ENROLMENT GUIDELINES

Please find attached the enrolment package for 2022 at Mindarie Senior College. Parents and students should ***read the 2022 Enrolment Handbook before completing the enrolment application***.

Enrolment at the College is only guaranteed for students who live in the Local Intake Area. Information about the intake area for Mindarie Senior College may be found at www.mindarie.wa.edu.au under the Future Students menu.

Local Intake Area Applications:

Please submit the completed enrolment package and a $200 confirmation fee to the College by **Wednesday 16 June 2021**. Confirmation fees are fully refundable if you decide not to enrol your child at the College. If your child's enrolment does proceed, the confirmation fee will be credited against your child's compulsory course charges for 2022.

Out of Area Applications:

Please submit the completed enrolment package on or before **Friday 23 July 2021**. If spaces are available, enrolment will be determined by (a) children who have siblings enrolled at the College for Year 12 in 2022; and (b) Children who live closest to the College. You will be contacted by 6 August 2021 to let you know whether we are able to offer enrolment to your child for 2022.

Submitting your application

- Please complete all the documents in the enrolment package
- Enrolment form must be signed by parent/guardian and student
- Application must be submitted to the College in person
- Please bring originals to be sighted (along with photocopies)
- Only fully completed applications will be accepted

Before completing and submitting the enrolment application, parents / guardians and students should read the College policies which can be found on the webpage under ' Our College' - College Policies https://www.mindarie.wa.edu.au/college-policies

ENROLMENT CHECKLIST

When you enrol a student at Mindarie Senior College please provide photocopies of the following (our staff are unable to provide photocopying services):

- Photocopies of two (2) different documents as proof of address e.g. utility bill, lease agreement, phone bill, driver's licence etc. (not a rates invoice)
- Photocopy of your child's **birth certificate** (plus original to be sighted)
- Current **Australian Immunisation Register History Statement** (see enrolment package for details)

If the student is not born in Australia you **must** provide all of the following:

- Date of entry into Australia
- Copy of current visa documentation and passport Visa Sub Class number,
- Visa Grant number and a copy of the Visa Grant Notice
  OR
- Citizenship Certificate

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MINDARIE SENIOR COLLEGE
APPLICATION FOR 2022 ENROLMENT

Please submit your application in person to:
14 Elliston Parade MINDARIE WA 6030
Telephone: [08] 6207 5500 ◆ Principal: Janice Sander

Student Details (please complete in block letters)			
Enrolment Year Level:	Year 11 ☐	Year 12 ☐	
Surname:			
Legal surname on birth certificate: (if different from above)			
First name:			
Middle name:			
Preferred name:			
Date of Birth:		Gender:	Male ☐ Female ☐
Residential Address:	Street:		
	Suburb:		Postcode:
Home Telephone:		Student mobile:	
Student email address:			
Student CC number (if known):		Student USI number:	

Country of Birth:		Nationality:	
Non English speaking background:	Yes ☐ No ☐	Language spoken at home (other than English):	
Culture:	Aboriginal ☐ Torres Strait Islander ☐ Not Aboriginal or TSI ☐		
List siblings of student who currently or previously attended the College:			

If not born in Australia please complete this section		Entry Date:	
Permanent resident:	Yes ☐ No ☐	Citizenship	Yes ☐ No ☐
Visa Sub Class number:		Visa Expiry date:	
Visa Grant number:		***Photocopy of Visa Grant Notice must be included in this application***	

Student lives with (please indicate):	Both parents ☐	Father ☐ Mother ☐	Neither parent ☐
Are there any **Family Court Orders** regarding access restriction or the day to day or long term care, welfare and development of the child?	Yes ☐ No ☐		
If YES for the above question, it is a legal requirement that you provide copies of the documentation to the College.			
Is this student in the care of the Department of Communities and Family Support (CPFS)	Yes ☐ No ☐		
If Yes, please specify:	CPFS Case Manager:		
	Contact telephone number:	CPFS District:	

What school did the student previously attend?		Year Level:	
Has student ever been suspended or excluded from a school?	Yes ☐ No ☐		
If Yes, please name school and reason:			

Learning Support Needs:

This information will assist the college with considering whether any specific or additional resources are required and available to assist us with providing the best educational program for your child. N.B. – a recent diagnosis is required along with any special exam arrangement applications. Please indicate (√)

Learning Disability (dyslexia, dysgraphia, etc)	**Psychological** (depression, ADHD, etc)	**Physical** (hearing, vision, motor skills etc)
Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐

Has student been involved in an Education Support Program?	Yes ☐	No ☐
If any ticked Yes please outline nature of disability/medical condition:		
Are there any further details concerning the student, that are likely to affect his/her education at Mindarie Senior College?		

The enclosed Student Health Care Summary must be completed by parent/guardians and submitted with this application.

It is a requirement of the Department of Education that a *current *Australian Immunisation Register (AIR) immunisation history statement* MUST be submitted with this application (sample document attached). Information on obtaining the AIR immunisation history statement is available online at: www.healthywa.wa.gov.au/Articles/F_I/How-do-I-access-my-vaccination-record

*statement must have been issued within two months of the application to enrol

Parent/Guardian Details:

	Parent/Guardian 1	Parent/Guardian 2
Title: (Mr/Mrs/Ms/Miss)		
First name:		
Surname:		
Relationship to student: (Mother, Father, Guardian etc.)		
Home Phone:		
Work Phone:		
Mobile:		
Address: Street:		
Address: Suburb:		
Address: Postcode:		
Email Address:		
Order of Emergency contact:	1 ◯ 2 ◯ 3 ◯	1 ◯ 2 ◯ 3 ◯

Additional Contact for Emergency:

Emergency contact name:	
Relationship to student (e.g. grandparent/aunt/brother etc.)	
Mobile or home phone:	
Order of Emergency contact:	1 ◯ 2 ◯ 3 ◯

If applying to enrol in Year 12 please forward copies of final Year 11 results as soon as possible

It is a requirement that you advise us of any change of details in relation to Student and/or Parent/Guardian's contact details e.g. usual place of residence, change of name, change of parental guardianship, change of school etc.

SECURITY AND CONFIDENTIALITY

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

STUDENTS RIGHTS AND RESPONSIBILITIES

I have read and agree to comply with all aspects of the **Academic Standards Policy, Assessment Policy, Good Standing Policy, Bullying Policy, Mobile Phone Policy, Vehicle Policy and Internet and Information Technology User Policy** for Mindarie Senior College (found on the College website)

I am aware of my child's rights and responsibilities related to the above Policies for Mindarie Senior College. I also understand the consequences that will be applied should my child fail to honour those Codes and Policies. YES ☐

UNIFORM

I am aware of and agree to abide by the **College Dress Code** (found on the College website). YES ☐

MEDICAL/FIRST AID TREATMENT

In the event of an emergency, I give permission for the College to attend to the needs of my child when required. Where it is not practical to communicate with me, I authorise the school to consent to my child receiving such medical treatment as may be considered necessary (including transportation by ambulance, the cost being met by Parents/Guardians). NO ☐ YES ☐

PERMISSION TO LEAVE MINDARIE SENIOR COLLEGE DURING NON-CONTACT PERIODS

I give my permission for my son/daughter to leave Mindarie Senior College during any period in which his/her participation in an educational programme of the College is not required, including during lunch and recess breaks.
I acknowledge and understand that if my son/daughter leaves the College grounds during such periods, he/she is no longer under the reasonable control and supervision of the College. Accordingly, I understand and agree that in no event shall the State of Western Australia and its servants be liable for any injury that befalls my son/daughter, or for any misconduct on the part of my son/daughter, while he/she is away from the College grounds during such periods. YES ☐

LOCAL EXCURSIONS

Our students occasionally walk within the local area for minor excursions under the supervision of their teacher. On all occasions, parents will be notified of the excursion. I consent to my child participating in teacher supervised local excursions which may involve short walks to and from the College. NO ☐ YES ☐

WEARING OF SEAT BELTS

I understand that a seatbelt must be worn when travelling in a bus fitted with seatbelts. YES ☐

COLLEGE CHARGES

I understand that a $200 course confirmation fee is requested to confirm enrolment (*refundable if enrolment does not proceed*) and that Year 11 and 12 course charges are compulsory fees payable by the end of Term 1 each year. YES ☐

PUBLICITY

I give permission for my child's school work or photo to be used for:

- Educational purposes – internal (e.g. class projects, displays). NO ☐ YES ☐
- Other purposes – external (e.g. Publicity-television, newspaper, College Publications, webpage, YouTube, Facebook etc). NO ☐ YES ☐

NOTE: All students will have their photo taken which is passed onto Transperth for their SmartRider card.

(If you don't want your child's photo used for publicity purposes please tick NO in the box above, and you must also confirm this in writing to the College)

☐ ***I declare that the information provided on this form is true.*** ***Date:*** _____

Parent/Guardian Name: _____ ***Student Name:*** _____

Parent/Guardian Signature: _____ ***Student Signature:*** _____

STUDENT AND PARENT/GUARDIAN SIGNATURES ARE REQUIRED ON THIS DOCUMENT

MINDARIE SENIOR COLLEGE OFFICE USE ONLY

Student's original documentation all sighted (Date): _____ ☐ YES ☐ NO

Photocopies of documents provided:

☐ Birth certificate ☐ Proof of address x2

Additional document if born outside Australia:

☐ Passport ☐ Visa Grant Notice or ☐ Citizenship Certificate

☐ Date of Arrival given

Information about parent/guardian Occupation & Education ☐ YES ☐ NO

Previous School: _____Records received: ☐ YES ☐ NO

Publications/Internet Permission Form completed: ..... ☐ YES ☐ NO

Contributions and Charges Billing: ☐ PG1: ____% ☐ PG2: ____% ☐ Other: _____%

Official documentation: ☐ PG1: ____ ☐ PG2: ____ ☐ Other: _____
(including reports, to be sent to)

Mentor Group: _____

Entered on School Information system by: _____ on (Date): _____

SIS Group allocated: ☐ YES ☐ NO

Student leaves school: (Date) _____ Date Transfer Note Sent: _____

Destination: _____

Records received from transferring school: ☐ NO ☐ YES on (Date): _____

RETENTION AND TRANSFER OF STUDENT ENROLMENT RECORDS:

1. ***Enrolment Applications (successful) – The School to retain for 5 years after last action and then destroy.***
2. ***Enrolment Applications (unsuccessful) –The School to retain for 2 years after last action and then destroy.***
3. ***Enrolment Register (Register of Admissions/Enrolment Cards used prior to the School Information System) – The School to retain for 7 years after last action and then archive and transfer to State Records Office only when advised by Corporate Information Services.***
4. ***Enrolment Records (managed in the School Information System) – The School must print out annually for all school leavers, the School must retain for 7 years after the last action and then archive and transfer to State Records Office only when advised by Corporate Information Services.***
5. ***Student files – The School must negotiate with the previous school at the local level the transfer within 5 school days.***

INFORMATION ABOUT PARENT/GUARDIAN OCCUPATION AND EDUCATION

Student Name: _____

The National Goals for Schooling in the 21st Century state that 'the learning outcomes of educationally disadvantaged students '…… should…..' improve and, over time, match those of other students'.

All parents across Australia, no matter which school their child attends, are being asked to provide information about their family background to promote an education system which is fair for all Australian students regardless of their background.

Providing this information will help the Department of Education to ensure that all students are being well served by our public schools and receive the correct funding allocation.

To ensure Mindarie Senior College receives accurate funding, please complete this form carefully and as accurately as possible and return to Mindarie Senior College with your enrolment package.

All information is confidential

1. **Do you speak a language other than English at home?**

   NO, English only ☐

   YES, other - please specify: ☐

   (If more than one language, indicate the one that is spoken most often) _____

2. **What is the highest year of primary or secondary school you have completed?**

   Year 12 or equivalent ☐

   Year 11 or equivalent ☐

   Year 10 or equivalent ☐

   Year 9 or equivalent or below ☐

   (If you did not attend school, mark 'Year 9 or equivalent or below')

3. **What is the level of the highest qualification you have completed?**

   Bachelor degree or above ☐

   Advanced diploma/Diploma ☐

   Certificate I to IV (including trade certificate) ☐

   No post-school qualification ☐

Please select the appropriate parental occupation group from the list provided on the back of this form.
If you are not currently in paid work, but have had a job in the last 12 months, please use your last occupation.

1. **What is your occupation group?**

   Please write 1, 2, 3 or 4 according to your occupation. _____

   However, if you have not been in paid work in the last 12 months, enter '8' above.

See Over

Parent Occupation Groups

Relates to questions in Parent 1 and Parent 2 sections of the Application for Enrolment form

GROUP 1	GROUP 2	GROUP 3	*GROUP 4*
Senior management in large business organisation government administration & defence, and qualified professionals	**Other business managers, arts/media/sportspersons and associate professionals**	**Tradesmen/women, clerks and skilled office, sales and service staff**	**Machine operators, hospitality staff, assistants, labourers and related workers**
Senior executive/ manager/ department head *in industry, commerce, media or other large organisation.* ***Public service manager*** *(section head or above), regional director, health/education/police/ fire services administrator.* ***Other administrator*** *[school Principal, faculty head/dean, library/museum/gallery director, research facility director].* ***Defence Forces*** *Commissioned Officer.* ***Professionals*** *generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.* ***Health, Education, Law, Social Welfare, Engineering, Science, Computing*** *professional.* ***Business*** *[management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer].* ***Air/sea transport*** *[aircraft/ships captain/officer/pilot, flight officer, flying instructor, air traffic controller].*	***Owner/manager*** *of farm, construction, import/export, wholesale, manufacturing, transport, real estate business.* ***Specialist manager*** *[finance/engineering/production/ personnel/ industrial relations/ sales/marketing].* ***Financial services manager*** *[bank branch manager, finance/ investment/insurance broker, credit/loans officer].* ***Retail sales/services manager*** *[shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency].* ***Arts/media/sports*** *[musician, actor, dancer, painter, potter, sculptor, journalist, author].* *media presenter, photographer, designer, illustrator, proof reader, sportsman/ woman, coach, trainer, sports official].* ***Associate professionals*** *generally have diploma/technical qualifications and support managers and professionals.* ***Health, Education, Law, Social Welfare, Engineering, Science, Computing*** *technician/associate professional.* ***Business/administration*** *[recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager].* ***Defence Forces*** *senior Non-Commissioned Officer.*	***Tradesmen/women*** *generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.* ***Clerks*** *[bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/ inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent/customer services clerk, admissions clerk].* ***Skilled office, sales and service staff*** ***Office*** *[secretary, personal assistant, desktop publishing operator, switchboard operator].* ***Sales*** *[company sales representative, auctioneer, insurance agent/ assessor/loss adjuster, market researcher].* ***Service*** *[aged/disabled/refuge/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor].*	***Drivers, mobile plant, production/ processing machinery and other machinery operators Hospitality staff*** *[hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper].* ***Office assistants, sales assistants and other assistants*** ***Office*** *[typist, word processing/data entry/business machine operator, receptionist, office assistant].* ***Sales*** *[sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker].* ***Assistant/aide*** *[trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant].* ***Labourers and related workers*** ***Defence Forces*** *ranks below senior NCO not included in other groups.* ***Agriculture, horticulture, forestry, fishing, mining worker*** *[farm overseer, shearer, wool/hide classer, farmhand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand].* ***Other worker*** *[labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor].*

These categories have been determined nationally and are designed as broad occupational groupings.
All Australian states and territories use the same categories.

FORM 1 – STUDENT HEALTH CARE SUMMARY - REVISED

SECTION A

School: MINDARIE SENIOR COLLEGE	Student's Name:
Address:	Gender: Male / Female Date of Birth: ___ / ___ / _____

FAMILY CONTACT DETAILS	MEDICAL DETAILS
Name: Relationship to student:	Medical Practice: Doctor 1: Telephone: Doctor 2: Telephone:
Address:	I give permission for the school to seek medical attention for my child as required from the above medical centre. Yes ☐ No ☐
Telephone: (W) (H) (M)	Do you have ambulance cover? Yes ☐ No ☐ Provider_____ **If there is a medical emergency, parents/carers are expected to meet the cost of an ambulance**.
Name: Relationship to student:	List any essential information that could affect your child in an emergency e.g. allergy to penicillin.
Address:	Health care (concession) card: Yes ☐ No ☐ (if yes provide details) Card No. _____ Expiry Date_____
Telephone: (W) (H) (M)	Medicare No. (If required – for children requiring regular emergency care): Card No. _____ Expiry Date_____

Please provide the date of Student's last Tetanus Vaccination: _____ / _____ / _____

ADMINISTRATION OF MEDICATION

Written authorisation must be provided for staff to administer any form of medication at school.
Long term medication – Complete the *Medication* section of the relevant health care plan – see below.
Short term medication - Request an *Administration of Medication* form to complete and return to the principal or class teacher.

INFORMED CONSENT

Your child's health care information will be shared with staff on a "need to know" basis unless otherwise stated.
Do you give permission for the school to share your child's health care information? **Yes ☐ No ☐**
Note: *If your child is enrolled in a TAFE, PEAC or an alternative education program, this includes the transfer of their health care information to the principal or manager of that program***.**
If no, and the information is to be restricted, who can be informed of your child's health care information? _____

Does your child have one or more health condition(s) that will ***require support*** from school staff?
No ☐ - sign below and return this form to the school office. If your child's requirements change, please notify the school.

Signature: _____ Date_____

Yes ☐ - complete the remainder of this form and return to the school office. You will be given additional forms to complete.
List your child's health condition(s):_____

SECTION B – IN THE FOLLOWING TABLE, PLEASE INDICATE YOUR CHILD'S CONDITION(S) WHICH REQUIRE THE SUPPORT OF SCHOOL STAFF

(In response to the information below, you will be given further forms for specific health conditions to complete)

Health Conditions	Tick health condition	Will school staff require specific training to support your child?
Severe Allergy/Anaphylaxis	☐	YES ☐ NO ☐
Minor & Moderate Allergies	☐	YES ☐ NO ☐
Diabetes	☐	YES ☐ NO ☐
Seizures	☐	YES ☐ NO ☐
Asthma	☐	YES ☐ NO ☐
Activities Of Daily Living	☐	YES ☐ NO ☐
Other Conditions or Needs (Please specify)		
	☐	YES ☐ NO ☐
	☐	YES ☐ NO ☐
Has your child's Medical Practitioner provided a health care plan to assist the school to manage the condition?		YES ☐ NO ☐ If yes, advise the Principal

If you have ticked "Yes" for specific staff training, please discuss the type of training needed with the Principal. PTO

Name: **Date of Birth:** **School: MINDARIE SENIOR COLLEGE**

SECTION C: CONSENT FOR PHOTO IDENTIFICATION ON YOUR CHILD'S HEALTH CARE PLAN

If your child has a condition where an emergency may occur, please indicate whether you give consent for staff to place your child's medical details and photo on view to provide immediate identification.

I give permission for my child's "medical details and photo" to be on view for staff. Yes ☐ No ☐

If yes, please attach photo to the relevant health care plan(s).

SECTION D: MEDIC ALERT INFORMATION

Does your child have a Medic Alert bracelet or pendant? Yes ☐ No ☐
If yes, provide details:_____

Signature:

Parent/Carer Signature: _____ Date: _____

Parent/Carer Name: _____

ON COMPLETION OF THIS FORM, PLEASE REQUEST AND COMPLETE THE RELEVANT HEALTH CARE PLANS

Note: Where appropriate students should be encouraged to participate in their health care planning.

Mindarie Senior College Office Use Only

Does the child have an allergy that needs to be flagged on SIS? Yes ☐ No ☐ Date:

Have relevant health care plans been issued to the parent? Yes ☐ No ☐ Date:

Has the Principal been informed if:

- specific training is required to support the student? Yes ☐ No ☐
- the student's health care information is to be restricted? Yes ☐ No ☐

Date *Student Health Care Summary* was completed and uploaded on SIS: / /

Public Transport Authority
Government of Western Australia

Transperth

Dear Parents

Student Travel Permit

The Public Transport Authority (PTA) advises that all new secondary students are eligible to receive a Student SmartRider concession card. The Student SmartRider card will be similar in size to a credit card and will be made available for all students throughout the state.

Parents/guardians should be aware that students will require a Student SmartRider to access concession travel on Transperth, bus, rail and ferry services, and Transwa country road and country rail services.

In order to issue the cards in the first instance the PTA requires that parents/guardians give their permission for schools to provide student details to the PTA, for the purposes of registering the student for concession travel, and to enable the Student SmartRider to be produced. Only students, who provide parent/guardian permission for the release of these details, will be issued with a card through their school. The information that will be released is student name, date of birth, address and Curriculum Council or student number. (Student address is NOT shown on the SmartRider card.)

The PTA must comply with the privacy requirements for the public sector and as such will only be using the information provided by the school for the issuance of the Student SmartRider concession card.

If you wish your child to be issued with a Student SmartRider free of charge through their school, you should sign the attached permission and registration slip and <u>return it to your school ASAP.</u>
(NB: Mindarie Senior College will charge $5.00 to replace a lost/stolen or damaged card.)

If the school does not receive the signed permission slip, your child's student information will not be released to the PTA.

If you do not wish your child to be issued with a Student SmartRider through this process, but your child still requires a Student SmartRider concession card, then you will need to go to a Transperth Information Office and apply for one. You will need to provide proof that your child is enrolled at a school and pay a card fee of $5.00 for the purchase of the card if you wish to apply for a Student SmartRider in this way.

Please contact your school or the Transperth Info Line on 13 62 13 if you have any further questions.

Yours sincerely

Mark Burgess
DIRECTOR TRANSPERTH, REGIONAL AND SCHOOL BUS SERVICES

Parent / Legal Guardian Consent for Release of Student Details

I_____(parent given name)_____(family name) give

permission for _____'s (student's full name) student details to be released to the PTA for the purposes of issuing a Student SmartRider card and a photograph to be taken by the school and released to the PTA for the purposes of issuing a Student SmartRider card for school purposes.

Signature _____ Date _____

It is a requirement of the Department of Education that a *current *Australian Immunisation Register (AIR) immunisation history statement* (issued by Medicare) MUST be submitted with this application. Information on obtaining the AIR immunisation history statement is available online at: www.healthywa.wa.gov.au/Articles/F_I/How-do-I-access-my-vaccination-record

*statement must have been issued within two months of the application to enrol

Australian Government
Department of Human Services
medicare

Immunisation history statement

As at: 22 August 2018
For: BERNARD O LONG
Date of birth: 16 January 2016
Immunisation status: up to date

Schedule	Date given	Immunisation	Brand name given
2 months	16 Mar 2016	Diphtheria Tetanus Pertussis Hib Hepatitis B Polio	Infanrix Hexa
		Pneumococcal	Prevenar 13
		Rotavirus	Rotarix
4 months	16 May 2016	Diphtheria Tetanus Pertussis Hib Hepatitis B Polio	Infanrix Hexa
		Pneumococcal	Prevenar 13
		Rotavirus	Rotarix
6 months	16 Jul 2016	Diphtheria Tetanus Pertussis Hib Hepatitis B Polio	Infanrix Hexa
		Pneumococcal	Prevenar 13
12 months	16 Jan 2017	Measles Mumps Rubella	MMR II
		Hib Meningococcal C	Menitorix
18 months	16 Jul 2017	Diphtheria Tetanus Pertussis	Infanrix
		Measles Mumps Rubella Varicella	Priorix-Tetra
Other	01 Apr 2018	Influenza	Influvac Tetra

Next immunisation/s due	Date Due
Diphtheria Tetanus Pertussis	16 Jan 2020
Polio	16 Jan 2020
Notice/s	

Sample document

MINDARIE
SENIOR COLLEGE
WHERE YOUR FUTURE BEGINS

THIRD PARTY SERVCE PROVIDERS OF ONLINE APPLICATIONS

Mindarie Senior College is requesting permission to disclose personal information to third party software providers for the purpose of improved school administration and/or teaching and learning programs.

Personal information may include information relating to both students and parents. If you wish to access or correct any of the personal information or discuss how the information will be used, please contact 6207 5500.

Dear Parent/Guardian

Our school provides access to Department of Education online services. These enhance the contemporary learning opportunities available to students and the range of teaching tools available to staff to deliver the senior secondary curriculum and the College requires your approval for your child to be given access to these online services.

The Department's online services currently provide students with access to:

- individual email and calendar accounts;
- the internet, with all reasonable care taken by central office and schools to monitor and control students' access to websites while at school;
- online teaching and learning services such as web-conferencing and digital resources;
- online file storage and sharing services; and
- these online services at locations other than school.

If you agree to your child using these online services, please sign the permission slip below.

Please note that while every reasonable effort is made by schools and the Department to prevent student exposure to inappropriate online content when using Department provided online services, it is not possible to completely eliminate the risk of such exposure.

You should be aware that the Department has the right to review, audit, intercept, access and disclose messages created, received or sent over Department online services. Logs of email transactions and internet access data are kept for administrative, legal and security purposes and may be monitored. Similar to other corporate records, emails and internet access records are discoverable in the event of legal action and are subject to provisions of the Freedom of Information Act 1992. (**www.foi.wa.gov.au**)

You should also be aware that general internet browsing not conducted via the Department's network is not monitored or filtered by the Department. The Department encourages close family supervision of all internet use by children in locations other than school, and strongly recommends the use of appropriate internet filtering software. Advice on managing internet use at home can found on the Office of the E-Safety Commissioner website (**https://www.esafety.gov.au/parents**).

In addition, the College uses a number of third party software applications to support administration and student learning and these providers may require personal information to be disclosed to them. Some applications only require the College to notify you they are being used. Another group of applications require your consent as a 'bundle'. Which applications are used may vary depending on students' subject choices.

It is important that you understand the reasons why we may provide this information to each respective entity, what will be done with it, who else may have access to it and where the data is stored. This information can be found on this page: **https://www.mindarie.wa.edu.au/third-party-software**

Please read these and ensure that you understand the implications of using these services. If you have any questions, please contact the College.

As a parent/guardian of this student, I give permission for the access to Department of Education software services and have read the terms of use and privacy policy of each of the applications listed on the third party software webpage. I understand that _____ (student's full name) personal information may be provided to the third party software providers for the purpose of improved school administration or teaching and learning programs.

Parent/Guardian Name: _____

Parent/Guardian Signature _____

Date _____

PLEASE COMPLETE AND RETURN WITH ENROLMENT APPLICATION