

Enrolment Agreement Harristown State Primary School

This enrolment agreement sets out the responsibilities of the student, parents or carers and the school staff about theeducation of students enrolled at Harristown State Primary School.

Responsibility of student to:

- attend school on every school day for the educational program in which they are enrolled, on time, ready to learnand take part in school activities
- act at all times with respect and show tolerance towards other students and staff
- work hard and comply with requests or directions from the teacher and principal
- abide by school rules as outlined in the school's Responsible Behaviour Plan for Students, including not bringing items to school which could be considered as weapons (e.g. dangerous items such as knives)
- meet homework requirements and wear school's uniform
- respect the school property.

Responsibility of parents to:

- ensure your child attends school on every school day for the educational program in which they are enrolled
- attend open meetings for parents
- let the school know if there are any problems that may affect your child's ability to learn
- ensure your child completes homework regularly in keeping with the school's homework policy
- inform school of student absences and reasons for absences in a timely manner
- treat school staff with respect
- support the authority of school staff thereby supporting their efforts to educate your child and assist your child toachieve maturity, self-discipline and self-control
- not allow your child to bring dangerous or inappropriate items to school
- abide by school's instructions regarding access to school grounds before, during and after school hours
- advise Principal if your student is in the care of the State
- keep school informed of any changes to student's details, such as student's home address and phone number.

Responsibility of school staff to:

- · design and implement engaging and flexible learning experiences for individuals and groups
- inform parents and carers regularly about how their children are progressing
- design and implement intellectually challenging learning experiences which develop language, literacy and numeracy
- create and maintain safe and supportive learning environments
- support personal development and participation in society
- foster positive and productive relationships with families and the community
- inform students, parents and carers about what the teachers aim to teach the students each term
- teach effectively and to set the highest standards in work and behaviour
- clearly articulate the school's expectations regarding the Responsible Behaviour Plan for Students and theschool's Dress Code policy
- ensure that parents and carers are aware that the school does not have personal accident insurance cover forstudents
- advise parents and carers of extra-curricular activities operating at the school in which their child may becomeinvolved (for example Program of Chaplaincy Services, sports programs)
- set, mark and monitor homework regularly in keeping with the school's homework policy
- contact parents and carers as soon as is possible if the school is concerned about the child's schoolwork,behaviour, attendance or punctuality
- deal with complaints in an open, fair and transparent manner in accordance with departmental procedure, Complaints Management – State Schools
- treat students and parents with respect.

□ Responsible Behaviour Plan for Students
□ Student Dress Code
□ Homework Policy
□ School Charges and voluntary contributions
□ School network usage and access statement requirement of Acceptable Use of the

Department'sInformation, Communication and Technology (ICT) Network and Systems Absences School Excursions Complaints management Parent Notice for Religious Instruction in School Hours Parent / Guardian Consent form for Voluntary Student Participation in Program of Chaplaincy Services Department insurance arrangements and accident cover for students Managing Consent to Use Student/Volunteer Copyright Materials and/or to Record, Use or Disclose StudentPersonal Information Appropriate Use of Mobile Telephones and other Electronic Equipment by Students School instructions for school access Medical form Booklist Sports permission Swimming permission Raffle ticket (Please circle) YES NO
I acknowledge:
That I have read and understood the responsibilities of the student, parents or carers and the school staff outlinedabove; and
That information about the school's current rules, policies, programs and services, as outlined above has been provided and explained to me.
Student Signature:
Parent/Carer Signature:



Harristown State School

Student Dess Code

The Harristown State School community strongly advocates the universal wearing of school uniforms by students from Prep to Year 6 when at school or when attending school related activities.

Harristown State School community has collaboratively developed a **Student Dress Code** that supports the wearing of a school uniform to provide a safe and supportive teaching and learning environment through:

- Ready identification of students and non-students at school;
- Eliminating distraction of competition in dress and fashion at school;
- Fostering a sense of belonging and school pride, and
- Enhancing mutual respect among students by minimising visible evidence of economic or social differences.

In responding to students who are inappropriately dressed or whose dress does not conform to the uniform, the Principal may:

Offer appropriate items from a bank of uniform items held at the school. These uniforms will be
marked HARRISTOWN and will need to be washed and returned the following day. The student's
name is written in a borrowing register.

The Student Dress Code applies to all students from Prep-Yr 6 and has been formally endorsed by the Harristown State School Parents & Citizen's Association and complies with Education Queensland policy SMS-PR-022

The **Student Dress Code** applies to all Prep - Year 6 students when:

- Attending or representing their school;
- · Travelling to and from school
- Engaging in school activities out of school.

If a student <u>cannot</u> wear the necessary uniform, a note (from parent/carer) must be sent to the school explaining the reason. This note must be presented to the class teacher and the Principal.

The P&C operates a Uniform Shop from the school site for the convenience of parents. The Uniform Shop sells some new items, as well as good quality second-hand items. The school willingly assists families with the provision of donated uniforms as available and required. We make every effort to ensure all students who attend our school have access to a school uniform and are happy to provide assistance to parents to meet this goal. Families who may be experiencing economic hardship requiring an extended period of time to purchase school uniforms should contact the Principal for confidential assistance.

Sanctions

The school can impose sanctions dependent on the severity and recentness of the non-compliance with the dress code.

Sanctions can include:

- Detention:
- Calling parents to rectify the uniform issue
- Preventing the student from attending or participating in any school activity that is not an essential schooleducational program.
- Preventing the student from attending or participating in any activity at which the student is representing theschool;
- Preventing the student from participating in the School Leadership Program

Inappropriate Dress

- · Non-uniform items such as jeans, cargo pants, multi-coloured jackets and other "street wear".
- Baseball caps, singlet tops and sleeveless shirts are unacceptable as they do not conform to our "Sun Smart" policy.
- Bike pants are not considered suitable attire, however girls may wear navy netball-style undergarments under a skirt. (These are not to be visible.)
- · Hoods on jackets or jumpers
- · Sun safe clothing no singlet tops, sleeveless shirts, exposed midriffs or miniskirts.
- · Shorts must cover upper thighs.
- · Suitable footwear no thongs or open-toed sandals.
- No makeup, fingernail polish or jewellery (other than what is listed as allowed).
- · Appropriate messages on T-shirts no offensive language, drawings or messages are acceptable.

Uniforms worn for excursions must be neat, clean and hole-proof as our school is represented in public when we leave the school grounds.

The Student Dress Code will be reviewed on an annual basis in consultation with staff and the Parents & Citizen's Association.

The school uniform, as currently adopted by the P&C, is as follows:

<u>Hats</u>	Sun safe hat ONLY
NO CAPS	Dark Blue Broad brim hat with Harristown emblem
Legionnaires hats are permitted	Dark Blue Broadbrim hat
<u>Shirts</u>	Dark Blue school polo shirt with Harristown State School emblem on the left
	Plain Dark Blue polo shirt
	Senior Shirts
<u>Shorts</u>	 Plain Dark Blue appropriate length shorts (10 cm above the knee)
Skirts/Skorts	Plain Dark Blue appropriate length skirt/skorts (10 cm above the knee)
Socks	Plain coloured - white or dark blue
<u>Shoes</u>	Fully enclosed shoesNo sandals or thongs
Jumper/Tracksuit	Dark Blue Harristown zip up spray jacket
	Red Harristown jumper with emblem on left
Long pants/tracksuit	Plain Dark Blue

ELECTRIC PROPERTY.		
School Standard	Parents are advised that	Consequences
Hats - sun safe Dark Blue Broadbrim (at least 8 cm)	Non-wearing of sun safe hat is 'likely to result in risk to the health of the student'. Harristown State School follows the sun-safe guidelines of the Queensland Cancer Society. Regular caps are not permitted to be worn at school. No Hat! No Play!	Students who do not wear a sun safe hat at school will not be permitted to participate in PE lessons that are held out in the sun Activities during school breaks that are held out in the sun Parents may be notified by the student's
Shirts Dark Blue with school emblem on the left hand side	likely to disrupt or negatively influence the normal school operations' is not permitted.	class teacher, office personnel or Principal. Students wearing inappropriate clothing or apparel will be asked to dress appropriately. Senior Shirts are worn as a privilege and need to be done so with pride in the school.
or Plain Dark Blue Shorts/Skirts/Skorts	If a student cannot wear the necessary uniform, a note (written by parent/s/carers) must be sent to the school explaining the reason. This note must be presented to the class teacher and to the Principal	Parents may be notified by the student's class teacher, office personnel or Principal. Students not wearing school uniform will be ineligible to represent the school away from the school campus.
Plain Dark Blue		

FootwearShoes

Fully enclosed shoes.

 -Lace up or Velcro strap shoes or sneakers and weencourage these to be in awhite or black-not multi coloured

Shoelaces

White or black

Socks

Plain colour/ preferably whiteor dark blue



Non-wearing of shoes could be 'unsafe for the student or others. Shoes with high heels or platforms, thongs, slip-ons and sandals are not suitable for school activities.

Student will be asked to wear the appropriate footwear.

Parents will be notified by the student's class teacher, office personnel or Principal.

Students not wearing appropriate footwear will be ineligible to represent the school away from the school campus.

Students who do not wear appropriate footwear will not be permitted to participate in

- PE lessons
- Or other school-based activities eg. Playing outside

Jewellery

Students may wear

- Medical alert bracelets/necklaces
- One watch
- Earrings one set of small studs for both males and females

Other jewellery may be 'unsafe for the student and others' as such items could become caught in play equipment or could come into contact with another student causing injury. Students may be required to remove or tape jewellery during sport activities.

If a student wears inappropriate jewellery that is not listed, they will be asked to remove it and hand it to the office staff until the end of the day when it can be collected.

NO FACIAL JEWELLERY or BODY PIERCING will be permitted

Hair

It is encouraged that students with hair shoulder length and longer must tie their hair appropriately with hair bands/ties. School coloured ribbons or scrunchies would be expected at all times

To reduce the transfer of head lice, hair, shoulder length or longer must be appropriately tied back/up with school coloured hair bands/ties. Hair not tied back could be 'unsafe for the student and likely to result in a risk to health and safety of students and others'.

Students will be encouraged to wear their hair appropriately.

Students may be given the opportunity to use school bands to tie their hair back

Parents may be contacted by the student's class teacher.

Students are expected to present at school in a clean and tidy manner.

For safety reasons, and to minimise the issues of loss and theft, the following guidelines apply to the wearing of jewellery:

- Medical alert bracelets/necklaces
- One watch
- ONLY one neck chain may be worn inside the line of the shirt for religious cultural purposes
- Earrings one set of studs for both male and female
- No other body or facial jewellery e.g., nose and tongue piercing
- Sun-safe sunglasses need to be school appropriate and fancy coloured or shaped glasseswill not be permitted

If students wear inappropriate jewellery that is not listed, they will be asked to remove it and hand it to the office staff until the end of the day when it can be collected. If in the case of a nose or body piercing it will need to be covered when the student is present at school.

It is required that students with hair shoulder length and longer be appropriately tied back/up with school coloured hair bands/ties and that hairstyles are appropriate for the school setting e.g. shaved parts of the hair. There will be NO useof hair dyes, coloured hairspray, glitter, or wigs. The only use of head scarves will be for religious or cultural meaning and all other head wear e.g. head bands etc. needs to be in the school colours with no accessories attached e.g. flowers.

Neither nail polish nor make up is acceptable at Harristown State School and will need to be removed if worn to school. It is the student's responsibility that if these items were worn socially that they are removed before attending school. Students who do arrive at school wearing nail polish and make up will be sent to the office to remove these cosmetics. Nail polish remover will be made available along with soap to remove all make up.



HARRISTOWN STATE SCHOOL P & C ASSN

UNIFORM PRICE LIST

EFFECTIVE 6th OCTOBER 2020

SHIRTS		BOTTOMS	
Short Sleeve Polo	\$32.00	Unisex Shorts	\$25.00
Long Sleeve Polo	\$34.00	Girls Skorts	\$25.00
		Trackpants	\$27.00
JUMPERS/JACKETS		MISCELLANEOUS ITEMS	3
Polar Fleece Jumper	\$32.00	Library bag	\$5.00
Waterproof Navy Jacket		Headphone bag	\$5.00
Size 4 – 14	\$60.00	Swimming bag	\$5.00
Size 16 – XXL	\$70.00	Scrunchies	\$6.00

BUCKET HATS

Sizes 52cm - 58cm \$17.00

TRADING HOURS

Monday 8.30am to 9.30am

Tuesday 8.30am to 9.30am

EFTPOS and cash sales only





Introduction to the State School Consent Form (attached) for Harristown 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 partof 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 allowsyour 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). Theschool 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 consentuntil 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 maynot 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://harristownss.eq.edu.au/

Facebook: https://www.facebook.com/HarristownStateSchool/

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 [Harristown SS Administration Office, 4687 5333 and admin@harristownss.eq.edu.au].

Administration office 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
req	uired).(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
sel	ect):
Fu	II 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.

PERSONAL INFORMATION AND MATERIALS COVERED BY THIS CONSENT FORM

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

- (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 publiclycelebrate 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 culturalachievements.
 - 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 abovepurposes in the following:
 - the school's newsletter and/or website:
 - social media accounts, other internet sites, traditional media and other sources identified in the 'MediaSources' section of the explanatory letter (attached);
 - year books/annuals and school photographs;
 - promotional/advertising materials; and
 - presentations and displays.

TIMEF	FRAME FOR CONSENT
Sch	hool representative to complete.
(a) (b)	
LIMITA	ATION OF CONSENT
Th	e Individual and/or parent wishes to limit consent in the following way:
CONS	ENT AND AGREEMENT
	NSENTER – I am (tick the applicable box): ent/carer of the identified person in section 1
	identified person in section 1 (if a mature/independent student or employee including volunteers)
	ognized representative for the Indigenous knowledge or culture expressed by the materials
it andar the scho section	read the explanatory letter, or it has been read to me. I have had the opportunity to ask questions about my questions that I have asked have been answered to my satisfaction. By signing below, I consent to ool recording, using and/or disclosing (publishing) the personal information and materials identified in 2 for the purposes detailed in section 3.
materia ourpose oroperty	·
olended	or or performer of the licensed materials may not occur. I accept that the materials licensed may be
^o rint na	als (detailed in section 2) promoted as DoE may determine, I grant a licence for such materials for this e. I acknowledge I remain responsible to promptly notify the school of any third party intellectual y incorporated intothe licensed materials. I accept that attribution of the identified person in section 1 as
	als (detailed in section 2) promoted as DoE may determine, I grant a licence for such materials for this e. I acknowledge I remain responsible to promptly notify the school of any third party intellectual y incorporated into the licensed materials. I accept that attribution of the identified person in section 1 are or performer of the licensed materials may not occur. I accept that the materials licensed may be divided with other materials and the licensed materials may not be reproduced in their entirety.

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

Date

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/carer 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:
 the identified materials will be used in accordance with the State School Consent Form reference to the identified person will be in the manner consented in accordance with procedures DoE will cease using the identified materials from the date DoE receives a written withdrawal ofconsent.
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

Privacy Notice

Date

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.

Harristown State School



INTERNET USAGE

Dear Parents,

Please have yourself and your child complete the form below and return to the school as soon as possible. This agreement will remain in place while the student is enrolled at Harristown State School. parent/caregiver may withdraw this consent at any time during the school year by contacting the school office.

STUDENT

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

While I have access to the Internet:

I will use it for educational purposes.

I will not look for anything that is illegal, dangerous or offensive.

If I accidentally come across something that is illegal, dangerous or offensive, I will:

- (a) clear any offensive pictures or information from my screen; and
- (b) immediately, quietly, inform my teacher.

I will not reveal home addresses or phone numbers - mine or anyone else's.

I will not use the Internet to annoy or offend anyone else.

____ (date)

I understand that if the school decides I have broken these rules, appropriate action will be taken. This may include loss of my Internet access for some time.

(Student's name)

(Student's signature)

PARENT OR GUARDIAN

I understand that the Internet can provide students with valuable learning experiences.

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

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

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

(Parent/Guardian's name)
(Parent/Guardian's signature)
(date)



Consent Form

Student Participation in Chaplaincy Program at Harristown State School

This school community provides a chaplaincy program endorsed by the school's Parents and Citizens' Association and available on a voluntary basis to all students. Information about the school's chaplaincy program is on the school's website. The chaplain is involved in a range of activities at this school which are free of religious or spiritual content.

Parent consent, or in some cases, the student's consent is required for participation in specific activities with religious or spiritual content. If the principal decides that the student has the appropriate level of maturity and understanding to give informed consent, the student must sign this form themselves. Otherwise, the parent must sign the form on the **student's behalf.**

Please complete the form below:

Parent Name/s		
Student Name (in full)		
Student Name (in full)		
Student Name (in full)		
The following volunta	ry student activities with religious or spiritual	content require writtenconsent:
If you DO wish to give (b):	consent for this student to participate in the	above activities, please tickboxes (a) AND
a) I give consent for	this student to participate in activities with religio	us or spiritual content
be passed on to the OR – if you DO NOT wish	where I agree that the student can participate in the school chaplain at the student to participate in the sent for the student to participate in the sent for the student to participate in activities with	above activities, please tick box (c)
Γhe school newsletter an n the school, prior to com	d website will advise of any additional admencement.	ctivities with religious <i>or</i> spiritual conten
Parent Signature		Date
Student Signature (if appropr	iate)	Date

Privacy Notice

The Department of Education and Training is collecting student's personal information in order to determine student participation in the school's Chaplaincy Program. This information will only be accessed by the school principal and, if the student is participating in the program, the school chaplain. Students' personal information will be recorded, used and disclosed in accordance with s.426 of the Education (General Provisions) Act 2006 (Qld) and will not be given to any other persons or agency unless you have given the department permission, or the disclosure is otherwise required or permitted by law.

Office Use	
Retain original in student's file and provide a copy of notice to the parent	

Harristown State School



Queensland Government Education Queensland

Dear Parent/Carer

Yours sincerely

Religious Instruction Classes

Non-denomination Religious Instruction classes are held once a week on a Wednesday at school. If you wish to have your child/children participate in these classes please complete the form below and return to the school office.

Salgabler Skye Gabler
Skye Gabler
Principal
☐ I DO wish to give consent for my child/ren to participate in Religious Instruction.
☐ I wish to withdraw my child/ren from Religious Instruction classes at school.
I wish to withdraw my child/ren from Religious Instruction classes at school.
Student/s name/s
Parent/Carer's Name Signature
Date