

# Student Enrolment

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## Forms pack

All documents enclosed are to be completed and returned  
to Kiara college  
with the required supporting documents for student enrolment.



## WHAT'S INCLUDED IN THIS BOOKLET:

This Student Enrolment Forms Pack contains the documents listed below.

Please complete all sections of each document in this booklet.

Parent and student must sign each page where indicated and return the booklet along with all other required documents also list below to Kiara College Administration office. This can be done via email or in person.

Address 368 Benara Road, Kiara WA 6054

Phone: (08) 6235 7000

Email: [kiara.college@education.wa.edu.au](mailto:kiara.college@education.wa.edu.au)

Please note:

The document numbers listed below do not correspond to page numbers.

They are for office use only.

Included documents:

- 1a. Student Enrolment Form (10 pages)
- 1b. Enrolment Pack – Part B (2 pages)
6. Student Health Care Summary (2 pages)
8. Connect Form for Parents (2 pages)
9. Third Party Permission Form (5 pages)
- 11a. Acceptable User Agreement for online services (previously Pink IT Form) (1 page)
- 11b. IT Information
10. Parent Handbook Declaration

### OTHER SUPPORTING DOCUMENTS YOU WILL NEED TO SUBMIT WITH YOUR APPLICATION:

- Original Full Birth Certificate
- Proof of guardianship if the person enrolling the student is not the parent named on the Birth Certificate
- Passport (if child was born overseas)
- Relevant Visa documentation for parents/caregivers including Visa Grant Number (13 numbers), date of entry to Australia etc. (if applicable)
- Australian Citizenship Document (if applicable)
- Access Restriction Documentation (if applicable)
- Immunisation/Health Records (available from Medicare or Australian Immunisation Register)
- Latest school reports
- Copy of timetable from your current school (Upper School Students)
- Proof of address e.g. driver's license, electricity account (connection or account), gas account (connection or account), telephone account, rental agreement. Please note we cannot accept telephone bills as proof of address.

Please note that submission of the enrolment form does not guarantee placement.

When the Student Enrolment Form has been submitted, together with the required documentation, you will be contacted to arrange an interview with an Associate Principal to discuss your application.



# KIARA COLLEGE STUDENT ENROLMENT page 1 of 10



## For Enrolment in a western Australian Public School

A separate copy of this form must be completed for each student wishing to enrol at Kiara College.

Submitting this form does not guarantee you will receive a place at the College, particularly if you do not live in the local intake area. You may be requested to attend an enrolment interview.

*Note: If you are typing the information into this form, double click the check box  and select the radio button*

*under the heading Default value 'Checked' and click OK. eg. .*

### STUDENT DETAILS

Last Name: \_\_\_\_\_ Legal Last Name (if different): \_\_\_\_\_

Previous Last Name (if applicable): \_\_\_\_\_

1<sup>st</sup> Name: \_\_\_\_\_ 2<sup>nd</sup> Name: \_\_\_\_\_ 3<sup>rd</sup> Name: \_\_\_\_\_

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Indeterminate/Intersex  Sex:  Male  Female

Residential Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone (Home): \_\_\_\_\_ Parent Mobile: \_\_\_\_\_

Student Mobile (if applicable): \_\_\_\_\_

Full Name/s of brothers/sisters attending this College (if any):

### STUDENT LIVES WITH

Both Parents .....  Other .....

Parent/Guardian/Carer 1.....  **Name** \_\_\_\_\_ **Relationship to student** \_\_\_\_\_

Parent/Guardian/Carer 2.....  \_\_\_\_\_

Independent minor.....

(Reg3. School Education Regulations 2000)

For information on access restriction, see *Confidential* section of this form.

### EMERGENCY CONTACT DETAILS

Name	Phone No.	Mobile No.	Relationship to student
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

# KIARA COLLEGE STUDENT ENROLMENT page 2 of 10



## STUDENT DETAILS- ADDITIONAL INFORMATION

**Evidence of immunisation status**

Australian Immunisation Register (AIR) Immunisation History Statement that is not more than two months old shows my child's vaccination status is  Up to date  Not up to date as at \_\_\_\_\_(date of Statement)  
OR

AIR Immunisation History Statement that is not more than six months old shows my child is on a catch up schedule as at \_\_\_\_\_(date of Form)  
OR

Immunisation Certificate issued by the Chief Health Officer as at \_\_\_\_\_(date of Certificate)

Nationality: \_\_\_\_\_ Country of Birth: \_\_\_\_\_

Religion: \_\_\_\_\_

Student's First Language: \_\_\_\_\_

Is the student's descent:.....Aboriginal  YES  NO  
.....Torres Strait Islander (TSI)  YES  NO  
.....Both Aboriginal and TSI  YES  NO

Does the student speak a language other than English at home? .....  YES  NO

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

YES, English only

NO, other - please specify: \_\_\_\_\_

*If more than one language, indicate the one that is spoken most often* \_\_\_\_\_

Australian Citizen/Permanent Resident: .....  YES  NO

Date of Arrival in Australia: \_\_\_\_\_ Visa Sub-class No: \_\_\_\_\_ Visa Expiry Date: \_\_\_\_\_

International Fee Paying (if known):.....  YES  NO

Visa Grant Number (13 numbers) \_\_\_\_\_

**Does the student receive any of the following allowances?**

Secondary Assistance  Youth Allowance

Assistance for Isolated Children (AIC)  Abstudy

Previous School: \_\_\_\_\_

Has the student ever been excluded from another school?  No  
 Yes (please specify name of school)  
\_\_\_\_\_

Is the student currently under suspension from another school?  Yes  No

Are there any siblings attending this College?  Yes  No

Reason for change of school (optional): \_\_\_\_\_

If previously enrolled in Home Education, specify the Education Region: \_\_\_\_\_

Movement reason (optional): \_\_\_\_\_

**KIARA COLLEGE STUDENT ENROLMENT** page 3 of 10



**CONFIDENTIAL**

Access Restrictions - Is this student subject to any court orders in respect of their care, welfare and development?  
 .....  YES  NO

If YES, please specify and attach supporting documentation.

Is this student in the care of the Department for Child Protection and Family Support's (CPFS) Director General?  
 .....  YES  NO

If YES, please specify the name of the CPFS Case Manager, their CPFS District and their contact phone number.

**CONSENT FORMS**

Parent consent is sought in the ENROLMENT FORMS BOOKLETS for a variety of College related activities.

**STUDENT DETAILS- MEDICAL/HEALTH**

In addition to the information below, the separate form (Student Health Care Summary) is to be completed for all students.

Note: For students identified as having health conditions requiring support at College, additional form/s will be provided by the College.

Does the student have a disability?  YES  NO If YES, please specify the disability/s:

Please indicate if you have documentation about your child's disability in any of the following areas.  
 (Copies of this documentation will be required for College records)

- |  |  |
|--|--|
| <input type="checkbox"/> Autism Spectrum Disorder            | <input type="checkbox"/> Severe Mental Disorder                      |
| <input type="checkbox"/> Deaf or Hard of Hearing             | <input type="checkbox"/> Global Developmental Delay (prior to age 6) |
| <input type="checkbox"/> Specific Speech Language Impairment | <input type="checkbox"/> Vision Impairment                           |
| <input type="checkbox"/> Intellectual Disability             | <input type="checkbox"/> Physical Disability                         |

Does the student have a medical condition or intensive health care need? YES  NO

If YES, please specify.

- |   |   |
|---|---|
| <input type="checkbox"/> Allergy – Anaphylaxis          | <input type="checkbox"/> Hearing condition (eg otitis media)                    |
| <input type="checkbox"/> Allergy – Other _____          | <input type="checkbox"/> Mental health or behavioural (eg depression, ADD/ADHD) |
| <input type="checkbox"/> Asthma                         | <input type="checkbox"/> Intensive Health Care Need (eg tube feeding)           |
| <input type="checkbox"/> Diabetes                       | <input type="checkbox"/> Other: _____   |
| <input type="checkbox"/> Diagnosed migraine/headaches   |   |
| <input type="checkbox"/> Seizure Disorder (eg epilepsy) |   |

Is the student required to take any medications during the course of the school day?

**Please note the Nurse does not issue medication.**

Yes (please specify)  No

Medic Alert YES  NO

Medical Practice (Name and Address):

Doctor's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_



**KIARA COLLEGE STUDENT ENROLMENT** page 4 of 10

Dental Surgery Practice (if applicable, name and address): \_\_\_\_\_

Dentist's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Medicare No: \_\_\_\_\_ Valid to: \_\_\_\_/\_\_\_\_

Health Care Card (if applicable):  YES  NO. Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Do you have ambulance cover?.....  YES  NO

**(If there is a medical emergency parents/guardians are expected to meet the cost of the ambulance)**

**PARENT/GUARDIAN DETAILS**

**PARENT/GUARDIAN 1 CONTACT DETAILS**

Title: \_\_\_\_ First Name: \_\_\_\_\_ Second Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Please indicate relationship to the student: \_\_\_\_\_

Please indicate whether you have the:  Day to day care of the student **or**  Long term care of student.

Fees and charges billing:  YES  NO If no, who is responsible: \_\_\_\_\_

Receive correspondence:  YES  NO

Postal Address (if different from student residential address):

\_\_\_\_\_

Telephone (Home): \_\_\_\_\_ Email Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

Workplace (name/address): \_\_\_\_\_

Telephone (Work): \_\_\_\_\_ Mobile No: \_\_\_\_\_

Do you mainly speak English at home? .....  YES  NO

Do you speak a language other than English at home?  NO, English only  YES,

other - please specify:

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

\_\_\_\_\_

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

- Year 12 or equivalent
- Year 11 or equivalent
- Year 10 or equivalent
- Year 9 or equivalent or below

What is the level of the highest qualification you have completed?

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

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

What is your occupation group? \_\_\_\_\_ *(Insert 1, 2, 3 or 4. Please select the appropriate parental occupation group from the list provided in ATTACHMENT 1.*

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

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**PARENT/GUARDIAN 2 DETAILS**

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Second Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Please indicate relationship to the student: \_\_\_\_\_

Please indicate whether you have the:  Day to day care of the student **or**  Long term care of student.

Fees and charges billing:  YES  NO If no, who is responsible: \_\_\_\_\_

Postal Address (if different from student residential address):  
\_\_\_\_\_

Telephone (Home): \_\_\_\_\_ Email Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

Workplace (name/address) \_\_\_\_\_

Telephone (Work): \_\_\_\_\_ Mobile No: \_\_\_\_\_

Do you mainly speak English at home? .....  YES  NO

Do you speak a language other than English at home?  NO, English only  YES, other - please specify  
(If more than one language, indicate the one that is spoken most often) \_\_\_\_\_

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

- Year 12 or equivalent
- Year 11 or equivalent
- Year 10 or equivalent
- Year 9 or equivalent or below

What is the level of the highest qualification you have completed?

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

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

What is your occupation group? \_\_\_\_\_ (Insert 1, 2, 3 or 4. Please select the appropriate parental occupation group from the list provided in ATTACHMENT 1. If you are not currently in paid work, but have had a job in the last 12 months, please use your last occupation. However, if you have not been in paid work in the last 12 months, enter '8' above).

**OTHER CONTACT DETAILS**

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Second Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Please indicate relationship to the student: \_\_\_\_\_

Address (if different from student address):  
\_\_\_\_\_

Telephone (Home): \_\_\_\_\_ Email Address: \_\_\_\_\_

Telephone (Work): \_\_\_\_\_ Mobile No: \_\_\_\_\_

**Please advise the College if there are any other contacts you would like recorded.**

**KIARA COLLEGE STUDENT ENROLMENT** page 6 of 10**PRIVACY AND INFORMATION SHARING**

I understand that my child's enrolment information is confidential and will be kept as required by the Department of Education's record keeping procedures.

I understand 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.

Has your child previously been enrolled at Kiara College? YES NO

Does your previous school have a psychological file for your child? YES NO

Has your child ever been in Learning Support? YES NO

Has your child ever qualified for in-school education assistant support time? YES NO

How often was your child away from school **last** year?  
OFTEN OCCASIONALLY NOT OFTEN

How often has your child been away from school **this** year  
OFTEN OCCASIONALLY NOT OFTEN

Has your child ever participated in an alternative or extra-curricular education program eg sport, learning support, academic extension, specialist education or behaviour? YES NO

If, Yes please explain.

**HAS YOUR CHILD HAD ANY INVOLVEMENT WITH ANY OF THE FOLLOWING**

	YES	NO	Name of Contact
Department of Child Protection			_____
Juvenile Justice Officer			_____
Youth Therapy Service/Youth Link			_____
Child & Adolescent Mental Health Services			_____

**SIGNATURE**

Person enrolling child is: \_\_\_\_\_

Biological Parent/Grandparent/Other Relative/Carer (*please circle one*)

Title: \_\_\_\_ First Name: \_\_\_\_\_ Second Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**A Statutory Declaration needs to be completed if a person other than the biological parent/s is enrolling the child**

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## ATTACHMENT 1



### PARENT OCCUPATION GROUP

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

GROUP 1	GROUP 2	GROUP 3	GROUP 4
<p><b>Senior management in large business organisation government administration &amp; defence, and qualified professionals</b></p> <p><b>Senior executive/ manager/ department head</b> in industry, commerce, media or other large organisation.</p> <p><b>Public service manager</b> (section head or above), regional director, health/education/police/ fire services administrator.</p> <p><b>Other administrator</b> [school Principal, faculty head/dean, library/museum/gallery director, research facility director].</p> <p><b>Defence Forces Commissioned Officer.</b></p> <p><b>Professionals</b> 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.</p> <p><b>Health, Education, Law, Social Welfare, Engineering, Science, Computing</b> professional.</p> <p><b>Business</b> [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer].</p> <p><b>Air/sea transport</b> [aircraft/ships captain/officer/pilot, flight officer, flying instructor, air traffic controller].</p>	<p><b>Other business managers, arts/media/sportspersons and associate professionals</b></p> <p><b>Owner/manager</b> of farm, construction, import/export, wholesale, manufacturing, transport, real estate business.</p> <p><b>Specialist manager</b> [finance/engineering/production/ personnel/ industrial relations/ sales/marketing].</p> <p><b>Financial services manager</b> [bank branch manager, finance/ investment/insurance broker, credit/loans officer].</p> <p><b>Retail sales/services manager</b> [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency].</p> <p><b>Arts/media/sports</b> [musician, actor, dancer, painter, potter, sculptor, journalist, author].</p> <p>media presenter, photographer, designer, illustrator, proof reader, sportsman/ woman, coach, trainer, sports official].</p> <p><b>Associate professionals</b> generally have diploma/technical qualifications and support managers and professionals.</p> <p><b>Health, Education, Law, Social Welfare, Engineering, Science, Computing</b> technician/associate professional.</p> <p><b>Business/administration</b> [recruitment/employment /industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager].</p> <p><b>Defence Forces</b> senior Non-Commissioned Officer.</p>	<p><b>Tradesmen/women, clerks and skilled office, sales and service staff</b></p> <p><b>Tradesmen/women</b> generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.</p> <p><b>Clerks</b> [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].</p> <p><b>Skilled office, sales and service staff</b></p> <p><b>Office</b> [secretary, personal assistant, desktop publishing operator, switchboard operator].</p> <p><b>Sales</b> [company sales representative, auctioneer, insurance agent/ assessor/loss adjuster, market researcher].</p> <p><b>Service</b> [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].</p>	<p><b>Machine operators, hospitality staff, assistants, labourers and related workers</b></p> <p><b>Drivers, mobile plant, production/ processing machinery and other machinery operators Hospitality staff</b> [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper].</p> <p><b>Office assistants, sales assistants and other assistants</b></p> <p><b>Office</b> [typist, word processing/data entry/business machine operator, receptionist, office assistant].</p> <p><b>Sales</b> [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].</p> <p><b>Assistant/aide</b> [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant].</p> <p><b>Labourers and related workers</b></p> <p><b>Defence Forces</b> ranks below senior NCO not included in other groups.</p> <p><b>Agriculture, horticulture, forestry, fishing, mining worker</b> [farm overseer, shearer, wool/hide classer, farmhand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand].</p> <p><b>Other worker</b> [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor].</p>

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

**KIARA COLLEGE STUDENT ENROLMENT** page 8 of 10**ATTACHMENT 2****CONSENT FORM**

At Kiara College we aim to offer your child the widest range of learning opportunities and celebrate learning whenever possible. This may often require some form of parental consent. This form asks you to consent (or otherwise) to your child's participation / use / access to several aspects of the College program. At all times we make the very best efforts to exercise exemplary standards in respect of duty of care.

**PARENT ACCESS TO CONNECT**

I understand that **Connect** is an online learning environment where I can communicate easily with teachers, stay informed about my child's learning, securely access information about my child and engage in my child's learning. I give my consent for my email account to be used to give me access to Connect.

**PLEASE TICK HERE**  **Yes**

**MEDIA CONSENT**

Children's images and/or their work are often published to recognise excellence or effort and may appear in newspapers, on the internet, in newsletters or on film or video. Their names may also be included but no contact details are provided. Work/images captured by the College will be kept for no longer than is necessary for the purposes outlined above and will be stored and disposed of securely.

- Yes, I give consent to my child to have his/her image and/or work published as described above.  
 No, I do not give consent.

**INTERNET ACCESS**

Student access to the internet is provided in accordance with the College policy (available from the office or College website). Student access is contingent on abiding by the users' Code of Conduct.

- Yes, my child has permission to access the internet in accordance with College policy.  
 No, I do not give consent.

**VIEWING CONSENT**

Children often watch videos / DVDs / television documentaries as part of their learning. Almost always these are 'G' rated and don't require consent. Very occasionally something with a 'PG' rating is appropriate for which we would need parental permission.

- Yes, I consent to my child viewing items with a 'PG' rating if deemed suitable by the teacher and College administration.  
 No, I do not give consent.

**MOBILE PHONES AND PORTABLE DEVICE POLICY**

We acknowledge that parent/responsible person and student have read and fully understand and agree to comply with the Mobile Phones and Portable Devices Policy.

**PLEASE TICK HERE**  **Yes**

## KIARA COLLEGE STUDENT ENROLMENT page 9 of 10



### STUDENT UNIFORM POLICY

**As a condition of enrolment, students agree to wear the College uniform at all times**

We acknowledge that parent/responsible person and student have read and fully understand and agree to comply with the Student Uniform Policy.

PLEASE TICK HERE  Yes

### GOOD STANDING POLICY

We acknowledge that parent/responsible person and student have read and fully understand and agree to comply with the Good Standing Policy.

PLEASE TICK HERE  Yes

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The College has a newsletter accessible on the Website here:

[www.kiaracollege.wa.edu.au](http://www.kiaracollege.wa.edu.au)

NAME OF STUDENT: \_\_\_\_\_ YEAR: \_\_\_\_\_

### NAME OF PERSON SIGNING CONSENT FORM

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Second Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**Please indicate relationship to the student (e.g. parent/guardian/responsible person**





## KIARA COLLEGE ENROLMENT PACK PART B – ENROLMENT FORM

The Student Enrolment Form is intended for children not enrolled at the school in the previous year. For students in the compulsory years of schooling who were enrolled in the previous year please inform the school directly if there are changes needed to update the form.

*Parent information about Enrolment in a Western Australian public school* (below) provides important information to read before lodging the Enrolment Form with the school.

**The form is to be completed in English. If you need help including translation and interpreting services, please ask the school staff about assistance available through the Statewide Services Resource and Information Centre English as an Additional Language or Dialect (EAL/D) Program. <http://det.wa.edu.au/curriculumsupport/eald/detcms/portal/>**

### ENROLMENT

**Parent information about Enrolment in a Western Australian public school**

### INFORMATION TO BE PROVIDED

The Enrolment Form is intended for children not enrolled at the school in the previous year. For students in the compulsory years of schooling who were enrolled in the previous year please inform the school if there are changes needed to update the form.

The information you provide enables the Department to communicate with you about important matters, to care for your child in emergencies, to plan for special needs and to meet State and National reporting requirements.

Documentary evidence may be required to support any information supplied. Principals may need to consult with the Education Regional Office where evidence has not been supplied. All official records must be on the child's legal name. The use of a preferred name may be possible for informal communication.

Family details should include details of the parent (see definition below) residing at the same address as the student. Details relating to parents not residing with the student may also be included in the **Parent/Guardian Details** section of the form.

The school needs to be advised of any court orders or any changes in relation to the child's name, usual place of residence and/or name and usual place of residence of parent/s.

You may need to provide up to date information about your child's immunisation status when you complete the Enrolment Form.

### TRANSPORT

In most cases, transporting your child to school is the parents' responsibility. Enquiries regarding school bus services should be directed either to the school where the application for enrolment is being submitted, or to the Public Transport Authority email [enquire@pta.wa.gov.au](mailto:enquire@pta.wa.gov.au) or telephone 136213. Some special programs include transfer arrangements.



## KIARA COLLEGE ENROLMENT PACK PART B – ENROLMENT FORM

### CONFIDENTIALITY

All information provided on this form will be treated confidentially (s 242 of the *School Education Act 1999*). The Department of Education will provide a report about enrolled children whose immunisation status is 'not up to date' to the Department of Health when requested. The Department of Health will provide assistance to the families of under-vaccinated children. Children whose immunisation is 'not up to date' may be required to stay away from school if an outbreak of a vaccine preventable disease occurs.

### INFORMATION ABOUT YOUR OCCUPATION AND EDUCATION

All parents across Australia, no matter which school their child attends, are being asked to provide information about their family background.

Providing this information is voluntary but your information will help the Department of Education to ensure that all students are being well served by our public schools.

### CONSENT FORMS

The following forms are included in the enrolment form for parents to consider and sign if in

agreement: Media Consent: Publication of images of the student and their work.

Internet Access: Appropriate use of internet services by students.

Viewing Consent: For 'Parental Guidance (PG)' items deemed suitable by the teacher and school administration.

### STUDENT HEALTH CARE INFORMATION

The Department's *Student Health Care* policy clarifies the actions to be undertaken by public schools to manage student health care needs. All students require an up to date Student Health Care Summary which is available from the school. For students identified as having health conditions requiring support at school, additional form/s will be provided by the school.



Name:

Date of Birth:

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

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

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

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

**SECTION D: MEDIC ALERT INFORMATION**

Does your child have a Medic Alert bracelet or pendant? Yes  No

If yes, provide details: \_\_\_\_\_

Signature:

Parent/Carer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Carer Name: \_\_\_\_\_

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

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

**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: / /





## “CONNECT CONDITIONS OF USE FOR PARENTS

1. Only parents or responsible persons as defined in the *School Education Act 1999* and verified by the College will be given access to “Connect”.
2. The person signing up for the service understands his/her responsibility for keeping the service access details (username and password) confidential.
3. The Department of Education does not accept responsibility for any event arising from unauthorised access or use of “Connect”.
4. Parents agree to use “Connect” in accordance with Department of Education’s policies regarding Appropriate Use of Online Services. These policies can be accessed from the “Connect” sign In screen. Parents are required to accept that they have read and understood these policies before access to “Connect” is provided.

### Limits of the Service

“Connect” is an initiative by the Department of Education to improve communication between schools and parents/guardians on matters impacting student education. It is an optional communication channel and the Department of Education does not undertake to provide all student-related information via “Connect”. The Department of Education is providing “Connect” as a trial and reserves the right to modify or withdraw the service at any time.

### When using “Connect”, I agree that:

1. The information contained in “Connect” is personal and private information.
2. The parent username and password is only shared between the child’s legal parent or guardian.
3. I will not interfere with network security, the data of another user or attempt to log in to the network with a user name and/or password of another user.
4. If I become aware of unauthorised access to my parent account I will immediately inform the College.
5. I consent to the logging, monitoring, auditing and disclosure of my use of “Connect”.
6. Any breach of these conditions for which I am responsible will result in my access to “Connect” being suspended or revoked.
7. I agree to use “Connect” in accordance with Department of Education’s policies regarding Appropriate Use of Online Services. These policies can be accessed from the “Connect” Login screen.

Parent Signature: .....

Date: .....

**PLEASE RETURN THIS FORM TO KIARA COLLEGE TO RECEIVE LOGIN INFORMATION FOR “CONNECT”.**

## REQUESTING CONSENT TO DISCLOSE PERSONAL INFORMATION TO THIRD PARTY SERVICES



Dear Parents and Caregivers,

Our College 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.

We are writing to seek approval for your child to be given access to these online services. The Department's online services currently provide students with access to:

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

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

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

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

If you agree to your child using these online services, please complete the information on the following page and return to the Front Office or email to [Kiara.College@education.wa.edu.au](mailto:Kiara.College@education.wa.edu.au)

## 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 College if you have any queries.

Name of Service	Type of service	What do I need to know	Further information
The Careers Department	References & Resources	<p>Information provided:</p> <p>Staff/teacher: name and email</p> <p>Student: name, email, work/content, gender, geolocation data and other data</p> <p>Parent: name and contact information.</p> <p>How the information is used:</p> <p>Digital career advice</p> <p>Where the information is stored: Outside Australia</p>	<p>Terms of Use / Privacy Policy</p> <p><a href="https://thecareersdepartment.com/terms">https://thecareersdepartment.com/terms</a></p> <p><a href="https://thecareersdepartment.com/privacy">https://thecareersdepartment.com/privacy</a></p>
Compass Education	School management system platform, enabling your school to drive increased parent engagement, spend less time on administration and more time delivering great learning experiences.	<p>Information Disclosed:</p> <ul style="list-style-type: none"> <li>• Student name</li> <li>• Student home address</li> <li>• Student telephone number</li> <li>• Student gender</li> <li>• School Name</li> <li>• Student work content</li> <li>• Student behaviour</li> <li>• Grades or performance</li> <li>• Student email</li> <li>• Student photos or videos</li> <li>• Student date of birth</li> <li>• Student biometric data</li> <li>• School year</li> <li>• Student attendance</li> <li>• Medical and health data</li> </ul> <p>Data Location: Onshore</p>	<p>Terms of Use:</p> <p><a href="https://sites.google.com/compass.education/policies">https://sites.google.com/compass.education/policies</a></p>
Oliver	School library management web-based software.	<p>Information Disclosed:</p> <ul style="list-style-type: none"> <li>• Class details</li> <li>• Student username</li> <li>• School name</li> <li>• Student email</li> <li>• Student photos or videos</li> </ul> <p>Data Location: Onshore</p>	<p>Website:</p> <p><a href="https://www.softlinkint.com/product/oliver">https://www.softlinkint.com/product/oliver</a></p>
Elastik	Online assessment tool to identify gaps in student's learning.	<p>Information Disclosed:</p> <ul style="list-style-type: none"> <li>• Student name</li> <li>• Student grade or performance data</li> <li>• Student date of birth</li> <li>• Class details</li> <li>• School/Teacher email address</li> <li>• School address</li> <li>• Student attendance (optional)</li> <li>• Student photos (optional)</li> </ul>	<p>Website:</p> <p><a href="https://elastik.com/en-au/">https://elastik.com/en-au/</a></p> <p>Terms of Use:</p> <p><a href="https://elastik.com/wp-content/uploads/2022/09/elastik_Au_Security-and-Risk-Assessment_2022.pdf">https://elastik.com/wp-content/uploads/2022/09/elastik_Au_Security-and-Risk-Assessment_2022.pdf</a></p> <p>Privacy Policy:</p>

## REQUESTING CONSENT TO DISCLOSE PERSONAL INFORMATION TO THIRD PARTY SERVICES



		<ul style="list-style-type: none"> <li>• Gender</li> <li>• Medical or health</li> <li>• Student behaviour (optional)</li> <li>• School/Teacher name</li> <li>• School Year</li> </ul> <p>Data location: Onshore (within Australia)</p>	<a href="https://elastik.com/wp-content/uploads/2022/09/elastik_Au_PrivacyPolicy_2022.pdf">https://elastik.com/wp-content/uploads/2022/09/elastik_Au_PrivacyPolicy_2022.pdf</a>
Name of Service	Type of service	What do I need to know	Further information
Name OLN WA	Teaching and Learning	<p>Information provided: Staff/teacher: name, email Student: name, email, work/content</p> <p>How the information is used: OLNA preparation and practice</p> <p>Where the information is stored: Within Australia</p>	<p>Terms of Use / Privacy Policy <a href="https://olnawa.com.au/privacy-policy/">https://olnawa.com.au/privacy-policy/</a></p> <p><a href="https://olnawa.com.au/terms-conditions/">https://olnawa.com.au/terms-conditions/</a></p>
Monitor WA	Custom solutions for integrating smartcards with cash free payment systems.	<p>Information Disclosed:</p> <ul style="list-style-type: none"> <li>• Student name</li> <li>• Date of birth</li> <li>• Student photos or videos</li> <li>• School name</li> </ul> <p>Data Location: Onshore</p>	<p>Website: <a href="https://monitorwa.com.au">https://monitorwa.com.au</a></p>
Stile	Stile allows teachers to create 'learning journeys' for classes and individual students and review analytics of student progress.	<p>Information Disclosed:</p> <ul style="list-style-type: none"> <li>• Student name</li> <li>• Student attendance</li> <li>• Student grade or performance data</li> <li>• Student work content</li> <li>• Student email</li> <li>• Student photos or videos</li> <li>• School name</li> <li>• Class details</li> </ul> <p>Data Location: Onshore</p>	<p>Website: <a href="https://stileapp.com/login">https://stileapp.com/login</a></p> <p>Terms of Use: <a href="https://stileeducation.com/other/terms">https://stileeducation.com/other/terms</a></p> <p>Privacy Policy: <a href="https://stileeducation.com/other/privacy">https://stileeducation.com/other/privacy</a></p>
Kahoot	Game based learning platform.	<p>Information Disclosed:</p> <ul style="list-style-type: none"> <li>• Student name</li> <li>• Student work/content</li> <li>• Class details</li> <li>• Student email</li> <li>• School name</li> <li>• Student geolocation data</li> </ul> <p>Data Location: Outside Australia</p>	<p>Terms of Use: <a href="https://trust.kahoot.com/terms-and-conditions">https://trust.kahoot.com/terms-and-conditions</a></p> <p>Privacy Policy: <a href="https://trust.kahoot.com/privacy-policy/">https://trust.kahoot.com/privacy-policy/</a> <a href="https://kahoot.com/student-privacy-policy">https://kahoot.com/student-privacy-policy</a></p>
ReadCloud	Teaching and Learning	<p>Information provided: Staff/teacher: name and email Student: name, email and work/content</p> <p>Where the information is stored: Within Australia</p>	<p>Terms of Use / Privacy Policy <a href="https://readcloud.com/privacy-policy/">https://readcloud.com/privacy-policy/</a> <a href="https://readcloud.com/terms-of-use/">https://readcloud.com/terms-of-use/</a></p>

## REQUESTING CONSENT TO DISCLOSE PERSONAL INFORMATION TO THIRD PARTY SERVICES



Name of Service	Type of service	What do I need to know	Further information
Studium	Career planning, Work Experience Platform	Information Disclosed: <ul style="list-style-type: none"> <li>• Student name</li> <li>• Student email</li> <li>• Student date of birth</li> <li>• Student work/content</li> <li>• Student photos or videos</li> <li>• School name</li> <li>• Parent contact</li> </ul> information Data Location: Onshore	Website: <a href="https://studium.work">https://studium.work</a>  Terms of Use: <a href="https://studium.work/terms-highschool">https://studium.work/terms-highschool</a>  Privacy Policy: <a href="https://studium.work/privacy">https://studium.work/privacy</a>
AgriWebb	Teaching and Learning; Learning activities;	Information Disclosed: <ul style="list-style-type: none"> <li>• Student name</li> <li>• Student work/content</li> <li>• Student telephone number</li> <li>• Student email</li> <li>• Student geolocation data</li> </ul> Data Location: Offshore	Website: <a href="https://www.agriwebb.com/au">https://www.agriwebb.com/au</a>  Terms of Use: <a href="https://www.agriwebb.com/au/legal/website-terms">https://www.agriwebb.com/au/legal/website-terms</a>  Privacy Policy: <a href="https://www.agriwebb.com/au/legal/privacy-policy">https://www.agriwebb.com/au/legal/privacy-policy</a>
MangaHigh	This service is a game-based learning resource designed to help educators teach maths and coding.	Information Disclosed: <ul style="list-style-type: none"> <li>• Student name</li> <li>• Student date of birth</li> <li>• Student year level</li> <li>• Student username</li> <li>• Student responses</li> <li>• School name</li> <li>• Class details</li> </ul> Data Location: Offshore	Website: <a href="https://www.mangahigh.com/en-au">https://www.mangahigh.com/en-au</a>  Terms of Use: <a href="https://app.mangahigh.com/about/termsandconditions">https://app.mangahigh.com/about/termsandconditions</a>  Privacy Policy: <a href="https://app.mangahigh.com/about/termsandconditions#privacy-policy">https://app.mangahigh.com/about/termsandconditions#privacy-policy</a>
ClickView	Provides curriculum-aligned educational videos and resources that teachers may use in class, for homework, or for student revision. Video libraries; Curriculum resources and activities;TV/Streming; Video editing and production	Information Disclosed: <ul style="list-style-type: none"> <li>• Student name</li> <li>• Student work</li> <li>• Student year level</li> <li>• School name</li> <li>• School email</li> <li>• Student photo or videos</li> <li>• Student username</li> </ul> Data Location: Onshore	(within Australia)Website: <a href="https://www.clickvieweducation.com">https://www.clickvieweducation.com</a>  Terms of Use <a href="https://www.clickvieweducation.com/en-au/legal/terms-and-conditions">https://www.clickvieweducation.com/en-au/legal/terms-and-conditions</a>  Privacy Policy <a href="https://www.clickvieweducation.com/en-au/legal/privacy-policy">https://www.clickvieweducation.com/en-au/legal/privacy-policy</a>

**PARENT PLEASE SIGN THIS FORM**

**REQUESTING CONSENT TO DISCLOSE PERSONAL INFORMATION TO THIRD PARTY SERVICES**



Parent Consent

I consent to my child's information being provided, if required, to each of the above service providers until the end of their schooling at Kiara College.

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.

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

**Please 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 completely 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.

## ACCEPTABLE USAGE AGREEMENT FOR ONLINE SERVICES



Each time you log on to the online services of the Department of Education you must agree to the following rules:

- I will not reveal personal information, including names, addresses, photographs, credit card details and telephone numbers of myself or others.
- I will not give anyone my password.
- I will log off at the end of each session to ensure no one else has access to my password.
- I will not let others use my online services account unless it is with the teacher's permission.
- I will not access other people's online services accounts.
- I understand that I am responsible for all activity in my online services account.
- I will ensure that all communication using online services is related to learning or school activities.
- I will tell my teacher if I think someone has interfered with or is using my online services account.
- I understand that the school and the Department of Education may monitor any information sent or received and can trace activity to the online services accounts of specific users.
- If I find any information that is inappropriate or makes me feel uncomfortable I will tell a teacher about it. Examples of inappropriate content include violent, racist, sexist, or pornographic materials or content that is offensive, disturbing or intimidating or that encourages dangerous or illegal activity.
- I will not attempt to access inappropriate material online or try to access Internet sites that have been blocked by the school or the Department of Education.
- I will not use or distribute material from another source unless authorised to do so by the copyright owner.
- I will make sure that any email that I send or any work that I wish to have published is polite, carefully written and well presented.
- I will follow the instructions of teachers and only use online services for purposes which support my learning and educational research.
- I will be courteous and use appropriate language in all Internet communications.
- I will not use the Department's online services for personal gain or illegal activity, to bully, offend or intimidate others or send inappropriate materials including software that may damage computers, data or networks.
- I will not damage or disable the computers, computer systems or computer networks of the school, the Department of Education or any other organisation.

I understand that

- I will be held responsible for my actions while using online services and for any breaches caused by allowing any other person to use my online services account;
- the misuse of online services may result in the withdrawal of access to services for a period of time and/or other consequences depending on the type of offence; and
- I may be held legally liable for offences committed using online services.

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I agree to abide by the acceptable usage agreement for school students.

I understand that if I break the rules in the online services account agreement it may result in disciplinary action, determined by the Principal in accordance with the *Department's Behaviour Management in School's Policy*.

**STUDENT NAME:** \_\_\_\_\_

**YEAR:** \_\_\_\_\_

**START DATE:** \_\_\_\_\_

Signature of student: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Parent/Caregiver \_\_\_\_\_

Date: \_\_\_\_\_

## IT INFORMATION



### Year 7 Students

Year 7 students will have a username and password set up for them. The username is the first name with a full stop, then the last name with the password being the date of birth as an 8 digit number.

#### **Example**

John Smith born on 12 November 2012

Username            John.Smith

Password            12112012

Matthew Anderson born on 18 June 2012

Username            Matthew.Anderson

Password            18062012

### Year 8 to 12 Students

All students returning from last year will be able to login using their old username and password. Students who have forgotten their password can ask the teacher to reset it.

### Access to the Internet

To access the internet students ***MUST*** sign the pink Internet Usage Agreement Form and this will be held in the student file.

If you go to inappropriate websites such as social networks, online games, media streaming or proxy sites, your account WILL be suspended indefinitely.

### E-Mail

All students are provided with a DET e-mail address that they are to use if they need to send e-mails to and from the College or contact the IT Helpdesk

[www.kiaracollege.wa.edu.au](http://www.kiaracollege.wa.edu.au)

The email address should be [firstname.lastname@student.det.wa.edu.au](mailto:firstname.lastname@student.det.wa.edu.au)

To access emails, go to <https://connect.det.wa.edu.au/> and click login, use the following details

Username            firstname.lastname

Password            date of birth (8 digits)



## KIARA COLLEGE PARENT HANDBOOK DECLARATION



**This declaration relates to the information in the Parent Handbook.  
Please ensure you have read the Parent Handbook before signing**

### PARENT DECLARATION

I \_\_\_\_\_ acknowledge by signing below that:  
(Parent/Caregiver print name)

- I have received and read the KIARA COLLEGE PARENT HANDBOOK.
- I am aware that my child is expected to abide by the rules and procedures outlined in the Kiara College Parent Handbook especially in relation to use of computers, mobile phones, attendance, assessment, uniform, and behaviour. I am aware that information is accessible on CONNECT and Compass
- I have read and accept the Kiara College Upper /Lower School Assessment Policy Located in the Parent Handbook
- In the event of a lockdown, such as the COVID 19 lockdowns of 2020 and 2021, my child has access to:  
(please tick if applicable)
  - A computer
  - The internet
  - A Printer

Parent/Caregiver Signature: \_\_\_\_\_  
(parent sign here)

Date: \_\_\_\_\_

### STUDENT DECLARATION

I \_\_\_\_\_ acknowledge by signing below that:  
(Student print name)

- I understand that I am expected to behave, and demonstrate respect for myself and others at all times.
- I must use all equipment and services such as computers and networks appropriately.
- I am aware that information is accessible on CONNECT and Compass
- I have read and accept the Kiara College Upper /Lower School Assessment Policy Located in the Parent Handbook.

Student Signature: \_\_\_\_\_  
(student sign here)

Date: \_\_\_\_\_



