



Tom Price Senior High School

An Independent Public School

Application for Enrolment



Name of Student: _____

Year Level: _____

Commencement Date: _____

TOM PRICE SENIOR HIGH SCHOOL Milpera Street Tom Price WA 6751

T +61 8 9143 8100 W tompriceshs.wa.edu.au

APPLICATION FOR ENROLMENT

General Information

A parent or legal guardian applying to enrol a child in a government school should complete this form. Only permanent residents of Australia and those children holding an approved visa sub-class number are eligible to be enrolled in a government school. Only students under the age of eighteen years can be enrolled and must be accompanied by a parent(s) or legal guardian.

Resident in Local Intake Area

The school can only guarantee places for a student whose family is currently residing within the boundaries of the Tom Price Senior High School local intake area as have been determined by the Department of Education of Western Australia. A map of this area is available from the school should you need to know these boundaries or may be viewed on the school web site.

The map shows local intake and optional areas. Please note that where the area is marked optional, parents exercise the choice of school to send their child to.

Application for Enrolment

This is an application for enrolment only – submitting this form to the school does not mean that the enrolment has been accepted by the school. The Principal will firstly need to determine if there is classroom accommodation and whether an appropriate educational program can be provided for your child at the school. Once determined, the Principal will need to fully consider the information provided on the application form.

For parents applying to enrol their children in schools for next year, you will be advised of the outcome of your application by early fourth term. If your child has gained enrolment from outside the local intake area into a specialist program, their siblings will not be guaranteed enrolment in the school.

It is a requirement of the Department of Education that any information on suspensions and exclusions must be provided to the school at the time of applying to enrol a child. This information will help the school to provide your child with the appropriate support, if required.

Children currently under suspension from a government school cannot be enrolled at another government school until the suspension period is over. Children who have previously been suspended or excluded from a government school may be required to enter into a behaviour agreement with the school if enrolment is to be accepted.

Please be aware of the following sections of THE SCHOOL EDUCATION ACT 1999.

Division 2, 20 (1) The Principal of a school may cancel the enrolment of an enrolled student at the school if the Principal is satisfied that:

- a) The enrolment was obtained by the giving of false or misleading information; or
- b) Section 17 has not been complied with.

Section 17 requires notification be given to the Principal in a manner determined by the school of the following change of particulars:

- (i) Usual place of residence
- (ii) Court orders pertaining to the child
- (iii) Details of any conditions of the child that may call for special steps to be taken for the benefit or protection of the enrollee or other persons in the school (16.1.g)
- (iv) Legal guardian of the child.

PLEASE RETURN TO:

**The Principal
Tom Price Senior High School
Milpera Street
TOM PRICE WA 6751**

Confidentiality

All information provided on this form will be treated confidentially. The Department of Education's Information Privacy and Security Policy and Section 242 of the School Education Act 1999 preclude this information from being used for any purpose other than:

- To determine whether your application for enrolment can be accepted
- To assist the school with addressing any needs for your child if enrolment is accepted; and
- To comply with legal requirements or ministerial directions.

STUDENT PERSONAL DETAILS

Year Level at Entry:	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>
Surname	Date of Birth
Legal Surname	Previous Surname <i>(if any)</i>
First Name	Preferred First Name
Second Name	Third Name
Does the Student have an USI No.? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please advise number:
Address	Mailing Address <i>(if different)</i>
Suburb Postcode	Suburb Postcode
Home Telephone	Student Mobile
Student Car Registration <i>(if applicable)</i>	Family Representative Yes <input type="checkbox"/> No <input type="checkbox"/>

FAMILY DETAILS

CUSTODY/ GUARDIANSHIP		
Who does the student live with?	Both Parents <input type="checkbox"/> Parent 1 <input type="checkbox"/> Parent 2 <input type="checkbox"/> Neither <input type="checkbox"/>	
In split custody arrangements show the percentage split as determined by Centrelink. <i>(This information must be included).</i>	Mother _____% Father _____% Other _____%	
RESIDENTIAL FAMILY		
	Parent/Guardian 1	Parent/Guardian 2
Title (please circle)	Mr / Mrs / Ms / Miss	Mr / Mrs / Ms / Miss
First Name		
Middle Name (s)		
Surname		
Address: Unit/Number/Street Name		
Address: Suburb/State/Post Code		
Relationship to Student		
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>	Male <input type="checkbox"/> Female <input type="checkbox"/>
Parental Responsibility	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Responsible for fees and charges	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Mobile Phone		
Home Phone		
Occupation		
Employer		
Work Phone		
Email Address		

Parent/Guardian Occupation Groups

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

ADDITIONAL STUDENT DETAILS

RESIDENTIAL STATUS	
Nationality:	
Are you an Australian Citizen/Permanent Resident?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If NO answer the following:	
Are you a Permanent Resident?	Yes <input type="checkbox"/> No <input type="checkbox"/> Are you a Temporary Resident? Yes <input type="checkbox"/> No <input type="checkbox"/>
Country of Residence for last 5 years:	
Visa Grant Number:	Visa Sub-Class Number:
Visa Expiry Date:	
Date entered Australia:	What country have you arrived from?
International Fee Paying Student? Yes <input type="checkbox"/> No <input type="checkbox"/>	

RELIGION

Religion (optional):

LANGUAGE

What is the main language spoken at home? English Aboriginal English
 Other, please specify: _____

If the Language spoken at home is **OTHER THAN ENGLISH** then state how well English is spoken?
Very well Well Not well Not at all Not stated

INDIGENOUS STATUS

Is the student Aboriginal or Torres Strait Islander?

Aboriginal Yes No

Torres Strait Islander Yes No

Both Aboriginal and TSI Yes No

GOVERNMENT ALLOWANCES

Abstudy Assistance for Isolated Children Secondary Assistance Youth Allowance
Unsure

OTHER PROVISIONS

Does the student receive Education Assistant time? Yes No

Is the student in the care of the Department for Child Protection and Family

Support (DCP)? Yes No

Name of DCP Case Manager: _____

District: _____

Phone: _____

Address: _____

Is the student subject to any Court Orders (e.g. Access Restrictions) in respect of their care, welfare and development?

Yes No

If **YES**, please specify the nature of the Order and attach a photocopy of the most recent order.

PREVIOUS SCHOOL INFORMATION

Name of school at which student is currently or last enrolled: _____

Current Academic Year: _____

If previously enrolled in Home Education, specify the Education District: _____

Has your child ever been suspended/ excluded from a school? Yes No

STUDENT HEALTH CARE SUMMARY

EMERGENCY CONTACT INFORMATION (other than parents/guardians)

This number will be used in the event parents/guardians are not reachable.

Title _____ First Name _____ Last Name _____

Relationship to student _____

Phone _____

Mobile Number _____

MEDICAL DETAILS

Doctor's/ Practice Name _____ Phone Number _____

Dentist/ Practice Name _____ Phone Number _____

I give permission for the school to seek medical/dental attention for my child as required? Yes No

Do you have ambulance insurance? Yes No

Insurance Provider: _____

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

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

Health Care Card

Yes No Card Number _____

Expiry Date _____

Medicare

If required – for children requiring regular emergency care

Card Number _____

Expiry Date _____

ADMINISTRATION OF MEDICATION

Written permission must be provided for staff to administer any form of medication.

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

Note – All medication required must be supplied by parents/guardians.

Short term medication – Do you give permission for staff to administer the following medication:

Paracetamol Ibuprofen Travel Sickness

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? Y N

Note – If your child is enrolled in a TAFE 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 If your child's requirements change, please notify the school.

Yes Please complete the next section of this form. *If there is a health condition you will be given additional forms to complete.*

HEALTH CONDITION(S)		
	Tick Health Condition and Provide Details	Will school staff require specific training to support your child?
Severe Allergy/Anaphylaxis	<input type="checkbox"/> _____	Yes <input type="checkbox"/> No <input type="checkbox"/>
Minor and Moderate Allergies	<input type="checkbox"/> _____	Yes <input type="checkbox"/> No <input type="checkbox"/>
Diabetes	<input type="checkbox"/> _____	Yes <input type="checkbox"/> No <input type="checkbox"/>
Seizures	<input type="checkbox"/> _____	Yes <input type="checkbox"/> No <input type="checkbox"/>
Asthma	<input type="checkbox"/> _____	Yes <input type="checkbox"/> No <input type="checkbox"/>
Activities of Daily Living	<input type="checkbox"/> _____	Yes <input type="checkbox"/> No <input type="checkbox"/>
Vision impairment	<input type="checkbox"/> _____	Yes <input type="checkbox"/> No <input type="checkbox"/>
Diagnosed Migraine/Headaches	<input type="checkbox"/> _____	Yes <input type="checkbox"/> No <input type="checkbox"/>
Other conditions or needs	<input type="checkbox"/> _____	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has your child's Medical Practitioner provided a health care plan to assist the school to manage the condition?		Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please advise the school.
<i>If you have ticked "Yes" for specific staff training, please discuss the type of training needed with the school.</i>		

LEARNING DISABILITY	
Does the student have a diagnosed learning difficulty	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have ticked any of the disabilities below, you MUST provide supporting documents (at time of enrolment).	
<input type="checkbox"/> Physical Disability <input type="checkbox"/> Intellectual Disability <input type="checkbox"/> Vision Impairment <input type="checkbox"/> ADD/AD <input type="checkbox"/> Dyslexia <input type="checkbox"/> Dyspraxia <input type="checkbox"/> Dysgraphia	<input type="checkbox"/> Deaf and Hard of Hearing (e.g. otitis media) <input type="checkbox"/> Specific Speech Language Impairment <input type="checkbox"/> Global Developmental Delay (prior to age 6) <input type="checkbox"/> Central Auditory Processing Disorder (CAPD) <input type="checkbox"/> Autism Spectrum Disorder <input type="checkbox"/> Other _____ _____

MENTAL HEALTH	
Does the student have a mental health condition that may require support from the school?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have ticked any of the conditions below you MUST provide supporting documents from a medical professional (at time of enrolment).	
Anxiety <input type="checkbox"/> Depression <input type="checkbox"/> Eating disorder <input type="checkbox"/> Other _____	

MEDICAL ALERT INFORMATION	
Does your child have a Medic Alert bracelet or pendant? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please provide details: _____	

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 <input type="checkbox"/> No <input type="checkbox"/>	

ICT ACCEPTABLE USE POLICY

The school's ICT resources exist to provide access to curriculum related information. By using these resources, students are agreeing to use resources such as computers, the network, the Internet and peripherals in a responsible and appropriate manner.

If you use the online services of the Department of Education you must agree to the following rules. Infringement will mean cancellation of network privileges for a period of time. Additional disciplinary action may also be taken.

- I will ask the permission of a staff member to access ICT resources. I will follow the instructions of teachers and only use online services for purposes which support my learning and educational research.
- I will not reveal personal information, including names, addresses, photographs, credit card details and telephone numbers of myself or others.
- I will use online facilities (including emails) in an appropriate manner and not to access, send or redistribute inappropriate materials. 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, or downloading files (games, music, programs etc), or chatting with friends (backwards and forwards), or sending games, or inappropriate links. 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. If I find any information that is inappropriate or makes me feel uncomfortable I will tell a teacher about it.
- 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. Storage devices (this also includes web based email attachments) must be scanned for viruses.
- I will take reasonable care to prevent any damage to any device issued to me by the school.
- 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 be courteous and use appropriate language in all Internet communications.
- I will abide by copyright law. I will not copy and/or distribute another's work without correctly acknowledging them. I will not use or distribute material from another source unless authorised to do so by the copyright owner.
- 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 will not alter any file or application on the computer. I will report any damages I notice on any ICT resources to my teacher.
- I will use my own username to logon to the network. I will not access other people's online services accounts. I will not give anyone my password and I will not let others use my online services account. I understand that I am responsible for all activity in my online services account. I will tell my teacher if I think someone has interfered with or is using my online services account.
- When I have finished using a computer I will logoff. It is my responsibility to ensure my user account is secure. 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. 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.
- I understand 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 am given an online service account and break any of the rules in the agreement it may result in disciplinary action, determined by the Principal in accordance with the Department's *Behaviour Management in Schools* policy.

Name of Student:

Please Print

First Name

Last Name

Signature of Student:

Date:

PERMISSIONS/ COMMITMENTS

At **Tom Price Senior High School** 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 school program. At all times we make the very best efforts to exercise exemplary standards in respect of duty of care

<p>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 school will be kept for no longer than is necessary for the purposes outlined above and will be stored and disposed of securely.</p> <p>I give permission for the school to publish.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>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.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>LOCAL EXCURSIONS Children occasionally walk within the local area for minor excursions under the supervision of the teacher and attend activities in local parks, nature reserves, another school, town library or shopping centre. On all occasions, parents will be notified of the local excursion.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>SCHOOL CURRICULUM AND STANDARDS AUTHORITY The School Curriculum and Standards Authority requires three occasions for granting of permission for the release of information:</p> <ul style="list-style-type: none"> • Release of student results for the granting of an award; • Student name and address for organisations sending out career information; • The School Curriculum and Standards Authority requests to use a student's answers to WACE questions in educational publications. 	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>My child and I agree to comply with all school policies including:</p> <ol style="list-style-type: none"> 1. ICT Acceptable Use Policy 2. Dress Code (Appendix A) 3. Mobile Phone and Other Portable Electronic Devices (Appendix B) 4. Behaviour Management Policy (Appendix C) 	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>DECLARATION</p> <p>I declare that the information provided on this Enrolment Form is true and correct.</p> <p>Name of Parent/Guardian _____ Date _____</p> <p>Signature of Parent/Guardian _____ Signature of Student _____</p>		

Please present this enrolment form after checking that the required documents are included.

(Please see back page for checklist)

Dress Code Requirements

In order to promote a sense of pride in being a member of the Tom Price Senior High School community and to ensure that our students are easily identifiable for reasons of safety, adherence to school colours of red, white and blue in school clothing is required (no slogans, motifs, stripes, patterns or other colours). The following Dress Code has been endorsed by our Staff, School and Student Councilors and in accordance with the Department of Education and Training Uniform Policy denim shorts, jeans or skirts are **not permitted** to be worn. The Dress Code consists of the following;

Summer

Polo shirt (sleeves and collar)	Red or navy with school emblem
Shorts	Plain Black or Navy Shorts must be $\frac{3}{4}$ length of thigh
Skirts	Plain Black or Navy Skirts must be $\frac{3}{4}$ length of thigh

Winter

Jacket	Plain navy windchester or plain black or navy jacket
Track Pants	Plain Black or Navy pants
Polo shirt	Navy or red shirt with school emblem
Undershirt	Plain black, red, white grey or navy
Pants	Plain Black or Navy Pants
Shorts	Plain Black or Navy Skirts must be $\frac{3}{4}$ length

Physical Education

T-Shirt	Blue and white sports top with school motif (as is currently)
Shorts	Plain Black or Navy Shorts (No Logos)
Hats and SPF 30+ sunscreen should be worn while participating in outdoor physical education	

Footwear

Covered (enclosing whole of foot)	It is a safety requirement that students attending classes in practical areas (Home Economics, Design and Technology, Science) wear covered footwear
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Each year a Year 12 shirt will be designed and worn by our school leavers as day wear.

Excessive make-up and jewellery (as deemed by Administration) is not acceptable, facial piercing is strongly discouraged, students will be asked to remove or cover pieces considered a safety risk. Please note that for students who choose to wear facial or body piercing their parents will be required to sign a document acknowledging their acceptance of responsibility for any injuries which may be caused by this type of jewellery.

Logos: as a guide logos be no bigger than the size of a standard match box (5cm X 3.5cm) will be allowed

Modifications to the School Dress Code

Students who, for religious or health reasons, may wish to modify the school dress code are required to make an appointment with the Deputy Principal or designated staff member. Staff will be informed of any student granted a temporary modification to the dress code. Parents of students seeking long term changes or continued non-compliance with the School Dress Code will be required to meet with a panel of School Board members to resolve this issue

Students not following the dress code will receive:

- A letter will be sent home to parents advising that students are not in compliance with the School Dress Code.
- Counseling from a designated staff member on the benefits of a dress code
- Assistance/support in planning clothing, and if necessary lent a school shirt/shorts to wear
- A pass for an agreed time for dress modification while appropriate uniform is purchased

It should be noted that students must be in full school uniform to be able to participate in any school excursion as this is a standard element of risk management strategies for all such activities.

Students clearly not following the school dress code may be denied the opportunity to represent their school at official school activities or participate in non-curriculum based activities e.g. school ball, reward excursions, camp or socials.

Review of the School Dress Code

The school dress code was evaluated in 2009, and will be in place until 2014 at which time feedback and consideration will be sought by the School Board.



APPENDIX B MOBILE PHONE AND OTHER HAND-HELD ELECTRONIC DEVICES POLICY

1. MOBILE PHONES

RATIONALE

While mobile phones have become an accessory for most people to go about their day to day business, they are not a required accessory for students in our school and therefore do not have a place in our school classrooms and grounds or when the student is on a school excursion. In schools, mobile phones have become a source of disruption, bullying and an invasion of privacy by filming people without their permission. Therefore, any student who is seen by a staff member to be in possession of a mobile phone whilst on school grounds or on an excursion will have the mobile phone confiscated.

The aim of this policy is to prevent:

- Disruption to lessons that can be caused by mobile phones.
- Bullying through the use of mobile phones.
- The use of a mobile phone to record, distribute or upload images or videos of students, parents or school staff on school premises.
- Students contacting people outside of the school during school hours without first obtaining permission of the school office staff.

POLICY

Students are not permitted to bring a mobile phone onto school grounds or to take a mobile phone with them on a school excursion. In the event that a student brings a mobile phone, onto the school grounds or on an excursion, the school will not accept responsibility for the theft, loss or misuse of the mobile phone.

When a student breaches this policy by using a mobile phone on the school site or while on an excursion then:

- A student seen using a mobile phone by a member of the school staff will have the mobile phone (including sim card) confiscated by that staff member. The staff member will hand over the mobile phone to a school officer in the school's reception for safe keeping. A parent/caregiver of the student will be contacted and asked to visit the school to collect the mobile phone at the end of the school day or at another convenient time. If circumstances prevent the parent / caregiver collecting the phone from school within five school days, the phone will be returned to the student at the end of the fifth day.
- The school's 'Behaviour Management Policy' will be applied to a student who refuses to hand over the mobile phone to a staff member as requested to do so by that staff member.
- The school's 'Behaviour Management Policy' will be applied to a student who is in breach of this policy if the student is seen using a mobile phone by a staff member on more than one occasion.
- A student who records, distributes (at or away from school) or uploads (at or away from school) images or videos of students, parents or school staff on school premises or while on an excursion, will be suspended from school for a minimum of five (5) days.

Parents/caregivers who wish to contact their child during the school day are to visit or telephone the school's reception. School staff will then pass on to the student the request from their parent/caregiver.

For safety and security reasons, students who wish to contact a parent/caregiver during the school day must first obtain permission from the school administration staff. Students with permission to telephone their parent/caregiver will only have access to the telephone in the school office reception and their telephone call will be supervised by a staff member.

When on a school excursion, students who wish to contact a parent/caregiver must first obtain permission from a supervising staff member.

EXCEPTION

1. With teachers' permission and advance notification home to parents and caregivers, it may be permissible for students to bring a mobile phone to school, under strict conditions, for particular tasks as part of the teaching and learning programs for some subjects.

2. Parents/caregivers who would like their child to take a mobile phone to school to be used prior to arriving at school or after leaving school for the day are asked to first discuss and gain permission from the Principal. Students who have permission to do this will be required, on arrival at school, to immediately give their mobile phone to the school officer and then collect the mobile phone prior to leaving school. At no time should the mobile phone be used by the student while the student is on the school grounds.

2. OTHER HAND-HELD ELECTRONIC DEVICES

RATIONALE

Other hand-held electronic devices include but are not limited to ipods, ipads, digital cameras, games with digital recording capabilities, MP3 players and portable DVD players. All have the capacity to receive, store and transfer electronic data. Some hand held electronic devices have the capability to receive, store then transfer data to the cyber world through the internet.

With the use of technology at school, teaching staff have a duty of care to instruct students on the correct and responsible use of the technology and at the same time ensure that students do not face an unreasonable risk of harm when using the technology. The school and teachers are required have in place preventative measures to protect students from the unreasonable risk of harm that could foreseeably arise.

As for the mobile phone, other hand-held electronic devices are not a required resource at school that necessitates students to bring them to school for the teaching and learning program delivered by the teaching staff. Where such devices are required, for example the digital camera, the school provides the device with its use by students fully supervised by the teacher during the lesson.

Students who bring hand-held electronic devices to school to use during the recess and lunch breaks do not have their use fully supervised by the teaching staff. The video and audio content of the devices has not first been checked by the teaching staff to ensure the content is appropriate. Some hand-held electronic devices have the capability to access the cyber world through the internet. Students use these devices without the necessary filters, security and supervision that are applied in the classroom when they use school electronic equipment. The duty of care by the teaching staff to ensure that students are not at risk of harm, or are not intentionally harming other students, cannot be guaranteed when students use their own devices on the school site.

It is argued that hand-held electronic devices can inhibit student playground socialising and physical activity – an outcome not desirable for our students.

In summary, hand-held electronic devices are not to be brought to school by students. The teaching staff are unable to quality assure the content of the devices brought to school by students. If not used responsibly, the devices have the potential to harm (cyberbullying) other students or to display inappropriate material.

POLICY

Students are not permitted to bring a hand-held electronic device to school or to take them on a school excursion (without the permission of the excursion coordinator). In the event that a student brings such a device onto the school grounds or on an excursion, the school will not accept responsibility for the theft, loss or misuse of the device.

When a student breaches this policy by using a hand-held electronic device on the school grounds or while on an excursion then:

- A student seen using the device by a member of the school staff will have the device confiscated by that staff member. The staff member will hand over the device to a school officer in the school's reception for safe keeping. A parent/caregiver of the student will be contacted and asked to visit the school to collect the device at the end of the school day or at another convenient time. If circumstances prevent the parent / caregiver collecting the phone from school within five school days, the phone will be returned to the student at the end of the fifth day.
- The school's 'Behaviour Management Policy' will be applied to a student who refuses to hand over the device to a staff member as requested to do so by that staff member.
- The school's 'Behaviour Management Policy' will be applied to a student who is in breach of this policy if the student is seen using a device by a staff member on more than one occasion.
- A student who records, distributes or uploads images or videos of students, parents or school staff on school premises or while on an excursion, will be suspended from school for a minimum of five (5) days.

EXCEPTION

With teachers' permission and advance notification home to parents and caregivers, it may be permissible for students to bring a hand-held electronic device to school, under strict conditions, for particular tasks as part of the teaching and learning programs for some subjects or for use on a school excursion.

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Tom Price Senior High School APPENDIX C - BEHAVIOUR MATRIX

	We show RESPECT by...	We show INTEGRITY by...	We show PERSONAL BEST by...
Whole School	<ul style="list-style-type: none"> ▪ Celebrating others' achievements ▪ Listening and following staff instructions ▪ Allowing free and easy movement around the school ▪ Using acceptable language ▪ Wearing appropriate uniform 	<ul style="list-style-type: none"> ▪ Complying with the school dress code ▪ Showing care for others and yourself ▪ Being a good role model to others ▪ Keeping the grounds clean and rubbish in the bin 	<ul style="list-style-type: none"> ▪ Displaying pride in our school grounds ▪ Having a go and participating in school events
Learning Areas	<ul style="list-style-type: none"> ▪ Practising good listening skills ▪ Letting others learn ▪ Looking after equipment ▪ Choosing appropriate behaviour 	<ul style="list-style-type: none"> ▪ Being punctual ▪ Entering the classroom in an orderly fashion ▪ Adhering to deadlines ▪ Being accountable for behaviour and work output ▪ Following learning area directions 	<ul style="list-style-type: none"> ▪ Being accountable for own learning ▪ Having all equipment ready ▪ Be willing to work ▪ Having goals and striving to achieve them ▪ Transferring skills across all areas ▪ Having a go at new skills
Excursions / WPL	<ul style="list-style-type: none"> ▪ Being polite and using good manners ▪ Acknowledging the opportunity available ▪ Wearing appropriate uniform ▪ Being considerate of other environments and cultures 	<ul style="list-style-type: none"> ▪ Being prepared ▪ Following the instructions and rules required ▪ Returning documentation on time 	<ul style="list-style-type: none"> ▪ Showing enthusiasm ▪ Working towards and achieving goals ▪ Stay up-to-date with class work ▪ Maintain adequate attendance



Tom Price Senior High School APPENDIX C - BEHAVIOUR MATRIX

	We show RESPECT by...	We show INTEGRITY by...	We show PERSONAL BEST by...
Administration / Student Services / Learning Area Offices	<ul style="list-style-type: none"> ▪ Greeting others pleasantly ▪ Adhering to office-specific rules ▪ Waiting patiently for a response 	<ul style="list-style-type: none"> ▪ Choosing appropriate behaviour 	<ul style="list-style-type: none"> ▪ Being presentable ▪ Assisting others ▪ Being efficient in our business
Technology	<ul style="list-style-type: none"> ▪ Showing respect for all others in all aspects of electronic behaviour ▪ Treating electronic equipment respectfully 	<ul style="list-style-type: none"> ▪ Following the agreement signed in the school diary ▪ Acknowledging all sources of information 	<ul style="list-style-type: none"> ▪ Saving all work in an organised manner ▪ Completing all work to the best of ability
Assembly	<ul style="list-style-type: none"> ▪ Active listening ▪ Walking in/out quietly and efficiently 	<ul style="list-style-type: none"> ▪ Being a role model to others ▪ Being punctual 	<ul style="list-style-type: none"> ▪ Removing hats ▪ Being in correct uniform ▪ Receiving awards with pride
Recess/Lunch	<ul style="list-style-type: none"> ▪ Keeping hands to self ▪ Using appropriate language ▪ Being inclusive 	<ul style="list-style-type: none"> ▪ Staying within the allowed areas 	<ul style="list-style-type: none"> ▪ Having pride in the school grounds and using the bins provided

FINAL CHECKLIST

COMPULSORY DOCUMENTS	RECEIVED
1. Proof of Identity - Parent/Guardian (a) Driver's licence; or (b) Medicare Card; or (c) Birth Certificate	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2. Copy of Student's Birth Certificate	<input type="checkbox"/>
3. Copy of Student's Australian Childhood Immunisation Record (ACIR)	<input type="checkbox"/>
4. Student's most recent School Report	<input type="checkbox"/>
5. Proof of Australian Citizenship <u>OR</u> Proof of Residency Status (<i>if born overseas</i>) <ul style="list-style-type: none"> • Passport copy – biographic page • Passport copy – stamped page of the first arrival date into Australia • Visa Grant Notice (<i>issued by the Australian Department of Immigration and Border Protection</i>) <ul style="list-style-type: none"> i. Primary visa holder ii. Dependent's visa (<i>student enrolled</i>) 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
6. Supporting documents for learning disabilities (<i>if you have selected YES for Diagnosed Learning Difficulty on page 7</i>)	<input type="checkbox"/>