Department of Education
GOVERNMENT OF WESTERN AUSTRALIA

STUDENT ENROLMENT FORM

Karratha PRIMARY SCHOOL

The Student Enrolment Form should be completed if you wish to accept an offer of a place at our school. The student's enrolment is complete once this form is submitted to the school with the necessary documentation.

Family details should include the details of the parent/carer residing at the same address as the student. Details relating to parents or other carers not residing with the student may be included in other contact details. You will also need to complete a Student Health Care Summary. Please complete the forms in English. Please contact the school if you require assistance with translation.

Older devices and some smart devices may need Adobe Reader to use this form. A free version of Adobe Reader is available to download via https://get.adobe.com/reader/.

SCHOOL NAME

School name Karratha Primary School **Year Level entering**

STUDENT DETAILS

Student surname

Legal surname (if different)

Previous Surname (if applicable)

1st Name **2nd Name** **3rd Name**

Preferred Name

Date of birth (dd/mm/yy) / / **Gender** ◯ Male ◯ Female ◯ Other

Residential Address

Postcode

Telephone (Home) **Car Registration** (if applicable)

Student's Religion (if applicable)

Is the student to be withdrawn from religious instruction or activities? ◯ YES ◯ NO

STUDENT DETAILS (Continued)

Is the student of Aboriginal or Torres Strait Islander origin?

◯ No ◯ Yes, Aboriginal ◯ Yes, Torres Strait Islander (TSI) ◯ Yes, both Aboriginal and TSI

Does the student speak a language other than English at home?

◯ No, English only ◯ Yes, Aboriginal English ◯ Yes, other language - please specify

(If more than one language, including an Aboriginal language, indicate the one that is spoken most often)

What was the first language spoken at home?

Does the student mainly speak English at home? ◯ YES ◯ NO

EVIDENCE OF IMMUNISATION STATUS

The student's Australian Immunisation Register (AIR) Immunisation History Statement shows the immunisation status is:

◯ Up to date ◯ Not up to date ◯ The student has an Immunisation Certificate issued by the Chief Health Officer

SIBLING DETAILS

Full Name/s of siblings attending this school

Student lives with:

☐ Both Parents

☐ Parent/Carer 1	**Name**		**Relationship to student**	
☐ Parent/Carer 2	**Name**		**Relationship to student**	
☐ Independent minor	**Name**		**Relationship to student**	
☐ Adult Student	**Name**		**Relationship to student**	
☐ Other, please specify	**Name**		**Relationship to student**	

RESIDENCY STATUS

Nationality (optional) **Country of Birth**

Is the student an Australian citizen? ◯ YES ◯ NO

If No, **Is the student a permanent resident of Australia?** ◯ NO ◯ YES - *If Yes,* Visa Sub Class Number

Is the student a temporary resident of Australia? ◯ YES ◯ NO

If Yes, **Date of Arrival in Australia** / / **Visa Sub Class Number**

Visa Expiry Date (if applicable) / /

PREVIOUS SCHOOL

Previous School

If previously enrolled in Home Education, specify the Education Region

DISABILITY

Does the student have a disability? ◯ YES ◯ NO

If Yes, please specify

Please tick if you can provide documentation about (The school will request copies of this information)

- ☐ Autism
- ☐ Deaf or Hard of Hearing
- ☐ Global Developmental Delay (prior to age 6)
- ☐ Intellectual Disability
- ☐ Other, please specify
- ☐ Physical Disability
- ☐ Severe Mental Disorder
- ☐ Specific Speech and/or Language Impairment
- ☐ Vision Impairment

CONFIDENTIAL INFORMATION

Is this student subject to any court orders in respect of their care, welfare and development or access restrictions?

◯ YES ◯ NO

If YES, please specify and attach supporting documentation

Does the family or student have a Health Care Card? ◯ YES ◯ NO

If Yes, **please provide card number** **Expiry Date** / /

Is this student in the care of Director General of the Department of Communities - Child Protection and Family Support (CPFS)?

◯ NO ◯ YES - *If YES*, please specify the name of the CPFS Case Manager, their CPFS District and their contact phone number.

District

Name **Contact Number**

Does the student receive any of the following allowances? (Check the boxes that apply)

☐ Secondary Assistance ☐ Youth Allowance ☐ Assistance for Isolated Children (AIC) ☐ Abstudy

PARENT / CARER 1 DETAILS

Title | **First Name**

Surname

Relationship to the student

Date of birth (dd/mm/yy) / / **Gender** ◯ Male ◯ Female ◯ Other

Postal Address
(if different from student residential address)

Postcode

Telephone | **Mobile Number**

Email Address

All parents across Australia, no matter which school their child attends, are asked to provide information about their background. Providing this information is voluntary but your information will help the Department of Education ensure that all students are being well served by our public schools.

Does Parent/Carer 1 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)

What is the highest year of school Parent/Carer 1 has 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')

What is the level of the highest qualification Parent/Carer 1 has completed?

◯ Bachelor degree or above
◯ Advanced diploma/Diploma
◯ Certificate I to IV (including trade certificate)
◯ No non-school qualification

What is the occupation group for Parent/Carer 1?
(Refer to Attachment 'Parent Occupation Groupings' for more information regarding the categories)

◯ **1.** Senior Management in large business organisation, government administration & defence, and qualified professionals

◯ **2.** Other business managers, arts/media/sportspersons & associate professionals

◯ **3.** Tradesmen/women, clerks and skilled office, sales & service staff

◯ **4.** Machine operators, hospitality staff, assistants, labourers and related workers

◯ **8.** Unemployed, Retired, Student

(If you are not currently in paid work, but have had a job in the last 12 months, please use your last occupation. If you have not been in paid work in the last 12 month, enter '8'.)

PARENT / CARER 2 DETAILS

Title | **First Name**

Surname

Relationship to the student

Date of birth (dd/mm/yy) / / **Gender** ◯ Male ◯ Female ◯ Other

Postal Address
(if different from student residential address)

Postcode

Telephone | **Mobile Number**

Email Address

All parents across Australia, no matter which school their child attends, are asked to provide information about their background. Providing this information is voluntary but your information will help the Department of Education ensure that all students are being well served by our public schools.

Does Parent/Carer 2 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)

What is the highest year of school Parent/Carer 2 has 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')

What is the level of the highest qualification Parent/Carer 2 has completed?

◯ Bachelor degree or above
◯ Advanced diploma/Diploma
◯ Certificate I to IV (including trade certificate)
◯ No non-school qualification

What is the occupation group for Parent/Carer 2?
(Refer to Attachment 'Parent Occupation Groupings' for more information regarding the categories)

◯ **1.** Senior Management in large business organisation, government administration & defence, and qualified professionals

◯ **2.** Other business managers, arts/media/sportspersons & associate professionals

◯ **3.** Tradesmen/women, clerks and skilled office, sales & service staff

◯ **4.** Machine operators, hospitality staff, assistants, labourers and related workers

◯ **8.** Unemployed, Retired, Student

(If you are not currently in paid work, but have had a job in the last 12 months, please use your last occupation. If you have not been in paid work in the last 12 month, enter '8'.)

OTHER FAMILY DETAILS

If applicable, please talk to your school about:

- arrangements for the payment of contributions or charges;
- distribution of information, including student reports and newsletters

OTHER CONTACT DETAILS (People other than Parent/Carer 1 and Parent/Carer 2 who may be contacted in an emergency.)

CONTACT 1:

Title | **First Name**

Surname

Relationship to the student

Postal Address
(if different from student residential address)

Postcode

Telephone (Home) | **Mobile Number**

Email Address

CONTACT 2:

Title | **First Name**

Surname

Relationship to the student

Postal Address
(if different from student residential address)

Postcode

Telephone (Home) | **Mobile Number**

Email Address

PRIVACY AND DECLARATION

Please tick to confirm:

I understand:

- ☐ that the student's enrolment information is confidential and will be kept as required by the Department of Education's record keeping procedures.
- ☐ that information on the Enrolment Form will be used to meet the Department of Education's reporting requirements to other Government departments or agencies. This includes providing the Department of Health with my child's immunisation status as requested.

I declare:

- ☐ This is the only enrolment I have made for the student.
- ☐ I understand that I am required to notify the school as soon as any of the enrolment details for the student change.
- ☐ I understand that if I provide false or misleading information the student's enrolment may be reconsidered or cancelled.
- ☐ I have provided all documentation available to me.

Name of person enrolling student

Title **First Name**

Surname

Relationship to the student

Signature **Date** / /

(Independent minors and those aged 18 years or older may sign on their own behalf)

- ☐ If you are completing this form online and are unable to sign this form please check this box to confirm the above information is true and correct. Note: In the event that statements made in this application later prove to be false or misleading this application may be declined. Information supplied may need to be checked by the school.

APPROVAL OF PRINCIPAL OR DELEGATE

Principal's approval Enrolment approved ◯ YES ◯ NO

Signature **Date** / /

OFFICE USE ONLY

Student's official documentation all sighted **Date** / / ◯ YES ◯ NO

◯ Birth certificate ◯ Passport ◯ Visa document/s

◯ Other, please specify

Year/Form/Class **House Faction**

Student's Residency status ◯ Australian citizen ◯ Permanent resident ◯ Temporary resident

International Fee Paying ◯ YES ◯ NO

Entry Date / / **Previous School**

LOTE Stage **Records received** ◯ YES ◯ NO

Contributions/Charges Billing ☐ PG1 (%) ☐ PG2 (%) ☐ Other (%)

School records (including reports, to be sent to) ☐ PG1 ☐ PG2 ☐ Other

AIR Immunisation History Statement provided ◯ YES ◯ NO

Date of issue / / **Immunisation status is** ☐ Up to date ☐ Not up to date

Date AIR sighted / /

If not up to date, additional request/s for documentation on date/s:

Immunisation Certificate issued by the Chief Health Officer ◯ YES ◯ NO

Kindergarten eligibility for immunisation exemption: Code

Enrolment approved by Principal ◯ YES **Date** / / ◯ NO

Entered on School Information system by **Date** / /

Student leaves school (Date) / / **Advice of Transfer (Date)** / /

Destination

Records received from transferring school ◯ YES ◯ NO **Date** / /

Year 20								
Year								
Room								

PARENT OCCUPATION GROUPS

Attachment 1

Relates to questions in Parent/Carer 1 and Parent/Carer 2 sections in this 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]. *or* 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.

Department of
Education

GOVERNMENT OF
WESTERN AUSTRALIA

FORM 1
STUDENT HEALTH CARE SUMMARY

SECTION A

Year | **Form** | **Teacher**

Student's name

Date of birth (dd/mm/yy) / / **Gender** ◯ Male ◯ Female ◯ Not Specified

Address

Postcode

FAMILY CONTACT DETAILS

Name

Relationship to student

Address

Postcode

Telephone (Home) | **Telephone (Work)**

Telephone (Mobile) Name

Relationship to student

Name

Address

Postcode

Telephone (Home) | **Telephone (Work)**

Telephone (Mobile)

MEDICAL DETAILS

Medical practice

Doctor 1 **Telephone**

Doctor 2 **Telephone**

Do you have ambulance insurance? ◯ YES ◯ NO *- If yes, specify insurance provider:*

If there is a medical emergency, parents/carers are expected to meet the cost of an ambulance.

List any essential information that could affect your child in an emergency *e.g. allergy to penicillin.*

Medicare Card number **Medicare Card Individual Reference Number (IRN)**

Expiry date (dd/mm/yy) / /

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.
Note: All medication required must be supplied by parents/carers.

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? (Check the box that applies)

☐ **NO** - Sign below and return *Section A* of this form to the school office. If your child's requirements change, please notify the school.

Signature **Date** / /

☐ If you are completing this form online and are unable to sign this form please check this box to confirm the above information is true and correct. Note: In the event that statements made in this application later prove to be false or misleading this application may be declined. Information supplied may need to be checked by the school.

☐ **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 (Check the box that applies)	**Will school staff require specific training to support your child?**
☐ Severe Allergy/Anaphylaxis	◯ YES ◯ NO
☐ Minor and 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 below)	◯ 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.

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 below:*

Parent/Carer Signature **Date** / /

Parent/Carer Name

☐ If you are completing this form online and are unable to sign this form please check this box to confirm the above information is true and correct. Note: In the event that statements made in this application later prove to be false or misleading this application may be declined. Information supplied may need to be checked by the school.

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.

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: **Date** / /

STUDENT ENROLMENT – ICT CONSENT FORMS

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 Western Australian Curriculum. This form asks you to provide permission for your child's participation and access to several aspects of the school program.

Once signed, the consent will remain effective unless you advise the school in writing.

PERMISSION TO PUBLISH STUDENT IMAGES AND WORK FOR SCHOOL PURPOSES

Your permission is sought for the school to publish video or photographic images of your child and/or samples of your child's schoolwork to be used by Karratha Primary School and the Department of Education. The purpose of using the images or work will be activities such as promoting the school, school events and student achievements. Your child's image and/or school work may be published for the above purposes in a range of formats such as hardcopy and digital, including audio and video file formats, and published to a range of media including but not limited to school newsletters, email, school and Department of Education intranet and internet sites including social media websites, any third party applications and local newspapers in hardcopy and digital formats, which may enable viewers/readers to identify your child.

- ☐ I give consent for my child to have his/her image and/or work published.
- ☐ I DO NOT give consent for my child to have his/her image and/or work published.

Name of student _____ Room: _____

Name of parent/carer: _____

Signature of parent/carer: _____ Date: _____

Office use only:
Processed on: / / by (initials):

Note: This consent form should be filed in Student Files

NOTIFICATION TO DISCLOSE PERSONAL INFORMATION TO THIRD PARTY SERVICES

The following third-party services are being used in our school. Please contact the school if you have any queries.

Name of Service	Type of service	What do I need to know	Further information
Oliver https://www.softlinkint.com/product/oliver/	Library Management System References & Resources	**Information provided**: Student name, school, class details, school year and parent email (optional). Unique usernames are enforced. Passwords uniqueness is recommended but not enforced. **How the information is used:** Enables school community to access library resources, including eResources, as well as manage loans and reservations. **Where the information is stored:** Within Australia	**Terms of Use / Privacy Policy** https://softlinkint.com/data-protection-privacy-policy
Passtab https://passtab.com	Student and visitor management system	**Information provided**: Student name, school, class details, and attendance (late arrivals and early leavers) **How the information is used:** This is a visitor and student management system. **Where the information is stored:** Within Australia	**Terms of Use / Privacy Policy** https://passtab.com/privacy.html
Kiddo Challenge https://kiddo.edu.au/kiddo-challenge-0	Teaching and Learning	**Information provided**: Staff/teacher: name, email. Student: name, date of birth, gender, grades or performance data. Parent: name, contact information. Other data: school **How the information is used:** Online Fundamental Movement Skill Assessment and Reporting tool. **Where the information is stored:** Within Australia	**Terms of Use / Privacy Policy** https://kiddo.edu.au/privacy-policy https://kiddo.edu.au/terms-and-conditions-0
Pic Collage https://piccollage.com/	Teaching and Learning	**Information provided**: Student name and school email and student work/content **How the information is used:** Creativity app **Where the information is stored:** Within Australia	**Terms of Use / Privacy Policy** https://picc.co/tos https://picc.co/privacy
Inquisitive https://www.inquisitive.com/au	Teaching and Learning	**Information provided**: Student: name, school email and student work/content, Staff/teacher: name, email and school name. **How the information is used:** Curriculum aligned lessons and assessments **Where the information is stored:** Within Australia	**Terms of Use / Privacy Policy** https://www.inquisitive.com/au/privacy
Elastik https://elastik.com/	Teaching and Learning	**Information provided**: Student name, date of birth, gender, year level, school name, teacher name, student work samples **How the information is used:** Online assessment tool to identify gaps in student's learning. **Where the information is stored:** Within Australia	**Terms of Use / Privacy Policy** https://elastik.com/wp-content/uploads/2024/11/Elastik_Acceptible_Use_Policy.pdf
Wellio Education https://www.wellioeducation.com/	Teaching and Learning	**Information provided**: School name, student name, school email, student work **How the information is used:** Lesson teaching platform **Where the information is stored:** Within Australia	**Terms of Use / Privacy Policy** https://drive.google.com/file/d/1ycwLvBpwYsEHYjnDXzvbvYy8FGV4fCtj/view

REQUESTING CONSENT TO DISCLOSE PERSONAL INFORMATION TO THIRD PARTY SERVICES

The following third-party services are being used in our school. These services require us to share some personal information about your child and require you to provide consent for each service before we do so. Please contact the school if you have any queries.

Name of Service	Type of service	What do I need to know	Further information
3P Learning https://www.3plearning.com/	Mathematics Teaching and learning	**Information provided**: Student name, DOB, school, year, student password, class details, student work and student performance. **How the information is used:** Learning activities; Online games; Literacy; Reading/Comprehension; Numeracy **Where the information is stored:** Offshore	**Terms of Use / Privacy Policy** http://www.3plearning.com/privacy/ https://www.3plearning.com/terms/

Code.org https://code.org/	Teaching and Learning	**Information provided**: Staff/teacher: name, email. Student: name, email, work/content, photos or videos, gender, other. Other data: school, class details, school year, student username **How the information is used:** Coding, Scripting, Programming; Online learning, Online courses. **Where the information is stored:** Outside Australia	**Terms of Use / Privacy Policy** https://code.org/tos
Book Creator https://bookcreator.com/	Teaching and Learning	**Information provided**: Staff/teacher: name and email. Student: name, email, work/content, photos or videos and other data) **How the information is used:** Tool used for creating digital books **Where the information is stored:** Outside Australia	**Terms of Use / Privacy Policy** https://bookcreator.com/terms-of-service/ https://bookcreator.com/pp-row/
Apple	Teaching and Learning	**Information provided**: Staff/teacher: name, email. Student: name, email, work/content, photos or videos, grades or performance data. Other data: school, class details, school year, student username **How the information is used:** Includes Apple School Manager, pre-loaded applications and additional modules on a Managed Apple ID. **Where the information is stored:** Outside Australia	**Terms of Use / Privacy Policy** https://www.apple.com/au/privacy/ https://school.apple.com/
G Suite for Education https://www.google.com	Productivity tools References & Resources	**Information provided**: Student name, student email, student work, profile or other photos (optional) and videos (if users decide to store videos in Google drive). **How the information is used:** G Suite Core Services (like Gmail, Calendar, and Classroom) and Additional Services (like YouTube, Google Maps, and Blogger). **Where the information is stored:** Outside Australia but certified by Australian Signals Directory	**Terms of Use / Privacy Policy** https://gsuite.google.com/terms/education_terms.html?_ga=2.174740843.-875381896.1565147460 https://policies.google.com/privacy?hl=en&gl=au
Padlet https://padlet.com/	Teaching and Learning References & Resources	**Information provided**: Student name, school, student work, profile or other photos (optional) and videos (optional). **How the information is used:** Online "bulletin "board, where students and teachers can collaborate, reflect, share links and pictures. **Where the information is stored:** Outside Australia.	**Terms of Use / Privacy Policy** https://padlet.com/about/privacy https://padlet.com/about/terms
Hopscotch App https://www.gethopscotch.com/	Teaching and Learning References and Resources	**Information provided**: Staff/teacher: name, email. Student: email, work/content. Other data: school, school year, student username **How the information is used:** Coding app designed to teach coding principles. **Where the information is stored:** Outside Australia	**Terms of Use / Privacy Policy** https://www.gethopscotch.com/terms https://www.gethopscotch.com/privacy-policy
Teach Your Monster to Read https://www.teachyourmonstertoread.com/	Teaching and Learning	**Information provided:** Staff/teacher: name, email. Student: name. Other data: school **How the information is used:** Phonics and reading game **Where the information is stored:** Outside Australia	Terms of Use / Privacy Policy https://www.teachyourmonstertoread.com/privacy-policy https://www.teachyourmonstertoread.com/legals
Micro:bit https://microbit.org/	Teaching and Learning	**Information provided:** Staff/teacher: name, email. Student: name **How the information is used:** Learning Tool for Coding, Electronics and Robotics **Where the information is stored:** Outside Australia	Terms of Use / Privacy Policy https://microbit.org/privacy/ https://microbit.org/terms-of-use/
Kahoot https://kahoot.com/	Teaching and Learning References & Resources	**Information provided:** Staff/teacher: name, email, other data. Student: name, email, work/content, geolocation data. Parent: name, contact information, financial data, other data. Other data: school **How the information is used:** Game based learning platform. **Where the information is stored:** Outside Australia	Terms of Use / Privacy Policy https://kahoot.com/student-privacy-policy/ https://trust.kahoot.com/privacy-policy/ https://trust.kahoot.com/terms-and-conditions/

Prodigy https://www.prodigygame.com/main-en/	Teaching and Learning References & Resources	Information provided: Staff/teacher: name, email, other data. Student: name, geolocation data. Parent: name, contact information. Other data: school How the information is used: Game based learning platform. Where the information is stored: Outside Australia	Terms of Use / Privacy Policy https://www.prodigygame.com/main-en/terms-and-conditions/ https://www.prodigygame.com/main-en/privacy-policy/
Wonder Workshop https://www.makewonder.com/	Teaching and Learning Resource	Information provided: Staff/teacher: name, email, other data. Student: name, geolocation data, student work/content, student email. Other data: school How the information is used: Program for Dash and Dot Robots Where the information is stored: Outside Australia	Terms of Use / Privacy Policy https://www.makewonder.com/tos/ https://www.makewonder.com/privacy/
Canva for Education https://www.canva.com/education/	Design platform for projects and ideas sharing	Information provided: Student: name, geolocation data, student work/content, student email. Other data: school How the information is used: Design platform for creating graphics, presentations, posters and other visual content with a library of images, fonts, templates and illustrations. Where the information is stored: Outside Australia	Terms of Use / Privacy Policy https://about.canva.com/terms-of-use/ https://www.canva.com/policies/privacy-policy/
Explain Everything https://explaineverything.com/	Design platform for projects and ideas sharing	Information provided: Student: name, geolocation data, student work/content, student email. Other data: school name How the information is used: Presentation application with recording and collaboration features designed for projects and ideas sharing. Where the information is stored: Outside Australia	Terms of Use / Privacy Policy https://explaineverything.com/terms-of-use/ https://explaineverything.com/privacy-policy/
Comic Life https://plasq.com/	Teaching and Learning	Information provided: Staff/teacher: name, email, Student: email, Other data: school name How the information is used: Comic creation tool. Where the information is stored: Outside Australia	Terms of Use / Privacy Policy https://plasq.com/support/plasq-com-privacy-policy/
Studyladder https://www.studyladder.com.au/	Teaching and Learning	Information provided: Student name/, email, Student: email, Other data: school name How the information is used: Comic creation tool. Where the information is stored: Outside Australia	Terms of Use / Privacy Policy https://www.studyladder.com.au/about/terms https://www.studyladder.com.au/about/privacy

I consent to my child's information being provided if required, to each of the above service providers until the end of his/her schooling at Karratha Primary School.

Parent/Carer Name:	Student Name:
Date:	Student Year Level:
Signed:	

REQUESTING CONSENT TO DISCLOSE PERSONAL INFORMATION TO THIRD PARTY SERVICES (EXPLICIT CONSENT)

The following third-party services are being used in our school. These services require us to share some personal information about your child and **require you to provide consent for each service** before we do so. Please contact the school if you have any queries.

Name of Service	Type of service	What do I need to know	Further information	Consent Status
Name Fotoworks https://www.fotoworks.com.au	School Photography	**Information provided**: Student name, student email, address (optional), phone number (optional), school, class details, school year and profile or other photos (headshot). **How the information is used:** To provide class/sibling photographs. **Where the information is stored:** Within Australia	**Terms of Use / Privacy Policy** www.fotoworks.com.au/privacy	☐ Consent ☐ **Do not** consent
Name MSP Photography https://www.msp.com.au/	School Photography	**Information provided**: Student name, student email, address (optional), phone number (optional), school, class details, school year and profile or other photos (headshot). **How the information is used:** To provide class/sibling photographs. **Where the information is stored:** Within Australia	**Terms of Use / Privacy Policy** https://www.msp.com.au/privacy-policy/	☐ Consent ☐ **Do not** consent

I have read the terms of use and privacy policy for each of the websites listed. I understand that my child's personal information, as described above, will be provided to these third-party service providers for the purpose of my child's education and that this information may be stored outside of Australia.

Parent/Carer Name:	Student Name:
Date:	Student Year Level:
Signed:	

PERMISSION FOR STUDENT TO HAVE AN ONLINE SERVICES ACCOUNT
KINDERGARTEN TO YEAR 2 STUDENTS

Student's Name	
Year	
Room Number	

Parent/Carer

PERMISSION FOR STUDENTS TO HAVE INTERNET ACCESS

Student access to the internet is an important part of the everyday curriculum for all year levels. Student access is contingent on abiding by the online services acceptable use agreement.

- ☐ I give permission for my child to have an online services account.
- ☐ I **DO NOT** give permission for my child to have an online services account.

I understand and agree that my child has responsibilities when using the online services provided at school for educational purposes, in accordance with the Acceptable Use Agreement for school students. I also understand that if my child breaks any of the rules in the agreement that the principal may take disciplinary action in accordance with the Department's Student Behaviour Policy and Procedures.

Name of parent/carer: _____

Signature of parent/carer: _____ Date: _____

Note: While every reasonable effort is made by schools and the Department of Education to prevent student exposure to inappropriate online content when using the Department's Online Services, it is not possible to eliminate the risk of such exposure. The Department cannot filter internet content accessed by your child from home or from other locations away from the school. The Department recommends the use of appropriate internet filtering software at home.

Online Services Acceptable Use Agreement

As a student of Karratha Primary School, I agree to the expectations set out below when I use the online services at school:

- I will keep my password private and not share with other students.
- I will not let other people logon and/or use my online account.
- I will tell the teacher if I think someone is using my online account.
- I will tell the teacher if I see anything that makes me feel uncomfortable or unsafe that I know I should not access or view at school.
- I will say where other people's pictures or words come from if I copy them from the internet.
- I will check with the teacher before giving information about myself or anyone else when using online services.
- I will take care when using the school's electronic devices and computers.
- I will not use any online service to be mean, rude or unkind about other people.

I understand that if I use the internet or my online account in a way that I should not, then I may not be able to use these in the future.

Name of student: _____Room: _____

Signature of student: _____ Date: _____

Signature of parent/carer: _____ Date: _____

Office use only:
Note: This agreement will be filed by the school.
Processed on: / /
by (initials):

PERMISSION FOR STUDENT TO HAVE AN ONLINE SERVICES ACCOUNT
YEAR 3 TO YEAR 6 STUDENTS

Student's Name	
Year	
Room Number	

Parent/Carer

PERMISSION FOR STUDENTS TO HAVE INTERNET ACCESS

Student access to the internet is an important part of the everyday curriculum for all year levels. Student access is contingent on abiding by the online services acceptable use agreement.

- ☐ I give permission for my child to have an online services account.
- ☐ I **DO NOT** give permission for my child to have an online services account.

I understand and agree that my child has responsibilities when using the online services provided at school for educational purposes, in accordance with the Acceptable Use Agreement for school students. I also understand that if my child breaks any of the rules in the agreement that the principal may take disciplinary action in accordance with the Department's Student Behaviour Policy and Procedures.

Name of parent/carer: _____

Signature of parent/carer: _____ Date: _____

Note: While every reasonable effort is made by schools and the Department of Education to prevent student exposure to inappropriate online content when using the Department's Online Services, it is not possible to eliminate the risk of such exposure. The Department cannot filter internet content accessed by your child from home or from other locations away from the school. The Department recommends the use of appropriate internet filtering software at home.

Online Services Acceptable Use Agreement

As a student of Karratha Primary School, I agree to the expectations set out below when I use the online services at school:

- I will keep my password private and not share with other students.
- I will not let other people logon or use my online account.
- I will tell the teacher if I think someone is using my online account.
- If I find any information that is inappropriate or makes me feel upset or confused, I will tell a teacher about it. Some of these things may include violence, racism, pornography, or content that is offensive, intimidating or encourages dangerous or illegal things.
- I understand the school and the Department of Education monitors my use of online services.
- I will use appropriate language in all internet communications.
- If I use other people's work taken from the internet as part of my own research and study, I will acknowledge them as the owner.
- I will check with the teacher before sharing images or giving information about myself or anyone else when using online services.
- I will take care of electronic devices, computers, computer systems and computer networks of the school, the Department of Education or any other organisation.

I understand that:

- I am responsible for my actions while using online services and may be held responsible for any breaches caused if I allow any other person to use my online account.
- If I misuse any online services, I may be held liable, and the principal may take further action.

Name of student: _____Room: _____

Signature of student: _____ Date: _____

Signature of parent/carer: _____ Date: _____

Office use only:
Note: *This agreement will be filed by the school.*
Processed on: / /
by (initials):

Chevron Ear Health Program Consent Form

Please complete One form per child in pen and return to your child's school. This consent form covers your child being seen by TSH for a hearing screen.

We can screen children who:

- are Aboriginal and/or Torres Strait Islander
- are identified by teachers, AIEOs and staff as having a possible hearing or speech concern
- have speech and language concerns
- are experiencing recurring ear problems I infections
- have behavioral issues
- have family history of hearing loss
- were born prematurely or experienced birth injury
- have other developmental concerns

Please indicate above which category your child comes under.

What happens at the hearing screen? The Ear Health Screener will:

- Examine your child's ears
- Screen their hearing

Based on the results we will arrange one of the following if required:

- A review screening appointment,
- A referral to a GP or Ear, Nose & Throat (ENT) specialist.

How can these tests help my child?

- Many children have ear problems from soon after birth. **If left untreated, this has a huge impact on listening and learning for their whole life.**
- Getting help early on can make a big difference. **If children have healthy ears, they can hear and learn better.**

- I have read and understood the information about the service offered.
- I have asked any questions I may have, and I am happy with the answers.
- I understand that we can pull out of this program at any time.
- I give permission to obtain and exchange information with health professionals including doctors, specialists, therapists, and other hearing/health agencies concerning my child. I will be informed in advance wherever possible.

Please Note: All information is stored and cared for in accordance with National Privacy Principles.

I _____ (Parent/legal guardian) give consent for my child to take part in the Chevron Ear Health Program.

By signing this form, I am giving permission for my child's results to be included anonymously in TSH research data collection, and for my child's results to be shared with other parties involved in the care of my child including medical, allied health and teaching staff.

I understand this is a hearing screen and does not replace a full audiological assessment.

I can be contacted on Phone _____ and/or Email _____

Name of Child: _____ Sex: M / F Date of Birth: ___ / ___ / ___

Address: _____ Postcode _____

School: _____

What Medical Centre do you normally attend? _____ Who is your GP? _____

My child is: □ Aboriginal □ Torres Strait Islander □ Both □ Neither

Signature of □ Parent □ Legal Guardian: _____ Date: ____/____/_____

MEDICAL HISTORY
(THIS INFORMATION IS IMPORTANT for the Ear Health Screener)

Has your child had operations on their ears? Yes □ No □ (Left □ Right □ Both □) e.g., grommets

If yes, please provide details: _____

Is your child having any treatment now for their ears? Yes □ No □

What type of Treatment? _____

Treating Ear Specialist / Hospital _____

Does your child have any allergies? Details: Yes □ No □

Is there a family history of hearing loss? Details: Yes □ No □

Were there any complications with the pregnancy or birth? Details: Yes □ No □

Did your child suffer any major illnesses? Details: Yes □ No □

Did your child pass the Newborn Hearing Screen? Yes □ No □

Does your child have any developmental concerns? Yes □ No □
If yes, please provide details and name of treating specialist:

Any other relevant details? _____

Department of Education

GOVERNMENT OF WESTERN AUSTRALIA

Collection notice for enrolment

Purpose of collection

We, the Department of Education Western Australia (WA), collect your child's information to manage student enrolments in public schools. The information supports your child's school and contributes to an Australian education system which is fair for all students. This is done under the *School Education Act 1999* and the School Education Regulations 2000.

Note: In this document, 'parent' and 'you' include a child's parent or carer, the adult responsible for a child's day to day care, or a person enrolling on their own behalf.

Information collected for enrolment

When you enrol your child in a public school, you'll need to provide the following personal details and documents:

Child information

- Full name, date of birth, and gender
- Residential address and family living arrangements
- Whether the child identifies as Aboriginal or Torres Strait Islander
- Language background and languages spoken at home
- Current immunisation status
- Previous schools attended and educational history
- Learning, behavioural or other personal needs
- Health and medical conditions (including Form 1: Student health care summary)
- Australian citizenship or visa details

Parent information

- Name and relationship to your child
- Residential address and contact details
- Languages spoken at home
- Level of education, qualifications and occupation

Additional information

- Name and contact details of people the school can contact in an emergency
- Court or care orders or parenting plans, if applicable

CC BY Exclusions may apply

Why this information is collected for enrolment

Your information is used to:

- assess and manage enrolment applications
- confirm student identity
- communicate with students and families
- support student learning, health and wellbeing, behaviour and safety
- enable students to take part in state, national and international assessments and reporting, including the
  - NAPLAN in Years 3, 5, 7 and 9
  - Pre-primary Australian Early Development Census (AEDC)
  - secondary Online Literacy and Numeracy Assessment (OLNA)
  - Nationally Consistent Collection of Data (NCCD) on school students with disability
  - any other mandated assessments and reporting
- manage student identifiers like the WA Student Number (WASN) and SmartRider cards
- inform educational policy, planning, strategy, and research
- provide support, services, programs and funding to meet your child's needs.

If we do not collect this personal information, it may put a student at risk and make it harder to provide the right education plans and support. It may also mean we cannot meet our legal responsibilities.

How we use and share enrolment information

We only use and share your child's enrolment information for the purpose it is collected and when the law allows or requires it.

We may share your child's enrolment information with:

- another WA public school when your child changes schools, such as when:
  - your child transfers from Year 6 to Year 7
  - they participate in a school-arranged alternative education program
- their new non-government school or interstate school, if you provide permission
- government agencies for health, welfare and/or legal compliance, and child protection laws.

The personal information we collect is stored locally, within Australia, in our Student Information System and follows our Information and Communication Technologies policies.

Personal information is collected, managed, and disposed of following our Records Management policy and the *State Records Act 2000*.

Your rights – access and correcting enrolment information

You can contact your child's school if you:

- want to see or update the enrolment information you provided
- have concerns about how your child's enrolment information is being used or stored.

Updates to personal information provided throughout a student's schooling are considered part of a student enrolment record.

More information

To learn more about how we protect your information, visit our website's page about Privacy.

Exclusions may apply

Karratha
PRIMARY SCHOOL

STUDENT PHOTO AND MEDIA PERMISSION FORM

Dear Parents and Caregivers,

Throughout the year, our school celebrates student learning, achievements, events, and activities through a variety of communication platforms. We are seeking your permission to use your child's photograph and video.

Please indicate below where you give permission for your child's image to be shared.

Student Name: _____ Year: _____ Room: _____

Permission Options

Please tick the platforms on which you give permission for your child's image and video to be published:

☐ Connect
☐ Newsletter
☐ School Private Facebook Page
☐ School Public Instagram Account
☐ School Public Facebook Page
☐ School Documents and Publications (e.g. Business plan, annual reports, promotional materials and school displays)

☐ I do not give permission for my child's image or video to be published on any platform.

Parent/Guardian Declaration

I understand that my child's image and video may be used on the platforms selected above for educational, celebratory, and promotional purposes. I understand that I may withdraw this permission at any time by contacting the school in writing.

Parent/Guardian Name: _____

Signature: _____

Date: _____

40 Turner Way BULGARRA WA 6714
Phone: 08 9187 6300
Email: Karratha.PS@education.wa.edu.au
Website: karratha.wa.edu.au