



# Application for Student Enrolment

**Elanora State School**

**KP McGrath Drive  
Elanora QLD 4221**

**07 5559 9222  
principal@elanorass.eq.edu.au  
elanorass.eq.edu.au**

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# ELANORA STATE SCHOOL



**EXCELLENCE AND HONOUR**

## APPLICATION FOR STUDENT ENROLMENT

Please use BLOCK letters and a blue or black pen to complete this form

Office Use Only	
Date Received	Initial
Approved: Yes <input type="checkbox"/>	No <input type="checkbox"/>
D.P. Signature	
Approved: Yes <input type="checkbox"/>	No <input type="checkbox"/>
Toni Robinson, Principal	

<b>APPLICANT NAME:</b>	<b>DOB:</b>	<b>PARENT'S PHONE:</b>
<b>PARENT'S NAME:</b>	<b>PARENT'S EMAIL</b>	

**PARENT'S ADDRESS:**

Application for entry into which grade?: (please circle)	Prep	1	2	3	4	5	6
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Local Catchment: Yes:  / No  Please note any sibling(s) currently enrolled in Elanora State School  
 Sibling Name (s)

Learning Support or Special Needs: Yes  / No  Details:

**We must sight the following ORIGINAL documents—certified copies are not accepted.**

*A statutory declaration and or further documents may be required: In instances where the required documentation is not able to be provided, the enrolment officer will advise the school's requirements, taking into account individual circumstances*

Child's Original Birth Certificate	Australian Citizenship Certificate (of Student not Parent); <b>or</b> Australian or New Zealand Passport (of Student not Parent); <b>or</b> Appropriate Visa and Passport (of Student not Parent);
Latest NAPLAN report	
Child's Original School Reports for previous two semesters;	

### IN CATCHMENT APPLICATIONS

HOME OWNER	LEASE HOLDER
Signed, unconditional sale agreement/or letter of confirmation from your solicitor of unconditional sale; or Current Gold Coast City Council rates notice; <b>and</b>	Current long-term (min 6 months) Rental Agreement stamped and signed by real estate agency; <b>and</b>
Current account for supply of domestic electricity (showing usage); or One other document verifying current address	Original receipt from The Residential Tenancies Authority (RTA) for lodgement of the rental bond; <b>and</b>
	Current account for supply of domestic electricity (showing usage)

### OUT OF CATCHMENT APPLICATIONS—These may be accepted if the school has vacancies

Reasons why you wish to enrol outside your catchment area

Child's special interests or talents:

Please note: Applications must be completed in full and include all documents. Incomplete applications will not be processed.

Phone: 07 55599222

Fax: 07 55599200

Email: [principal@elanorass.eq.edu.au](mailto:principal@elanorass.eq.edu.au)

Web: [www.elanorass.eq.edu.au](http://www.elanorass.eq.edu.au)

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### ENROLMENT AGREEMENT—ELANORA STATE SCHOOL

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

#### ***Responsibility of student to:***

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

#### ***Responsibility of parents to:***

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

#### ***Responsibility of school staff to:***

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



## ENROLMENT AGREEMENT—ELANORA STATE SCHOOL continued

- set, mark and monitor homework regularly in keeping with the school’s homework policy
- contact parents and carers as soon as is possible if the school is concerned about the child’s school work, behaviour, attendance or punctuality
- deal with complaints in an open, fair and transparent manner in accordance with departmental procedure, Complaints Management – State Schools
- treat students and parents with respect .

I accept the rules and regulations of Elanora State School as stated in the school policies that have been provided to me as follows:

- Student Code of Conduct
- Student Dress Code
- Attendance Policy
- School Charges and Voluntary Contributions as outlined in an information letter sent home
- Appropriate and Safe Use of School Network, School Device and Mobile Phone Policy

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

Student Signature:

Parent/Carer Signature:

On behalf of Elanora State School

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.....

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## STUDENT DRESS CODE

Elanora State School is a uniform school in accordance with the decision made by the school community. Parents are requested to support the school by ensuring their son/daughter complies with the school dress code.

The purpose of the school dress code is to:

- Reinforce and complement our high standards of behaviour, learning and achievement
- Promote social justice by allowing all students to present well each day at school
- Present a positive image within our local community
- Make intruders into the school easily identifiable

### General Appearance

All students are required to wear the uniform correctly and are encouraged to take pride in their appearance and keep their uniform neat and tidy.

### Hair

Hair must be clean, neat and tidy and of uniform length and in a style appropriate for school. The hair must be of natural toning and consistent in colour. Long hair must be tied back and off the face. Shoulder length hair or longer is to be tied back. Collar length hair may also need to be tied back if it is untidy. Hair should be tied back in a full ponytail, plait or bun rather than only half the hair being tied back. Ribbons or scrunchies should be in the school colours of green or white. Extreme hair styles such as mohawks, rat's tails, shaved sections, tracks, multi toning, etc, are not permitted.

### Jewellery

Students are only permitted to wear a watch, identification and medical bracelets. Students with pierced ears may wear gold or silver studs or sleepers. Spacers of any description are not permitted. For sport, only studs can be worn. Facial studs (including tongue) of any kind are not permitted to be worn.

### Other

Students are only permitted to wear the Elanora SS broad brim hat. No other hats are permitted to be worn with the uniform before, during and after school. Students are required to wear the school hat when playing in areas other than the undercover areas.

Makeup and coloured fingernail polish are not permitted.

Body ink (tattoos) real or fake are not permitted.

### Elanora State School Uniform

Boys Green Polo shirt with bottle green shorts. The approved green school hat (can only be purchased from our Uniform Shop). Plain black school shoes (with black soles and laces) or joggers (with black soles and laces) and white socks. Joggers must be lace up and suitable for physical activity. Canvas shoes and slip-on shoes of any description are not permitted.

Girls A-line dress in school check with bottle green collar. Blouse in school check or green polo shirt. Bottle green skirt, skort or shorts. The approved green school hat (can only be purchased from our Uniform Shop). Plain black school shoes (with black soles and laces) or joggers (with black soles and laces) and white socks. Joggers must be lace up and suitable for physical activity. Laces must be black. Canvas shoes and slip-on shoes of any description are not permitted.



## STUDENT DRESS CODE continued

Winter Accessories include a green taslon jacket, polar fleece jumper and track pants in school colours. Tights may be worn in school colours.

Full school uniform is worn all week. Students in years 5 – 6 are required to wear their sports shirt on Fridays.

On the rare occasion that a student is unable to be correctly attired they should present a note to their relevant Deputy Principal before school.

Students must remember that when in their school uniform outside of school they are representatives of Elanora State School and are required to behave in the expected exemplary manner.

In reference to this dress code policy and in accordance with the 'The Education (General Provisions) Act 2006', Elanora State School may:

- Issue a 'Uniform Breach' form to students for not complying with the policy
- Impose a detention for a student during lunch or after school (if after school, parents will be advised before detention occurs)
- Prevent a student from attending or participating in any activity for which the student is representing the school (e.g. school sport, excursions)
- Prevent a student from attending or participating in any school activity that is not an essential school educational program (e.g. no hat, no play).

We look forward to the continued support of parents and carers to ensure that our Dress Code is applied in a fair and consistent manner.

Toni Robinson  
Principal Elanora SS





## ATTENDANCE POLICY

### Rationale

All schools in Queensland are committed to providing safe and supportive learning environments for all students which address their educational needs. Elanora State School expects that all students will attend school, on every school day for which the child is enrolled. This attendance policy aims to ensure that all students are given the best opportunity to learn by outlining the responsibilities of the school, parents and students in managing attendance.

### School community beliefs about the importance of attending school

It is important that students, staff and parents/carers have a shared understanding of the importance of attending school. Elanora State School

- is committed to promoting the key messages of Every Day Counts
- believes all children should be enrolled at school and attend school all day, every school day
- monitors, communicates and implements strategies to improve regular school attendance
- believes truanting can place a student in unsafe situations and impact on their future employability and life choices
- believes attendance at school is the responsibility of everyone in the community.

### Responsibilities

#### School responsibilities:

- monitor and identify student absences
- advise parents/carers if their child is not at school
- follow up unexplained absences
- follow Education Qld policy and procedures for enforcing enrolment and attendance: <http://ppr.det.qld.gov.au> *Managing Student Absences and Enforcing Enrolment and Attendance at State Schools*

#### Student responsibilities:

- Attend school each day unless there is an acceptable reason for an absence
- Make every day count in their learning

#### Parent responsibilities:

- Ensure that their child/ren is enrolled at school and regularly attends the educational program of which they are enrolled.
- Ensure that their child arrives on time every school day
- Contact the school prior to any planned absence or within 2 days of returning by:



### ATTENDANCE POLICY continued

- ◆ Telephone the School Office: (07) 5559 9222
- ◆ Email: [principal@elanorass.eq.edu.au](mailto:principal@elanorass.eq.edu.au)
- ◆ In Person: verbally or via a hand written letter signed by the parent. This may take the form of a medical certificate if the child has been absent for multiply days with illness.
- ◆ Q Parents App
- ◆ SMS Response

### Strategies

At Elanora State School we promote 100% attendance by:

- Implementing the School Attendance Policy
- Developing a safe and supportive school environment that promotes positive relationships, including the implementation of programs that develop social and emotional skills and signposting families to support mechanisms for families (Guidance Officer, Queensland Police, Department of Child Safety, CYMHS, Kids Hope)
- Consistently recording and following up explained student absences
- Monitoring the school's attendance data to identify absenteeism trends and individual students with high levels of absenteeism
- Promoting high expectations for school attendance to the school community by communicating that higher school attendance is associated with higher student achievement (newsletters, assemblies, school website, parent meetings)

### Responses to absences

When a student is absent without explanation for 3 days or a pattern of absences has been identified, Elanora State School will take the following actions:

- The parent or carer will be contacted by the class teacher to determine if there is a reasonable excuse for the absence/s (*Director General's Guidelines ss176 and 239 of the Education (General Provisions) Act 2006*)
- Class teacher will use OneSchool to record contact with parents and carers regarding unexplained absences
- If, after 3 weeks, the student is still not attending school regularly, the school will follow the processes for managing student absences as outlined in the *Education (General Provisions) Act 2006*. This includes the reporting of persistent and/or unexplained absences to Education Queensland, The Queensland Police Service and the Department of Child safety.

### Some related resources

**Every Day Counts** <http://education.qld.gov.au/everydaycounts/index.html>

**Departmental Policies and Procedures**

[Managing Student Absences and Enforcing Enrolment and Attendance at State Schools](#)

[Roll Marking in State Schools](#)

<https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/E/EducGenPrA06.pdf>



## PARENT NOTICE FOR ACCESS TO RELIGIOUS INSTRUCTION IN SCHOOL HOURS

Religious instruction Queensland state schools embrace a multitude of cultural, religious and non-religious beliefs Under the Education (General Provisions) Act 2006, schools are to provide Religious instruction (RI) if approached by a faith group seeking to provide RI and students of that faith attend the school.

RI informs students about the beliefs and values of a particular religion. It is delivered by volunteers of a faith group using instructional materials approved by that faith group. RI is required to be consistent with legislation and Department of Education policies and procedures.

All RI instructors must hold a blue card and participate in compulsory Student Protection and Code of Conduct training. RI instructors are only entitled to deliver the RI program outlined below. A school staff member will be present during the delivery of RI.

Participation in RI is not compulsory. Any student (except Prep students) may participate in RI if a parent has provided written instructions to the school.

Students are allocated to RI based on information provided by parents on the completed Application for student enrolment unless other written instructions have been provided to the school.

**Note.** This consent remains in effect unless the parent informs the school otherwise in writing. (RI) is offered at the school and is conducted weekly.

The faith group that provides religious instructors to deliver an authorised program is listed below:

Arrangements for programs	Participating faith group/s	Name of authorised program
Cooperative program	Combined Christian Ecumenical	Connect

## ACCIDENT INSURANCE COVER FOR STUDENTS

Some school activities and physical education, particularly contact sports, carry inherent risks of injury. Parents are advised that the department does not have Student Accident Insurance cover for students.

If your child is injured at school as a result of an accident or incident, all costs associated with the injury, including medical costs, are the responsibility of the child, parent or caregiver. Some incidental medical costs may be covered by Medicare. If parents have private health insurance, some costs may also be covered through the private health insurance. Any other costs would be borne by the parents. Student Accident Insurance is an insurance policy that pays certain benefits in certain circumstances should your child have an accident.

It is a personal decision for parents as to the types and levels of private insurance they arrange to cover their child for any accidental injury that may occur.

Parents should contact their insurer or an approved Australian insurance broker for more information about student personal accident insurance cover for their child.

**I have read, understood and agree with the above mentioned:**

Signature of the parent or guardian: \_\_\_\_\_

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



### MAKING A COMPLAINT—INFORMATION FOR PARENTS AND CARERS

During the course of your child's school years, you may have cause to make a complaint about an issue or concern you have with their education.

The department is committed to ensuring that all complaints are dealt with in a fair and equitable manner. There are processes and support networks in place to enable you and your child to work through any issues or concerns you may have. It is not appropriate to use Social Media to attempt to resolve issues or make complaints.

To achieve an effective resolution for all parties, when making your complaint, you should ensure you:

- provide complete and factual information in a timely manner
  - deliver your complaint in a calm and reasoned manner
  - avoid making frivolous or vexatious complaints or using deliberately false or misleading information.
- You should be aware that if you are making a complaint about a staff member that, in most instances, the staff member will be told of the complaint and offered the right of reply. You also have the right to have a support person participate throughout the process.

The following four-step procedure is in place to assist parents/carers and school staff to reach an outcome that is in the best interest of the student.

#### 1. DISCUSS YOUR COMPLAINT WITH THE CLASS TEACHER

If your complaint is with your child's teacher or relates to an issue concerning your child's experience at school, make an appointment with that teacher as soon as possible through the school administration. Discuss your complaint with the teacher and give the teacher an opportunity to suggest a solution. The teacher will make a record of your complaint and report your meeting and any outcomes to the school principal. Together, both you and your child's teacher should be able to resolve the problem at this level.

#### 2. DISCUSS YOUR COMPLAINT WITH THE PRINCIPAL

If after approaching your child's teacher your complaint remains unresolved, make an appointment to see the school principal to discuss the issue further. Alternatively, you and the teacher may agree to ask the principal to act as a go-between in informal conflict resolution in an attempt to resolve the problem.

If your complaint relates to more general school matters, including issues of school policy and issues of compliance or non-compliance, you should raise your complaint directly with the principal or their delegate. The principal may refer your complaint to a delegate such as the deputy principal or Business Services Manager. The staff member will make a record of your complaint and work with you to come to a resolution. Complaints to the principal may be lodged in person, by telephone, writing or via email.

#### 3. CONTACT YOUR LOCAL EDUCATION OFFICE

If you have discussed your complaint with the principal and still feel that you have not reached a resolution, you have the right to contact your local departmental office.

Complaints may be lodged by telephone or in writing. Your complaint should be specific in detail and outline the steps you have taken to resolve the issue. Ensure your complaint includes your full name and address and that you have signed and dated it. It is also a good idea to keep a copy for your own records. Anonymous complaints will only be acted on if enough information has been provided to allow for follow-up with the relevant school principal.

When you contact your local education office a record will be made of your complaint. You will also be advised that your name and the nature of your complaint will be reported back to the principal of your school. Local office staff will then work with you and your school to seek a resolution. Addresses and telephone numbers for the departmental offices are listed in the White Pages of your local telephone directory and are also available through the [State schools regional office contacts](#).

#### 4. INDEPENDENT REVIEW

If you have not been able to resolve your complaint through these formal processes, you can lodge your complaint with the Queensland Ombudsman. The Ombudsman may be contacted at:

Office of the Ombudsman, GPO Box 3314, Brisbane, Qld 4001  
Email: [ombudsman@ombudsman.qld.gov.au](mailto:ombudsman@ombudsman.qld.gov.au) Telephone (07) 3005 7000 or 1800 068 908 Fax (07) 3005 7067

#### THE ROLE OF PARENTS AND CITIZENS' ASSOCIATIONS (P&C's)

Complaints about services that are run or managed by the P&C at your school, should be directed to the P&C.



## Appropriate and Safe Use of School Network, School Device and Mobile Phone Contract

At Elanora Primary School:

- We strive to provide students with authentic, valuable learning experiences that help them to become regional and global citizens.
- ICT will be used and monitored to prepare our students to actively and ethically communicate and collaborate in a digital world.
- Students' mobile phone usage during school hours is prohibited.

To enhance learning at Elanora Primary School, students engage with age appropriate social media and online learning communities. These include education Apps, Blogging, the Learning Place with the possibility of using other ICT learning artefacts as they are developed and become available in a classroom setting.

The aim of this contract is to ensure that students will benefit from learning opportunities offered by the school's internet resources in a safe and productive manner. Internet access and usage at Elanora State School is considered a school resource and, as such, a privilege.

Before signing this Contract, students and parents/guardians should carefully read the following ICT Policy to ensure that the conditions of use are fully understood and accepted.

Mrs Toni Robinson  
Principal



## Appropriate and Safe Use of School Network, School Device and Mobile Phone Contract

### General Use of School Devices

1. I will take care of ICT resources.
2. I will keep food and drinks away from school devices.
3. I will not damage ICT equipment.
4. I will immediately report any accidents or breakages to my parents and teachers
5. I will not use school computers for unapproved games.
6. I will not attempt to break copyright (eg by illegally copying software).

### Content

1. I will use school devices and ICT facilities only to support my school learning program as directed by my teacher whilst at Elanora State School. I understand that it is impossible for the school to screen or filter out all material that is inappropriate, offensive or controversial. I will not undertake or look for, store or copy anything that is illegal, dangerous or offensive on a device, mobile phone or computer/laptop.
2. I permit school staff to perform checks to monitor that I have not installed illegal / unsuitable software applications and content, and to check the websites/apps which I visit and my communication with others. I understand there will be consequences for inappropriate use including, but not limited to, loss of privilege of using devices for a period of time.

### Safety and Security

1. Whilst at school, I will only connect devices to Education Queensland's Managed Internet Service, which is monitored for inappropriate use, content and language.
2. I am not permitted to use any personal network connections on devices while on the school grounds, including installed 3G/4G cards or mobile device hotspots.
3. Whilst at school, I will only access websites and apps that support my learning.
4. I will only use my school email account for emails related to my learning.
5. I will not use social media apps for users aged 13 such as Facebook, Instagram, Musically, WhatsApp or Snapchat to communicate with students at all. (If I receive any inappropriate emails or social media messages at school I will tell my teacher. If I receive any at home, I will tell my guardians).
6. I will be Cyber Safe and Cyber Smart when using the internet. [Cybersmart.gov.au](http://Cybersmart.gov.au)
7. I will only take photos, on school devices, when instructed by my teacher.
8. For security reasons, I am not to share account names and passwords with anyone unless requested by Elanora State School staff when trouble shooting the device.
9. I will not divulge personal information (e.g. name, parent's name, address, phone numbers, photos), via the internet or email, to unknown entities or for reasons other than to fulfil the educational program requirements of the school.



## Appropriate and Safe Use of School Network, School Device and Mobile Phone Contract

### Mobile Phones

Mobile phones cannot be used on school grounds. I understand that once I enter school grounds, my mobile phone must be switched off and remain in my school bag at all times, unless another arrangement has been made by the Deputy Principal or Principal through the Mobile Phone Support Plan.

I cannot text, ring or use the internet on a personal mobile phone whilst on school grounds.

If I bring a mobile phone to school for use before or after school, I understand that I am responsible for the safety of my phone.

I understand that if I use my mobile phone at school there will be consequences for inappropriate use in line with the Student Code of Conduct.

I understand the following behaviours are unacceptable:

- Use of a mobile phone or device in an unlawful manner.
- To download, distribute or publish offensive messages or pictures.
- Use of language and/or threats of violence that may amount to bullying and/or harassment, or to insult, harass or attack others by using obscene, racist, derogatory or abusive language.
- To deliberately waste printing and internet resources or damage computers, printers or equipment.
- To use social media, online email and internet chat at school (social media apps for children aged 13, such as Facebook, Instagram, Musically, WhatsApp or Snapchat cannot be used to communicate with students on devices at school).
- To knowingly download viruses or any other programs capable of breaching the department's networks security.
- To use in-phone/device cameras or videos without teacher direction or anywhere a normal camera would be considered inappropriate, such as in change rooms or toilets.
- To invade someone's privacy by recording personal conversations, taking photographs or daily activities and/or the further distribution (e.g. forwarding, texting, uploading, Bluetooth use etc.) of such material.

### Smart Watches

Smart watches must remain on school mode and cannot be accessed during the school day to communicate.

### BYOD

Please refer to the BYOD Student Charter located on our Website.

### Staff Support

Staff will deliver education programs as part of their Student Code of Conduct on how to be Cybersmart and Cybersafe.

Teachers will explicitly teach the responsibilities outlined in this contract and develop classroom procedures to support the safe and meaningful use of ICT devices to enhance educational outcomes.

This contract has been developed to align with Department of Education, Training and Employment's Acceptable use of the Departments Information, communication and Technology ICT Network and Systems Policy and should be read in conjunction with this

contract.





## Appropriate and Safe Use of School Network, School Device and Mobile Phone Contract

### Student Agreement:

I understand that my online behaviours are capable of impacting on the good order and management of the school whether I am using the school's ICT facilities and/or my devices inside or outside of school hours.

I understand that should the school decide I have broken the rules for using its ICT facilities and devices, appropriate action may be taken, as per the Student Code of Conduct, which may include loss of access to the network (including the internet) for a period of time as deemed by the principal, together with disciplinary action.

I will use school devices safely, responsibly and lawfully and in accordance with the Appropriate and Safe Use of School Network, School Device and Mobile Phone Contract and the school's Student Code of Conduct.

I have read and understood the Elanora State School Appropriate and Safe Use of the School Network, School Device and Mobile Phone Contract and I agree to abide by the rules whilst enrolled at Elanora State School.

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**Student's name**

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**Class**

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**Student's signature**

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**Date**

### Parent or Guardian Agreement:

I understand that the school provides my child with access to the school's information and communication technology (ICT) facilities and devices (including the internet) for the purposes of engaging in purposeful, educational learning experiences.

I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information depends upon responsible use by my child as well as responsible supervision by myself. I believe that my child understands this responsibility and I hereby give my permission for him/her to access and use the school's ICT facilities, networks and devices.

I understand that where my child engages in inappropriate online behaviours that negatively impact on the good order and management of the school, then disciplinary action, in line with the School's Student Code of Conduct, may be commenced at the discretion of the principal.

I acknowledge and accept that the school does not accept liability for any loss or damage suffered to a personal device.

By signing this document, I acknowledge that I have read and understood the Elanora State School Appropriate and Safe Use of the School Network, School Device and Mobile Phone Contract, and I agree to its conditions.

I understand that this contract has been developed to align with the Department of Education, Training and Employment's Acceptable use of the Department's Information, Communication and Technology (ICT) Network and Systems Policy. I acknowledge having received a copy of this document.

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# ELANORA STATE SCHOOL



Parent name

Parent signature

Date

EXCELLENCE AND HONOUR



## PARENT / CARER ENROLMENT CHECKLIST

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

The checklist below allows for a smooth enrolment application process. Please ✓ to ensure you have included the following documents with your Application for Enrolment into Elanora State School.

Please ensure you bring originals of **ALL** Documents required and a **photocopy** of each. Please ensure all appropriate forms are **FULLY COMPLETED** before returning to the school for processing or this **may delay your application process.**

<input type="checkbox"/>	Application for <b>STUDENT ENROLMENT FORM</b>
<input type="checkbox"/>	Copy of <b>BIRTH CERTIFICATE</b> and/or <b>AUSTRALIAN</b> or <b>NEW ZEALAND PASSPORT</b> (of Student NOT Parent) or <b>AUSTRALIAN CITIZENSHIP CERTIFICATE</b> (of Student NOT PARENT) or <b>TRAVEL DOCUMENTS</b>
<input type="checkbox"/>	Copies of Child's Original Report Cards for previous two semesters
<input type="checkbox"/>	Copies of Latest NAPLAN Report
<b>Proof of residential address if living IN CATCHMENT</b> (checklist below) <i>A statutory declaration and or further documents may be required: In instances where the required documentation is not able to be provided, the enrolment officer will advise the school's requirements, taking into account individual circumstances.</i>	
Home Owner:	
<input type="checkbox"/>	Signed, unconditional sale agreement/ or A letter of confirmation from your solicitor of unconditional sale; <b>or</b>
<input type="checkbox"/>	Current Gold Coast City Council rates notice; <b>and</b>
<input type="checkbox"/>	Current account for supply of domestic electricity (showing usage); <b>or</b>
<input type="checkbox"/>	One other document verifying current address
Lease Holder:	
<input type="checkbox"/>	Current long-term (min 6 months) Rental Agreement stamped and signed by real estate agency; <b>and</b>
<input type="checkbox"/>	Original receipt from The Residential Tenancies Authority (RTA) for lodgement of the rental bond; <b>and</b>
<input type="checkbox"/>	Current account for supply of domestic electricity (showing usage)
<b>Proof of residential address if living OUT OF CATCHMENT</b> (checklist below) <i>A statutory declaration and or further documents may be required: In instances where the required documentation is not able to be provided, the enrolment officer will advise the school's requirements, taking into account individual circumstances.</i>	
Home Owner:	
<input type="checkbox"/>	Current Council rates notice; <b>and</b>
<input type="checkbox"/>	Current account for supply of domestic electricity (showing usage); <b>and</b>
<input type="checkbox"/>	A letter to the Principal (outlining why you need/want to enrol outside your catchment area)
Lease Holder:	
<input type="checkbox"/>	Current Rental Agreement stamped and signed by real estate agency; <b>and</b>
<input type="checkbox"/>	Current account for supply of domestic electricity (showing usage); <b>and</b>
<input type="checkbox"/>	A letter to the Principal (outlining why you need/want to enrol outside your catchment area)