

Welcome!

Dear Parent/Carer,

Welcome to Grovely State School! Thank you for your interest in enrolling your child for 2025 and beyond. At Grovely, we believe in building a strong sense of community to collectively support every student in reaching their full potential. While we offer two learning pathways, we are united by a common purpose: to provide an inclusive and nurturing environment where all students thrive. As a small, family-oriented school, we value the partnership between home and school and are guided by our core values of **Respect, Safety, Compassion, Grit, Creativity, and Collaboration**.

Enclosed in this pack, you will find an **Enrolment Form** to begin the enrolment process. Please complete and return the form to the school either via email or by dropping it off at the **Administration Office**. A copy of your child's birth certificate must also be included.

For your convenience, enrolment forms are also available online at:
grovelyss.eq.edu.au/enrolments/enrolling-at-our-school

Once we receive the completed forms, we will arrange an enrolment interview with you and your child. This meeting will include completing additional documentation and an opportunity to meet our **Deputy Principals**:

- **Eleana Hunter** (Prep – Year 2)
- **Sue McIvor** (Years 3 – 6)

Montessori at Grovely State School

Since 2009, Grovely State School has offered a **Montessori learning program**, making us the first primary school in Queensland to provide this unique educational approach. Our Montessori environments are led by trained teachers who facilitate child-led learning with clear expectations, covering key areas such as: **Practical Life, Sensorial Learning, Language, Mathematics, and Culture (Science, History, Biology, The Arts, Technology, and HPE)**.

If you are interested in learning more about our Montessori program, our staff will be happy to discuss it with you at your enrolment meeting. As places in this program are limited, we encourage early applications to secure a spot.

If you have any questions, please do not hesitate to contact our enrolments team at admin@grovelyss.eq.edu.au. We look forward to welcoming you and your family to Grovely State School!



Warm regards,

A handwritten signature in black ink that reads "Eliza Borsht".

Eliza Borsht
Principal



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:

- assessing whether your application for enrolment should be approved
- meeting reporting obligations required by law or under Federal – State Government funding arrangements
- administering and planning for providing appropriate education, training and support services to students
- assisting departmental staff to maintain the good order and management of schools, and to fulfil their duty of care to all students and staff
- 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 _____ Needs interpreter? <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify _____ Needs interpreter? <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*

| | |
|---|--|
| From Year 1, the prospective student may participate in religious instruction if it is available. 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. Parents/carers may change these arrangements at any time by notifying the principal in writing. | Do you want the prospective student to participate in religious instruction? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | If 'Yes', please nominate the religion: |
| | |

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 *Family Law Act 1975* concerning the welfare, safety or parenting arrangements of the prospective student?

☐ Yes ☐ 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?

☐ Yes ☐ 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 - Thalasassaemia |
| 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.

Introduction to the State School Consent Form (attached) for Grovely State School

This letter is to inform you about how we will use your child's personal information and student materials. It outlines:

- what information we record
- how we will use student materials created during your child's enrolment.

Examples of personal information which may be used and disclosed (subject to consent) include part of a person's name, image/photograph, voice/video recording or year level.

Your child's student materials:

- are created by your child whether as an individual or part of a team
- may identify each person who contributed to the creation
- may represent Indigenous knowledge or culture.

Purpose of the consent

It is the school's usual practice to take photographs or record images of students and occasionally to publish limited personal information and student materials for the purpose of celebrating student achievement and promoting the school and more broadly celebrating Queensland education.

To achieve this, the school may use newsletters, its website, traditional media, social media or other new media as listed in the 'Media Sources' section below.

The State School Consent Form may, at your discretion, provide consent for personal information and a licence for the student materials to be published online or in other public forums. It also allows your child's personal information and student materials to be presented in part or alongside other students' achievements.

The school needs to receive consent in writing before it uses or discloses your child's personal information or student materials in a public forum. The attached form is a record of the consent provided.

It should be noted that in some instances the school may be required by the *Education (General Provisions) Act 2006* (Qld) or by law to record, use or disclose the student's personal information or materials without consent (e.g. assessment of student materials does not require further consent).



Voluntary

There will not be any negative repercussions for not completing the State School Consent Form or for giving limited consent. All students will continue to receive their education regardless of whether consent is given or not.

Consent may be limited or withdrawn

Consent may be limited or withdrawn at any time by you.

If you wish to limit or withdraw consent please notify the school in writing (by email or letter). The school will confirm the receipt of your request via email if you provide an email address.

If in doubt, the school may treat a notice to limit consent as a comprehensive withdrawal of consent until the limit is clarified to the school's satisfaction.

Due to the nature of the internet and social media (which distributes and copies information), it may not be possible for all copies of information (including images of student materials) once published by consent, to be deleted or restricted from use.

The school may take down content that is under its direct control, however, published information and materials cannot be deleted and the school is under no obligation to communicate changes to consent with other entities/ third parties.

Media sources used

Following is a list of online and social media websites and traditional media sources where the school may publish your child's personal information or student materials subject to your consent.

- School website: <https://grovelyss.eq.edu.au/>
- Facebook: <https://www.facebook.com/grovelystateschool/>
- YouTube: N/A
- Instagram: N/A
- Twitter: N/A
- LinkedIn: N/A
- Other: N/A
- Local newspaper
- School newsletter
- Traditional and online media, printed materials, digital platforms' promotional materials, presentations and displays.

The State School Consent Form does not extend to P&C run social media accounts or activities, or external organisations.

Duration

The consent applies for the period of enrolment or another period as stated in the State School Consent Form, or until you decide to limit or withdraw your consent.

During the school year there may be circumstances where the school or Department of Education may seek additional consent.

Who to contact

To return a consent, express a limited consent or withdraw consent please contact Principal Eliza Borsht via ewilk66@eq.edu.au or 3354 6333.

Mrs Borsht should be contacted if you have any questions regarding consent.

State School Consent Form

1 IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

- Parent/carer to complete
- Mature/independent students may complete on their own behalf (if under 18 a witness is required).

(a) Full name of individual:

(b) Date of birth:

(c) Name of school:

(d) Name to be used in association with the person's personal information and materials* (please select):

☐ Full Name ☐ First Name ☐ No Name ☐ Other Name

** Please note, if no selection is made, only the Individual's first name will be used by the school. However, the school may choose not to use a student's name at its discretion.*

*** For school photos Full Name will be used unless a limitation is given in Section 5 below.*

2 PERSONAL INFORMATION AND MATERIALS COVERED BY THIS CONSENT FORM

(a) **Personal information** that may identify the person in section 1:

- ▶ Name (as indicated in section 1) ▶ Image/photograph ▶ School name
- ▶ Recording (voices and/or video) ▶ Year level

(b) **Materials** created by the person in section 1:

- ▶ Sound recording ▶ Artistic work ▶ Written work ▶ Video or image
- ▶ Software ▶ Music score ▶ Dramatic work

3 APPROVED PURPOSE

If consent is given in section 6 of the form:

- The personal information and materials (as detailed in section 2) may be recorded, used and/or disclosed (published) by the school, the Department of Education (DoE) and the Queensland Government for the following purposes:
 - Any activities engaged in during the ordinary course of the provision of education (including assessment), or other purposes associated with the operation and management of the school or DoE including to publicly celebrate success, advertising, public relations, marketing, promotional materials, presentations, competitions and displays.
 - Promoting the success of the person in section 1, including their academic, sporting or cultural achievements.
 - Any other activities identified in section 4(b) below.
- The personal information and materials (as detailed in section 2) may be disclosed (published) for the above purposes in the following:
 - the school's newsletter and/or website;
 - social media accounts, other internet sites, traditional media and other sources identified in the 'Media Sources' section of the explanatory letter (attached);
 - year books/annuals and school photographs;
 - promotional/advertising materials; and
 - presentations and displays.

4 TIMEFRAME FOR CONSENT

School representative to complete.

(a) Timeframe of consent: duration of enrolment.

(b) Further identified activities not listed in the form and letter for the above timeframe: Duration of enrolment.

5 LIMITATION OF CONSENT

The Individual and/or parent wishes to limit consent in the following way:

6 CONSENT AND AGREEMENT

► CONSENTER – I am (tick the applicable box):

- ☐ parent/carers of the identified person in section 1
- ☐ the identified person in section 1 (if a mature/independent student or employee including volunteers)
- ☐ recognised representative for the Indigenous knowledge or culture expressed by the materials

I have read the explanatory letter, or it has been read to me. I have had the opportunity to ask questions about it and any questions that I have asked have been answered to my satisfaction. By signing below, I consent to the school recording, using and/or disclosing (publishing) the personal information and materials identified in section 2 for the purposes detailed in section 3.

By signing below, I also agree that this State School Consent form is binding. For the benefit of having the materials (detailed in section 2) promoted as DoE may determine, I grant a licence for such materials for this purpose. I acknowledge I remain responsible to promptly notify the school of any third party intellectual property incorporated into the licensed materials. I accept that attribution of the identified person in section 1 as an author or performer of the licensed materials may not occur. I accept that the materials licensed may be blended with other materials and the licensed materials may not be reproduced in their entirety.

Print name of student

Print name of consenter.....

Signature or mark of consenter.....

Date

Signature or mark of student (if applicable).....

Date

SPECIAL CIRCUMSTANCES

If the form is required to be read out (whether in English or in an alternative language or dialect) to a parent/carers or Individual student; or when the consenter is an independent student and under 18 the section below must be completed.

► WITNESS – for consent from an independent student or where the explanatory letter and State School Consent Form were read

I have witnessed the signature of an independent student, or the accurate reading of the explanatory letter and the State School Consent Form was completed in accordance with the instruction of the potential consenter. The individual has had the opportunity to ask questions. I confirm that the individual has given consent freely and I understand the person understood the implications.

Print name of witness

Signature of witness

Date

► Statement by the person taking consent – when it is read

I have accurately read out the explanatory letter and State School Consent Form to the potential consenter, and to the best of my ability made sure that the person understands that the following will be done:

1. the identified materials will be used in accordance with the State School Consent Form
2. reference to the identified person will be in the manner consented
3. in accordance with procedures DoE will cease using the identified materials from the date DoE receives a written withdrawal of consent.

I confirm that the person was given an opportunity to ask questions about the explanatory letter and State School Consent Form, and all the questions asked by the consenter have been answered correctly and to the best of my ability. I confirm that the individual has not been coerced into giving consent, and the consent has been given freely and voluntarily.

A copy of the explanatory letter has been provided to the consenter.

Print name and role of person taking the consent

Signature of person taking the consent

Date

Privacy Notice

The Department of Education (DoE) is collecting your personal information on this form in order to obtain consent for the use and disclosure of the student's personal information. The information will be used and disclosed by authorised school employees for the purposes outlined on the form. Student personal information collected on this form may also be used or disclosed to third parties where authorised or required by law. This information will be stored securely. If you wish to access or correct any of the personal student information on this form or discuss how it has been dealt with, please contact your student's school in the first instance.



Consent to administer medication

PLEASE NOTE:

For medication to be administered at school or during school-related activities, there must be medical authorisation for the student to have that medication, and the medication must be in its original container with intact packaging.

Examples of medical authorisation include:

- a pharmacy label with both the student's and doctor's name on it;
- a signed letter from a doctor;
- a medication order from a dentist;
- an Action Plan signed by a doctor or nurse practitioner.

See below for examples of health conditions, medications and associated documentation:

| Health condition/ reason for medication | Example of medication | Documentation completed by doctor or other prescribing health practitioner |
|---|---|---|
| Asthma | Asthma puffer | <i>Asthma action plan</i> |
| Anaphylaxis | EpiPen | <i>ASCIA Anaphylaxis Action Plan</i> |
| Diabetes | Insulin injection, insulin pump | Department of Education <i>Medication order to administer 'as-needed' medication at school</i> or medication order or other written instructions from prescribing health practitioner and <i>diabetes management plan</i> |
| Other types of emergency medication e.g. for seizures | Midazolam | Department of Education <i>Medication order to administer 'as-needed' medication at school</i> |
| Medication required 'as needed' for minor or non-emergency symptoms | Ointment for skin allergies, antihistamines | Department of Education <i>Medication order to administer 'as-needed' medication at school</i> |
| Changes to dosage (e.g. from ½ to 1 tablet) | Ritalin | Written instructions from prescribing health practitioner (e.g. doctor) |

1. To request that the school administer medication to a student

- 1) Complete Section A (page 2).
- 2) Provide the school with the medication in the original container with intact packaging.
- 3) Provide the written medical authorisation (e.g. completed pharmacy label, medication order, action plan) completed and signed by the prescribing health practitioner.
- 4) Make an appointment with the principal/delegate if:
 - the student requires medication as an emergency response;
 - you would like the student to self-administer their medication;
 - the student has complex health support needs or requires other support strategies; or
 - you have any concerns about the student's health which may affect their schooling.

2. To request a student self-administer their medication

- 1) Complete Section A (page 2) and Section B (page 3).

Consent to administer medication

Privacy Statement

The Department of Education (DoE) is collecting this personal information for the purpose of enabling school staff to administer medication to the nominated student, or to support a student to self-administer their medication while at school or during school-related activities. This information will only be accessed by authorised departmental employees. In accordance with section 426 of the *Education (General Provisions) Act 2006* (regarding student's personal information) and the *Information Privacy Act 2009* (parent/carer's personal information) this information will not be disclosed to any other person or body unless DoE has been given permission or is required or authorised by law to disclose the information.

Section A: Complete the details below:

NOTE: This form only collects information for one (1) medication. If more than one medication is required, please complete a separate form for each medication.

| | | | |
|--------------------------|--|----------------------|--|
| Student name | | Date of birth | |
| Parent/carer name | | Phone number | |

- I consent to the following medication being administered (as per the instructions on the pharmacy label and/or any additional written instructions) to the student named above during school or school-related activities.
- I authorise school staff to contact the prescribing health practitioner or pharmacist (as listed on the medication's pharmacy label or in other relevant medical authorisation) for the purpose of seeking specific advice or clarification on the administration of this medication to this student.

| | |
|---------------------------|--|
| Name of medication | |
|---------------------------|--|

I confirm that the medication provided to the school (as listed above):

- ☐ is medically authorised (e.g. has been prescribed by a doctor, dentist, optometrist or nurse practitioner)
- ☐ is in the original dispensed container with intact packaging
- ☐ has the student's and doctor's names on the pharmacy label (if there is no other written evidence of medical authorisation)
- ☐ is current/in-date (The expiry date of the medication is __/__/____).

| The medication is required: | | If Yes to any questions, complete the following: |
|--|--|--|
| (a) routinely (e.g. 11am every day) | <input type="checkbox"/> No <input type="checkbox"/> Yes⇒ | Administer at __: __ am/pm on the following days: (circle the day/s required) Monday Tuesday Wednesday Thursday Friday |
| (b) for a short time only (e.g. only for 2 weeks) | <input type="checkbox"/> No <input type="checkbox"/> Yes⇒ | Start date: __/__/____ End date: __/__/____ |
| (c) to manage a health condition by following a current action plan or health plan | <input type="checkbox"/> No <input type="checkbox"/> Yes⇒ | Is the medication for: <input type="checkbox"/> asthma <input type="checkbox"/> anaphylaxis <input type="checkbox"/> diabetes <input type="checkbox"/> epilepsy <input type="checkbox"/> cystic fibrosis <input type="checkbox"/> other (describe) |
| (d) 'as needed' to treat minor or non-emergency symptoms | <input type="checkbox"/> No <input type="checkbox"/> Yes⇒ | <input type="checkbox"/> I understand that before the school administers this medication, if they are not aware of when this medication was most recently given to this student, I will be contacted to provide this information. |

Has this student previously shown any side effects after taking this medication? **Yes** ☐ **No** ☐

If **Yes**, describe: _____

| | | | |
|---------------------------------------|--|-------------|--|
| Parent/carer/student signature | | Date | |
|---------------------------------------|--|-------------|--|

If the student is to self-administer this medication, also complete **Section B**

NOTE: Controlled drugs cannot be self-administered.

Section B: Details for student self-administration of medication:

In all cases and at any time, the principal/delegate may disallow student self-administration for health and/or safety reasons.

| | | | |
|--|--|----------------------|--|
| Student name | | Date of birth | |
| <ul style="list-style-type: none"> I confirm that the student is confident, competent and can safely administer the right dose of their own medication at the right times. I confirm that the student can store their medication securely. I authorise school staff to contact the prescribing health practitioner, health team or pharmacist (as listed on the medication's pharmacy label or in other relevant medical authorisation) for the purpose of seeking specific advice or clarification on the administration of this medication by this student. | | | |
| Health condition | | | |
| <input type="checkbox"/> Asthma - secondary school students only | <input type="checkbox"/> I approve for the student to self-administer their asthma medication. NOTE: The school will need a copy of the student's <i>Asthma Action Plan</i> if it varies from the standard asthma first aid response | | |
| Health condition | I seek approval from the principal/delegate for the student to self-administer: | | |
| <input type="checkbox"/> Asthma | <input type="checkbox"/> their asthma medication (<i>following a current action plan/health plan</i>) | | |
| <input type="checkbox"/> Anaphylaxis | <input type="checkbox"/> their adrenaline auto-injector (<i>following a current action plan/health plan</i>) | | |
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> their medication (<i>following a current health plan</i>) | | |
| <input type="checkbox"/> Cystic fibrosis | <input type="checkbox"/> their medication (<i>following a current health plan</i>) | | |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> their medication (<i>following a current health plan</i>) | | |
| Parent/carers/student signature | | Date | |

IT Agreement

Acceptable use of ICT services, facilities and devices

Student

I understand that the school's information and communication technology (ICT) services, facilities and devices provide me with access to a range of essential learning tools, including access to the internet. I understand that the internet can connect me to useful information around the world.

While I have access to **Grovely State School's** ICT services, facilities and devices: I will use it only for educational purposes; I will not undertake or look for anything that is illegal, dangerous or offensive; and I will not reveal my password or allow anyone else to use my school account.

Specifically in relation to internet usage, should any offensive information appear on my screen I will close the window and immediately inform my teacher quietly, or tell my parents/guardians if I am at home.

If I receive any inappropriate emails at school I will tell my teacher. If I receive any at home I will tell my parents/guardians.

When using email or the internet I will not:

- reveal names, home addresses or phone numbers – mine or that of any other person
- use the school's ICT service, facilities and devices (including the internet) to annoy or offend anyone else.

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

I understand that if the school decides I have broken the rules for using its ICT services, facilities and devices, appropriate action may be taken as per the school's [Student Code of Conduct](#), which may include loss of access to the network (including the internet) for a period of time.

I have read and understood this procedure/policy/statement/guideline and the [Student Code of Conduct](#).

I agree to abide by the above rules/the procedure/policy/statement/guideline.

_____ (Student's name)

_____ (Student's signature) _____ (Date)



IT Agreement

Parent or Guardian

I understand that the school provides my child with access to the school's information and communication technology (ICT) services, facilities and devices (including the internet) for valuable learning experiences. In regards to internet access, I understand that this will give my child access to information from around the world; that the school cannot control what is available online; and that a 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 upon responsible use by my child. Additionally, I will ensure that my child understands and adheres to the school's appropriate behaviour requirements and will not engage in inappropriate use of the school's ICT services, facilities and devices. Furthermore I will advise the school if any inappropriate material is received by my child that may have come from the school or from other students.

I understand that the school is not responsible for safeguarding information stored by my child on a departmentally-owned student computer or mobile device.

I understand that the school may remotely access the departmentally-owned student computer or mobile device for management purposes.

I understand that the school does not accept liability for any loss or damage suffered to personal mobile devices as a result of using the department's services, facilities and devices. Further, no liability will be accepted by the school in the event of loss, theft or damage to any mobile device unless it can be established that the loss, theft or damage resulted from the school's/department's negligence.

I believe _____ (name of student) understands this responsibility, and I hereby give my permission for him/her to access and use the school's ICT services, facilities and devices (including the internet) under the school rules. I understand where inappropriate online behaviours negatively affect the good order and management of the school, the school may commence disciplinary actions in line with this user agreement or the [Student Code of Conduct](#). This may include loss of access and usage of the school's ICT services, facilities and devices for some time.

I have read and understood this procedure/policy/statement/guideline and the [Student Code of Conduct](#).

I agree to abide by the above rules / the procedure/policy/statement/guideline.

_____ (Parent's name)

_____ (Parent's signature) _____ (Date)

The Department of Education through its [Information privacy and right to information](#) procedure is collecting your personal information in accordance with the [Education \(General Provisions\) Act 2006 \(Qld\)](#) in order to ensure:

- appropriate usage of the school network
- appropriate usage of personal mobile devices within the school network.

The information will only be accessed by authorised school employees to ensure compliance with its [Information privacy and right to information](#) procedure. 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 your child's school. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please also contact your child's school.



Uniform Policy

At **Grovely State School**, our uniform is designed to be practical, sun-safe, comfortable, and to foster a sense of pride and belonging within our school community. Wearing the school uniform promotes equality and ensures our students are easily identifiable.

All students are expected to wear the full school uniform:

- When attending or representing Grovely State School
- While travelling to and from school
- During school-related activities outside regular hours

Our uniform options are gender-neutral and include both formal and sports attire.

UNISEX UNIFORM

Summer uniform

- Hat: Maroon broad-brimmed or reversible bucket hat
- Formal Shirt: Maroon and white checked shirt
- Sports Shirt: Maroon polo shirt
- Bottoms: Maroon shorts or tailored skorts of appropriate length
- Socks: White
- Footwear: Enclosed black shoes (e.g., joggers). Thongs and high-heeled footwear are not permitted. Footwear must be worn at all times for health and safety.

Winter uniform

Same as summer uniform, with additional options:

- Maroon zip-up jumper
- Long unisex maroon pants
- Maroon stockings
- Long-sleeve polo shirt (worn with long pants, shorts, or skorts)

Additional uniform options for girls

- Formal Dress: Maroon and white checked dress
- Bottoms: Tailored maroon skorts



Uniform Policy

SPORTS & SWIMMING DAYS

Sports days

Students wear their house polo shirt (with house name on collar) in their house colour:

- Madsen – Yellow
- Patrick – Green
- Dawson – Red

Worn with maroon unisex shorts or skorts and appropriate footwear for physical activity.



Swimming

- Girls: One-piece swimsuit
- Boys: Swim shorts or swimming togs (board shorts are acceptable)
- All students must wear a sun-safe rash shirt and a swimming cap for lessons.

Inappropriate dress

Clothing that is considered inappropriate includes items that are:

- Offensive
- Disruptive to school operations
- Unsafe for the student or others
- A risk to health and safety

If a student is inappropriately dressed:

- The school may offer appropriate clothing from the uniform bank
- Parents/carers may be contacted
- Students may be withdrawn from school activities or representation
- Persistent breaches may lead to a mediation process with the student and family

Not permitted:

- Thongs, high heels
- Singlets or midriff tops (including free dress and sports days)
- No Hat – No Play: Hats with a brim are required during breaks and PE



Uniform Policy

JEWELLERY

To ensure safety:

- Only one pair of small stud earrings or sleepers is permitted
- No other body piercings
- Jewellery (rings, bracelets, necklaces) is discouraged due to potential injury
- Rubber bands are not permitted around the neck or wrists

The school takes no responsibility for lost or damaged jewellery

HAIR COLOUR

- Natural hair colours are preferred
- Temporary hair colour is allowed for special events (e.g., sports carnivals)
- Only non-permanent hair dye should be used (no food colouring or permanent dyes)
- Hair colouring should be done at home with parent/carer permission

UNIFORM SHOP

- Uniforms are available for purchase at the school uniform shop
- Second-hand uniforms are also available
- Start-of-year packs and school hair accessories are sold
- Families experiencing financial hardship can contact the school chaplain for support with uniform needs



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.

Grovely State 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: January 2025

Review date: January 2026

| 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>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 broad-brimmed bucket hats.• Staff remind students to wear hats before and during lunch breaks, and to and from outdoor activities.• Students who do not have hats will play in the shade or an area protected from the sun.• Spare clean school hats are available for students to borrow if they forget their hat. |



Sun Safety Policy

| ELEMENT | STRATEGIES |
|--------------------------------|---|
| | Swim shirts <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. |
| Shade provision and use | <p>Our school maximises the use of available shade for outdoor activities:</p> <ul style="list-style-type: none"> Sports activities are rotated during the week between the hall and the oval. Temporary shade structures are used as necessary for outdoor events, for example, Under 8s Day, Sports Day, Grandparent's Day, Science Fair and Welcome to Prep Day. |
| 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 is formally 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. <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. |
| 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 30 or higher broad-spectrum, water-resistant sunscreen for student use. Parents/carers are encouraged through social media and newsletter items 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. |



Sun Safety Policy

| ELEMENT | STRATEGIES |
|--------------------------------------|--|
| Modelling sun safe behaviours | <p>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:</p> <ul style="list-style-type: none"> • Staff and P&C members are encouraged to consider the use of shade, 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 provide personal sunscreen for their children 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. • Costs for sunscreen will be recovered in line with the Requests for Voluntary Financial Contributions procedure. |
| Additional strategies | <p>Other strategies our school uses to be sun safe include:</p> <ul style="list-style-type: none"> • Sunscreen stations are set up at sports days and swimming carnivals. |

| | |
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| Endorsed by: <Name>, P&C President <Name>, Staff representative | Approved by: Eliza Borsht, Principal Date of approval: <insert date> |
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Montessori - Prep

The Montessori Approach

The Montessori approach is based on the idea that education should be an aid to life. Respect for the children's personality and trust in their inner potentialities help us to set up a healthy learning environment. The Montessori approach to life and learning combines freedom with responsibility, a more active role for the children in their learning and academic excellence. It also provides for social awareness and moral development and helps learners to see their place in the world. The Montessori method of education fosters independence and self-directed growth across all the domains of a child's development. Students develop an intrinsic desire for knowledge, understanding, and respect. In Montessori's view, it is this drive to become independent that propels human development.

Who was Montessori?

Maria Montessori became world renowned for her work in the education of children. Her early work as a medical researcher gave her the opportunity to observe children. She became fascinated with the way in which they interacted with their environment and the objects within it, leading to the formulation of her system of education – now known as the Montessori Method. Maria Montessori wrote many books and lectured throughout Europe, India and the USA, stressing the need for society to understand, value and respect children and childhood. Based on her original work, Montessori education has spread to six continents.

Our Environment

Our learners also develop the ability to move with coordination and precision, and the ability to concentrate to complete tasks independently with both perseverance and creativity. Clear expectations are set, freedom is within limits and our learners are not free to disturb or harm others. Montessori education is holistic education including emphasis on independent thinking, good social skills and developing emotional intelligence. We do not use rewards as motivation, we support the children to feel rewarded through their actions and this acts as intrinsic motivation.

The Montessori prepared environment provides a range of developmental opportunities incorporating movement, challenging work, concentration and freedom. We know that order and stability are also vital to each learner's sense of wellbeing. For this reason, we consider our classrooms as safe spaces where everyone is a learner. Our classrooms are set out in curriculum areas and the children have access to all the areas. Lessons are guided by the teacher and based on the Australian curriculum, children's needs and interests and supported by Montessori principles and materials.

Our areas of learning include:

- Practical Life
- Sensorial
- Language
- Maths and Culture (Science, History, Biology, the Arts, Technology and HPE)



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Practical Life

Practical Life learning encompasses four main areas; Control of Movement, Care of Person, Care of the Environment and Grace & Courtesy. This area responds to the child's great interest in becoming independent. The materials for each area are child-sized, interesting, offer different complexities and reflect the domestic culture of the society we live in. Activities like pouring, cleaning, wiping tables, watering plants, food preparation provide children with developing and refining gross and fine-motor control, concentration, order and precision.

Language

Through careful guidance using the language materials when the learner is ready, the process of building words phonetically, beginning reading and writing emerge. Pre-reading activities such as object/picture matching and sorting, object/picture classification, and initial sound games like 'I spy' prepare the children for the language curriculum. It is phonetic in nature, and games and specially designed materials such as sandpaper letters, the moveable alphabet and metal insets are available to help make sense of phonetic words, sight words and phonograms. The Montessori activities build skills in sound discrimination, prepare the hand for writing, encourage the development of written expression and lay a foundation of phonetic skills that prepare the child for reading. The Montessori Language materials lead children effortlessly to writing and reading.

Sensorial

Specially designed sensorial activities, unique to the Montessori environment boost our learners' refinement of their senses. Each piece of apparatus isolates one quality; offers a control of error; allows for individual work and reflection. Working with the materials provides endless opportunities for children to acquire mathematical concepts (including geometry), language, discrimination, concentration, independence and skills to regulate their emotions. Children develop cognitive skills by learning to order and classify their impressions through activities in touch, sight, taste, smell, listening and exploring the physical properties of their environment. The materials like Pink tower, Red rods and coloured tablets are tools to help intellectual development and become the indirect preparation for reading and writing and the study of mathematics, science, language and the arts.

Mathematics

The Montessori Mathematics material are simple and designed to attract the interest and curiosity of children. Our learners have been well prepared with the practical life and sensorial activities before using the maths materials. Our specially designed hands-on materials introduce children to mathematical concepts in a concrete form. These concrete activities help children to explore more abstract thoughts. Working with precise materials such as number rods, golden beads and the chain cabinet, the children learn the decimal system, quantity and value, building a secure foundation for future abstract concepts and problem-solving in mathematics. Our learners engage with counting,



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quantity, addition, subtraction, multiplication, division, and the decimal system naturally and with ease.

The Cultural Curriculum

The Cultural Curriculum is the term we use to describe all aspects of human activity and interaction with the environment. It covers Learning Areas of: **HASS (History, Social Sciences including Geography, Botany, Zoology), Science, The Arts, Technology, Health and Physical Education**. Much of the work is done in an integrated way as all areas are interrelated and overlap.

The Arts

The Montessori classroom provides every child with opportunities to build knowledge, understanding and skills in all areas of the Arts, including Visual Arts, Music, Drama, Dance and Media Arts. This area of the curriculum nurtures the expression of creative ideas while at the same time building knowledge and understanding of aesthetics as a discipline recognised in the wider culture to guide the development and execution of creative ideas.

Science

Children learn Physical Science, Biological Science, Earth and Space Science and Chemical Science. The teacher teaches the concept through different experiments. These experiments highlight the concept taught and have guidelines and a control chart for learners to check their work.

HASS

At this stage children are curious, interested in facts, culture and the environment. Activities in this area help develop an awareness and love of the world around them. Humanities and Social Sciences (HASS) teach inquiry skills to explore a point of view. They collect data and information from observations and identify information and data from sources provided. Children interpret data and information displayed in pictures and texts and on maps. They sort and record information and data, including location, in tables and on plans and labelled maps.

Technology

The Australian Curriculum: Technologies draws together distinct but related subjects of Design and Technologies, and Digital and Technologies. Children study how technology helps us in the environment and the effects of technology on living and non-living elements. Children create their own books using iPad app called Book Creator.



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Health & Physical Education

This study develops the knowledge, skills and attitudes learners need to lead healthy, active and fulfilling lives. Physical exercises are part of different activities at school - swimming, cross-country running, sports day and many more.

