



**PACIFIC PINES STATE HIGH**  
INSPIRING EXCELLENCE TO EMPOWER SUCCESS

# Enrolment Booklet

**Please note:**  
ALL documents must be completed  
as requested or the application will not be processed.



# PACIFIC PINES STATE HIGH

## INSPIRING EXCELLENCE TO EMPOWER SUCCESS

### Enrolment Application Checklist

<b>Applicant details</b>			
Student Name	Date of Birth		
Application for entry into year	Please select year level 7 8 9 10 11 12		
<b>Catchment</b>			
Local Catchment	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Address:
Siblings that attend Pacific Pines State High			
<b>Documentation to be provided with application</b>	<input type="checkbox"/> Child's Birth Certificate <input type="checkbox"/> Last two semesters school reports <input type="checkbox"/> Latest NAPLAN results		
<b>You may be requested to provide these documents</b>	<input type="checkbox"/> Australian Citizenship Certificate <input type="checkbox"/> Passport/Visa <input type="checkbox"/> Information about suspensions or exclusions from previous school (if applicable) <input type="checkbox"/> Custody documentation (if applicable) <input type="checkbox"/> Medical Diagnosis documentation (if applicable) <input type="checkbox"/> Please provide any additional information relevant to this application (if applicable)		
<b>Proof of Primary Residence</b>	<b>HOMEOWNER</b> <b>Primary Source</b> Current Gold Coast City Council Rates notice OR Unconditional contract of Sale <b>AND Secondary Source</b> Current account for supply of electricity e.g., Utility Bill (e.g. Electricity, Gas) showing this same address and parent's/legal guardian's name	<b>LEASE HOLDERS</b> <b>Primary Source</b> Current registered Rental or Lease Agreement <b>AND Secondary Source</b> Current account for supply of electricity e.g., Utility Bill (e.g. Electricity, Gas) showing this same address and parent's/legal guardian's name	
<b>Out-of-catchment</b>	Out-of-catchment applications must provide two letters addressed to the Principal, one from the student and one from the parent advising the reasons for requesting enrolment consideration.  <b>An enrolment interview may be required if application is accepted</b>	<input type="checkbox"/> Parent letter to Principal <input type="checkbox"/> Student letter to Principal <input type="checkbox"/> <b>OneSchool Student Profile</b> (request from current or previous State School) <input type="checkbox"/> <b>Student Transfer Note</b> (request from previous school if student has left)	
<b>Centre of Excellence Application – Year 6 into 7</b>	<b>Please select program below:</b> <input type="checkbox"/> Academia <input type="checkbox"/> Sport <input type="checkbox"/> Creative Industries and Enterprise	Out-of-Catchment applicants who are unsuccessful in Excellence Programs will be notified by email of the next steps in applying as an out-of-catchment student <input type="checkbox"/> <b>OneSchool Student Profile</b> (request from current or previous State School)	

PLEASE NOTE: Centre of Excellence applications will only be accepted with a fully completed Enrolment Application



# PACIFIC PINES STATE HIGH

## INSPIRING EXCELLENCE TO EMPOWER SUCCESS

### STUDENT SUPPORT DETAILS

(Complete and provide details/reports/diagnosis with application)

Has the student been identified with any of the following:	Diagnosed	Verified
• Mental Health (anxiety, depression etc.)	YES	NO
• Hearing Impairment	YES	NO
• Speech Language Impairment	YES	NO
• Intellectual Disability	YES	NO
• Autistic Spectrum Disorder	YES	NO
• Vision Impairment	YES	NO
• Attention Deficit Hyperactivity Disorder / Attention Deficit Disorder	YES	NO
• Physical Impairment	YES	NO

If physically impaired, what supports are required?

**If diagnosed and/or verified, please provide documentation from an appropriate medical professional.**

Has the student received <b>Learning Support</b> in the past?	YES	NO
---	-----	----

*Details*

Has the student received support from a <b>Special Education Program</b> ?	YES	NO
--	-----	----

*Details*

Does the student have <b>English as a Second Language or EAL/D</b> ?	YES	NO
--	-----	----

*Details*

Has the student received <b>Speech Language</b> support in the past?	YES	NO
--	-----	----

*Details*

Has the student previously been involved in <b>Extension/Excellence programs</b> ?	YES	NO
--	-----	----

*Details*

Is the student in the care of <b>Department of Child Safety</b> ?	YES	NO
---	-----	----

*Details*

Has the student received support from a <b>School Wellbeing Team or External Practitioners</b> i.e. Guidance Officer, Youth Worker, Social Worker, Psychologist, Psychiatrist etc.	YES	NO
--	-----	----

*Details*

Any other relevant information in relation to the <b>Support of the Student</b> ?	YES	NO
---	-----	----

*Details*



# PACIFIC PINES STATE HIGH

---

## INSPIRING EXCELLENCE TO EMPOWER SUCCESS

### QParents Information & Registration Process

QParents is a secure, user-friendly app that allows parents and caregivers to manage important aspects of their child's school experience—anytime, anywhere.

#### What You Need

To complete your QParents registration online, you will need to provide documents that total at least 100 identity points.

Primary Identity Documents (100 points total required)

Document	Points
Driver's License	60
Passport	50
Birth Certificate	50
Citizenship Certificate	50
Change of Name Certificate	40
Australian Visa	40
Medicare Card	40
Marriage Certificate	40

#### Alternative Registration Option

If you are unable to meet the 100-point requirement using the primary identity documents listed above, you can still complete your QParents registration. During the online registration process, select the **“Not enough ID”** option located at the lower left side of the QParents registration screen. This allows you to proceed without uploading the full ID requirements online.

To finalise your registration, please visit the Administration Office and present the following for verification:

- 1 Primary Identity Document (from the table above), and
- 2 Supporting Documents (from the list below)

Supporting Documents (choose any 2)

- Learner's License
- Health Care Card
- Adult Proof of Age Card
- Department of Human Services Financial Entitlement Card
- Working with Children Check (Blue Card)
- Student Identity Card (issued by an Australian education institution)
- Queensland Weapons License
- Current bank statement or utility bill showing your current address (can be 2 separate documents)
- Industry Authority Card (issued by TMR)
- Queensland or Australian Government Staff ID Card
- Pension Concession Card
- DVA Entitlement Card
- Seniors Health Card

If you have any questions or need assistance, please contact the school's Administration Office

# Application for student enrolment form

## INSTRUCTIONS

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

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

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

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

## PRIVACY STATEMENT

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

- 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. DoE will disclose personal information from this form to the Queensland Curriculum and Assessment Authority when opening student accounts, in compliance with Part 3 of the *Education (Queensland Curriculum and Assessment Authority) Act 2014* (Qld).

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

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

## PROSPECTIVE STUDENT DEMOGRAPHIC DETAILS

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

**APPLICATION DETAILS**

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

**INDIGENOUS STATUS**

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

**FAMILY DETAILS**

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

**FAMILY DETAILS** (continued)

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

**COUNTRY OF BIRTH\***

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

**PROSPECTIVE STUDENT LANGUAGE DETAILS**

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

**EVIDENCE OF PROSPECTIVE STUDENT'S IMMIGRATION STATUS** (to be completed if this person is NOT an Australian citizen)\*

<input type="checkbox"/> Permanent resident	Complete passport and visa details section below	
<input type="checkbox"/> Student visa holder	Date of arrival in Australia _____ / _____ / _____	Date enrolment approved to: _____ / _____ / _____
	EQI receipt number:	
<input type="checkbox"/> Temporary visa holder	Complete passport and visa details section below. Temporary visa holders must obtain an 'Approval to enrol in a state school' from EQI	
<input type="checkbox"/> Other, please specify _____		

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

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

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

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

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

**PROSPECTIVE STUDENT'S PREVIOUS EDUCATION / ACTIVITY**

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

**RELIGIOUS INSTRUCTION\***

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

**PROSPECTIVE STUDENT ADDRESS DETAILS\***

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

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

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

## PROSPECTIVE STUDENT MEDICAL INFORMATION (including allergies)\*

### Privacy Statement

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

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

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

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

## COURT ORDERS\*

### Out-of-Home Care Arrangements\*

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

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

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

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

**Other Court Orders\***

Are there any other current court orders, such as a domestic violence order, concerning the welfare, safety or parenting arrangements of the prospective student?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what are the dates of the court order? Please provide a copy of the court order.	Commencement date
	End date

**APPLICATION TO ENROL\***

I hereby apply to enrol my child or myself at \_\_\_\_\_.

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

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

**Office use only**

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

## Parental occupation groups for use with parent/carer details

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

**Senior executive/manager/department head** in industry, commerce, media or other large organisation.  
**Public service manager** [section head or above], regional director, health/education/police/fire services administrator  
**Other administrator** [school principal, faculty head/dean, library/museum/gallery director, research facility director]  
**Defence Forces** commissioned officer  
**Professionals** generally have degrees or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others  
**Health, education, law, social welfare, engineering, science, computing** professional  
**Business** [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]  
**Air/sea transport** [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller].

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

**Owner/manager** of farm, construction, import/export, wholesale, manufacturing, transport, real estate business  
**Specialist manager** [finance/engineering/production/personnel/industrial relations/sales/marketing]  
**Financial services manager** [bank branch manager, finance/investment/insurance broker, credit/loans officer]  
**Retail sales/services manager** [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]  
**Arts/media/sports** [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof-reader, sportsperson, coach, trainer, sports official]  
**Associate professionals** generally have diploma/technical qualifications and support managers and professionals  
**Health, education, law, social welfare, engineering, science, computing** technician/associate professional  
**Business/administration** [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]  
**Defence Forces** senior Non-Commissioned Officer.

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

**Tradespeople** generally have completed a four year trade certificate, usually by apprenticeship. All tradespeople are included in this group  
**Clerks** [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]  
**Skilled office, sales and service staff:**  
**Office** [secretary, personal assistant, desktop publishing operator, switchboard operator]  
**Sales** [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]  
**Service** [aged/disabled/refugee/childcare worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor].

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

**Drivers, mobile plant, production/processing machinery and other machinery operators**  
**Hospitality staff** [hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper]  
**Office assistants, sales assistants and other assistants:**  
**Office** [typist, word processing/data entry/business machine operator, receptionist, office assistant]  
**Sales** [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]  
**Assistant/aide** [trades' assistant, school/teacher aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]  
**Labourers and related workers**  
**Defence Forces** ranks below senior NCO not included above  
**Agriculture, horticulture, forestry, fishing, mining worker** [farm overseer, shearer, wool/hide classer, farmhand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]  
**Other worker** [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor].

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

## State schools standardised medical condition category list

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

# Application to enrol in a Queensland state school

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

## Entitlement to enrolment

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

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

## Prospective student

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

## Parent's occupation and education

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

## Court Orders

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

## Name on enrolment form

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

## Gender

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

## Religious Instruction

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



# PACIFIC PINES STATE HIGH

---

## INSPIRING EXCELLENCE TO EMPOWER SUCCESS

### Student Resource Scheme

Dear Parents/Guardians,

To provide parents with a cost-effective alternative to purchasing textbooks and/or resources elsewhere, Pacific Pines State High School operates a Student Resource Scheme (SRS). This letter contains important information about the **2027 Student Resource Scheme (SRS)** including how the scheme operates and the annual participation fee.

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

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

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

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

### SRS Participation

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

*Student is new to the school.....*

Parents are required to complete and return the SRS Participation Agreement Form when joining the scheme for the first time. If no participation form is received by **Friday 13 November 2026**, the school will take the view that the parent has chosen to opt out of the SRS. The parent is then required to provide the educational resources listed in the SRS for their child by the start of the school year. A parent can opt in or out of the scheme in subsequent years by completing another Participation Agreement Form.

*Continuing student of the school....*

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

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

For more detailed information about the SRS can be found on the Department's website:  
(<https://ppr.qed.qld.gov.au/pp/student-resource-scheme-srs-procedure>).

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



# PACIFIC PINES STATE HIGH

## INSPIRING EXCELLENCE TO EMPOWER SUCCESS

### Resource Inclusions

All resources included in the SRS are detailed in the attached **SRS Resource list** by year level. This list is also available on the school's website. This is a comprehensive list of all resources included in the scheme and their associated costs. Parents must inform the school if items on the list of resources are not received by their child when resources are distributed.

### Type of Resources provided

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

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

### Costing Methodology

The schools SRS fee is calculated based on:

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

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

### The Textbook and Resource Allowance

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

Year level	TRA Rate
Years 7 to 10	\$160
Years 11 to 12	\$348

\*Information is correct at time of printing

### The SRS Participation Fee

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

Student in Year Level	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12
2027 SRS Fees				\$350.00		

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



# PACIFIC PINES STATE HIGH

---

## INSPIRING EXCELLENCE TO EMPOWER SUCCESS

### Financial Hardship

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

### Payment Arrangement

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

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

### Payment Method

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

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

### Contact Us

For all queries regarding the SRS and its inclusions, please contact Business Manager, Michelle Whitbread [bm@pacificpinesshs.eq.edu.au](mailto:bm@pacificpinesshs.eq.edu.au)

Yours faithfully,

Damien Burke  
**Principal**  
**Pacific Pines State High School**



## Fee Payment Arrangement Form

<b>Student Name:</b>			
<b>Year Level:</b>		<b>Date:</b>	

### Payment Arrangement Options:

**Please select your payment preference (select one option)**

	<b>Payment in Full:</b>	<b>Payment Due Date</b>
	A single payment for the full year fee – if payment made prior to 13 November of enrolment year a \$25 discount applies	Date of Enrolment

	<b>Payment by individual arrangement:</b>	<b>Payment Due Date</b>
	I wish to make payment via Centrepay deductions / organise a personalised payment plan with the school	

<b>PARENT / CAREGIVERS DETAILS</b>		
Surname:	Given Name:	Mobile:

Payment Options	Details
To make a payment over the telephone please call 1300 631 073 and follow the instructions.	
BPOINT	The BPOINT link can be found at the bottom of your invoice or via <a href="http://www.bpoint.com.au/payments/dete">www.bpoint.com.au/payments/dete</a> (access via any computer or smart phone).
Centrepay using your Centrelink / Family Tax Benefit funds.	Fortnightly deductions from these payments can be set up via Finance Office. All completed forms must be returned to the Finance Office. Please do NOT send your form directly to Centrelink. The finance office will record your payment preference and submit the form digitally on your behalf. <a href="#">Download the CENTREPAY Form here.</a>

**Please complete and return to [accountsreceivable@pacificpinesshs.eq.edu.au](mailto:accountsreceivable@pacificpinesshs.eq.edu.au)**

*If you are experiencing financial hardship, please email [bm@pacificpinesshs.eq.edu.au](mailto:bm@pacificpinesshs.eq.edu.au) and you will be contacted to discuss your options.*

# Student Resource Scheme - Participation Agreement Form

## The Student Resource Scheme

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

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

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

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

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

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

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

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

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

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

## Payment

On agreeing to participate in the SRS, a parent agrees to pay the participation fee as advised and invoiced by the school. For families experiencing financial hardship, please contact the school as soon as possible to discuss options available.

## Participation

**YES** **I wish to participate in the Student Resource Scheme.** I have read and understand the Terms and Conditions of the scheme (see reverse) and agree to abide by them and to pay the annual participation fee in accordance with the selected payment arrangement. I understand that I can opt out of participation in the SRS in any year by completing a new Participation Agreement Form.

**NO** **I have read the terms and conditions and I do not wish to participate in the Student Resource Scheme.** I understand I must provide my child with all items and resources that would otherwise be provided by the SRS as detailed in the information provided by the school. I understand that I can choose to join the SRS in future years by completing a new Participation Agreement Form.

<b>School Name</b>	Pacific Pines State High School
<b>Form Return Date</b>	
<b>Student Name</b>	
<b>Year Level</b>	
<b>Parent Name</b>	
<b>Parent Signature</b>	
<b>Date</b>	

### Privacy Statement

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



**Queensland  
Government**

# Terms and Conditions

## Definition

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

## Purpose of the SRS

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

## Participation in the SRS

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

## Non-Participation in the SRS

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

## The Resources

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

**Uncontrolled copy.** Refer to Department of Education Policy and Procedure Register <https://ppr.qld.gov.au/pp/student-resource-scheme-srs-procedure>

to ensure you have the most current version of this document.

- used/consumed by the student in the classroom; or
- hired to the student for their personal use for a specified period of time.

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

## Payment Arrangements

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

## Debt Management

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

**Parents’ Experiencing Financial Hardship**

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

# Additional Information

## Textbook and Resource Allowance (TRA)

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



# Rules and Policies Agreement

Scan the QR code to access all of the below policies on our website, or access them via the links below.

Parents/carers and students must sign below to state that they have read and agree to the below:



- [Student Code of Conduct](#)
- [Information for Parents regarding Third Party Website Consent](#)
- [BYOD Program Information](#)
- [Phone Policy](#)
- [Computer Usage Policy](#)
- [Uniform Policy](#)
- [Stationery List](#)

Parent/s Name: \_\_\_\_\_ Student Name \_\_\_\_\_

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

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



# PACIFIC PINES STATE HIGH

## INSPIRING EXCELLENCE TO EMPOWER SUCCESS

### Prospective Enrolment Consent Form

Please indicate your consent for Pacific Pines State High School to contact the current/previous school to obtain a student profile for further information if required:

Yes  No

#### Prospective Student Details

Legal Family Name			
Legal Given Name			
Preferred Family Name			
Preferred Given Name			
Date of Birth	/	/	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unspecified

#### School Details

Current/Previous School	
Current Year Level	

#### Parent/Guardian Contact Details

	Parent/Guardian 1	Parent/Guardian 2
Full Legal Name		
Relationship (e.g. Mother)		
Contact Phone Number 1	Mobile	Mobile
Address		
Email address		

Parent/Guardian Name: \_\_\_\_\_ Date: \_\_\_\_\_

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



## Enrolment Agreement

This enrolment agreement sets out the expectations of the student, Parents/Carers and the school about the education of students enrolled at Pacific Pines State High.

**Students in particular are required to follow our four core values**

- Be Safe
- Be Respectful
- Be Responsible
- Be a Learner

**We would like our parents/carers to:**

- show an active interest in their child's schooling
- cooperate with the school to achieve the best outcomes for their child
- support the school in maintaining a safe and respectful learning environment
- maintain constructive communication and relationships with staff regarding their child's learning, wellbeing and behaviour
- Provide the necessary resources and fees for students to participate in learning.

**At Pacific Pines SHS we will:**

- provide safe and supportive learning environments for your child
- provide inclusive and engaging curriculum and teaching
- initiate and maintain constructive communication and relationships with students and parents/carers
- Provide a supported pathway for your child throughout their schooling

**Attendance commitment:**

Any absences will be explained, and extended or repeated absences will be supported with relevant documentation. At the earliest opportunity I will notify the school of any issues that may prevent my child from attending. I acknowledge that my child may be unable to participate in any extracurricular activities if their attendance is not at least 95%, or they have followed the attendance excusal process.

Please note that we are unable to retrieve students from class for an early departure. Any early departures should be organised before school through Student Services.

If you would like further information regarding more detailed rules and regulations of the school, please go to Rules and Policies on the school's website <https://pacificpinesshs.eq.edu.au>.

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

---

Student's Signature

---

Parent/Guardian's Signature

---

On behalf of PPSHS



## Anti-Bullying Contract

We agree to work together to improve the quality of relationships in our community at Pacific Pines State High School. It is through intentional consideration of our behaviour and communication that we can reduce the occurrence of bullying, and improve the quality of the schooling experience for everyone.

The agreed national definition for Australian schools describes bullying as:

- ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behaviour that intends to cause physical, social and/or psychological harm;
- involving an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening;
- happening in person or online, via various digital platforms and devices and it can be obvious (overt) or hidden (covert). Bullying behaviour is repeated, or has the potential to be repeated, over time (for example, through sharing of digital records);
- having immediate, medium and long-term effects on those involved, including bystanders. Single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying.

We believe that no one deserves to be mistreated and that everyone regardless of race, colour, religion, immigration status, nationality, size, gender, popularity, athletic capability, academic outcomes, social ability, or intelligence has the right to feel safe, secure, and respected.

For the duration of my enrolment at Pacific Pines State High, I agree to:

- Treat everyone with kindness and respect
- Abide by the school's anti-bullying policies and procedures
- Support individuals who have been bullied
- Speak out against verbal, relational, physical bullying and cyber bullying
- Notify a parent, teacher, or school administrator when bullying does occur.

Student's Name: \_\_\_\_\_ Student's Signature: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_

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



# PACIFIC PINES STATE HIGH

## INSPIRING EXCELLENCE TO EMPOWER SUCCESS

### Internet Access Agreement

#### STUDENT

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

While I have access to the Internet:

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

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

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

#### PARENT OR GUARDIAN

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

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

I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend finally upon responsible use by students.

I believe \_\_\_\_\_ (name of student) understands this responsibility, and I hereby give my permission for him/her to access 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 Internet access for some time.

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

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

## State School Consent Form

### 1 IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

- Parent/carer to complete
- Mature/independent students may complete on their own behalf (if under 18 a witness is required).
- (a) Full name of individual: .....
- (b) Date of birth: .....
- (c) Name of school: ...*Pacific Pines State High School*.....
- (d) Name to be used in association with the person's personal information and materials\* (please select):

Full Name  First Name  No Name  Other Name .....

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

### 2 PERSONAL INFORMATION AND MATERIALS COVERED BY THIS CONSENT FORM

- (a) **Personal information** that may identify the person in section 1:
  - ▶ Name (as indicated in section 1) ▶ Image/photograph ▶ School name
  - ▶ Recording (voices and/or video) ▶ Year level
- (b) **Materials** created by the person in section 1:
  - ▶ Sound recording ▶ Artistic work ▶ Written work ▶ Video or image
  - ▶ Software ▶ Music score ▶ Dramatic work

### 3 APPROVED PURPOSE

If consent is given in section 6 of the form:

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

### 4 TIMEFRAME FOR CONSENT

**School representative to complete.**

- (a) Timeframe of consent: duration of enrolment.
- (b) Further identified activities not listed in the form and letter for the above timeframe: duration of enrolment.

### 5 LIMITATION OF CONSENT

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

### 6 CONSENT AND AGREEMENT

## ► CONSENTER – I am (tick the applicable box):

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

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

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

Print name of student .....

Print name of consenter.....

Signature or mark of consenter.....

Date .....

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

Date .....

### **SPECIAL CIRCUMSTANCES**

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

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

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

Print name of witness .....

Signature of witness ..... Date

## ► Statement by the person taking consent – when it is read

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

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

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

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

Print name and role of person taking the consent .....

Signature of person taking the consent .....

Date .....

### **Privacy Notice**

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



# PACIFIC PINES STATE HIGH

---

## INSPIRING EXCELLENCE TO EMPOWER SUCCESS

### Introduction to the State School Consent Form (attached) for Pacific Pines State High School

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

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

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

Your child's student materials:

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

#### Purpose of the consent

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

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

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

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

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

#### Voluntary

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

#### Consent may be limited or withdrawn

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

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

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



# PACIFIC PINES STATE HIGH

---

## INSPIRING EXCELLENCE TO EMPOWER SUCCESS

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

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

### Media sources used

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

- School website: [www.pacificpinesshs.eq.edu.au](http://www.pacificpinesshs.eq.edu.au)
- Facebook: <https://www.facebook.com/PacificPinesStateHighSchool>
- YouTube: @PacificPinesStateHighSchool
- Instagram: pacificpinessh
- School Center of Excellence prospectus
- Local newspaper
- School newsletter
- School yearbook
- School photos
- Traditional and online media, printed materials, digital platforms' promotional materials, presentations and displays.

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

### Duration

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

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

### Who to contact

To return a consent, express a limited consent or withdraw consent please contact [Enrolments@pacificpinesshs.eq.edu.au](mailto:Enrolments@pacificpinesshs.eq.edu.au).

Administration should be contacted if you have any questions regarding consent.



# PACIFIC PINES STATE HIGH

## INSPIRING EXCELLENCE TO EMPOWER SUCCESS

### Unique Student Identifier Collection, Verification and Privacy Form

To apply for your USI, please follow the steps below:

#### Step 1

Have your Medicare card or a colour picture of it handy as you are required to have your Medicare card number, your individual reference number and your card colour (yellow, green or blue)



**Step 2.** Click onto <https://www.usi.gov.au/students/get-a-usi> on a computer or mobile device & complete the online application.

**Step 3.** Complete the below details including your USI number that will be automatically emailed to you at the end of the process.

**Step 4.** Please make sure that both parent & student signatures have been completed on the back of this form.

Student details											
Student's full legal name											
Date of birth											
Enter your USI (if you already have one)											
Unique Student Identifier		<input type="text"/>									

You are advised and agree that you understand and consent to use of the personal information you provide about your application and verification of a Unique Student Identifier (USI).

From 1 January 2015, we Pacific Pines State High School can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a USI.



# PACIFIC PINES STATE HIGH

## INSPIRING EXCELLENCE TO EMPOWER SUCCESS

The USI is collected by the student identifiers registrar for the purpose of:

- applying for, verifying and giving a USI prior to issuance of Australian Qualification Framework (AQF) certification documentation and
- replacement of an authenticated AQF certification documentation
- recording a student's final outcomes that will be made available on the national USI register.

A student's verified USI and final assessment outcomes may be disclosed to:

- Commonwealth and State or Territory government departments, agencies and statutory bodies performing functions in relation to VET for:
  - the purpose of administering and auditing VET, VET providers and VET programs
  - educational related policy and research purposes and
  - to assist in determining eligibility for training subsidies
- VET regulators to enable them to perform their VET regulatory functions
- VET admission bodies for the purpose of administering VET and VET programs
- current and former registered training organisations (RTOs) to enable them to deliver VET courses to the individual, meeting their reporting obligations under the Standards for RTOs and the national USI scheme
- schools for the purpose of delivering VET courses to the individual and reporting on these courses
- the National Centre for Vocational Education Research Ltd (NCVER) for the purpose of creating authenticated VET transcripts, resolving problems with USIs and the collection, preparation and auditing of national VET statistics to which you may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. You may opt out of the survey at the time of being contacted
- any other authorised person or entity required by law to access the information to perform functions in the administration of the USI system and will not otherwise be disclosed without your consent unless authorised or required by or under law.

### Please Complete Student Declaration

Declaration			
<input type="checkbox"/> I hereby give permission for Pacific Pines State High School to use, and for the disclosure of, my personal information (which may include sensitive information) to verify, and my USI along with my final outcomes as indicated above.			
Student name		Parent/carer name	
Student signature		Parent/carer signature	
Date	Choose date.	Date	Choose date.



**\*Information published in this Enrolment Booklet was  
Correct at time of printing November 2025**

**Pacific Pines State High School**

15 Archipelago Street, Pacific Pines QLD 4211  
PO Box 380, Helensvale QLD 4212  
07 5502 5111

Administration Office - [office@pacificpinesshs.eq.edu.au](mailto:office@pacificpinesshs.eq.edu.au)  
Centre of Excellence - [coe@pacificpinesshs.eq.edu.au](mailto:coe@pacificpinesshs.eq.edu.au)  
Enrolments - [enrolments@pacificpinesshs.eq.edu.au](mailto:enrolments@pacificpinesshs.eq.edu.au)  
Finance - [finance@pacificpinesshs@eq.edu.au](mailto:finance@pacificpinesshs@eq.edu.au)  
Principal - [principal@pacificpinesshs.eq.edu.au](mailto:principal@pacificpinesshs.eq.edu.au)  
Sponsorship - [marketingandevents@pacificpinesshs.eq.edu.au](mailto:marketingandevents@pacificpinesshs.eq.edu.au)  
Student Absence - [studentabsence@pacificpinesshs.eq.edu.au](mailto:studentabsence@pacificpinesshs.eq.edu.au)

**[pacificpinesshs.eq.edu.au](http://pacificpinesshs.eq.edu.au)**

---

Pacific Pines State High School respectfully acknowledges the traditional custodians, the Kombumerri people, on whose land we have the privilege to live and work each day. We pay our respects to the Elders both past, present and emerging and thank them for allowing us to work together, share knowledge and walk alongside them in the education of our Jarjums.

---

**Follow us**

