



GLENORE GROVE STATE SCHOOL ANTI-BULLYING COMPACT

The Anti-Bullying Compact provides a clear outline of the way our community at Glenore Grove State School works together to establish a safe, supportive and disciplined school environment. This compact is provided to all students and their parents upon enrolment, and may be revisited with individual students if particular problems around bullying arise.

We agree to work together to improve the quality of relationships in our community at Glenore Grove State School. It is through intentional consideration of our behaviour and communication that we can reduce the occurrence of bullying, and improve the quality of the schooling experience for everyone.

The agreed national definition for Australian schools describes bullying as

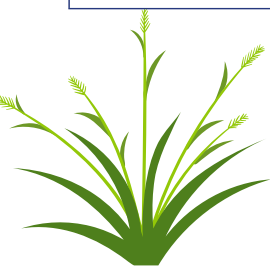
- *ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behaviour that intends to cause physical, social and/or psychological harm;*
- *involving an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening;*
- *happening in person or online, via various digital platforms and devices and it can be obvious (overt) or hidden (covert). Bullying behaviour is repeated, or has the potential to be repeated, over time (for example, through sharing of digital records);*
- *having immediate, medium and long-term effects on those involved, including bystanders. Single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying.*

We believe that no one deserves to be mistreated and that everyone regardless of race, colour, religion, immigration status, nationality, size, gender, popularity, athletic capability, academic outcomes, social ability, or intelligence has the right to feel safe, secure, and respected.

I agree to:

- *Treat everyone with kindness and respect.*
- *Abide by the school's anti-bullying policies and procedures, including Mean-on Purpose and Friendship Fire strategies*
- *Support individuals who have been bullied.*
- *Speak out against verbal, relational, physical bullying and cyber bullying.*
- *Notify a parent, teacher, or school administrator when bullying does occur.*

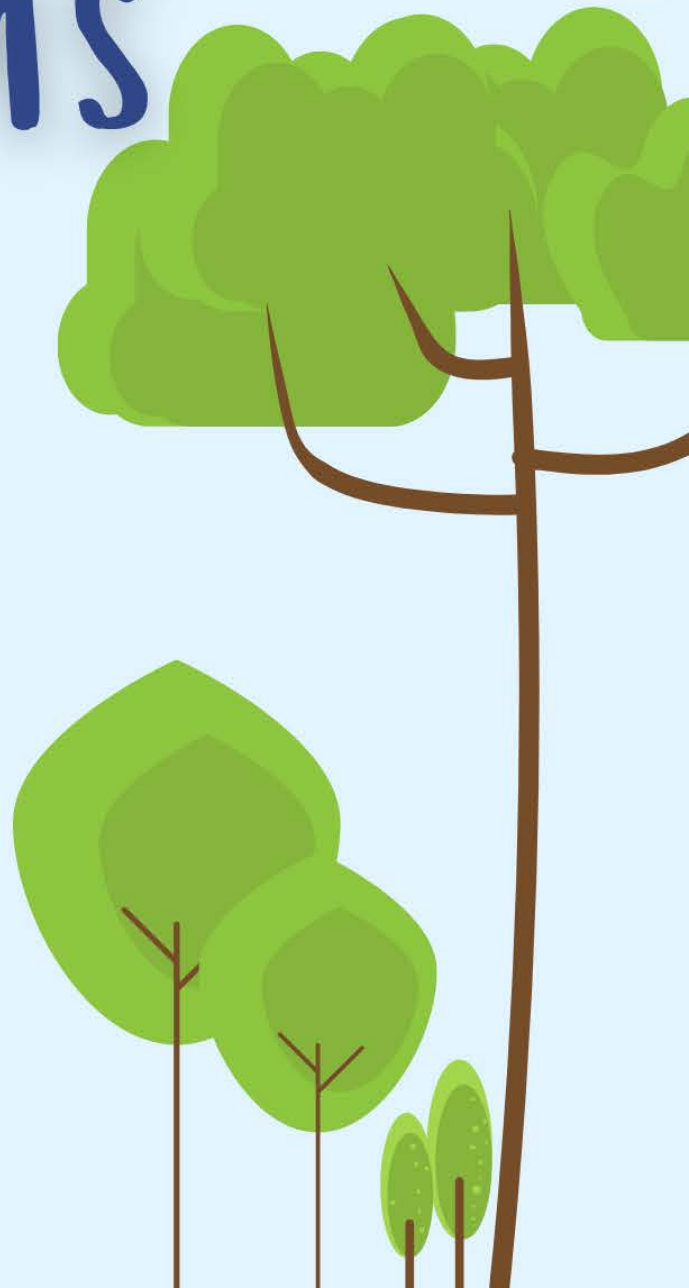
Student's Signature	
Parent's Signature	
School's Representative Signature	
Date	





GLENORE GROVE
STATE SCHOOL

CONSENT FORMS





Dear Parent/Carer

Introduction to the State School Consent Form (attached) for Glenore Grove State School

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

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

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

Your child's student materials:

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

Purpose of the consent

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

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

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

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

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



Voluntary

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

Consent may be limited or withdrawn

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

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

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

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

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

Media sources used

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

- School website: <https://glenoregrove.ss.eq.edu.au/>
- Facebook: <https://www.facebook.com/GlenoreGroveSS/>
- YouTube: <https://www.youtube.com/@glenoregrovestateschool9142>
- Instagram:
- Twitter:
- LinkedIn:
- Other:
- Local newspaper
- School newsletter
- Traditional and online media, printed materials, digital platforms' promotional materials, presentations and displays.

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

Duration

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

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

Who to contact

To return a consent, express a limited consent or withdraw consent please contact Jess Bakes, Administration Officer, enrolment@glenoregrove.ss.eq.edu.au.

Jess Bakes should be contacted if you have any questions regarding consent.

State School Consent Form

1 IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

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

(a) Full name of individual:

(b) Date of birth:

(c) Name of school:

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

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

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

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

2 PERSONAL INFORMATION AND MATERIALS COVERED BY THIS CONSENT FORM

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

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

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

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

3 APPROVED PURPOSE

If consent is given in section 6 of the form:

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

4 TIMEFRAME FOR CONSENT

School representative to complete.

- (a) Timeframe of consent: duration of enrolment.
- (b) Further identified activities not listed in the form and letter for the above timeframe: **[School representative to complete]**

5 LIMITATION OF CONSENT

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

6 CONSENT AND AGREEMENT

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

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

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

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

Print name of student

Print name of consenter.....

Signature or mark of consenter

Date

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

Date

SPECIAL CIRCUMSTANCES

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

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

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

Print name of witness

Signature of witness

Date

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

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

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

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

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

Print name and role of person taking the consent

Signature of person taking the consent

Date

Privacy Notice

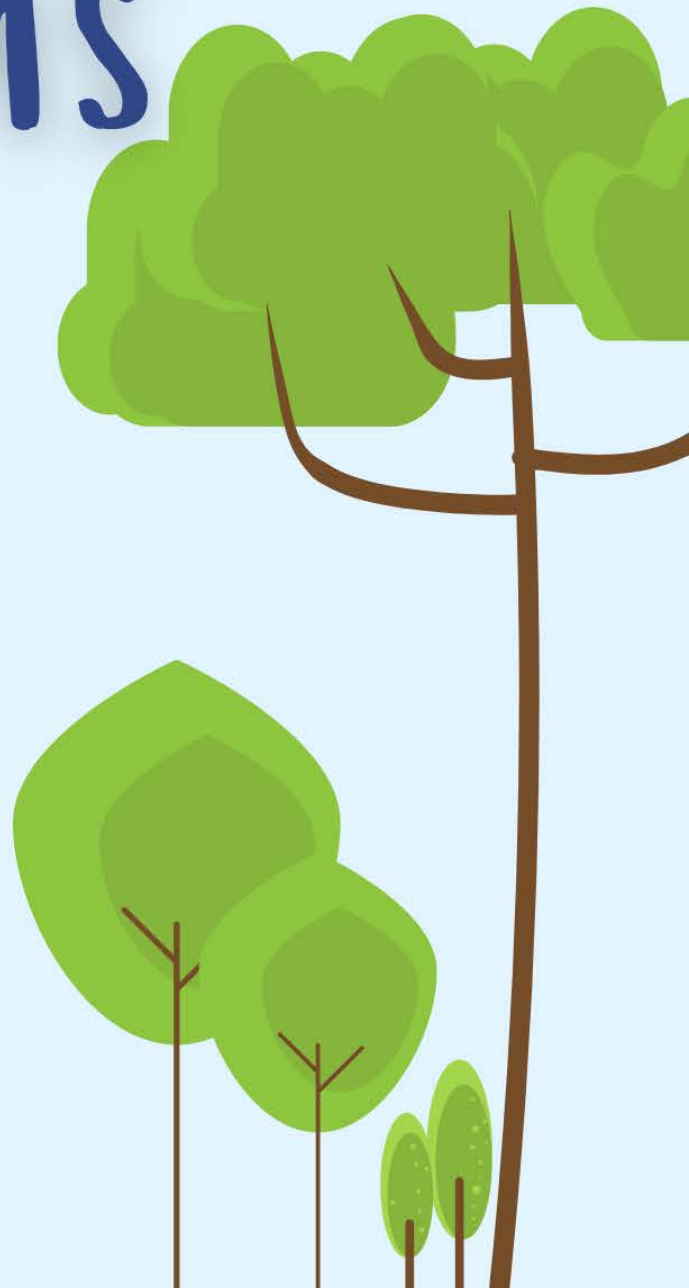
The Department of Education (DoE) is collecting your personal information on this form in order to obtain consent for the use and disclosure of the student's personal information. The information will be used and disclosed by authorised school employees for the purposes outlined on the form. Student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





GLENORE GROVE
STATE SCHOOL

MEDICAL FORMS



Consent to administer medication

PLEASE NOTE:

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

Examples of medical authorisation include:

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

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

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

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

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

2. To request a student self-administer their medication

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

Consent to administer medication

Privacy Statement

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

Section A: Complete the details below:

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

Student name		Date of birth	
Parent/carer name		Phone number	

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

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

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

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

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

If **Yes**, describe: _____

Parent/carer/student signature		Date	
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If the student is to self-administer this medication, also complete **Section B**

NOTE: Controlled drugs cannot be self-administered.

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

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

Student name		Date of birth	
- I confirm that the student is confident, competent and can safely administer the right dose of their own medication at the right times. - I confirm that the student can store their medication securely. - I authorise school staff to contact the prescribing health practitioner, health team or pharmacist (as listed on the medication's pharmacy label or in other relevant medical authorisation) for the purpose of seeking specific advice or clarification on the administration of this medication by this student.			
Health condition			
☐ Asthma - secondary school students only	☐ I approve for the student to self-administer their asthma medication. NOTE: The school will need a copy of the student's <i>Asthma Action Plan</i> if it varies from the standard asthma first aid response		
Health condition	I seek approval from the principal/delegate for the student to self-administer:		
☐ Asthma	☐ their asthma medication (<i>following a current action plan/health plan</i>)		
☐ Anaphylaxis	☐ their adrenaline auto-injector (<i>following a current action plan/health plan</i>)		
☐ Diabetes	☐ their medication (<i>following a current health plan</i>)		
☐ Cystic fibrosis	☐ their medication (<i>following a current health plan</i>)		
☐ Other _____	☐ their medication (<i>following a current health plan</i>)		
Parent/carers/student signature		Date	



GLENORE GROVE
STATE SCHOOL

ENROLMENT AGREEMENT





Student Name:

Enrolment Agreement – Glenore Grove State School

This enrolment agreement sets out the responsibilities of the student, parents or carers and the school staff about the education of students enrolled at Glenore Grove State School.

Responsibility of student to:

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

Responsibility of parents/carers to:

- ensure your child attends school on every school day for the educational program in which they are enrolled
 - advise the school as soon as possible if your child is unable to attend school and reason/s why (e.g. child is sick)
 - attend open meetings for parents/carers
 - let the school know if there are any problems that may affect your child's ability to learn
 - ensure your child completes homework regularly in keeping with the school's homework policy
 - treat all school staff with respect
 - support the authority of school staff thereby supporting their efforts to educate your child and assist your child to achieve maturity, self-discipline and self-control
 - not allow your child to bring dangerous or inappropriate items to school
 - abide by school's instructions regarding access to school grounds before, during and after school hours
 - advise principal if your child is in out-of-home care
 - keep school informed of any changes to your contact details or your child's details, such as home address, email address and phone number
 - ensure the school is aware of any changes to your child's medical details.
- 



Responsibility of school staff to:

- design and implement engaging and flexible learning experiences for individuals and groups of students
- inform parents and carers regularly about how their children are progressing
- design and implement intellectually challenging learning experiences which develop language, literacy and numeracy
- create and maintain safe and supportive learning environments
- support personal development and participation in society for students
- foster positive and productive relationships with families and the community
- inform students, parents and carers about what the teachers aim to teach the students each term
- teach effectively and to set high standards in work and behaviour
- clearly articulate the school's expectations regarding the Student Code of Conduct and the Student Dress Code policy
- ensure that parents and carers are aware that the school does not have personal accident insurance cover for students
- advise parents and carers of extra-curricular activities operating at the school in which their child may become involved (for example Program of Chaplaincy Services, sports programs)
- set, mark and monitor homework regularly in keeping with the school's homework policy
- contact parents and carers as soon as possible if the school is concerned about the child's school work, behaviour, attendance or punctuality
- notify parents/carers of an unexplained absence of their child as soon as practicable on the day of the student's absence (allowing time for parents/carers to respond prior to the end of the school day)
- deal with complaints in an open, fair and transparent manner in accordance with departmental policy
- treat students and parents/carers with respect.

- ☐ Student Code of Conduct
- ☐ Student Dress Code
- ☐ Parent and Community Code of Conduct
- ☐ Advice for state schools on acceptable use of ICT facilities and devices
- ☐ Absences
- ☐ Complaints management
- ☐ Student welfare worker services – policy statement
- ☐ Obtaining and managing student and individual consent

I acknowledge:

- That I have read and understood the responsibilities of the student, parents or carers and the school staff outlined above; and
- That information about the school's current rules, policies, programs and services, as outlined above has been provided and explained to me.

Parent Signature

Student Signature

On behalf of the school



Date



GLENORE GROVE
STATE SCHOOL

INFORMATION & COMMUNICATION TECHNOLOGY AGREEMENT



School-specific ICT responsible use procedure

The Use of ICT systems procedure provides direction to school principals around formulating a school procedure on access to the department's/school's ICT services, facilities and devices for parents and/or students to understand and acknowledge. This may take the form of a procedure, policy, statement or guideline and may require consultation with the school community. Acknowledging through signing seeks to support an understanding of what is lawful, ethical and safe behaviour when using or accessing the department's network and facilities by students and their parents. Principals may seek sign-off either on enrolment of students or alternatively at the start of each school year. Students should be reminded of their responsibilities at the beginning of each school year.

The following dot points are to assist schools to formulate their own procedure. Further guidance on drafting this section can be sought from the Use of ICT facilities and devices guideline.

Purpose statement

- Information and communication technology (ICT), including access to and use of the internet and email, are essential tools for schools in the provision of innovative educational programs.
- Schools are constantly exploring new and innovative ways to incorporate safe and secure ICT use into the educational program.
- School students, only with the approval of the principal, may be permitted limited connection of personally-owned mobile devices to the department's network, where this benefits the student's educational program.

Authorisation and controls

The principal reserves the right to restrict student access to the school's ICT services, facilities and devices if access and usage requirements are not met or are breached. However restricted access will not disrupt the provision of the student's educational program. For example, a student with restricted school network access may be allocated a stand-alone computer to continue their educational program activities.

The Department of Education monitors access to and use of its network. For example, email and internet monitoring occurs to identify inappropriate use, protect system security and maintain system performance in determining compliance with state and departmental policy.

The department may conduct security audits and scans, and restrict or deny access to the department's network by any personal mobile device if there is any suspicion that the integrity of the network might be at risk.

Responsibilities for using the school's ICT facilities and devices

- Students are expected to demonstrate safe, lawful and ethical behaviour when using the school's ICT network as outlined in the Student Code of Conduct.
- Students are to be aware of occupational health and safety issues when using computers and other learning devices.
- Parents/guardians are also responsible for ensuring students understand the school's ICT access and usage requirements, including the acceptable and unacceptable behaviour requirements.
- Parents/guardians are responsible for appropriate internet use by students outside the school environment when using a school-owned or school-provided mobile device.
- The school will educate students (DoE employees only) regarding cyber bullying, safe internet and email practices, and health and safety regarding the physical use of ICT devices. Students have a responsibility to adopt these safe practices.
- Use of the school's ICT network is secured with a user name and password. The password must be difficult enough so that it cannot be guessed by other users and is to be kept private by the student and not divulged to other individuals (e.g. a student should not share their username and password with fellow students).

- insult, harass or attack others or use obscene or abusive language
- deliberately waste printing and internet resources
- damage computers, printers or network equipment
- commit plagiarism or violate copyright laws
- ignore teacher directions regarding the use of social media, online email and internet chat
- send chain letters or spam email (junk mail)
- share their own or others' personal information and/or images which could result in risk to themselves or another person's safety
- knowingly download viruses or any other programs capable of breaching the department's network security
- use in-phone cameras inappropriately, such as in change rooms or toilets
- invade someone's privacy by recording personal conversations or daily activities and/or the further distribution (e.g. forwarding, texting, uploading, Bluetooth use etc.) of such material
- use the mobile phone (including those with Bluetooth functionality) to cheat during exams or assessments
- take into or use mobile devices at exams or during class assessment unless expressly permitted by school employees.

Student:

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

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

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

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

When using email or the internet I will not:

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

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

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

I have read and understood this procedure/policy/statement/guideline and the Student Code of Conduct.

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

Student Signature

Date

Parent or Guardian:

I understand that the school provides my child with access to the school's information and communication technology (ICT) services, facilities and devices (including the internet) for valuable learning experiences. In regards to internet access, I understand that this will give my child access to information from around the world; that the school cannot control what is available online; and that a small part of that information can be illegal, dangerous or offensive.

I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend upon responsible use by my child. Additionally, I will ensure that my child understands and adheres to the school's appropriate behaviour requirements and will not engage in inappropriate use of the school's ICT services, facilities and devices. Furthermore I will advise the school if any inappropriate material is received by my child that may have come from the school or from other students. I understand that the school is not responsible for safeguarding information stored by my child on a departmentally-owned student computer or mobile device.

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

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

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

**I have read and understood this procedure/policy/statement/guideline and the Student Code of Conduct.
I agree to abide by the above rules / the procedure/policy/statement/guideline.**

Parent Signature

Date

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

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

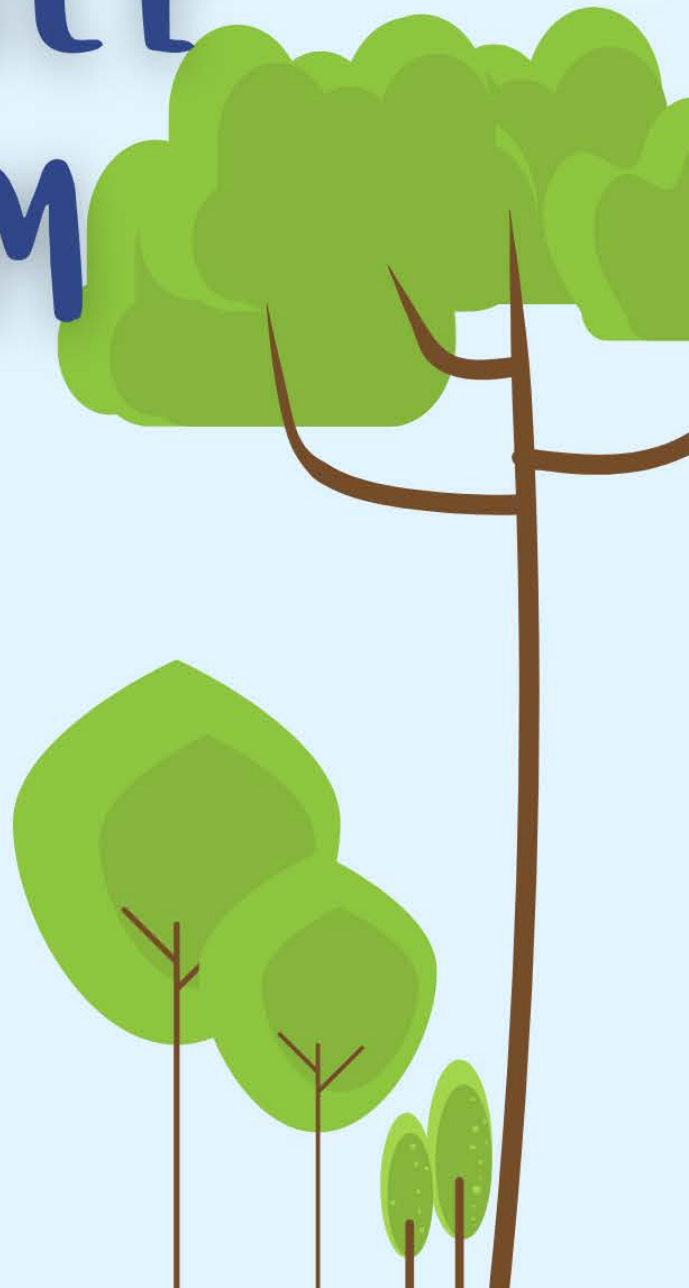
The information will only be accessed by authorised school employees to ensure compliance with its Information privacy and right to information procedure. Personal information collected on this form may also be disclosed to third parties where authorised or required by law. Your information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please contact your child's school. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please also contact your child's school.





GLENORE GROVE
STATE SCHOOL

NEW STUDENT PROFILE FORM



NEW STUDENT PROFILE



Student Name:	Date of Birth:
Parent Name:	Gender:
Name of School/Kindy/Daycare your child is coming from:	Current Year Level:
Has your child ever repeated or missed a significant portion of school? Yes ☐ No ☐	Reason:

Family Considerations

Please describe your family situation: 1 parent/ 2 parents/separated	Yes ☐ No ☐
Do we need to be sensitive around father's, mother's or grandparents day? If so please provide detail	Yes ☐ No ☐
Are you a defence family?	Yes ☐ No ☐

Cultural Background

What culture does your child identify with?	
Are there any significant cultural events or traditions your child participates in?	Yes ☐ No ☐
Will you be requesting permission for your child to wear culturally relevant jewellery? (pleas refer to Dress Code for process)	Yes ☐ No ☐

English as an Additional Language

Does your family speak a language other than English at home?	Yes ☐ No ☐
If YES: Which Language/s?	
Has your child previously recieved EAL/D support at school?	Yes ☐ No ☐

Special Needs

Does your child have any special learning needs?	Yes ☐ No ☐
Has your child been diagnosed with a disability or learning difficulty be a medical specialist? (including paediatrician, psychologist, occupational therapist, speech language pathologist etc) If so please comment	Yes ☐ No ☐
Has your child been supported by a special education unit or class?	Yes ☐ No ☐
Has your child received intervention or external support for learning needs?	Yes ☐ No ☐

Comment/ Details

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Comment/ Details

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Comment/ Details

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Comment / Details

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Personal Interests

Does your child play an instrument?

Yes ☐ No ☐

Has your child represented the school, region or above in sport?

Yes ☐ No ☐

Does your child excel in any particular area?

Yes ☐ No ☐

Behaviour History

Does your child have a history of behaviour needs?

Yes ☐ No ☐

Has your child ever been suspended from kindy/daycare or school?

Yes ☐ No ☐

Has your child ever been excluded from any school? (state or private)

Yes ☐ No ☐

Is there anything specific the school needs to know about your child's behaviour? If so please comment

Yes ☐ No ☐

Please share your child's positive behaviour history

Special Circumstances

Any family law, AVOs or other relevant court orders?

Yes ☐ No ☐

Medical conditions/ any prescribed medication to be taken at school?

Yes ☐ No ☐

Other: please identify any other special circumstances

Comment/ Details

Comment/ Details

Comment/ Details

Please list your child's interests, strengths and any known weaknesses

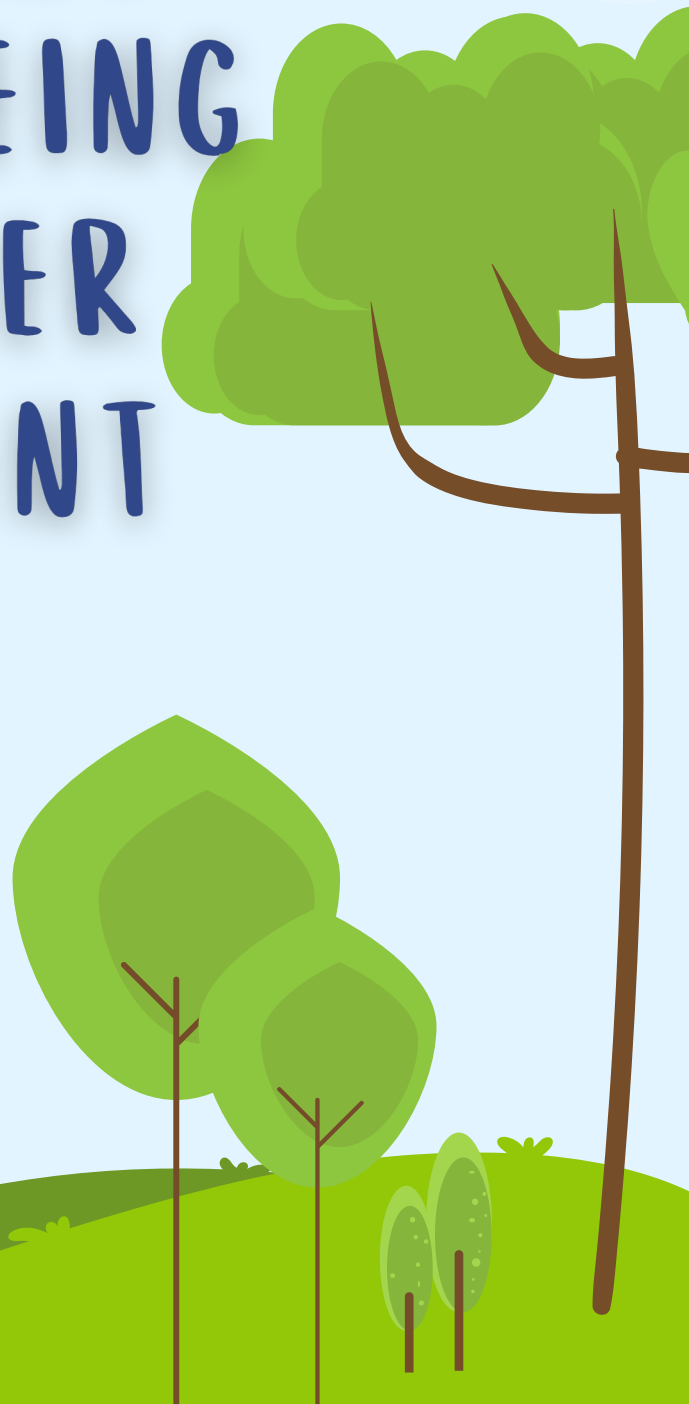
Interests	Strengths	Known Weaknesses

Other relevant information:



GLENORE GROVE
STATE SCHOOL

STUDENT WELL BEING WORKER CONSENT





Student Wellbeing Worker Glenore Grove State School

The Department of Education is collecting personal information about the student in this form for the purpose of recording consent for participation in one-on-one meetings with the school's chaplain or student wellbeing officer. This form will be stored securely at school and only be accessed by the student wellbeing officer, the school's student support team and the principal. The personal information collected here will not otherwise be used or disclosed unless you consent, or the use or disclosure is authorised by law.

Glenore Grove SS provides a student wellbeing worker (SWW) service, which is approved by the principal and supported by the school's Parents and Citizens' Association and is available to all students. The student wellbeing officer is employed through ISYC- Ipswich Community Youth Service. Student wellbeing officers support the general wellbeing of students, parents and staff and are inclusive of and show respect for all religious and non-religious beliefs and other stances represented in the school community.

Further information about the chaplaincy and student wellbeing officer program is located on the department's website at <https://education.qld.gov.au/students/student-health-safety-wellbeing/student-support-services/chaplaincy-student-wellbeing-officer-services>.

To utilise this service for your student, your written informed consent is required. The focus of these meetings, which may occur during lesson time or within the broader school day, will be determined by the student's needs, however student welfare workers are not allowed to provide counselling. If a referral to an external agency or service is required, the worker must have the approval of the principal guidance officer and your consent.

The meetings with the SWW are confidential and the SWW may record what happened or was said during the meetings. These notes will be securely stored at the school and may be viewed by the student, if requested.

There may be times when the SWW is required to disclose confidential information provided by the student to the principal. The principal may be required to inform you, the Queensland Police Service and/or Child Safety Services. This would happen if:

- a person is at risk of harm, or being harmed;
- the student plans to, or is harming themselves;

the student has harmed, or is planning to harm, another person; or a law has been broken.

Consent provided on this form will be considered valid for the duration of the student's enrolment. Consent provided may be withdrawn at any time by notifying the school principal in writing or by completing and submitting another student welfare worker services parent/student consent form.

The reason the student accesses this support service, and the outcome of any consultation with them, will not be disclosed without your consent, unless required by law





Please indicate whether you consent to your student accessing the school chaplain and any associated activities. Consent provided may be withdrawn at any time by notifying the school principal in writing or by completing and submitting another Chaplaincy and student welfare worker services parent/student consent form.

- ☐ I CONSENT for my student to receive support from the SWW and participate in any associated activities.
- ☐ I DO NOT CONSENT for my student to receive support from the School Chaplain and participate in any associated activities.

Parent Signature

Date





GLENORE GROVE
STATE SCHOOL

UNIFORM DRESS CODE





Glenore Grove State School is a uniform school. We have the support of our P&C to promote 100% adherence to the uniform. Our student dress code consists of an agreed standard and items of clothing, which includes a school uniform that GGSS students wear when they are:

- Attending school
- Representing the school
- Travelling to and from school
- Engaged in school activities that may occur outside of school hours.

A neat, complete school uniform shows pride in oneself and the school. It projects a positive image to the community and employers. We believe that a student dress code provides clothing that contributes to a safe and supportive teaching and learning environment through:

- Ready identification of students and non-students at school
- Fostering a sense of belonging
- Developing mutual respect among students by minimising visible evidence of economic or social differences
- Promotes an effective teaching and learning environment by eliminating the distraction of competition in dress and fashion at the school

The Student Dress Code reflects school community standards and is consistent with occupational health and safety and anti-discrimination legislation. As a school community, we actively encourage our students to take pride in themselves and their school. One way in which this may be achieved is through adherence to the school's dress standards. As the parent/carer and provider of your child, we seek your support in this matter.

Inappropriate dress refers to clothing or apparel worn by students that is deemed to be:

- Offensive;
- Likely to disrupt, or negatively influence normal school operations;
- Unsafe for student or others; and
- Likely to result in a risk to health and safety of student or others.

In circumstances where inappropriate or unreasonable dress is worn, appropriate action will be taken as deemed necessary.

Uniforms can be purchased from the Uniform Shop located under the Library at the set open hours or through arrangements with the uniform convenor. Eftpos facilities are available. The uniform shop is run by our P&C and the convenor is a parent volunteer.

We are a sun safe school hats must be broad brimmed; caps are not acceptable under any circumstance. For swimming lessons students, must wear a swim shirt. When the school has free dress days, students are to wear sun safe clothing.

We request that all uniforms and other school belongings be clearly labelled so they can be returned to the rightful owner. We do have a lost property box inside the admin area.





School Standard	Parents are advised that:	Consequences
Shirt: Sports House shirts can be purchased and worn on Thursdays and at school sports carnivals. Year 6 students may wear their senior shirt in the place of the standard uniform shirt. Bottoms: Navy Shorts, Skorts, Tracksuit pants, bootleg pants or tights. Jacket: Navy or school zippered Red & Navy, no hoodies.	Clothing that is offensive or likely to disrupt or negatively influence the normal school operations is not permitted. Shorts/bottoms are to be navy in colour with no brand names. To represent the school on excursions all students are to wear the appropriate uniform. Students not in uniform are required to bring a note from their parent.	Students wearing inappropriate clothing or apparel will be asked to dress appropriately and given a warning. <i>NB. The school may redress the students in spare uniforms if they repeatedly attend school out of uniform or inappropriately dressed.</i>
Hats: Bucket hat –navy reversible house hat.	Non-wearing of appropriate hat is likely to result in a risk to the health of the student.	Students who do not have a hat may be required to sit out of PE Activities and activities in the sun during play breaks.
Footwear: Enclosed shoes and socks.	Non-wearing of shoes could be unsafe for the student or others. Shoes with high heels or platforms, thongs, slip ons, heavy boots and sandals are not suitable.	A student will be asked to replace their shoes and may be excluded for activities until suitably attired.
Jewellery: • Watch • Pierced earrings – small plain sleepers or studs only. • Medical alert bracelet or necklace Items of significant cultural or religious belief with notification from parent.	Other jewellery may be unsafe for the student or others as such items could become caught in play equipment or could come into contact with another student causing injury. Students will be requested to remove some jewellery if not appropriate or during some sport.	A student wearing other jewellery will be asked to remove the item and if necessary give it to the teacher for safe-keeping for the remainder of the day.
Nail Polish: none	Not Allowed	Not Allowed
Hair: Collar length hair is to be plaited, braided or tied back with appropriate accessories (red, navy or yellow in colour preferred).	To reduce the transfer of head lice long hair is to be plaited, braided or tied back. Long hair not tied up could be unsafe for the student and likely to result in a risk to health and safety of students and others. Hair dyed colours that do not naturally occur and inappropriate hairstyles could negatively influence the normal school operations.	Students will be encouraged to tie shoulder length hair back.
Swimming: Appropriate swimwear with a swim shirt (Rashie)	Student should swim in swim wear that is safe and not offensive or likely to disrupt or negatively influence normal school operations. A sun safe swim shirt must be worn to all swimming lessons.	Student who do not have sun safe attire may be required to sit out of swimming lessons.

Parent Signature

Student Signature

Date

