MARGARET RIVER SENIOR HIGH SCHOOL

STUDENT APPLICATION FOR ENROLMENT

YEAR 11 - 2018

Filling in this form does not entitle this student to attend Margaret River Senior High School.
This document becomes an enrolment form when the student is offered a place at Margaret River Senior High School.

When you enrol your child at MRSHS, please check that you have included copies of the following:

- Birth certificate ☐
- Immunisation certificate ☐
- Proof of address ☐
- Identity documents (if applicable) ☐
- Court order (if applicable) ☐

If your child was NOT born in Australia, you must provide:
- Evidence of the date of entry into Australia;
- Passport or travel documents; and
- Current visa and previous visas (if applicable).

STUDENT DETAILS

Surname: _____ Address: _____

Legal Surname: _____

1st Name: _____ Suburb: _____

2nd Name: _____ Postcode: _____

Preferred Name: _____ Home Phone: _____

Date of birth: _____ / _____ / _____ Gender: Male ☐ Female ☐

Country of birth: _____ 2017 School _____

Religion _____ Main Language _____

Names of brothers and sisters attending MRSHS in 2017:

Has the student ever been excluded from another school? Yes ☐ No ☐

If "Yes", name of school:

Is the student of Aboriginal or Torres Strait Islander origin?: NO ☐ YES ☐ If Yes, please indicate below:

Aboriginal ☐ Torres Strait Islander ☐ Both Aboriginal and Torres Strait Islander ☐

Citizenship: ☐ Australian ☐ Other – please specify: _____

Permanent Resident: YES ☐ NO ☐ If No, please provide student's Visa Sub-Class No: _____

Date entered Australia: / /

Is this student in the care of the Department for Child Protection (DCP) Chief Executive Officer?
☐ NO ☐ YES

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

Is this student subject to any court orders in respect of their care, welfare and development:

☐ NO ☐ YES - please attach details and copies of Court Orders.

PERSON RESPONSIBLE FOR ACCOUNTS

Person responsible for paying 100% of the student's Contributions & Charges, this is the person who will receive all correspondence regarding Contributions and Charges and statements.

<u>This can only be one person</u>.

Parent/Guardian 1 ☐ **OR** **Parent/Guardian 2** ☐

PARENT/RESPONSIBLE PERSON DETAILS

Student lives with: ☐ Both Parents at same residence	☐ Mother OR ☐ Father ☐ Shared custody – please attach supporting documents ☐ Neither Parent – other guardian, please specify

FAMILY MAIL MARKER

The person to whom **all mail will be sent** (*If addresses are different you can choose to have mail sent to both parents*)

☐ Parent/Guardian 1 ☐ Parent/Guardian 2 ☐ Send copy to both parents

PARENT/GUARDIAN 1 *Parent/Guardian 1 is the main contact.*

Mother (please tick):☐ Father (please tick): ☐ Other (please specify relationship):

Title:	First Name:	Surname:

Mailing address (if different from student residential address):

Mobile Ph:	Home Ph:
Occupation/Workplace:	Work Ph:

Email address:

PLEASE PRINT CLEARLY *Please provide email address as this is the main form of contact used by the school.*

Do you mainly speak English at home? ☐ YES ☐ NO _____

If **NO** please specify which language *(if more than one language, indicate the one that is spoken most often).*

What is the highest year of primary or secondary school you have completed? If you did not attend school mark 'Year 9 or equivalent or below'.	What is the level of the highest qualification you have completed?
☐ Year 12 or equivalent. ☐ Year 11 or equivalent. ☐ Year 10 or equivalent. ☐ Year 9 or equivalent or below	☐ Bachelor degree or above ☐ Advanced Diploma or Diploma ☐ Certificate I to IV (indicating trade certificate) _____ ☐ Nil

What is your occupation group? (Please select the appropriate parental occupational group from the list provided on the back page)

☐ Group 1 ☐ Group 2 ☐ Group 3 ☐ Group 4 ☐ N/A

If you are not currently in paid work, but have had a job in the last 12 months, please use your last occupation.
If you have not been in paid work in the last 12 months, tick 'N/A'.

PARENT/GUARDIAN 2

Mother (please tick):☐ Father (please tick): ☐ Other (please specify relationship):

Title:	First Name:	Surname:

Mailing address (if different from student residential address):

Mobile Ph:	Home Ph:
Occupation/Workplace:	Work Ph:

Email address:

Please print clearly. *Please provide email address as teachers use email to contact parents in relation to student program.*

Do you mainly speak English at home? ☐ YES ☐ NO _____

If **NO** please specify which language *(if more than one language, indicate the one that is spoken most often).*

What is the highest year of primary or secondary school you have completed? If you did not attend school mark 'Year 9 or equivalent or below'.	What is the level of the highest qualification you have completed?
☐ Year 12 or equivalent. ☐ Year 11 or equivalent. ☐ Year 10 or equivalent. ☐ Year 9 or equivalent or below	☐ Bachelor degree or above ☐ Advanced Diploma or Diploma ☐ Certificate I to IV (indicating trade certificate) _____ ☐ Nil

What is your occupation group? (Please select the appropriate parental occupational group from the list provided on the back page)

☐ Group 1 ☐ Group 2 ☐ Group 3 ☐ Group 4 ☐ N/A

If you are not currently in paid work, but have had a job in the last 12 months, please use your last occupation.
If you have not been in paid work in the last 12 months, tick 'N/A'.

ADDITIONAL EMERGENCY CONTACT (*If PG1 and PG2 cannot be contacted.)*

Title:	First Name:	Surname:
Please indicate relationship to student: e.g. Grandparent/Aunt/Friend:		
Address:		
Mobile Ph:	Work Ph:	Home Ph:

MEDICAL DETAILS - Please attach a copy of your child's current immunisation records

STUDENT NAME

Medical Practice (Name and Address):

Doctor's Name: Phone:

Medicare Number ☐☐☐☐ ☐☐☐☐☐ ☐☐ Expiry Date _____

Valid Health Care Card ☐ NO ☐ YES Expiry Date _____

Permission to administer First Aid if the need arises: ☐ NO ☐ YES

Permission to call Doctor if the need arises: ☐ NO ☐ YES

Do you have ambulance cover? ☐ NO ☐ YES

(If there is a medical emergency parents/guardians are expected to meet the cost of the ambulance)

Does the student have any disability ☐ NO ☐ YES – if yes please specify.

Disability: _____

Please indicate where you have documentation about your child's disability in any of the following areas. Copies of this documentation will be required for school records.

- ☐ Autism Spectrum Disorder
- ☐ Deaf or Hard of Hearing
- ☐ Specific Speech Language Impairment
- ☐ Intellectual Disability
- ☐ Severe Mental Disorder
- ☐ Global Development Delay (prior to age 6)
- ☐ Vision Impairment
- ☐ Physical Disability

HEALTH CARE CONDITIONS/NEEDS

Does the student have a medical condition or intensive health care need? ☐ NO ☐ YES

If YES please specify.

- ☐ Allergy – Anaphylaxis
- ☐ Allergy – Other _____
- ☐ Asthma
- ☐ Diabetes
- ☐ Diagnosed migraine/headaches
- ☐ Seizure disorder (e.g. epilepsy)
- ☐ Hearing condition (e.g. otitis media)
- ☐ Mental health or behavioural (e.g. depression, ADD/ADHD)
- ☐ Intensive Health Care Need (e.g. tube feeding)
- ☐ Other: _____

If the student has a medical condition or intensive health care need you will also need to complete a separate Health Care Authorization and discuss with the School Nurse, contact number is 9757 0719.

DENTAL DETAILS

Dental Practice (Name and Address):

Dentist's Name: Phone:

Permission to call Dentist if the need arises: ☐ NO ☐ YES

ADDITIONAL MEDICAL INFORMATION

2018 OFF SITE PHYSICAL EDUCATION LESSONS

Due to the nature of our general and specialised Physical Education, Outdoor Education and Dance Programs at MRSHS, many of our classes are conducted off-site. These sites will vary depending on the specific course that you child is enrolled in. There is a general list of sites below, but it is recommended that you contact the Physical Education Learning Area at school if you have any concerns regarding these activities and their locations.

Students will be provided with a level of supervised suitable to their year level to and from the venues by staff, and these staff will be in contact with the school if any medical emergencies should arise. A Physical Education uniform is available from the MRSHS Uniform Shop and it is **compulsory** for students to wear this uniform for all Physical Education lessons. The uniform is also a very effective means of identifying our students at offsite venues.

This signed permission also allows students to be off-site for School Carnivals and Assemblies.

This permission form must be renewed annually.

Students will not be able to participate in off-site activities if consent form is not completed.

Activities	Off-Site Venues
Year 7,8,9,10 General Physical Education	Margaret River Recreation Centre Margaret River Tennis Club Margaret River Sporting Grounds
All Years Dance	Outloud Dance Studio Margaret River Cultural Hall
Year 7 Physical Recreation	Margaret River Recreation Centre Margaret River Sporting Grounds
Year 9 Physical Recreation	Margaret River Recreation Centre Margaret River Sporting Grounds
Year 9 Aquatics	Margaret River Recreation Centre Margaret River Swimming Pool Safe suitable ocean breaks
Year 9 Outdoor Education – Roping	Margaret River Recreation Centre Margaret River Cultural Hall Margaret River Sporting Grounds
Year 10 Volleyball	Margaret River Recreation Centre Margaret River Sporting Grounds
Year 10 Physical Recreation	Margaret River Recreation Centre Margaret River Sporting Grounds

Activities	Off-Site Venues
Year 10 Aquatics	Margaret River Recreation Centre Margaret River Swimming Pool Safe suitable ocean breaks
Year 10 Fitness	Margaret River Recreation Centre Gym Rotary Park Wallcliffe Road Cycle Path
Year 10 Outdoor Education – Canoeing	Margaret River Recreation Centre Margaret River Swimming Pool Local Weirs – Barrett & Rendall
Year 11 & 12 Upper-School Sport	Margaret River Recreation Centre Margaret River Tennis Club Margaret River Sporting Grounds
Year 11 & 12 Physical Education Studies	Margaret River Recreation Centre Margaret River Tennis Club Margaret River Sporting Grounds
Year 11/12 Outdoor Recreation	Margaret River Recreation Centre Margaret River Swimming Pool Margaret River Cultural Hall
All Years Surf Academy	Margaret River Swimming Pool Safe suitable ocean breaks

NOTE:

Staff accompanying students on excursions will take all reasonable care while the students are in their care to protect them from injury and to control and supervise their behaviour and activities. Where it is considered necessary, school staff will arrange medical assessment and treatment for students. Parents/guardians should be aware that staff members are not responsible for injuries or damage to property that may occur on an excursion where, in all circumstances, staff have not been negligent.

THIS PERMISSION IS VALID FOR 12 MONTHS, renewals will be requested annually.

Any day excursions or overnight excursions will be treated separately to this letter, and relevant permission slips and information packages will be sent out at appropriate times by the supervising teacher.

Special considerations regarding health, diet or exercise:

PERMISSION TO PUBLISH WORK / IMAGES OF STUDENTS

We request permission for work and/or images of your child to be taken during school activities and published. Work/images would be used for the purposes of educating students, promoting our school and/or promoting public education.

If you give your permission, we may publish images of your child in a variety of ways including, but not limited to, online and printed school newsletters, magazines, reports and other materials; school websites; Department of Education/Government of Western Australia online and printed information; and online and printed external media. If published, third parties would be able to view the photographs and work.

Signing the consent form means you agree to:

- images of your child and samples of your child's work being published as many times as required in the ways mentioned above; and
- your child's first name and surname name being published.

Work/images captured by the school will be kept for no longer than is necessary for the purposes outlined above and will be stored and disposed of securely

☐ **I give my permission to use my child's work/image in any medium**

OR

My child's image is <u>NOT</u> to be used in (tick those boxes relevant)
☐ Do **NOT** use my child's work/image at all.
☐ My child's work/image is **NOT** to be used on the school's website or any internet publication.
☐ My child's work/image is **NOT** to be used in local publications including Augusta Margaret River Mail, Busselton Margaret River Times, school newsletters and school publications.
☐ My child's work/image is **NOT** to be used in state publications including The West Australian, School Matters/promotional material for the Department of Education and Training.

STUDENT PARENT MEMORANDUM OF UNDERSTANDING

Connection and Use of Student Owned Device on the Margaret River Senior High School Network

Student Owned devices include iPads, tablets, laptop computers or any electronic device that can access the MRSHS wireless network.

This memorandum relates to the connection and use of a student owned device at Margaret River SHS. This memorandum describes the terms of the provisions including level of service and scope of services agreed to by Margaret River SHS, the student and the student's parent/guardian(s).

Conditions

The solution is supplied by Margaret River SHS to the student, based upon the following understanding:

1. The student must take all reasonable care to prevent against any form of damage and loss of the student owned device.
2. The student will abide by all conditions outlined in the Students Online – Acceptable Usage Policy.
3. The student and their parent will be solely responsible and legally accountable for any data stored or installed on the student owned device.
4. The student owned device and any software installed will be provided by the Parent and or Student.
5. Student owned devices can only be connected to the school's wireless network.
6. The Department strongly recommends that

    a. Student owned devices are installed with Anti-Virus protection which is either current or the version immediately prior to the current version:
    b. Student owned devices are installed with the recent release of the anti-virus definitions files (one of the most recent four (4) released definitions).
    c. Student owned devices have Operating System patches which are within seven (7) days of the vendor's release date.
    d. Student owned devices are enabled to receive auto-updates from the software vendor.

ACCEPTABLE INTERNET USAGE AGREEMENT FOR MRSHS STUDENTS

If you use the online services of the Department of Education you must agree to the following rules:

- I will not reveal personal information, including names, addresses, photographs, credit card details and telephone numbers of myself or others.
- I will not give anyone my password.
- I will not let others use my online services account unless it is with the teacher's permission.
- I will not access other people's online services accounts.
- I understand that I am responsible for all activity in my online services account.
- I will tell my teacher if I think someone has interfered with or is using my online services account.
- I understand that the school and the Department of Education may monitor any information sent or received and can trace activity to the online services accounts of specific users.
- If I find any information that is inappropriate or makes me feel uncomfortable I will tell a teacher about it. Examples of inappropriate content include violent, racist, sexist, or pornographic materials, or content that is offensive, disturbing or intimidating or that encourages dangerous or illegal activity.
- I will not attempt to access inappropriate material online or try to access Internet sites that have been blocked by the school or the Department of Education.
- I will not use or distribute material from another source unless authorised to do so by the copyright owner.
- I will make sure that any email that I send or any work that I wish to have published is polite, carefully written and well presented.
- I will follow the instructions of teachers and only use online services for purposes which support my learning and educational research.
- I will be courteous and use appropriate language in all Internet communications.
- I will not use the Department's online services for personal gain or illegal activity, to bully, offend or intimidate others or send inappropriate materials including software that may damage computers, data or networks.
- I will not damage or disable the computers, computer systems or computer networks of the school, the Department of Education or any other organisation.
- I will be mindful of the possible problems caused by sharing or transmitting large files online

I understand that:

- I will be held responsible for my actions while using online services and for any breaches caused by allowing any other person to use my online services account;
- the misuse of online services may result in the withdrawal of access to services and other consequences dictated in the School's policy; and
- I may be held legally liable for offences committed using online services

Students Online All policy and procedural statements contained within this document are lawful orders for the purposes of section 80(a) of the Public Sector Management Act 1994 (WA) and are therefore to be observed by all Department of Education employees.

Signature of Student

- ✓ I understand that signing this enrolment form implies acceptance and adherence to the school uniform policy.
- ✓ I agree to the conditions of the Memorandum of Understanding for Student owned devices.
- ✓ I agree to abide by the Acceptable Internet Usage Agreement for school students.
- ✓ I understand that if I am given an online services account and break any of the rules in the agreement, it may result in disciplinary action, determined by the principal in accordance with the Department's *Behaviour Management in Schools* policy.

Name of student: _____

Signature of student: _____ **Date:** _____

Signature of Parent/Guardian enrolling student

By signing this enrolment form you are agreeing to the policies outlined within

1. Consent for supervised offsite Physical Education lessons and whole School activities.
2. Permission to publish work/images of student as selected above.
3. Uniform Policy acceptance and adherence.
4. Acceptable Internet Usage Agreement
5. Memorandum of Understanding for Student owned devices.

I understand that if an ambulance is required for my child the **cost will be my responsibility**

The Education Act requires the provision of FULL and ACCURATE disclosure of information at the time of enrolment. Failure to do so may lead to the cancellation of the enrolment.

I declare that the information provided on this form is true.

Parent/Guardian Name: _____

Signature: _____

Date: / /

Alternatively, name of person enrolling student (if not parent or guardian)

Name: _____

Relationship to student: _____

Signature: _____

Date: / /

SECURITY AND CONFIDENTIALITY

The information provided in the *Enrolment Package* is stored securely in local school and Departmental databases. The management of these databases is governed by State and Departmental policies to ensure security, privacy and confidentiality.

All information must be provided.
This information is required by the Western Australian Department of Education and Training to meet legal obligations. All other information is needed to meet the purposes outlined below.

While it is not a legal requirement to provide all of the details requested in the *Enrolment Form*, the information is sought to enable the Department to:

- Undertake administrative and child/student care responsibilities including maintaining emergency contact information;
- Communicate with you about important matters;
- Provide first aid and plan for student health support requirements. For a student with a disability who has significant and complex support needs the principal will negotiate to delay the first day of attendance with the parent/carer if the necessary teaching and learning adjustments are not currently available at the school;
- Collect necessary statistical information and undertake analysis of the composition and performance of the student population; and
- Meet State and National reporting requirements.

It is compulsory to advise of change of details in relation to student's name, usual place of residence and/or name and usual place of residence of Parent/responsible person.

PARENTAL OCCUPATION GROUPS

(Relates to questions in Parent/Responsible Person 1 and Parent/Responsible Person 2 sections)

GROUP 1	GROUP 2	GROUP 3	GROUP 4
Senior management in large business organisation government administration & defence, and qualified professionals	**Other business managers, arts/media/sportspersons and associate professionals**	**Tradesmen/women, clerks and skilled office, sales and service staff**	**Machine operators, hospitality staff, assistants, labourers and related workers**
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 degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others **Health, Education, Law, Social Welfare, Engineering, Science, Computing** professional. **Business** [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer] **Air/sea transport** [aircraft/ships captain/officer/pilot, flight officer, flying instructor, air traffic controller]	**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, sportsman/ woman, 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.	**Tradesmen/women** generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women 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/refuge/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]	**Drivers, mobile plant, production/processing machinery and other machinery operators** **Hospitality staff** [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, 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's 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 in other groups **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]

These categories have been determined nationally and are designed as broad occupational groupings. All Australian states and territories use the same categories. This information is used as a basis for school funding. This information is confidential, no names are provided. It is important for resourcing of your child's education that this section is completed.