

Student Enrolment

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/guardian to complete)

Parent/Guardian 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

Please note:

The document numbers listed below do not correspond to page numbers. They are for office use only.

Included documents:

- Student Enrolment Form (9 pages)
- Enrolment Pack – Part B (2 pages)
- Unique Student Identifier (USI)
- Collection Notice (Information Only - 2 pages)
- Student Health Care Summary (2 pages)
- Connect Form for Parents (2 pages)
- Acceptable User Agreement for online services (1 page)
- IT Information
- Parent Handbook Declaration
- Third Party Permission Form (5 pages)

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. electricity account (account with usage), gas account (account with usage), 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

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): _____

1st Name: _____ 2nd Name: _____ 3rd 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



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

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)

- | | |
|--|--|
| ☐ Autism Spectrum Disorder | ☐ Severe Mental Disorder |
| ☐ Deaf or Hard of Hearing | ☐ Global Developmental Delay (prior to age 6) |
| ☐ Specific Speech Language Impairment | ☐ Vision Impairment |
| ☐ Intellectual Disability | ☐ Physical Disability |

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

If YES, please specify.

- | | |
|---|---|
| ☐ Allergy – Anaphylaxis | ☐ Hearing condition (eg otitis media) |
| ☐ Allergy – Other _____ | ☐ Mental health or behavioural (eg depression, ADD/ADHD) |
| ☐ Asthma | ☐ Intensive Health Care Need (eg tube feeding) |
| ☐ Diabetes | ☐ Other: _____ |
| ☐ Diagnosed migraine/headaches | |
| ☐ 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



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).



KIARA COLLEGE STUDENT ENROLMENT



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: _____

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).

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

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

KIARA COLLEGE STUDENT ENROLMENT

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
Senior management in large business organisation government administration & defence, and qualified professionals Senior executive/ manager/ department head in industry, commerce, media or other large organisation. Public service manager (section head or above), regional director, health/education/police/ fire services administrator. Other administrator [school Principal, faculty head/dean, library/museum/gallery director, research facility director]. Defence Forces Commissioned Officer. Professionals generally have 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].	Other business managers, arts/media/sportspersons and associate professionals Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business. Specialist manager [finance/engineering/production/ personnel/ industrial relations/ sales/marketing]. Financial services manager [bank branch manager, finance/ investment/insurance broker, credit/loans officer]. Retail sales/services manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]. Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author]. media presenter, photographer, designer, illustrator, proof reader, 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, clerks and skilled office, sales and service staff 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/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor].	Machine operators, hospitality staff, assistants, labourers and related workers Drivers, mobile plant, production/ processing machinery and other machinery operators Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, 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



KIARA COLLEGE STUDENT ENROLMENT



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

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**

The College has a newsletter accessible on the Website here:

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 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.



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

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](#).

KIARA COLLEGE STUDENT ENROLMENT



OFFICE USE ONLY

☐ Birth certificate

☐ Passport

Student's Residency status:

☐ Permanent Resident

☐ Overseas Student: **If yes**, International fee paying:

☐ YES

☐ NO

Visa Sub Class _____

Visa Grant Number: _____

Country of Origin : _____

Date of Arrival in Australia _____

Visa Expiry Date _____

Previous School: _____

 Publications/Internet Permission Form completed: ☐ YES ☐ NO

 Computer Agreement: ☐ YES ☐ NO

 USI Form Completed ☐ YES ☐ NO

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

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

 Immunisation history statement provided: ☐ YES ☐ NO

 Vaccination status is ☐ Up to date ☐ Not up to date

Form/Class: _____ House Faction: _____

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

[illegible]

Student health care

On enrolment you will be asked to provide your child's health information to help the school meet your child's health needs.

You will be asked to:

- provide your child's Australian Immunisation Register (AIR) immunisation history statement
- complete a Health Care Summary form with details about health care needs and information to use in a medical emergency
- complete Management and Emergency Response Plans where the Health Care Summary indicates your child needs support at school.

If your child's medical needs are complex, you can arrange a meeting with the school.

Management and Emergency Response Plan

A Management and Emergency Response Plan provides your child's school with information they need to respond to specific medical needs. The plan outlines:

- a daily management plan
- an emergency response plan
- staff training requirements
- medication instructions such as dosage, storage and when it needs to be taken
- your authority to act.
-

Management and Emergency Response Plans may need to have a signature from your child's medical practitioner.

It is important to ensure the plan is in place as soon as possible. You should also review the plan each year or as your child's needs change.

Types of plans

Management and Emergency Response Plan templates are available from your school for common conditions such as:

- severe allergy or anaphylaxis
- mild and moderate allergies
- seizure
- asthma
- activities of daily living
- emergency response plan for students with special needs
- generic health care (for all other conditions).

Plans for students with diabetes are developed using the Diabetes WA templates.

Medication and equipment

If your child needs to be given medication during school hours, you need to provide:

- medication that is labelled with your child's name, in its original packaging and is within expiry
- written authorisation for the school to administer the medication using a standard form from the school.

This applies to medication for long-term and short-term use.

If your child needs medical equipment at school, it is important to ensure you supply the equipment in good working order.

It is important that you maintain communication with your child's school, and advise of any changes or concerns you may have.



FORM 1 – STUDENT HEALTH CARE SUMMARY - REVISED

SECTION A

School: KIARA COLLEGE	Year: (<u>circle one</u>)	7	8	9	10	11	12
Student's Name:		Date of Birth:					
Address:		Gender: Male/Female/Mx					

FAMILY CONTACT DETAIL

MEDICAL DETAILS

Name:	Medical Practice Name :	Telephone:
Relationship to student:	Doctor 1:	Telephone:
Address:	I give permission for the College to seek medical attention for my child as required from the above medical centre. Yes ☐ No ☐	
Telephone: (W) (H) (M)	Do you have ambulance cover? Yes ☐ No ☐ Name of Provider (HBF, HIF, BUPA, HCF, Medibank) Number _____ If there is a medical emergency, parents/carers are expected to meet the cost of an ambulance.	
Name:	List any essential information that could affect your child in an emergency e.g. allergy to penicillin.	
Relationship to student:		
Address:	Health care card: Yes ☐ No ☐ Expiry date : _____ Number : _____	
Telephone: (W) (H) (M)	Medicare Number :: _____ Expiry Date : _____	

ADMINISTRATION OF MEDICATION

Written authorisation must be provided for staff to administer any form of medication at school.

Long term medication – Complete the *Medication* section of the relevant health care plan – see below.

Short term medication - Request an *Administration of Medication* form to complete and return to the principal or class teacher.

INFORMED CONSENT

Your child's health care information will be shared with staff on a "need to know" basis unless otherwise stated. Do you give permission for the school to share your child's health care information? Yes ☐ No ☐

Note: If your child is enrolled in a TAFE, PEAC or an alternative education program, this includes the transfer of their health care information to the principal or manager of that program.

If no and the information is to be restricted, who can be informed of your child's health care information? _____

Does your child have one or more health condition(s) that will **require support** from school staff?

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

Signature: _____ Date: _____

Yes ☐ - complete the remainder of this form and return to the school office. You will be given additional forms to complete.

List your child's health condition(s): _____

SECTION B – IN THE FOLLOWING TABLE, PLEASE INDICATE YOUR CHILD'S CONDITION(S) WHICH REQUIRE THE SUPPORT OF SCHOOL STAFF (In response to the information below, you will be given further forms for specific health conditions to complete)

Health Conditions	Tick health condition	Will school staff require specific training to support your child?
Severe Allergy/Anaphylaxis	☐	YES ☐ NO ☐
Minor & Moderate Allergies	☐	YES ☐ NO ☐
Diabetes	☐	YES ☐ NO ☐
Seizures	☐	YES ☐ NO ☐
Asthma	☐	YES ☐ NO ☐
Activities Of Daily Living	☐	YES ☐ NO ☐

Other Conditions or Needs (Please specify) ☐

YES ☐ NO ☐

Has your child's Medical Practitioner provided a health care plan to assist the school to manage the condition?
(if yes please advise the Principal)

YES ☐ NO ☐

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

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 REGISTRATION FOR PARENTS

The Department of Education provides secure online access for parents or responsible persons such as guardians, to teaching and learning information about their children via “Connect”.

By signing up for the service, a parent or guardian understands and accepts the attached Conditions of Use.

Please read this form carefully, complete the following details and return to Kiara College.

Once this information is confirmed in the system and you have been processed to access “Connect” you will be provided with a user name and a password as well as details on how to access the service.

Student Details:

Student First Name:

Student Last Name:

Teacher Name:

Parent Details:

Parent First Name:

Parent Last Name:

Office Use Only

Provisioning Status	
Registered	
P-Number	
Associated	
Connect Validation	
Email sent	
Password	

Email: Please print your full email address clearly in the boxes below (including any full stops) and check that it is correct. Any errors in your email address will result in delays in setting up your access to “Connect”.

[illegible]



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”.**

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.

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 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

The email address should be firstname.lastname@student.det.wa.edu.au

To access emails, go to <https://connect.det.wa.edu.au/> and click login and 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 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 Upper /Lower School Assessment Policy Located in the Parent Handbook.

Student Signature: _____
(student sign here)

Date: _____

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)

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 be found on the Office of the E-Safety Commissioner website (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

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	Information provided: Staff/teacher: name and email Student: name, email, work/content, gender, geolocation data and other data Parent: name and contact information. How the information is used: Digital career advice Where the information is stored: Outside Australia	Terms of Use / Privacy Policy https://thecareersdepartment.com/terms https://thecareersdepartment.com/privacy
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.	Information Disclosed: • Student name • Student home address • Student telephone number • Student gender • School Name • Student work content • Student behaviour • Grades or performance • Student email • Student photos or videos • Student date of birth • Student biometric data • School year • Student attendance • Medical and health data Data Location: Onshore	Terms of Use: https://sites.google.com/compass.education/policies
Oliver	School library management web-based software.	Information Disclosed: • Class details • Student username • School name • Student email • Student photos or videos Data Location: Onshore	Website: https://www.softlinkint.com/product/oliver
Elastik	Online assessment tool to identify gaps in student's learning.	Information Disclosed: • Student name • Student grade or performance data • Student date of birth • Class details • School/Teacher email address • School address • Student attendance (optional) • Student photos (optional) • Gender • Medical or health • Student behaviour (optional) • School/Teacher name • School Year • Data location: Onshore (within Australia)	Website: https://elastik.com/en-au/ Terms of Use: https://elastik.com/wp-content/uploads/2022/09/elastik-Au-Security-and-Risk-Assessment-2022.pdf Privacy Policy:

REQUESTING CONSENT TO DISCLOSE PERSONAL INFORMATION TO THIRD PARTY SERVICES



Name of Service	Type of service	What do I need to know	Further information
OLNA WA	Teaching and Learning	Information provided: Staff/teacher: name, email Student: name, email, work/content How the information is used: OLN A preparation and practice Where the information is stored: Within Australia	Terms of Use / Privacy Policy https://olnawa.com.au/privacy-policy/ https://olnawa.com.au/terms-conditions/
Monitor WA	Custom solutions for integrating smartcards with cash free payment systems.	Information Disclosed: • Student name • Date of birth • Student photos or videos School name Data Location: Onshore	Website: https://monitorwa.com.au
Stile	Stile allows teachers to create 'learning journeys' for classes and individual students and review analytics of student progress.	Information Disclosed: • Student name • Student attendance • Student grade or performance data • Student work content • Student email • Student photos or videos • School name Class details Data Location: Onshore	Website: https://stileapp.com/login Terms of Use: https://stileeducation.com/other/terms Privacy Policy: https://stileeducation.com/other/privacy
Kahoot	Game based learning platform.	Information Disclosed: • Student name • Student work/content • Class details • Student email • School name • Student geolocation data Data Location: Outside Australia	Terms of Use: https://trust.kahoot.com/terms-and-conditions Privacy Policy: https://trust.kahoot.com/privacy-policy/ https://kahoot.com/student-privacy-policy
ReadCloud	Teaching and Learning	Information provided: Staff/teacher: name and email Student: name, email and work/content Where the information is stored: Within Australia	Terms of Use / Privacy Policy https://readcloud.com/privacy-policy/ https://readcloud.com/terms-of-use/
Studium	Career planning, Work Experience Platform	Information Disclosed: • Student name • Student email • Student date of birth • Student work/content • Student photos or videos • School name Parent contact information Data Location: Onshore	Website: https://studium.work Terms of Use: https://studium.work/terms-highschool Privacy Policy: https://studium.work/privacy
AgriWebb	Teaching and Learning; Learning activities;	Information Disclosed: • Student name • Student work/content • Student telephone number • Student email • Student geolocation data Data Location: Offshore	Website: https://www.agriwebb.com/au Terms of Use: https://www.agriwebb.com/au/legal/website-terms Privacy Policy: https://www.agriwebb.com/au/legal/privacy-policy

REQUESTING CONSENT TO DISCLOSE PERSONAL INFORMATION TO THIRD PARTY SERVICES



Name of Service	Type of service	What do I need to know	Further information
MangaHigh	This service is a game-based learning resource designed to help educators teach maths and coding.	Information Disclosed: • Student name • Student date of birth • Student year level • Student username • Student responses • School name • Class details Data Location: Offshore	Website: https://www.mangahigh.com/en-au Terms of Use: https://app.mangahigh.com/about/termsandconditions Privacy Policy: https://app.mangahigh.com/about/termsandconditions#privacy-policy
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: • Student name • Student work • Student year level • School name • School email • Student photo or videos • Student username Data Location: Onshore	(within Australia) Website: https://www.clickvieweducation.com Terms of Use: https://www.clickvieweducation.com/en-au/legal/terms-and-conditions Privacy Policy: https://www.clickvieweducation.com/en-au/legal/privacy-policy
Twinkl	An educational resources platform providing schools with digital teaching materials including lesson plans, assessments, and interactive activities.	Information Disclosed: • Student name • Student username • Student work/content • Student email • School Name • Parent contact information Data Location: Offshore	Website: https://www.twinkl.com.au Terms of Use: https://www.twinkl.com.au/page/terms-and-conditions-schools Privacy Policy: https://www.twinkl.com.au/legal



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.

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