



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](#).





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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.



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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 you Centrelink payment. Centrepay is a voluntary and easy payment option available to Centrelink customers. Go to humanservices.gov.au/centrepay for more information on how to set up your Centrepay deductions.

Contact Us

For all queries regarding the SRS and its inclusions, please contact Business Manager, Michelle Whitbread bm@pacificpinesshs.eq.edu.au

Yours faithfully,

Damien Burke
Principal
Pacific Pines State High School



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.

School Name	Pacific Pines State High School
Form Return Date	
Student Name	
Year Level	
Parent Name	
Parent Signature	
Date	

Privacy Statement

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



Terms and Conditions

Definition

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

Purpose of the SRS

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

Participation in the SRS

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

Non-Participation in the SRS

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

The Resources

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

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

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

Payment Arrangements

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

Debt Management

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

Parents’ Experiencing Financial Hardship

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

Additional Information

Textbook and Resource Allowance (TRA)

- The Queensland Government provides financial assistance to parents of students in Years 7 to 12, to offset the costs of textbooks and other resources. Assistance is provided in the form of a TRA which is paid through the school. Refer to the department’s website for current TRA rates <https://education.qld.gov.au/about-us/budgets-funding-grants/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.



Fee Payment Arrangement Form

Student Name:			
Year Level:		Date:	

Payment Arrangement Options:

Please select your payment preference (select one option)

	Payment in Full:	Payment Due Date
☐	A single payment for the full year fee – if payment made prior to 14 November of enrolment year a \$25 discount applies	Date of Enrolment

	Payment by individual arrangement:	Payment Due Date
☐	3 x Term Instalment Options	Instalment 1 – invoiced Term 4 of current year Instalment 2 – invoiced Term 1 of enrolment year Instalment 3 – invoiced Term 2 of enrolment year
☐	I wish to make payment via Centrepay deductions / organise a personalised payment plan with the school	

PARENT / CAREGIVERS DETAILS		
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 www.bpoint.com.au/payments/dete (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. Download the CENTREPAY Form here.

Please complete and return to accountsreceivable@pacificpinesshs.eq.edu.au

If you are experiencing financial hardship, please email bm@pacificpinesshs.eq.edu.au and you will be contacted to discuss your options.





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: _____





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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	☐ Male ☐ Female ☐ 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: _____



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.



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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
- 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.

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





PACIFIC PINES STATE HIGH

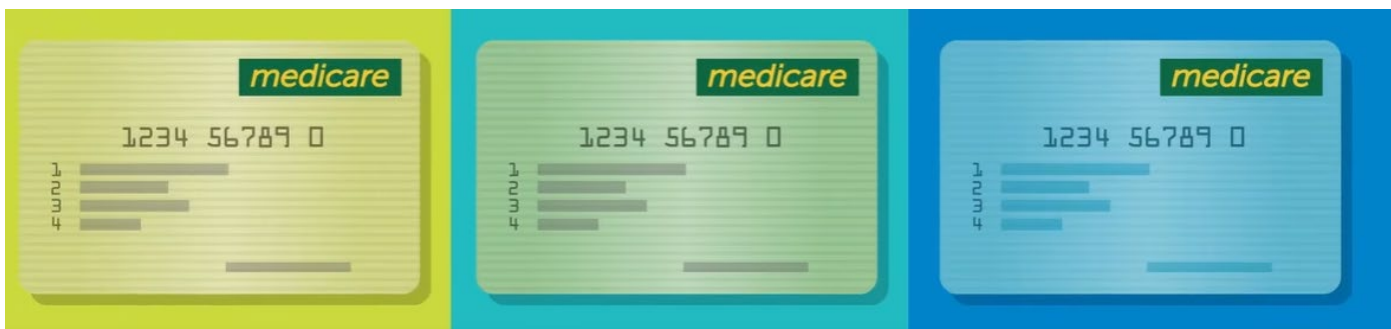
INSPIRING EXCELLENCE TO EMPOWER SUCCESS

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										

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.





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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			
☐ 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/carers name	
Student signature		Parent/carers signature	
Date	Choose date.	Date	Choose date.