which allows students to participate in school activities.
Monto State High School is a uniform school which consists of a Junior Uniform (Years 7, 8 & 9) and a Senior uniform (years 10, 11 & 12).
The neat, tidy and appropriate wearing of a school uniform is a sign of pride in oneself and in our school. Students should strive to wear the full school uniform neatly at all times.
Students at Monto State High School are expected to wear the correct uniform when:
- Attending or representing their school
- Travelling to and from school, engaged in school activities out of school hours
Students are exempt from wearing their school uniforms on free dress days only, which are held as fundraising events approximately once per term. Students however, at all times are required to dress according to occupational health and safety, anti-discrimination legislation and the Sun Safety Strategy on such days.
All students are to wear their day uniform Monday, Tuesday, Thursday and Friday. The sports uniform can be worn on Wednesday and students are encouraged to change into their sports uniform when participating in HPE lessons, Sports activities, Ag, Man Arts or as required by Workplace, Health and Safety or curriculum.

Footwear
Departmental instructions on safety procedures adopted by all schools in Queensland clearly states that for science laboratories, kitchens, manual arts workshops and art rooms, feet must be covered with impervious material with tongue and laces. Thongs, sandals, open weave shoes, etc., must NOT be worn. Students with an injured foot must wear closed-in footwear on the 'good' foot.

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Hats
Students must wear a broad brimmed hat with a minimum brim measurement of 8 – 10cm (in compliance with the Sun Safety Strategy) whenever they are exposed to the sun – for HPE lessons, sport activities or when participating in games or sports during recess. Caps do not provide enough coverage under the Sun Safety Strategy and are therefore, not permitted to be worn at school. Students without a hat at break times will be required to attend alternative indoor activities such as library.

Jewellery
Jewellery is limited to two plain ear studs or sleepers per ear. A watch and school badge are the only other items of jewellery that are permitted to be worn at school. There are to be no visible body or facial piercings at school or school related activities. Students with these piercings must have them covered by a flesh coloured band aid. The main purpose of this limitation is self-protection and Workplace, Health and Safety issues. Unacceptable jewellery will be confiscated and may be collected by parents/guardians from the school office.

Make-up and Hair Colour
Hair must be kept neat and combed. Hair must be a Natural shade of colour (no extreme or bright unnatural colours permitted). Hair must be restrained in workshops, kitchen and laboratory areas due to Workplace Health and Safety. ‘Natural’ subtle foundation is the only make-up permitted. No other makeup is allowed, including nail polish. Students with excess make-up will be instructed to remove it.

Safety Regulations
Should the dress of students not comply with the safety regulations set down for certain subjects and activities, those students will be refused entry to work in those areas, and other relevant work will be provided in a supervised environment.

Non-compliance with this code:
There are two categories. These are:
   a) Inappropriate dress – refers to clothing apparel that a student wears which could be deemed to be:
      a) Offensive;
      b) Likely to disrupt or negatively influence the normal operation of the school;
      c) Unsafe for the student or others;
      d) Likely result in a risk of health of the student or others.
   b) Reasonable dress – refers to clothing apparel that is socially acceptable but does not conform to the school dress code.
Any student, who is wearing clothing that is deemed non-compliant but reasonable dress must present a note, signed by parents or caregivers, to their teacher or the office and will be issued with a uniform pass. Failure to produce a note will result in detention. Students who are consistently out of uniform will have their parents contacted and the school behaviour management policy will apply.
On casual dress days students must wear clothing that is modest and functional. Shirts must have sleeves, and not expose midriff, there are to be no offensive logos or advertising and covered footwear is essential. If these criteria are not met parents will be advised and students may be sent home to change or detained in the office for the day.
If a student does not comply with the dress code – inappropriate dress, the Principal or Heads of Department may impose one of the following sanctions –

a) In exceptional circumstances where a student is unable to wear the approved uniform, a uniform exemption pass may be issued for a negotiated period of time. In case of genuine hardship, the school may provide a student with part or full uniform. This will be a short term option and it is the responsibility of parents to ensure that their child/ren are dressed in correct uniform.

b) Detention of the student

c) Prevent the student from attending, or participating in, any activity for which the student would have been representing the school

d) Prevent the student from attending any school activity until the uniform issue is resolved. Opportunity will be provided for all students to complete school work if students are prevented from participating in school activities.

On casual dress days students must wear clothing that is modest and functional. Shirts must have sleeves, and not expose midriff, there are to be no offensive logos or advertising and covered footwear is essential. If these criteria are not met parents will be advised and students may be sent home to change or detained in the office for the day.

NB: Representative sports uniforms are not endorsed as part of the official school uniform and are not to be worn at school.

<table>
<thead>
<tr>
<th>School uniforms are available from:</th>
<th>KEY POINTS TO REMEMBER:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monto State High School</td>
<td>ONLY school approved uniforms are to be worn</td>
</tr>
<tr>
<td>Heilbronn Ladieswear</td>
<td>NO Jeans or cargo style long pants</td>
</tr>
<tr>
<td>Stitch-n-Stash – for alterations and</td>
<td>NO visible underwear</td>
</tr>
<tr>
<td>speciality made to order uniforms</td>
<td>NO sandals/thongs or open footwear</td>
</tr>
<tr>
<td></td>
<td>NO 'Brand' labels visible</td>
</tr>
<tr>
<td></td>
<td>NO coloured T-Shirts worn under school uniform</td>
</tr>
<tr>
<td></td>
<td>NO visible clothing under school uniform</td>
</tr>
<tr>
<td></td>
<td>NO excess jewellery – as listed above</td>
</tr>
</tbody>
</table>
Uniform Information – For students in ALL year levels

SHOES – Day Uniform – black impervious material with tongue and laces
    Sports uniform – predominantly black or white sports shoes
No multi-colour or fluorescent colours, slip-on shoes or ballet flats, these as not acceptable. Shoes must fulfil the safety requirements of Education Queensland for particular circumstances, eg. Specialist and science rooms require shoes that have an impervious upper.

SOCKS – White ¼ crew socks – visible above the shoe

STOCKINGS (GIRLS) – Black Opaque 70+ denier – as required due to cooler weather.

HATS – Bottle green broad brimmed hat with a minimum brim measurement of 8 – 10cm (in compliance with the Sun Safety Strategy.) Bottle Green Reversible Cook and Russell house hats also available.

TIES – Girls – Bottle green crossover
    Boys – Bottle green tartan tie

SCHOOL BADGES – school badges may be purchased from the school office.

JUNIOR UNIFORM – YEAR 7, 8 & 9

JUNIOR SHIRT – Girls – girls blouse heavier weight. White peaked front blouse with low peaked collar with short sleeves and school logo.
    Boys – White, straight, short sleeves, collar and school logo.

JUNIOR SHORTS – Boys – Black or Grey Stubbies (Grey will be phased out by 2018)

JUNIOR SKIRTS – Girls – Plain Bottle green (knee length) pleated gabardine skirt with adjustable back, embroidered with MSHS

WINTER UNIFORM – Unisex Bottle Green Microfiber tracksuit. The Black trousers & Bottle Green Fleece Jumper with MSHS embroidered on it may be worn by both Girls and Boys if they prefer.

SPORTS UNIFORM – School Polo shirt – bottle green with white sleeves and school logo.
    Bottle Green microfiber sports shorts – mid thigh in length.

WINTER SPORTS UNIFORM - Green Microfiber Tracksuit with School Polo shirt (available from Heilbronns)

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SENIOR UNIFORM – YEAR 10, 11 & 12

SENIOR SHIRT – Girls – White peaked front blouse with low peaked collar with bottle green piping on pocket, cuff and collar, short sleeves and school logo.

   Boys – White, straight, Bottle green piping on pocket, cuff and collar with school logo.

SENIOR SHORTS – Boys – Black dress shorts/ black long pants.

SENIOR SKIRTS – Girls – tartan #9005 style (knee length) pleated gabardine skirt with adjustable back, and black tights optional for winter.

WINTER UNIFORM – Pants – Black tailored long pants
   Jumper – Bottle green V-neck style with white piping

BLAZERS – Bottle green with MSHS logo (optional)

SENIOR JERSEYS – Year 12 students are permitted to wear Monto SHS senior jerseys/shirt on sports days only.

SPORTS UNIFORM – School Polo shirt – bottle green with white sleeves and school logo.
   Bottle Green microfiber sports shorts – mid thigh in length.

WINTER SPORTS UNIFORM – Green microfiber Tracksuit with School Polo shirt (available from Heilbronns)

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ELECTRONIC DEVICE POLICY

Student use of Personal Electronic Devices

Students are not permitted mobile phones or tablets during school at any time.

Monto State High School accepts no liability for loss or damage to any electronic devices and strongly urges that they are kept at home.

If a student feels the need to bring a phone or tablet to school, it must be handed into the administration office before the commencement of school and be picked up after the last bell at the end of school.

Personal Laptops may be brought to school for educational purposes. These devices may not at any time be connected to the internet unless via the school Managed Operating Environment by the school technician.

Failure to follow this policy will result in:

If a mobile phone is seen or heard or a laptop is being used inappropriately the device will be confiscated and logged at the office.

The following behaviour management process will then occur.

- The student is advised of their non-compliance with school policy and a record is made in OneSchool
- The student's phone or device is confiscated and taken to the office at the earliest convenience for safe keeping.
- On the first offence the student may collect the device after school
- On subsequent offences only parents or caregivers may collect the device
- If the student continues to breach the policy, then normal behaviour management consequences apply with regard to non-compliance

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MONTO STATE HIGH SCHOOL

Homework Policy

Policy statement
Regular homework is a valuable aspect of the learning process and contributes to the
development of effective and independent learners. Homework provides a means of
enabling students to engage, reinforce and extend the learning that occurs in the classroom.

Guidelines
Each student will be assigned homework on a regular basis. This will be according to
age and learning needs.
Homework consists of a variety of activities including:
preparation for practical lessons, assignments,
review of class work,
reading text
revision, memorising information, and tasks set by the teacher for the next lesson.
Teachers will be responsible for reviewing the homework of each student.
The successful application of the policy relies on the partnership of student, parents
and teacher.
Learning and study strategies useful to work in a faculty will be taught in that faculty and
used as homework activities.
Students in the senior phase of learning will be expected to take ultimate responsibility
for their own learning. However, in the middle phase homework will be monitored.
Students who have part-time jobs must ensure that a balance is arrived at, where time is
available not only for part-time work (if warranted) but study, sport, recreational and
cultural pursuits, family and social activities.

Procedures
Each faculty will determine the general practice for homework in subjects associated with
the faculty during planning meetings for the start of a year.
In accordance with general practice in the faculty, each teacher will manage the manner,
in which homework is reviewed, so as to be able to provide parents/guardians with
feedback regarding their individual student.

Approximate time for the average student
Junior Secondary Students Years 7- 9) should be doing homework for a minimum of 10-15
minutes per night for each subject, this equates to 60 – 90 minutes per subject per week.
Senior Secondary Students will vary according to the career pathway chosen.

Consequences
Student's failure to complete set homework tasks will be dealt with in accordance with the
Responsible Behaviour Plan for Students. As such, consequences may include
subject withdrawal, lunchtime detention and contact with parents/caregivers. However,
students, teachers and parents are encouraged to take a proactive approach when dealing
with incompletion of homework.
### Monto State High School P & C Association

#### Uniform Order Form

<table>
<thead>
<tr>
<th>Description</th>
<th>Price</th>
<th>Amount</th>
<th>Size</th>
<th>Total</th>
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Unisex sport uniform available through Heilbronns, Newton Street, Monto
School Blazers available through the office

EFT Payments: BSB 084 826  ACC: 466631373
Volunteers needed for the Tuckshop!

The Tuckshop is a vital part of our school. All the money that is raised is directly injected back into the school for improvements, or new equipment that will benefit the students. The Tuckshop is open every day, however as this is a volunteer based project we are asking for your assistance. Please indicate below if you are able to assist in any way big or small. All time is greatly appreciated.

I, ______________________________________________ am able to assist with Tuckshop duties

My Contact number is ______________________________________

The days that best suit me are, (Please tick)

Monday      Tuesday      Wednesday      Thursday      Friday