

APPLICATION FOR ENROLMENT

GREENBANK STATE SCHOOL



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Application for student enrolment form

INSTRUCTIONS

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

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

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

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

PRIVACY STATEMENT

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

- i. assessing whether your application for enrolment should be approved
- ii. meeting reporting obligations required by law or under Federal – State Government funding arrangements
- iii. administering and planning for providing appropriate education, training and support services to students
- iv. assisting departmental staff to maintain the good order and management of schools, and to fulfil their duty of care to all students and staff
- v. communicating with students and parents.

This collection is authorised by ss. 155 and 428 of the EGPA 2006. DoE will disclose personal information from this form to the Queensland Curriculum and Assessment Authority when opening student accounts, in compliance with Part 3 of the *Education (Queensland Curriculum and Assessment Authority) Act 2014* (Qld).

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

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

PROSPECTIVE STUDENT DEMOGRAPHIC DETAILS

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

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

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

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

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

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

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

EVIDENCE OF PROSPECTIVE STUDENT'S IMMIGRATION STATUS (to be completed if this person is NOT an Australian citizen)*	
<input type="checkbox"/> Permanent resident	Complete passport and visa details section below
<input type="checkbox"/> Student visa holder	Date of arrival in Australia ____/____/____ Date enrolment approved to: ____/____/____
	EQI receipt number: _____
<input type="checkbox"/> Temporary visa holder	Complete passport and visa details section below. Temporary visa holders must obtain an 'Approval to enrol in a state school' from EQI
<input type="checkbox"/> Other, please specify _____	

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

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

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

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

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

PROSPECTIVE STUDENT'S PREVIOUS EDUCATION / ACTIVITY

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

RELIGIOUS INSTRUCTION*

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

PROSPECTIVE STUDENT ADDRESS DETAILS*

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

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

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

PROSPECTIVE STUDENT MEDICAL INFORMATION (including allergies)***Privacy Statement**

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

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

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

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

COURT ORDERS***Out-of-Home Care Arrangements***

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

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

Uncontrolled copy. Refer to the Department of Education Policy and Procedure Register at <https://ppr.qed.qld.gov.au/pp/enrolment-in-state-primary-secondary-and-special-schools-procedure> to ensure you have the most current version of this document

COURT ORDERS* (continued)		
Family Court Orders*		
Are there any current orders made pursuant to the <i>Family Law Act 1975</i> concerning the welfare, safety or parenting arrangements of the prospective student?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, what are the dates of the court order? Please provide a copy of the court order.	Commencement date	___ / ___ / ___
	End date	___ / ___ / ___
Other Court Orders*		
Are there any other current court orders, such as a domestic violence order, concerning the welfare, safety or parenting arrangements of the prospective student?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, what are the dates of the court order? Please provide a copy of the court order.	Commencement date	___ / ___ / ___
	End date	___ / ___ / ___

APPLICATION TO ENROL*			
I hereby apply to enrol my child or myself at _____.			
I understand that supplying false or incorrect information on this form may lead to the reversal of a decision to approve enrolment. I believe that the information I have supplied on this form is true and correct in every particular, to the best of my knowledge.			
	Parent/carer 1	Parent/carer 2	Prospective student (if student is mature age or independent)
Signature			
Date	___ / ___ / ___	___ / ___ / ___	___ / ___ / ___

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

Parental occupation groups for use with parent/carer details

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

Senior executive/manager/department head in industry, commerce, media or other large organisation.

Public service manager [section head or above], regional director, health/education/police/fire services administrator

Other administrator [school principal, faculty head/dean, library/museum/gallery director, research facility director]

Defence Forces commissioned officer

Professionals generally have degrees or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others

Health, education, law, social welfare, engineering, science, computing professional

Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]

Air/sea transport [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller].

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

Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business

Specialist manager [finance/engineering/production/personnel/industrial relations/sales/marketing]

Financial services manager [bank branch manager, finance/investment/insurance broker, credit/loans officer]

Retail sales/services manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]

Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof-reader, sportsperson, coach, trainer, sports official]

Associate professionals generally have diploma/technical qualifications and support managers and professionals

Health, education, law, social welfare, engineering, science, computing technician/associate professional

Business/administration [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]

Defence Forces senior Non-Commissioned Officer.

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

Tradespeople generally have completed a four year trade certificate, usually by apprenticeship. All tradespeople are included in this group

Clerks [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]

Skilled office, sales and service staff:

Office [secretary, personal assistant, desktop publishing operator, switchboard operator]

Sales [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]

Service [aged/disabled/refugee/childcare worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor].

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

Drivers, mobile plant, production/processing machinery and other machinery operators

Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper]

Office assistants, sales assistants and other assistants:

Office [typist, word processing/data entry/business machine operator, receptionist, office assistant]

Sales [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]

Assistant/aide [trades' assistant, school/teacher aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]

Labourers and related workers

Defence Forces ranks below senior NCO not included above

Agriculture, horticulture, forestry, fishing, mining worker [farm overseer, shearer, wool/hide classer, farmhand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]

Other worker [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor].

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

State schools standardised medical condition category list

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

Application to enrol in a Queensland state school

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

Entitlement to enrolment

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

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

Prospective student

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

Parent's occupation and education

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

Court Orders

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

Name on enrolment form

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

Gender

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

Religious Instruction

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



Enrolment Agreement – State School

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

Connected Greenbank Kid

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 comply with requests or directions from the teacher and principal
- abide by school rules of Be Safe, Be Polite and Be Respectful
- meet school and classroom expectations
- wear the correct school uniform
- respect the school environment

Connected Greenbank Families

Responsibility of parents/ caregivers to:

- show an active interest in their child's schooling and progress
- participate in information sessions, interviews and school events
- let the school know if there are any problems that may affect their child's ability to learn
- send their child to school regularly and in the correct school uniform
- inform the school of a reason for any absence
- treat school staff with respect and tolerance
- support the authority and discipline of the school enabling their 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.
- Wait in the allocated waiting areas before school and from 2.30pm

Connected Greenbank Staff

Responsibility of school to:

- develop each individual student's capabilities and encourage the student to reach their potential
- inform parents and caregivers of their child's progress
- inform students, parents and caregivers about what is being taught each term
- teach effectively and to set the highest standards for work and behaviour
- take reasonable steps to ensure the health, safety, wellbeing and self-confidence of all students
- be open and welcoming at all reasonable times and offer opportunities for parents and caregivers to become involved in the school community
- clearly articulate the school's expectations regarding the Student Code of Conduct, Internet Agreement, iPad rules and responsibilities and the school's uniform policy
- ensure that the parent/ Caregiver is aware of the school's record-keeping policy including the creation of a transfer note should the student enrol at another school (Student Exit Form)
- set, mark and monitor homework regularly in keeping with the school's homework policy
- contact parents and caregivers as soon as is possible if the school is concerned about the child's school work, learning, behaviour, attendance or punctuality
- manage complaints in an open, fair and transparent manner following the Greenbank SS Complaints Management process
- consult parents/ caregivers on any major issues affecting students
- treat students and parents/ caregivers with respect and tolerance.



GREENBANK STATE SCHOOL

I accept the rules and expectations of Greenbank State School as stated in the school policies that have been provided to me or viewed on the school website as follows:

- Student Code of Conduct
- GSS Parent and Community Code of Conduct
- Student Dress Code
- Homework Policy
- Student Resource Scheme (SRS)
- Student Internet Agreement
- Student Absences – Attendance Policy
- School Excursions
- School Complaints Management
- Parent Notice for Religious Instruction in School Hours
- Consent to use Copyright Material, Image, Recording or Name
- Appropriate Use of Mobile Telephones and other Electronic Equipment by Students
- Sun Safety Policy
- Payment Policy

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

Student Signature:

Parent/Caregiver Signature:

On behalf of Greenbank State School:

.....

.....

.....



GREENBANK STATE SCHOOL

1. - Internet Access Agreement Form Years PREP-6

Student

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

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

_____ (Students name) _____ (Class)
(Please print)

_____ (Students signature) _____ (Date)

Parent or guardian

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

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

I believe _____ (Name of student) understands this responsibility, and I hereby give my permission for him/her to access the Internet, including email, under the school rules. I understand that students breaking these rules will be subject to appropriate action by the school. This may include loss of Internet access for some time.

_____ (Parent or guardian's name)
(Please print)

_____ (Parent or guardian's signature) _____ (Date)

This class may also be involved in posting information and student work samples onto the school website. Children's photos may also appear on the web site. Under teacher supervision, the class may also be involved in sending and receiving email from around the world. All work appearing on the web will do so under the following conditions.

*Students will only have work or photos published after parents have completed and returned a Consent Form

*All care will be taken to protect a child and his/her privacy.

*No last names or other private information will be published.

*Full credit will be given to original work.



1. PARTICULARS – PARENT / CARER TO COMPLETE

Name to be used in association with the individual’s personal information, image, recording or copyright material: (to be completed by parents/carer)

- Full name
- First name only
- No name
- Other: [Print]

2. PARTICULARS – SCHOOLS TO COMPLETE

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

(Image or recording includes photographs, videos, film or sound recordings of the Individual)

- Individual's image
- Individual's recording
- Individual's copyright material

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

- sound recording
- artistic work
- written work
- film
- name
- photograph / image

other:

Where will this information be used (e.g on the website, newsletter or brochure etc).

- newsletter (uploaded to the web)
- printed promotional material
- advertising
- website
- displays
- competitions
- year books / annuals
- local media

other: Annual senior shirt (year 6 only), school sign

What is the timeframe for the individual’s consent (e.g. is it for duration of enrolment? What date or dates?):

Enrolment period at Greenbank State School

Which of the websites below will the individual’s personal information or individual work be published on (i.e. permanently published to the public):

- School websites: www.greenbankss.eq.edu.au

The school websites are publicly accessible by all internet users. The school may share information, photographs and videos related to the school’s programs, activities and initiatives with users through its websites.

- School Facebook page: www.facebook.com/GreenbankStateSchool

The school Facebook page is publicly accessible by all internet users. The school may share information, photographs and videos related to the school’s programs, activities and initiatives with users through its Facebook page.

- School YouTube Channel: **Not applicable**

The school YouTube channel is publicly accessible by all internet users. The school may share videos related to the school’s programs, activities and initiatives with users through its YouTube channel. The school does not permit users to download its videos uploaded to its YouTube channel. However third party applications may be used to overcome the school’s settings.

- School Twitter Profile: **Not applicable**

The school Twitter profile is publicly accessible by all internet users. The school may share information, photographs and videos related to the school’s programs, activities and initiatives with users through its Twitter profile.

- Other:

Provide a short description, and the website address, of the other website/s: [Print]

3. LIMITATIONS ON CONSENT – PARENT/CARER TO COMPLETE

The Individual or Signatory wishes to limit the consent in the following way:

IT IS NOT COMPULSORY FOR YOU TO PROVIDE THIS CONSENT

If you decide not to provide consent, this will not adversely affect academic achievement, or any relationships with teachers or the school.



4. DETAILS

Name of Individual	Address of Individual
---------------------------	------------------------------

Name of School (at which the Individual is enrolled, employed or volunteers)

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 (required if the Individual is under 18 years)	Date / /

Name of signing parent or guardian	Address of signing parent or guardian
---	--

5. CONSENT GIVEN

On behalf of the individual identified in Section 4 of this Consent Form (the Individual), the person or persons signing this Consent Form (the Signatory)* grant consent to the Department of Education, Training and Employment (the Department), to a State School and to any other Department or Agency of the State of Queensland (the State) to use, record and disclose the Individual's:

- name, image, recording and any other identifying information specified in the Particulars section of this Consent Form (personal information); and
- copyright material, including their written, artistic or musical works or video or sound recordings specified in the Particulars section of this Consent Form (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.

6. PURPOSE

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

- any activities engaged in during the ordinary course of the provision of education and training (including assessment) or other purposes associated with the operation and management of the Department or the Individual's school;
- public relations, promotion, advertising, media and commercial activities. This only includes via the internet and Social Media Websites if the relevant website is identified as a permitted website for the purposes of this consent in the Particulars section of this Consent Form;
- where the material is uploaded to a Social Media website or other website:
 - any purpose, commercial or otherwise, required by the operators of the website as a condition of uploading the personal information or Individual work; and
 - transfer of the personal information outside of Australia in the course of the operation of the website.
- use by the media in relation to the Individual's participation in school activities or community events, including, for example, dramatic or musical performances, sporting activities and award ceremonies; and
- any other activities identified in the Particulars section of this Consent Form.

7. DURATION

If the Department, the State or another person permitted by them is using the Individual's personal information or Individual work, or has entered into contractual obligations in relation to the Department's material that incorporates the Individual's personal information or Individual work, the consent will continue in relation to that material until the use is complete or until the contractual obligations come to an end. It is not possible for the Signatory or the Individual to withdraw the Individual's personal information or Individual work or revoke this consent in relation to such existing uses of that material.

to use, record or disclose copyright material, image, recording, name or personal information

If you do wish to revoke or modify this consent in relation to any further new uses of the Individual's personal information or Individual work, the Individual or the Signatory should send a notice in writing to the person nominated in Section 9 of this Consent Form. After that notice is received, the Department and the State will still be able to continue the existing uses, but will not be able to make any further new use of the Individual's personal information or Individual work.

The Signatory acknowledges that where material is uploaded to a Social Media website or other website:

- the use and contractual obligations may be perpetual and irrevocable; and
- it may not be possible to ensure that all copies of the material are deleted or cease to be used, and the Department and the State will not be responsible for doing so.

8. DEFINITIONS

- 'Use' includes:
 - to create, make copies of, reproduce, modify, adapt or retain in any form, including by camera, video, digital recorder, webcam, 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 and Social Media websites,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.
- This Consent Form is a legally binding and enforceable agreement between the Signatory and the Department or the State,
- 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, Individual work 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.
- 'Social Media Website' includes any website operated by a third party which facilitates the uploading and sharing of user generated content, including social and professional networking websites, web forums, blogs and wikis.
- 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. 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 or ability 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 or works or send a request in writing to the District Office.

10. 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 any use by the Department and the State associated with the purposes identified in Section 6 of this Consent Form. The 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 newsletters, magazines, websites (including Social Media Websites) and other school, 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).

Websites

Individuals and Signatories should be aware that publication of an Individual's personal information and Individual work on Social Media Websites is similar to publication in newsletters, magazines, brochures, etc; however publication on Social Media Websites is publication of that material to the world at large.

Individuals and Signatories should be aware that the publication of an Individual's personal information and Individual work, by the Department or the State, on a Social Media Website typically constitutes a permanent and publicly available record of that material. This means that anyone may be able to copy and use an Individual's personal information and Individual work that has been published on a Social Media Website for any purpose and without the consent or knowledge of the Department, the State or the Individual. Individuals or Signatories should not grant their consent to the Department or the State to use an Individual's personal information or Individual work in connection with a Social Media Website if the Individual or Signatory does not agree to the material being permanently available to the public.

If an Individual's personal information or Individual work is published on a Social Media Website, that material will be governed by the privacy policy and terms of use of the relevant Social Media Website. The Department or State cannot reasonably control how an Individual's personal information or Individual work is used by third parties once the material has been published on a Social Media Website.

to use, record or disclose copyright material, image, recording, name or personal information**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 Principles* 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 and 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, image or video or sound recording. 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 Individual's file and/or the project file. The Individual or Signatory may request a copy of the signed form by contacting the Principal of the school.

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

This consent will be in effect from the date the Consent Form is signed. The Department and the State will then start using the Individual's personal information and Individual work to create material incorporating the Individual's personal information and Individual work and entering into contractual obligations in relation to that material.

If you wish to later modify or revoke this consent, the Individual or the Signatory should send a notice in writing to the person nominated in Section 2 of this Consent Form. After that notice is received, the Department and the State will not make any new additional use of the Individual work, but any existing uses will continue.

Where the Department or another person uploads material to a Social Media Website or other website, it may need to accept contractual obligations that are perpetual and irrevocable. It may not be possible to ensure that all copies of the material are deleted or cease to be used, and the Department and the State cannot take responsibility for doing so.

Privacy

The 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 the *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 school.

Chaplaincy and Student Welfare Worker Services

Form 1: Consent Form

Parent Name/s	
Student Name (in full)	
Student Year Level	
Year	

This school community provides a chaplaincy service which is endorsed by the school's Parents and Citizens' Association and is made available on a voluntary basis to all students. Information about the service is available on the school's website and through newsletters. The Chaplain is involved in a range of activities which happen at this school which are free of religious, spiritual and/or ethical content. These activities are available to all students on a voluntary basis unless a parent or guardian requests in writing that this is not to occur for their children.

Chaplains may also be involved in activities with religious, spiritual and/or ethical content and additional consent is sought from parent/guardians for these specific activities.

- Voluntary student activities **without** religious, spiritual and/or ethical content. (Available to students on a voluntary basis if a parent or guardian have given consent in writing on this form).
- Occasional interest groups eg Boys/Girls groups, teambuilding, self-esteem activities, etc.
- Group lunchtime activities.

Consent provided on this form will be considered valid for the duration of your child's enrolment at the school. Information on this form will be stored securely. Should your child wish to access the chaplaincy service on a long-term basis, written parental consent will also be requested.

Please tick one of the boxes below:

- I give consent** to my child participating in voluntary activities without religious, spiritual and/or ethical content.
- I do not give consent** to my child participating in voluntary activities without religious, spiritual and/or ethical content.

Parent's/Student Signature: _____ Date: _____

Privacy Statement

The Department of Education and Training is collecting student's personal information in or to determine student participation in chaplaincy and student welfare worker services at the school.

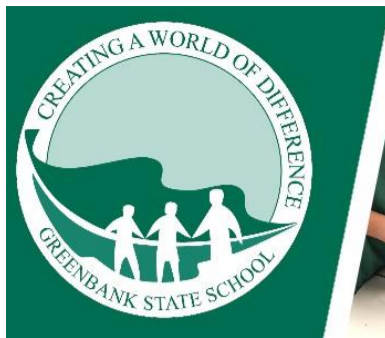
The department collects, uses and discloses student's personal information in accordance with the confidentiality provision – s.426 of the **Education (General Provisions) Act 2006 (Qld)**.

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

The department and the chaplain/student welfare worker will only use and disclose the student's personal information in accordance with this provision.

The **Information Privacy Act 2009 (Qld)**

<https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/I/InfoPrivA09.pdf> applies to the department's collection, use and disclosure of the personal information of persons other than students.



Greenbank State School

Creating a World of Difference



Parent and Community Code of Conduct

Supporting learning, wellbeing, respect and safety in our school

We welcome parents¹ and other members of our diverse community into our school.

Working together with the school community², school staff support the learning and wellbeing of every student, and are entitled to a safe work environment.

Parents and other visitors to our school support safety by ensuring their communications and conduct at the school and school activities is respectful.

ELEMENTS OF ENGAGEMENT	It is expected that parents and visitors to our school will:	Parents and visitors to our school demonstrate this by:
 Communication	<ul style="list-style-type: none"> be polite to others act as positive role models recognise and respect personal differences use the school's communication process to address concerns 	<ul style="list-style-type: none"> using polite and appropriate spoken and written language speaking and behaving respectfully at all times being compassionate when interacting with others informing staff if the behaviour of others is negatively impacting them or their family respecting staff time by accepting they will respond to appropriate communication when they are able allowing staff time to prepare when requesting a meeting to discuss any concerns about their child's education – and appreciating their time may be limited
 Collaboration	<ul style="list-style-type: none"> (parents) ensure their child attends school ready to learn support the Student Code of Conduct 	<ul style="list-style-type: none"> taking responsibility for their child arriving and departing school safely on time every day reading and encouraging their child to understand and follow the Student Code of Conduct
 School Culture	<ul style="list-style-type: none"> recognise every child is important to us contribute to a positive school culture by supporting and practising The Greenbank Way work together with staff to resolve issues or concerns respect people's privacy 	<ul style="list-style-type: none"> valuing each child's education and respecting individual circumstances acknowledging staff are responsible for supporting the whole school community speaking positively about the school and its staff not making negative comments or gossiping about other school community members, including students – in person, in writing or on social media understanding, at times, compromises may be necessary considering the privacy of all school community members at all times, and understanding that the school cannot share confidential information

I agree to adhere to and follow the Greenbank SS Parent and Community Code of Conduct:

Parent 1: _____ Date: _____ Parent 2: _____ Date: _____

¹ The term 'parent' refers to parents, carers, guardians and people who exercise parental responsibility for a child.

² The term 'school community' refers to staff, students, parents, local business and community organisations and visitors to the school.

GREENBANK STATE SCHOOL

SUN SAFETY POLICY



Reviewed November 2025

Creating a World of Difference - The Greenbank Way

Greenbank State School's Sun Safety Policy

Rationale

Year-round sun protection is important for all children and young people in Queensland as research demonstrates that high ultraviolet radiation (UVR) exposure in childhood and adolescence significantly increases the risk of developing skin cancer.

Our school aims to educate our students about being sun safe in order to develop important, life-long, healthy habits, and acknowledges the important role adults play during and outside school hours to reinforce sun safety with children and young people.

In implementing this policy, our school and community recognise that:

- the policy applies to all school and school-related activities and events;
- the strategies are to be implemented during the whole school day and year-round; and
- a combination of sun safe strategies is more effective than a single approach.


Date of commencement: November 2025

Review date: Annually each October

ELEMENT	STRATEGIES
Clothing requirements	<p>Students are required to wear protective clothing, including appropriate hats, when outdoors during the school day and during school-related activities (for example, excursions/camps) to reduce students' exposure to the sun, including the following strategies:</p> <p>Uniform</p> <ul style="list-style-type: none"> • Appropriate skin protective clothing is included in the school dress code. This includes shirts with collars. The Parents' and Citizens' Association (P&C) will make every reasonable effort to ensure the school uniform material complies with Cancer Council Standards. <p>Hats</p> <ul style="list-style-type: none"> • Students are required to wear appropriate hats when outdoors. The only exceptions when playing sport are when a hat reduces visibility or interferes with activity skills and therefore poses a risk to students' safety; or when wearing a hat is not possible because other headwear is required to be worn for religious or safety reasons. Under these circumstances, students may remove their hats for the duration of the activity, ensuring they have applied sunscreen to uncovered skin ideally 20 minutes prior to participating. • Our school uniform hats are either broad-brimmed or bucket hats. Visors and caps are not acceptable. • Staff remind students to wear hats before and during lunch breaks, and to and from outdoor activities. • Students who do not have hats remain in under cover areas, in a shaded position which is protected from the sun. No hat, no play rule applies. <p>Swim shirts</p> <ul style="list-style-type: none"> • Students are required to wear swim shirts/rash vests during all water-based activities occurring at outdoor venues, except during their race/s at competitions and carnivals. <p>Sunglasses</p> <ul style="list-style-type: none"> • Students may wear sunglasses when outdoors, at the request of parent.
Shade provision and use	<p>Our school maximises the use of available shade for outdoor activities:</p> <ul style="list-style-type: none"> • Temporary shade structures are used as necessary for outdoor events, for example, Under 8's Day, Sports Day, Cross Country, Swimming Carnivals, Colour Run

ELEMENT	STRATEGIES
Education	<p>Our school provides educational programs on sun safety and preventative measures through the following strategies:</p> <p>Curriculum, teaching and learning</p> <ul style="list-style-type: none"> • Sun safety, including preventative measures, is taught as part of the implementation of the Australian Curriculum through Health and Physical Education • Staff include the risk of exposure to UVR in their curriculum activity risk assessments for outdoor activities, which includes ensuring that adequate shade is available for outdoor activities where possible, for example, using temporary shade structures. <p>Incidental teaching and promoting sun safe behaviours</p> <ul style="list-style-type: none"> • Incidental teaching of personal sun safety strategies occurs in all year levels as part of the school routine on a regular basis, for example, through reminders to students to wear hats and apply sunscreen. • Modelling and encouraging sunscreen application to uncovered areas of the skin such as the face, back of neck, back of hands, arms and legs when they are outdoors. <p>Staff professional development</p> <ul style="list-style-type: none"> • Staff are informed about the school's sun safety policy and its requirements on induction. <p>Enrolment</p> <ul style="list-style-type: none"> • Parents/Carers are informed of the Sun Safety Policy during their child's enrolment interview.
Sunscreen provision	<p>Our school recognises the importance of sunscreen use as a sun safe measure and implements the following strategies:</p> <ul style="list-style-type: none"> • The school supplies SPF 50+ or higher broad-spectrum, water-resistant, paraben free sunscreen for student use. Material safety data sheet - Appendix A • Parents/carers are encouraged through newsletter items and excursion/event advice forms to have their children apply sunscreen before school. • Parents/carers are encouraged to provide sunscreen for their child if they don't wish their child to use the school's sunscreen.
Modelling sun safe behaviours	<ul style="list-style-type: none"> • Our school promotes the importance of parents/carers, teachers, ancillary staff, volunteers and other adult supervisors as role models for students using the following strategies: • Staff and P&C members on site will utilise shade, wear sun safe hats and clothing, sunglasses and sunscreen when doing their duties, running outside activities, and when on excursions/camps. • Parents/carers are encouraged to have their children apply sunscreen before they come to school and prior to excursions. Parents/Carers may choose to provide personal sunscreen for their child/ren to use at school.
Cost considerations	<p>The department provides funding for sun safety using the following strategies:</p> <ul style="list-style-type: none"> • School funding is allocated annually to enable the purchase of sunscreen for each class for the whole school year.
Additional strategies	<p>Other strategies our school uses to be sun safe include:</p> <ul style="list-style-type: none"> • Sunscreen is available at outdoor activities such as carnivals, sports days, gala days and swimming carnivals. • Review the Sun Safety Policy annually to ensure that the information remains current and relevant. <p>Extreme Heat – Recommendations</p> <ul style="list-style-type: none"> • If the ambient temperature is between 31°C and 35°C and the relative humidity is over 50%, there is a high to very high risk of heat illness. Planned vigorous, sustained physical activity should be limited in

ELEMENT	STRATEGIES
	<p>intensity or duration to less than 60 minutes per session.</p> <ul style="list-style-type: none"> • If the ambient temperature is over 36°C and the relative humidity is over 30%, there is an extreme risk of heat illness. Planned vigorous, sustained physical activity should be postponed to a cooler part of the day or even cancelled.
Parents/Carers	<ul style="list-style-type: none"> • Provide a suitable hat for their child/ren from the school's uniform shop and ensure they wear it to and from school. • Encourage their child/ren to apply SPF 50+ or higher broad-spectrum, water-resistant sunscreen 20 minutes before leaving for school. • Ensure their child's clothing provides adequate protection from UVR. • Are encouraged to act as positive role models by practising sun safe behaviours • Support the school's Sun Safety Policy
Students	<ul style="list-style-type: none"> • Be aware of the school's Sun Safety Policy • Take responsibility for their own health and safety by being sun safe • Comply with rules and guidelines by wearing a Greenbank State School broad-brimmed or bucket hat. • Apply sunscreen when encouraged by staff to do so. • Use shaded or covered areas when outdoors. • Participate in Sun Safety education programs.

<p>Endorsed by:</p> <p>Joanne Fairclough - P&C President</p> <p>Melissa Kent – HAS Officer</p>	<p>Approved by:</p> <p>Libby Bond - Principal</p>  <p>Date of approval: 29/10/2025</p>
---	--

Dear Parent/Caregiver

Sun Safety at School

Education Queensland schools are required to develop and implement a school Sun Safety Policy. This policy includes a range of sun safety strategies to enhance sun protection for students. One strategy is to ensure that all students are provided with a broad-spectrum, water-resistant, paraben free sunscreen of SPF 50+ or better to apply on uncovered parts of their skin when they are outdoors.

A small number of students may have allergic reactions to the chemicals in sunscreen. In future, such allergies should be identified by parents when they provide the school with medical advice about their children.

The SPF 50+ Sunscreen Lotion Ultra Protect which is provided at school has the following ingredients.

Active Ingredients:

Homosalate, Octocrylene, Octyl Salicylate, Butyl Methoxydibenzoylmethane, Phenoxyethanol, Benzyl Alcohol

If your child has any allergies or skin sensitivities, you may want to check with your GP before allowing your child to use the school provided product.

Please complete the form below and return to the office.

Yours sincerely



Libby Bond
Principal

(Please complete, detach and return)

STUDENT DETAILS

Name: _____

Class: _____

Please tick:

I have read and support the school's Sun Safety Policy. Yes No

I am happy for my child to use the named sunscreen provided by the school in accordance with the school's procedures. Yes No

I give my permission for teachers and support staff to apply sunscreen when it is considered necessary. Yes No

Parent/Caregiver Signature

Date

APPENDIX A – SAFETY DATA SHEET


SAFETY DATA SHEET
ULTRA PROTECT
SPF50+ Everyday Sunscreen Lotion

SDS Number: B0012

Revision Date: 28 November 2022

1 PRODUCT & COMPANY IDENTIFICATION

MANUFACTURER: Concept Laboratories Pty Ltd
 P.O Box 8005
 Maroochydore Qld 4558

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POISONS INFORMATION CENTRE: 13 11 26 (Australia)

PRODUCT NAME: Ultra Protect SPF 50+ Everyday Sunscreen Lotion
PRODUCT CODE: UP5CL60, UP5CL60T, UP5100, UP5250, UP5500P, UP51LP, UP52.5LP, UP55LP, UP510SCH
REVISION DATE: 28 November 2022 (Valid for 5 years)
RECOMMENDED USE: SPF 50+ Sunscreen preparation for topical human use.

2 HAZARDS IDENTIFICATION

GHS CLASSIFICATION: Non-hazardous according to the criteria of the Globally Harmonised System of Classification and Labelling of Chemicals (GHS).

HAZARD CATEGORIES: Not applicable

GHS SIGNAL WORD: Not applicable

HAZARD STATEMENTS: Not applicable

PRECAUTIONARY STATEMENTS:
GENERAL:

P101+ P102+ P103: If medical advice is needed, have product container or label at hand. Keep out of reach of children. Read Label before use.

RESPONSE:

P305+P351+P338 IF IN EYES: Rinse cautiously with water for 15 minutes. Remove contact lenses, if present and easy to do. Continue rinsing. Seek medical advice.

P332 + P313 If irritation or skin sensitisation develops, discontinue use. If irritation or skin sensitisation persists, consult a doctor.

STORAGE:

P403+P235: Store in a well - ventilated place. Keep cool.

DISPOSAL:

P501: Dispose of contents/containers in accordance with local regulations.



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3 COMPOSITION/INFORMATION ON INGREDIENTS

INGREDIENTS:	CAS#	CONC%
Homosalate	118-56-9	8-13
Octocrylene	6197-30-4	5-10
Octyl Salicylate	118-60-5	3-8
Butyl Methoxydibenzoylmethane	70356-09-1	2-6
Phenoxyethanol	9004-78-8	<1.00
Benzyl Alcohol	100-51-6	<1.00
EXCIPIENTS		To 100%

4 FIRST AID MEASURES

INHALATION:	Not normally required, if so, remove the affected victim from exposure. Keep at rest. Seek medical attention.
SKIN CONTACT:	Not normally required, if so, rinse skin or shower with water. Seek medical attention for skin irritations.
EYE CONTACT:	Immediately flush eyes with large amounts of water for at least 15 minutes, lifting eyelids occasionally to facilitate irrigation. Seek medical attention.
INGESTION:	DO NOT induce vomiting. For advice, call Poisons Information Centre: 13 11 26. Always seek medical attention when product is swallowed or when symptoms are significant or persistent.
ADDITIONAL INFO:	Treat according to symptoms.

5 FIRE FIGHTING MEASURES

Shut off product that may 'fuel' a fire if safe to do so. Allow trained personnel to attend a fire in progress, providing firefighters with this Safety Data Sheet. Prevent extinguishing media from escaping to drains and waterways.

HAZCHEM CODE:	None allocated.
EXTINGUISHING MEDIA:	No restriction on extinguishing media.
HAZARDOUS DECOMPOSITION PRODUCTS:	No hazardous decomposition products known.
SPECIAL PROTECTIVE EQUIPMENT OR PRECAUTIONS:	Substance is non-combustible; use agent most appropriate to extinguish surrounding fire.



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6 ACCIDENTAL RELEASE MEASURES

EMERGENCY PROCEDURE:	No emergency procedures for package size. Wear suitable protective equipment for any cleanup of large spills. Contain with absorbent material.
ENVIRONMENTAL PRECAUTIONS:	No environmental risk at package size.
SPILLS / CLEANUP:	Product is sold in small packages, and therefore accidental release is not normally a cause for concern. Product is slippery when spilt. Restrict access to area until completion of cleanup. Stop leak if safe to do so. Contain spill with absorbent material, such as towels, sand, vermiculite or another inert material. Prevent spill entering sewers or waterways. Collect and dispose of spilled material according to local regulations. Wash away any remnants with copious amounts of cold water.

7 HANDLING & STORAGE

HANDLING PRECAUTIONS:	Contact Concept Laboratories Pty Ltd sales representative for advice when using this product for any other application other than outlined on the label or technical bulletin. Any non-intended or non-authorized use of this product may result in personal injury or damage to equipment. Store product in original container.
HANDLING & STORAGE:	Store in cool, dry, well-ventilated area. Store below 30°C. Product is not defined as a dangerous good. Keep container closed when not in use. Do not store in direct sunlight. Handle with care and avoid spillage on the floor (slippage).

8 EXPOSURE CONTROL/PERSONAL PROTECTION

ENGINEERING CONTROLS:	Ventilation. Use in a well-ventilated area.
PERSONAL PROTECTIVE EQUIPMENT:	
EYE / FACE:	Not required under normal circumstances. Should a splash-risk exist, safety glasses or chemical resistant goggles should be worn to prevent eye contact.
SKIN:	Not required under normal circumstances. If required, use nitrile or neoprene gloves.
RESPIRATORY:	Not required under normal circumstances.

9 PHYSICAL & CHEMICAL PROPERTIES

PHYSICAL STATE:	Lotion	COLOUR:	White to off white
BOILING POINT (°C):	100°C	FLASH POINT:	N/A
SPECIFIC GRAVITY:	N/A	WATER SOLUBILITY:	Not dispersible
VISCOSITY:	15,000 – 75,000 cPs	pH:	5.2 – 6.4



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10 STABILITY & REACTIVITY

CHEMICAL STABILITY:	Product is stable under normal ambient conditions.
CONDITIONS TO AVOID:	High temperatures (store below 30°C) and direct sunlight. Protect against physical damage.
MATERIAL TO AVOID:	None known.
HAZARDOUS DECOMPOSITION:	None known.
HAZARDOUS REACTIONS:	None known.

11 TOXICOLOGICAL INFORMATION

HEALTH EFFECTS	
INHALATION:	Based upon product viscosity, does not present an aspiration hazard.
INGESTION:	Considered an unlikely route of entry in commercial/industrial environments.
SKIN CONTACT:	May cause skin irritation, however this product has been shown NOT to illicit an irritative response when tested on human subjects during SPF testing.
EYE CONTACT:	May cause eye irritation. Avoid contact with eyes.
TOXICITY DATA	Calculated toxicity of product undiluted based on ingredient data:
ACUTE TOXICITY:	No data available

12 ECOLOGICAL INFORMATION

ECO TOXICITY:	Data not available.
PERSISTANCE & DEGRADABILITY:	Data not available.
MOBILITY IN SOIL:	Data not available.

13 DISPOSAL CONSIDERATIONS

DISPOSAL METHOD:	Refer to State/Territory Land Waste Management Authority. Dispose of material by a licensed waste contractor. Rinse empty containers thoroughly before recycling or disposing to an authorized landfill. Materials should be recovered for reuse if possible. Suitable for incineration by an approved agent.
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14 TRANSPORT INFORMATION

NOT Classified as Dangerous Goods by the criteria of the Australian Dangerous Goods (ADG) Code.

NOT Classified as Dangerous Goods by the criteria of the IATA/ ICAO codes.

NOT Classified as Dangerous Goods by the criteria of the IMDG code.

UN NUMBER: N/A
 UN PROPER SHIPPING NAME: N/A
 CLASS & SUBSIDIARY RISK: N/A
 PACKING GROUP: N/A
 EM-S CODE: N/A
 SPECIAL PRECAUTIONS FOR USER: N/A
 HAZCHEM CODE: N/A

15 REGULATORY INFORMATION

POISONS SCHEDULE (SUSMP): Not Applicable

16 OTHER INFORMATION

THIS SDS SUMMARISES OUR BEST KNOWLEDGE OF THE HEALTH AND SAFETY HAZARD INFORMATION OF THE PRODUCT AND HOW TO SAFELY HANDLE AND USE THE PRODUCT IN THE WORKPLACE. EACH USER MUST REVIEW THIS SDS IN THE CONTEXT OF HOW THE PRODUCT WILL BE HANDLED AND USED IN THE WORKPLACE.

Please read all labels carefully before using this product.

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This SDS is prepared in accord with the SWA document "Preparation of Safety Data Sheets for Hazardous Chemicals- Code of Practice" (July 2020).