



## **Enrolment Agreement –Park Ridge State High 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 Park Ridge State High School.

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

- attend school regularly, 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 meet homework and assessment requirements
- abide by school rules and comply with requests or directions from the teacher and principal
- respect the school environment.
- wear school's uniform as outlined in the school organiser and information book.

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

- attend open evenings for parents
- let the school know if there are any problems that may affect my child's ability to learn
- inform school of reason for any absence
- treat school staff with respect and tolerance
- support the authority and discipline of the school enabling my child to achieve maturity, self discipline and self control
- abide by school's policy regarding access to school grounds before, during and after school hours.
- support the Active Participation Policy for Senior School and encourage my child to attend all classes

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

- develop each individual student's talents as fully as possible
- inform parents and carers regularly about how their children are progressing
- inform students, parents and carers about what the teachers aim to teach each term
- teach effectively and to set the highest standards in work and behaviour
- take reasonable steps to ensure the safety, happiness and self-confidence of all students
- be open and welcoming at all reasonable times and offer opportunities for parents and carers to become involved in the school community
- clearly articulate the school's expectations regarding the responsible behaviour plan for students and the school's dress code policy
- ensure that the parent is aware of the school's record-keeping policy including the creation of a transfer note should the student enrol at another school
- 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
- consult parents on any major issues affecting students
- treat students and parents with respect and tolerance.

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

- Responsible Behaviour Plan for Students
- Student Dress Code
- Homework & Assessment Policy
- School Resource Hire Scheme
- Student usage of internet, intranet and extranet
- Absences
- School Excursions
- Chaplaincy Service
- Complaints management
- Medication to Students Policy
- Consent to use Copyright Material, Image, Recording or Name
- Appropriate Use of Mobile Telephones and other Electronic Equipment by Students
- Active Participation Policy as applied to Senior Schooling

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

.....  
Student Name

.....  
Student Signature

.....  
Date

.....  
Parent/Carer Name

.....  
Parent/Caregiver Signature

.....  
Date

.....  
Staff Name  
On behalf of Park Ridge State High School

.....  
Staff Signature

.....  
Date



## Student Consent Form

### ***Background Information***

During the course of your studies provided by Education Queensland, you may create works that attract intellectual property rights (for example, copyright). These works may form part of your academic assessment, your studies generally or activities that you have participated in while enrolled at a state school.

These works might include written work (eg stories and poems), paintings, pictures, drawings, designs, photographs, videos, films, music, performance, computer programs, web sites, sculptures, fashion or costume, metal or wood works or any other works that you create.

This does not mean that you, the student, lose ownership rights over your works — simply that the State and Education Queensland has permission to use your works for the purposes mentioned. Please be aware that work created by you may contain the work of a third party that may be subject to copyright. Permission must be obtained before any copyright work of a third party can be published.

### ***Request for permission***

I give permission to the State acting through Education Queensland to use my works, my sound/vision, and/or my name and/or photographic image for:

- i. media activities
- ii. promoting and advertising of the State or Education Queensland and its students
- iii. the State or Education Queensland publications
- iv. any commercial or other purpose
- v any activities eg. school magazine, newsletter

The State and Education Queensland understand that I may choose to give this permission to other people, but I understand that such further consents are subject to the rights given to the State and Education Queensland in this consent.

Name of student: \_\_\_\_\_

Year level: \_\_\_\_\_

Address: \_\_\_\_\_

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

Name of parent or guardian: \_\_\_\_\_

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

Signature of witness: \_\_\_\_\_

Education Queensland Contact Officer: \_\_\_\_\_



# SENIOR – YEARS 11 & 12



## PARK RIDGE STATE HIGH SCHOOL

### Shared Resources Hiring & Specific Subject Scheme Agreement Form- 2017

<b>Privacy Statement</b>	
The Department of Education and Training through the school is collecting your personal information in accordance with section 51 of the <i>Education (General Provisions) Act 2006</i> in order to administer the Shared Resources Hiring and Specific Subject Schemes in an efficient, ethical and secure manner. The information will only be accessed by school employees conducting the scheme. Some of this information may be given to 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 and Training is authorised or required by law to make the disclosure.	
<b>Participation – SHARED RESOURCES HIRING &amp; SPECIFIC SUBJECT SCHEME</b>	
<input type="checkbox"/> <b>Yes</b>	I wish to participate in the Shared Resources Hiring & Specific Subject Scheme for the duration of the enrolment of my child at Park Ridge State High School. I have read and understand the Terms and Conditions of the Scheme (see reverse), particularly paragraphs 13, 34 and 38, and agree to abide by them and pay the participation fee in accordance with the selected payment arrangement below.
<input type="checkbox"/> <b>No</b>	I do not wish to participate in the Shared Resources Hiring and Scheme. I have read and understand the Terms and Conditions of the scheme (see reverse) and agree to abide by them, in particular paragraphs 12 and 37.

The Annual Participation Fee is \$210.00 **plus** the Government Textbook Cheque supplied to the school. Students enrolling after February 28 will be required to pay a pro-rata of this. Please refer to the accompanying *Year Level Requirements List* for fee details.

Student Given Name	Student Surname	Yr Level at time of commitment to Scheme	SRHS Contribution Continuing Students \$210 Enrolling Officer to Calculate and Complete for pro-rata students
<b>SPECIFIC SUBJECTS &amp; COSTS – AS PER SENIOR STUDIES SELECTION GUIDE</b>	Eg: Dance- DAN501 - \$15.00 p/unit	Eg: DAN501 - \$15.00 p/unit	Eg: DAN501- \$15.00 p/unit

#### Parent/Carer Details

<b>Given Names:</b>			
<b>Surname:</b>			
<b>Address:</b>			
<b>Contact Numbers:</b>	<b>Home:</b>	<b>Work:</b>	<b>Fax:</b>
	<b>Mobile:</b>	<b>Email:</b>	
<b>Parent/Carer Signature</b>			<b>Date:</b>

#### Payment Arrangement

<input type="checkbox"/> <b>Now:</b> I wish to make a single payment now of the total amount above.
<input type="checkbox"/> <b>Instalments:</b> I wish to make instalment payments during the first two weeks of the first three terms, in the following proportion of the total amount: Term 1 \$52.50; Term 2: \$52.50; Term 3: \$52.50; Term 4: \$52.50; (for students enrolling <b>before</b> 28 Feb) + subject fees <b>or</b> , as negotiated with the school : _____
I agree to make payments by the due dates and I understand that any failure to make payments by these dates may result in debt recovery action being undertaken including, where warranted, referral to an external debt collection agency at my expense.

**School Use Only:** Negotiated Instalments Approved: \_\_\_\_\_ Position: \_\_\_\_\_

#### Payment Method

I wish to make payment by:

Centrelink Deduction\*     EFT\*\*     EFTPOS (Credit/Debit Card)     Cash

\* Payment by Centrelink deduction can be arranged through the school administration

\*\* Payment by EFT can be made to the school bank account BSB: 064-159 Account Number: 1000 0178

To ensure correct identification of the payment, please ensure that the EFT payment reference clearly includes the Student's Name, along with the characters SRHS

**Please Note: Payments can be made in person at the Administration cash collection window on Monday, Tuesday, Wednesday and Friday between the hours of 8.00am and 12.00 pm - Closed Thursday, or anytime via EFT.**

#### Purpose of the Scheme

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

#### Benefits of the Scheme

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

#### Participation in the Scheme

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

#### Parents and Citizens' Association Support of the Scheme

13. The operation of the Shared Resources Hiring & Specific Subject Scheme is discussed annually at a meeting of the Parents and Citizens' Association. Parents/carers are extended an invitation to attend this meeting and provided with an opportunity to express their opinions. A vote is taken at this meeting on supporting the operation of the scheme. **Each year, the Parents and Citizens Association will meet to review the scheme and has the right to increase the fee before the start of each new school year.**

#### Textbook and Resource Allowance

14. The Queensland Government provides financial assistance to parents/carers of students in Years 8 to 12 or of secondary education age, attending State and approved non-State schools, to offset the costs of textbooks and other resources. Assistance is provided in the form of a Textbook and Resource Allowance which is paid once a calendar year through the school. Parents/carers have the option to receive the allowance directly from the school or as an offset of fees associated with participation in the school's Shared Resources Hiring & Specific Subject Scheme. This option is made available to each parent annually by the school. Current allowance rates are available from <http://education.qld.gov.au/finance/grants/fund/garp/html/par-stu.html>

#### Payment Arrangements

15. Payment of the participation fee may be made by, Centrelink deduction (arranged through the school), EFT (electronic funds transfer), EFTPOS (Debit Card; MasterCard; Visa; American Express where accepted by the school), or cash.
16. For payment made by direct deposit (EFT) to the bank account indicated on the front of the form, please ensure that the payment reference includes the reference as indicated on the front of this form. The acknowledgement from your financial institution of the successful electronic transfer of funds should be printed and retained as your record of payment.
17. Payment of the participation fee may be made in whole or by instalment as indicated on the Participation Agreement Form or for another amount as approved by the Principal.
18. For payments made in person by cash, cheque or credit/debit card, a receipt will be provided to the payer. Where payments are received by other methods, a receipt will be provided on request. All receipts and documentation on the scheme should be retained by the parent/carer for future reference and possible taxation purposes.

#### Parent/Carer Experiencing Financial Difficulties

19. A parent/carer wishing to participate in the Shared Resources Hiring & Specific Subject Scheme and experiencing financial hardship is encouraged to contact the school administration to discuss how their financial obligations can be met throughout the school year, or to negotiate alternative arrangements that may be available to accommodate their individual circumstances. Centrelink deduction is a payment option offered by the school. All discussions will be held in the strictest confidence.
20. The onus of proof of being so affected is on the parent/carer, and might include a current Health Care Card or other evidence to establish financial hardship.
21. Any concessions given to the participation fee will be at the discretion of the Principal.

#### Terms and Conditions of Participation in the Scheme

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



# YEARS 7, 8, 9 & 10



## PARK RIDGE STATE HIGH SCHOOL Shared Resources Hiring Scheme Agreement Form - 2017

### Privacy Statement

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### Participation – SHARED RESOURCES HIRING SCHEME

**Yes** I wish to participate in the Shared Resources Hiring Scheme for the duration of the enrolment of my child at Park Ridge State High School. I have read and understand the Terms and Conditions of the Scheme (see reverse), particularly paragraphs 13, 34 and 38, and agree to abide by them and pay the participation fee in accordance with the selected payment arrangement below.

**No** I do not wish to participate in the Shared Resources Hiring and Scheme. I have read and understand the Terms and Conditions of the scheme (see reverse) and agree to abide by them, in particular paragraphs 12 and 37.

The Annual Participation Fee is \$210.00 **plus** the Government Textbook Cheque supplied to the school. Students enrolling after February 28 will be required to pay a pro-rata of this. Please refer to the accompanying *Year Level Requirements List* for fee details.

Student Given Name	Student Surname	Yr Level at time of commitment to Scheme	SRHS Contribution Continuing Students - \$210.00 Enrolling officer to Calculate and Complete for pro-rata students

### Parent/Carer Details

<b>Given Names:</b>			
<b>Surname:</b>			
<b>Address:</b>			
<b>Contact Numbers:</b>	<b>Home:</b>	<b>Work:</b>	<b>Fax:</b>
	<b>Mobile:</b>	<b>Email:</b>	
<b>Parent/Carer Signature</b>			<b>Date:</b>

### Payment Arrangement

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

**Instalments:** I wish to make instalment payments during the first two weeks of the first three terms, in the following proportion of the total amount: Term 1 \$52.50; Term 2: \$52.50; Term 3: \$52.50; Term 4: \$52.50; (For students enrolling **before** 28 Feb, 2017) **or**, as negotiated with the school : \_\_\_\_\_

I agree to make payments by the due dates and I understand that any failure to make payments by these dates may result in debt recovery action being undertaken including, where warranted, referral to an external debt collection agency at my expense.

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2. Parents/carers are directly responsible for providing textbooks and other personal resources for their children while attending school. In recognition that these costs can be high, the school operates a Shared Resources Hiring Scheme (the "scheme") that enables a parent/carer to enter into an agreement with the school that, for a specified participation fee, provides for the temporary use by the student of prescribed textbooks and/or other resources, and/or the purchase of consumables and materials for the student.
3. A Shared Resources Hiring Scheme is separate to and distinct from a request for a voluntary financial contribution.

## Benefits of the Scheme

4. The purpose of the scheme is to provide the parent/carer with a cost effective alternative to purchasing the prescribed textbooks and/or resources elsewhere, through reduced prices gained from the school's bulk purchasing practices.
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## Parents and Citizens' Association Support of the Scheme

13. The operation of the Shared Resources Hiring Scheme is discussed annually at a meeting of the Parents and Citizens' Association. Parents/carers are extended an invitation to attend this meeting and provided with an opportunity to express their opinions. A vote is taken at this meeting on supporting the operation of the scheme. **Each year, the Parents and Citizens Association will meet to review the scheme and has the right to increase the fee before the start of each new school year.**

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## Payment Arrangements

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## Parent/Carer Experiencing Financial Difficulties

19. A parent/carer wishing to participate in the Shared Resources Hiring Scheme and experiencing financial hardship is encouraged to contact the school administration to discuss how their financial obligations can be met throughout the school year, or to negotiate alternative arrangements that may be available to accommodate their individual circumstances. Centrelink deduction is a payment option offered by the school. All discussions will be held in the strictest confidence.
20. The onus of proof of being so affected is on the parent/carer, and might include a current Health Care Card or other evidence to establish financial hardship.
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28. Without limiting any other action the Principal may take in accordance with these terms and conditions, subject to 26 above, the Principal may withdraw a student's participation in the scheme due to non-payment of a participation fee, and/or may require the return of items provided by the scheme for the temporary use of the student, and/or may withhold the giving of any further items under the scheme until the debt is paid.
29. The Principal may refuse to admit a student to the scheme where participation fees are overdue from the previous year's scheme.
30. Where participation fees are overdue, the Principal has the discretion to exclude a student from an optional extra curricula school activity.
31. The scheme provides the entire package for the specified participation fee, and is not available in parts unless specifically provided for by the school in the fee structure.
32. All textbooks and resources provided for temporary use by the scheme remain the property of the scheme and shall be returned at the end of the course or school year or when the student leaves the school, whichever is the earlier. Where an item is not returned, the parent/carer will be responsible for payment to the scheme of the replacement cost of the item. Failure to make payment may result in debt recovery action being undertaken including, where warranted, referral to an external debt collection agency. This may result in extra costs being incurred by the parent/carer.
33. Textbooks and other resources provided for temporary student use by the scheme shall be kept in good condition by the student. The school Administration Office shall be notified immediately of the loss or negligent damage to any issued item. Where an issued item is lost or negligently damaged, parents/carers will be responsible for payment to the scheme of the replacement cost of the item. Failure to make payment may result in debt recovery action being undertaken including, where warranted, referral to an external debt collection agency. This may result in extra costs being incurred by the parent/carer.
34. **The parent/carer is responsible for supplying the student with any additional student materials that are not provided by the Shared Resources Hiring Scheme, as indicated on the *Year Level Requirements List* or otherwise advised by the school.**
35. If a student enters the scheme after the first week of school, a pro-rata participation fee will apply, calculated on a 40-week school year basis.
36. If a student, having paid a participation fee, leaves the school through the year, a pro-rata refund will be made to the parent/carer, calculated on the participation fee paid, less the cost of consumed materials and the replacement cost of the scheme items that are lost or negligently damaged or not returned, plus the pro-rata Textbook and Resource Allowance calculated on a 40-week school year basis.
37. **As the scheme operates for the benefit of participating parents/carers and is funded solely from participation fees, resources provided by the scheme will not be issued to students whose parents/carers choose not to participate in the scheme.**
38. If there is a need to change the values of the Shared Resources Hiring Scheme, endorsement will be sought by the school from the Parents and Citizens Association at the P&C's General meeting in any year. If endorsed, a new Shared Resources Hiring Scheme Agreement Form will be issued to parents/carers for signature and agreement if the parent/carer wishes to continue in the Scheme.

## 8 INFORMATION

### What is this consent for?

This Consent Form authorises the Department and the State to use the Individual's personal information and copyright material, together with information about the Individual's participation in Departmental and State initiatives, for the purposes specified in the Project Details section of the Consent Form. This consent covers the entire or partial use of the Individual's personal information and copyright material in conjunction with other words and images.

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

### What is copyright material?

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

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

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

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

### What is personal information?

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

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

The Consent Form is retained by the Department and it will be placed on the Project file. The Individual or Signatory may request a copy of the signed form by contacting the person nominated in Section 7 of this Project Consent Form.

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

The consent will be in effect until withdrawn as described in Section 3 of the form. The consent can be modified or withdrawn at any time by writing to the person nominated in Section 7 of this Project Consent Form. However, any changes will apply only from the date that the Department receives any consent withdrawal. Any existing material will not be withdrawn from use if the Department or the State is currently using the material or where the Department or the State has entered into contractual obligations in relation to this material. In such cases the withdrawal will be effective after the Department or the State's use is complete or after the contractual obligations come to an end.

### Privacy

Your consent to the recording, use and disclosure of the Individual's personal information and Individual work is required in accordance with the *Copyright Act 1968 (Cth)*, the *Education (General Provisions) Act 2006* and *Information Privacy Act 2009*. Personal information will be stored securely. The Department will only disclose the Individual's personal information in accordance with your consent, except where authorised or required by law. If you wish to access or correct any of the personal information on this form, or discuss how it has been dealt with, or if you have a concern or complaint about the way the Individual's personal information has been collected, used, stored, or disclosed, please contact the relevant organisation, school or TAFE institute.





## 9.0 Project Consent Form to use copyright material, image, recording or name

### 1 I GIVE CONSENT

On behalf of the individual identified in section 6 of this Consent Form (the **Individual**), the person or persons signing this Consent Form (the **Signatory**)\* grants consent to the Department of Education and Training (the **Department**) and to any other Department or Agency of the State Queensland (the **State**) to use, record and disclose the Individual's:

- name, image and other identifying information (**personal information**); and
- copyright material, including their written, artistic or musical works or video or sound recordings (**Individual work**).

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

### 2 FOR THE PURPOSE OF

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

- the purposes identified in the Project Details section of this Consent Form; and
- public relations, promotion, advertising, media and commercial activities concerning the Project.

### 3 FOR THE DURATION OF

This consent will continue until the Individual revokes consent by providing written notification to the person nominated in Section 7 of the Project Consent Form.

Despite the above, if, at the time the Individual revokes consent, the Department or the State is using the Individual's personal information or Individual work, or the Department or the State has entered into contractual obligations in relation to that material, the consent will continue in relation to that material until the Department or the State's use is complete or until the contractual obligations come to an end.

### 4 I UNDERSTAND THAT

- **'Project'** means the project described in the Project Details section of this Consent Form.
- **'Use'** includes:
  - to create, make copies of or reproduce or retain in any form, including by camera, video, digital recorder, webcam, closed circuit television, mobile phone or any other device; and
  - to distribute, publish or communicate in any form, including in newsletters and other print media, television and the Internet,
- in whole or in part, and to permit other persons to do so.  
The Department or the State will not pay the Signatory or the Individual for giving this consent or for the use of the Individual's personal information or Individual work.
- This Consent Form revokes and replaces all previous consent forms in relation to the use of the Individual's personal information or Individual work in the Project.
- Nothing in this Consent Form limits the rights that the Department or the State reserve in relation to the use of the Individual's personal information or Individual work, copyright or other intellectual property under any other law.
- The 'Department' and the 'State' include the officers and employees of the Department and the State engaged in performing services for the Department and the State.
- This consent extends to the Department and the State:
  - disclosing the Individual's personal information and Individual work to the Department's and the State's agents, contractors and volunteers for the purpose of performing services for the Department and the State; and
  - permitting those persons to use, record and disclose such material to the same extent as the Department and the State are entitled to deal with the Individual's personal information and individual work.



# 9.0 Project Consent Form to use copyright material, image, recording or name

## 5 PROJECT DETAILS

### Name and description of Project:

Queensland School Sport Representative Sporting Teams attending District, Regional, State, Interstate, National or International Events

### Description of what is to be made, used, retained or reproduced:

Individual's copyright material     Individual's name     Individual's image

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

[Print]

### Description of the purpose for which the personal information or individual work is required, and the medium of reproduction (e.g., paper, electronic or other form). Will it be made, used, retained or reproduced, and will it be distributed, published or communicated to the public (e.g. on the Internet)?

Required for the promotion of Queensland School Sport - name and image may appear in various forms of media - for example: championship programs, team photographs, school sport websites, championship/annual reports and local media such as TV, radio and newspapers.

As a value add or service to parents, team photographs, action photography and DVD's may be taken by commercial photographers.

Team photographs, ordered by parents, will be distributed to team members by the team's manager.

Action photography of athletes, whose consent by parents has been received, may be published on the commercial photographer's website for retail sale.

DVD's may be available for sale at the event or through retail sales, usually to the parents of such students.

### Description of the timeframe during which the Individual's name, image or Individual work is required (e.g. Is it for one-time use? For what date or dates?):

May be used for the period of enrolment of the individual at the school this consent was returned. Timeframe will cover from the time of selection or otherwise in accordance with clause 3.

### Name of the departmental position/person responsible for the making, usage, storage, reproduction, distribution, publication or communication of the Individual's personal information or Individual work:

Manager, Queensland School Sport Unit.

### Name that should be used in association with the Individual or the Individual's image or Individual work:

Full name     First name only     No name     Other: \_\_\_\_\_ [Print]



## 9.0 Project Consent Form to use copyright material, image, recording or name

### 6 DETAILS

Name of Individual

Address of Individual

Name of organisation, school or TAFE (at which the Individual is enrolled, employed, or works as a volunteer, if any)

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

Date

/ /

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

Date

/ /

Name of signing parent or guardian

Address of signing parent or guardian

### 7 NOTE

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

If you require a copy of this signed Consent Form, or if you wish to revoke this consent, please contact the Principal of the school at which the individual is enrolled.



**WHAT WOULD YOU LIKE US TO KNOW ABOUT YOUR CHILD?**

Your child's name \_\_\_\_\_

Name of parent/guardian completing this form \_\_\_\_\_

Family background (please identify any family background information that the teachers might find useful as an insight into your child)

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Your child and learning (please let us know what you believe both enhances and inhibits your child's learning – for example does he/she:

- get easily distracted in class?
- like working in groups?
- work well independently?
- like doing hands-on activities?

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Any other relevant information you would like your child's teachers to know?

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**Please give us your email details if you would like to receive all future newsletters by email:** \_\_\_\_\_