

Version 1

Student Enrolment Application Form 2

Years 10 – 12

Full Name of Student	
Year Level	

Processing Time Frame:

Whilst every effort is made to process your application as quickly as possible, the enrolment application can take up to 14 business days to finalise. Please contact the school on 07 4754 6888 if you have any questions in relation to the completion of this form.

Category of Enrolment

Please indicate under which category of enrolment you are applying for enrolment.

CATEGORY 1 (Home Base Learners - Limited Choice (Student Is Eligible for Fee Exemption))	
<i>The fee exemption applies to the Annual Enrolment Fee ONLY. Resource and Subject Fees still apply.</i>	
Geographic Isolation <input type="checkbox"/>	<p>This category applies where the student is unable to attend a local school due to the home location being in a remote area as defined by Section 49 of the Education (General Provisions) Act 2006. A person lives in a remote area if –</p> <ol style="list-style-type: none"> Where the student's home – <ol style="list-style-type: none"> Is not less than 16km from the nearest applicable school; and Is not less than 4.5km from school transport service approved by the chief executive (transport) or a public transport service to the nearest applicable schools; and is: Not less than 56km from the nearest applicable school using the route travelled by the transport service; or Not less than three hours travelling time per day from the nearest applicable school using the transport service
	Distance Home is from School Bus Route
	Distance Home is from the nearest State School
	Local Government (Council or Shire) Home is located in
Medical Condition <input type="checkbox"/>	<p>The student has a physical health problem or is experiencing a social/emotional condition of such severity that the student is unable to attend a local school on a full-time basis for a period in excess of 80 consecutive school days. Documentation to support an application (Schedule 2: Medical Form) for eligibility under the medical condition category must include the supply of information from a relevant medical practitioner, registered under the Medical Practitioners Registration Act 2001 and/or registered under the Psychologists Registration Act 2001 concerning the medical condition of the student. This information is to be provided annually in response to advice outlining the services of the distance education provider. Education Queensland will have the right to seek a second opinion.</p>
Exclusion <input type="checkbox"/>	<p>The student has been excluded from all State Schools or has been excluded from their local State School and is unable to attend the next nearest state school for reasons of excessive distance (refer to the geographical isolation/distance criterion).</p>
Family Circumstances <input type="checkbox"/>	<p>The student is unable to attend a local school regularly due to the need to undertake parenting of their child, or another child for whom the person has or exercises parental responsibility; or the student cannot attend a State educational institution, other than a school of distance education, because the person is caring for someone, other than a child as previously mentioned, on a regular basis; and provides a medical certificate stating that fact.</p>
School-Based (State School) <input type="checkbox"/>	<p>Students enrolled in a mainstream school may undertake a course of study through this school. Arrangements for enrolment in this category are through the principal of the student's school.</p>

CATEGORY 1 (Continued)

Itinerant Lifestyle (Work Related) <input type="checkbox"/>	<p>A person has an itinerant lifestyle because of the nature of the occupation in which their family is engaged, i.e., the student is mobile for the majority of the school year due to family employment/business.</p> <ol style="list-style-type: none"> The student's principal place of residence changes at least twice in the relevant school year or at least 5 times in the period consisting of the relevant school year and school year immediately before or after the relevant school year; or The student spends at least 60 school days of the relevant school year (consisting of periods of 5 consecutive school days or more) away from the student's principal place of residence; or The student's principal place of residence is a caravan and the location of the caravan changes at least twice in the relevant school year or at least 5 times in the period consisting of the relevant school year and the school year immediately before or after the relevant school year; or The place where the student lives changes at least twice in the relevant school year and the student does not have a principal place of residence; examples of an "occupation" would include: <ol style="list-style-type: none"> Carnival worker, contract harvester or shearer. The student spends at least 120 school days of the relevant school year in the state. <p>Families travelling within Australia are only permitted ONE postal address. This is outlined in the mailroom/ curriculum section in the school handbooks. <i>*As a parent/guardian/home tutor with students that are enrolled in the Itinerant Lifestyle or Travelling category I agree to the condition outlined above.</i></p>			
	Postal Address:			
	Signed (Parent /Guardian/Home Tutor):		Date:	

CATEGORY 2 (Home Base Learners - By Choice (student is NOT eligible for fee exemption))

Families enrolling Home based learner by choice are required to provide the required payment before service is commenced. Resource and Subject Fees will also apply.

Home Based learner By Choice <input type="checkbox"/>	<p>Students not meeting the criteria for any of the other six (6) categories of enrolment may still undertake their education by enrolling in our school. A fee applies to students enrolled in this category. Students may seek a waiver from the education charges by supplying relevant documentation to the school. Contact the Parent Liaison Officer for further information. Please Note: When enrolment is ceased with the school, there are criteria that must be met in order to be eligible for a partial refund of the Annual Enrolment Fee. Refunds can only be requested within the first twenty (20) weeks of the school year (i.e. Terms 1 and 2 ONLY) For more information, contact the schools Finance Officer.</p>
Travelling (Non-Work Related) <input type="checkbox"/>	<p>Age requirements are the same as for all enrolments of Prep and Primary age children</p> <ul style="list-style-type: none"> Families are required to be Queensland residents. Proof of Queensland residency will be required. This may take the form of an electoral roll registration; current rates notice or equivalent documentation Educational programmes must be required for a period in excess of 16 weeks (four months) For families travelling within Australia and Overseas, proposed travel itineraries should be submitted with the completed 'Application for Enrolment' form To be eligible for continuing enrolment in the 'travelling' category, parents must provide a continuing update of their travel plans. Children of family's resident in one area within Australia for three months or more are no longer considered eligible for enrolment and should attend a local school A home-based learner by choice fee per student per annum is applicable.
School-Based (Non-State School) <input type="checkbox"/>	<p>Students enrolled in a mainstream school may undertake a course of study through this school. Arrangements for enrolment in this category are through the principal of the student's school. A Fee per subject will apply to all Non-State School enrolments at a Distance Education Centre. Non-State Schools may apply for a fee waiver which will be considered on a case-by-case basis. For further information, contact the school.</p>

Home Tutor Contact Details

A Home Tutor is responsible for the student to attend lessons, submit work and provide at home supervision.

TUTOR RESPONSIBILITIES	
The physical separation of teacher and student in distance education can be challenging for the students and their families, particularly for new enrolments. In order for this form of learning to be rewarding and successful for the student, it is important that a strong partnership exists between the school and the home. It is essential that an appropriate level of support and supervision is available at home. This supervision is to be provided by the home tutor, usually a parent.	
Name:	
Address:	
Contact Number:	
Email:	
As the home tutor at CTSDE I commit to:	
<input type="checkbox"/> Participate in induction programs and ongoing home tutor support activities <input type="checkbox"/> Establish and maintain regular contact with the teacher(s) and the school, and advise of any changes to the student's condition or other family circumstances with may impact on the student's learning or ability to return school work on time. <input type="checkbox"/> Return completed work to the teacher(s) before the due date and as required by the teachers and work rate calendar. <input type="checkbox"/> Provide active at home support and supervision for the student and that work is completed in the allocated time. <input type="checkbox"/> Ensure the student has ready access to all necessary learning materials and resources, including an appropriate work area and technology.	
Signed (Parent/Guardian/Home Tutor):	

NOTIFICATION OF SCHOOLING	
Parents/guardians are notified on the same day that their child/student is absent from school or classes. Please indicate your anticipated level of involvement in offered lessons. This will then carry with it, a request for notification or no notification of lesson absences.	
<input type="checkbox"/> I will attend all offered lessons and provide notice/explanation to the teacher when attendance is not possible. <input type="checkbox"/> I will attend lessons when I can; my parent/guardian does not wish to be notified of my absence from lessons. <input type="checkbox"/> I will use the 'recorded' lessons regularly and will not routinely attend the offered lessons in real time; the parent/guardian does not wish to be notified of student's absence from lessons.	
Parent Consent: <i>(tick one or more)</i>	<input type="checkbox"/> I consent to receive SMS <input type="checkbox"/> I consent to receive emails

LEARNING SUPPORT REQUIREMENTS	
If your child has been receiving learning support assistance from a specialist teacher, has been assessed by a guidance officer, or is receiving assistance from an agency external to the school they were attending, please complete the following section.	
Brief overview of type of assistance:	
How long has your child been receiving this support?	
Was a formal assessment carried out by a Guidance Officer? If yes please attach a copy of the report or provide the name of the school the child was attending at the time of the assessment.	<input type="checkbox"/> Yes <input type="checkbox"/> No

FINANCIAL ASSISTANCE

A range of financial assistance schemes exists. Is your child receiving any benefits from one or more of the following financial assistance schemes: (Check School Handbook for further information)

Please Select: ☐ ABSTUDY – Aboriginal and Islander Allowances ☐ AUSTUDY ☐ Allowance for Isolated Children

TECHNOLOGY REQUIREMENTS

Students enrolling in this school are assumed to have access to suitable computer (no tablet/iPad), printer and Internet access. If you are enrolled in the categories of **Geographical Isolation** or **Medical** you may be able to claim subsidies for Broadband Internet (\$500 per student annually) and Computer Hardware (\$250 per student annually). **See Handbook for details**

Do you have access to a computer? (Desktop or laptop; not tablet or iPad) ☐ Yes ☐ No

Do you have access to Internet? ☐ Yes ☐ No

LANGUAGES - JAPANESE

A language, Japanese is a mandatory element of the curriculum in **Years 5, 6, 7 & 8**. **LOTE is offered as an elective for Year 9 & 10.**

Has a study in Languages occurred previously? ☐ Yes ☐ No

SCHOOL OUTREACH PROGRAMS

Throughout the year, teachers from our school visit district centres throughout the catchment area to meet with students and to assist them with their work. Participation in Outreaches is voluntary. Preferred Outreach Area: (Please tick one)

- | | |
|---|---|
| <input type="checkbox"/> Clermont (Primary) | <input type="checkbox"/> Cape River/Charters Towers (Primary and Secondary) |
| <input type="checkbox"/> Hughenden (Primary) | <input type="checkbox"/> Ewan (Primary) |
| <input type="checkbox"/> Townsville (Primary and Secondary) | <input type="checkbox"/> Unable to attend at these venues |

I give permission to the school to provide my contact details to groups within the school (i.e. the P. & C. Association, Outreach coordinators to assist with the organisation of Outreach). ☐ Yes ☐ No

Student Resource Scheme - Participation Agreement Form

PARTICIPATION

☒ YES

I wish to participate in the Student Resource Scheme. I have read and understand the Terms and Conditions of the scheme (see reverse) and agree to abide by them and to pay the annual participation fee in accordance with the selected payment arrangement. I understand that I can opt out of participation in the SRS in any year by completing a new Participation Agreement Form.

☒ NO

I have read the terms and conditions and I do not wish to participate in the Student Resource Scheme. I understand I must provide my child with all items that would otherwise be provided by the SRS as detailed in the information provided by the school. I understand that I can choose to join the SRS in future years by completing a new Participation Agreement Form.

School Name:

Student Name:

Year Level:

Parent Name:

Parent Signature:

Date:

Privacy Statement: The Department of Education collects the information you complete on the Participation Agreement Form in order to administer the Student Resource Scheme (SRS). The information will only be accessed by school employees administering the SRS. However, if required, some of this information may be shared with departmental employees for the purpose of debt recovery. Your information will not be given to any other person or agency unless you have given permission or the Department of Education is authorised or required by law to make the disclosure.

The Student Resource Scheme

The Student Resource Scheme (SRS) is a user-charging scheme operated by schools to provide parents with a mechanism to access individual student resources that are not funded by the government.

Government funding for schools does not extend to individual student resources and equipment for their personal use or consumption. Supply of these items, such as textbooks and personal laptops/iPads, is the responsibility of the parent. The objective of the scheme is to provide parents a convenient and cost-effective alternative to individual supply of resources for their students. Participation in the SRS is optional, and no obligation is placed on a parent to participate.

Terms and conditions for participating in the scheme are provided on the reverse side of the form. Information is also provided on the Textbook and Resource Allowance (TRA) where applicable.

This Participation Agreement Form applies for the duration of a student's enrolment at the school, however parents who are participating in the scheme can choose to opt out from the SRS in future years by completing a new Participation Agreement Form. Any new Participation Agreement Form submitted annually and received by the school will supersede the previous form lodged. Parents pay the annual participation fee in accordance with the selected payment arrangement. If a student joins the school mid-year, a pro-rata participation fee may apply.

Parents not participating in the scheme must provide their student with all items that would otherwise be provided by the scheme as detailed in the information provided by the school. Parents can choose to join the SRS in future years by completing a new Participation Agreement Form.

To assist schools in managing and administering the scheme, parents are requested to complete the Participation section of this form and return it to the school.

If parents have not completed and returned the form before the due date indicated by the school in the SRS Annual Parent Information documents, the school will take the view that the parent does not wish to participate.

Payment

On agreeing to participate in the SRS, a parent agrees to pay the participation fee as advised and invoiced by the school. For families experiencing financial hardship, please contact the school as soon as possible to discuss options available.

Terms and Conditions

Definition

1. Reference to a "parent" is in accordance with the definition in the Education (General Provisions) Act 2006 and refers equally to an independent student.

Purpose of the SRS

2. In accordance with the Act, the cost of providing instruction, administration and facilities for the education of students enrolled at state schools who are Australian citizens or permanent residents, or children of Australian citizens or permanent residents, is met by the State.
3. Parents are directly responsible for providing textbooks and other personal resources for their children while attending school.
4. The SRS enables a parent to enter into an agreement with the school to provide the resources as advised by the school for a specified annual participation fee.

Participation in the SRS

5. Participation in the SRS is optional and parents are under no obligation to participate.
6. The school will provide parents with a list of resources supplied by the SRS to enable parents to assess the cost effectiveness of participation.
7. Parents indicate whether or not they wish to participate in the SRS by completing this Participation Agreement Form.
8. Parents must complete and sign the Participation Agreement Form and return it to the school by the advertised date.
9. This agreement is for the duration of the student's enrolment at the school, unless a new Participation Agreement Form is completed.
10. Parents are given the option annually to choose whether to participate in the SRS or not by completing this form.
11. Where a parent signs up to participate in the SRS they are agreeing to pay the annual participation fee for the items provided by the SRS.
12. Payment of the participation fee implies acceptance of the SRS including the Terms and Conditions irrespective of whether or not the signed form has been returned.
13. Where a student starts at the school during the school year, the parent may be entitled to pay a pro-rata participation fee to participate based on a 40-week school year.
14. Where a participation fee has been paid and a student leaves the school during the year, the school must determine if the parent is eligible for a pro-rata refund. This will also take into account any pro-rata of the Textbook and Resource Allowance (TRA) (see Additional Information regarding TRA eligibility) and any outstanding SRS debts (including any

debts from damaged or non-returned items). Where the cost of outstanding debts is higher than the calculated refund, the parent is liable to pay this balance of funds.

Non-Participation in the SRS

15. Parents who choose not to participate in the SRS are responsible for providing their student with all items that would otherwise be provided by the SRS to enable their student to engage with the curriculum.
16. The school will provide non-participating parents with a list of resources the parents are required to supply for their child.
17. All items included in the SRS must be able to be independently sourced, purchased and supplied by parents who choose not to participate in the SRS.
18. As the SRS operates for the benefit of participating parents and is funded from participation fees, SRS resources will not be issued to students whose parents choose not to participate in the SRS.

The Resources

19. SRS funds received by the school will only be expended on student resources outlined in the school's SRS and will not be expended on other items or used to raise funds for other purposes.
20. In return for payment of the participation fee, the SRS will provide the participating student with the entire package of resources for the specified participation fee. It is not available in parts unless specifically provided for by the school in the fee structure.
21. The resources, as determined and advised by the school may be:
 - a. retained by the student and used at their discretion; or
 - b. used/consumed by the student in the classroom; or
 - c. hired to the student for their personal use for a specified period of time.
22. All SRS resources hired to a student for their temporary use remain the property of the school. The resources must be returned by the agreed date or if the student leaves the school.
23. Parents are responsible for ensuring that any hired SRS resources provided for their child's temporary use are kept in good condition.
24. The school administration office must be notified immediately of the loss or damage to any hired item.
25. Where a hired item is lost, not returned, or damaged, parents will be responsible for payment to the school of the value of the item or its repair.
26. The replacement cost of any resource may be up to the maximum value (subject to depreciation where appropriate) of the acquisition cost to the school.
27. Parents may be responsible for supplying their child with other resources not specified in the SRS as advised by the school.

Payment Arrangements

28. Payment of the participation fee may be made in whole, as per a nominated payment plan, or for another amount as approved by a Principal.
29. Payment of the participation fee must be made as per the payment methods nominated by the school.
30. Any concessions relating to the participation fee will be at the discretion of the Principal.

Debt Management

31. Payment of the participation fee is a requirement for continued participation in the SRS.
32. Non-payment of the participation fee by designated payment date(s) may result in debt recovery action in accordance with the Department's Debt Management Procedure <https://ppr.qed.qld.gov.au/pp/debt-management-procedure>

Parents' Experiencing Financial Hardship

33. Parents experiencing financial hardship who are currently participating in or wish to participate in the SRS should contact the school to discuss options.
34. Principals may vary payment options, negotiate alternative arrangements and/or waive all or part of the participation fee for parents experiencing financial hardship.
35. The onus of proof of financial hardship is on the parent.
36. The school may require annual proof of continuing financial hardship.
37. All discussions will be held in the strictest confidence.

Additional Information

Textbook and Resource Allowance (TRA)

- The Queensland Government provides financial assistance to parents of students in Years 7 to 12, to offset the costs of textbooks and other resources. Assistance is provided in the form of a TRA which is paid through the school. Refer to the department's website for current TRA rates <https://education.qld.gov.au/about-us/budgets-funding-grants/grants/parents-and-students/textbook-resource-allowance>.
- The TRA is used to offset the fees associated with participation in the SRS.
- Parents not participating in the SRS will receive the TRA directly from the school.
- Parents not participating in the SRS should contact the school directly if they do not automatically receive the payment.

Uncontrolled copy. Refer to Department of Education Policy and Procedure Register <https://ppr.qed.qld.gov.au/pp/student-resource-scheme-srs-procedure> to ensure you have the most current version of this document.

Enrolment Agreement – Charters Towers School of Distance Education

THIS AGREEMENT MUST BE COMPLETE FOR THE ENROLMENT TO BE PROCESSED

Student Name:			
Student Signature:		Date:	
Parent/Carer Signature:		Date:	
School Management Team:		Date:	

This enrolment agreement sets out the responsibilities of the student, parents or carers and the school staff about the education of students enrolled at Charters Towers School of Distance Education.

Responsibility of student to:

- Participate fully in the program by complying with attendance requirements (i.e., by completing and returning assigned work), attending scheduled online lessons (if any), engaging with course material, making regular contact with teachers and attending face-to-face school events/activities (if any) where possible.
- 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)
- Return completed learning work and assessment tasks to the school/teachers as per the provided annual calendar.
- Respect the school property.

Responsibility of parents/carers to:

- Ensure your child meets the attendance requirements for the educational program in which they are enrolled. There are specific legal obligations for enrolment, attendance and participation that apply to parents/carers of children of compulsory school age and young people in the compulsory participation phase. Refer to the Managing student absences and enforcing enrolment and attendance at state schools' procedure for more information.
- Advise the school as soon as possible if your child is unable to attend any scheduled lessons and the reason/s why (e.g. Child is sick), or the child's inability to complete their work.
- Establish and maintain regular contact with the teacher/s and the school.
- Ensure your child has ready access to all necessary learning materials and resources, including an appropriate work area.
- Ensure your child has the necessary equipment (computer hardware and software, and internet connectivity) to be able to fully engage in an online, e-learning environment (if applicable).
- 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 and comply with the Parent and Community Code of Conduct.
- 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 the school's instructions regarding access to school grounds for any activities held at the school.
- 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.
- Make payment of all fees and charges associated with the program of distance education.

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 (including e-learning).
- Support personal development and participation in society for students

- Provide ongoing learning opportunities aligned to approved curriculum frameworks
- Provide effective teaching and learning programs
- Be accessible to parents/students within reasonable boundaries
- Maintain appropriate records of all students (i.e., student files, academic reports, transfer notes, etc.)
- Develop and implement a range of learning programs that reflect approved courses of study
- Inform students and parents/carers about the learning programs (what the teachers aim to teach the students each term), extra-curricular activities students will/may be involved with
- Foster positive and productive relationships with families and the community
- Teach effectively and to set high standards in work and behaviour
- Clearly articulate the school's expectations regarding the Student Code of Conduct, the Student Dress Code policy and the students' participation in learning programs
- 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)
- Provide quality and timely feedback to students on submitted work and contact parents/carers as soon as possible if the school is concerned about the child's school work (in keeping with the school's homework policy) or behaviour, attendance or punctuality
- 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.
- Consult parents in any major issues affecting students

Parent declaration

I accept the rules and regulations of the Charters Towers School of Distance Education as stated in the school policies and procedures as provided in the School's Handbook and found at its website: <http://www.chartowesde.eq.edu.au>.

I understand and am aware that the following school policies and procedures may impact on my child's enrolment and activities within this school:

- Student Code of Conduct (School Handbook/Website)
- Responsible Behaviour Management Plan (School Handbook/Website)
- Student Dress Code (School Handbook/Website)
- Truancy and Return of Work Policy (School Handbook)
- Parent and Community Code of Conduct (School Handbook/Website)
- Homework Policy (School Handbook/Website)
- School fee exemption/waiver/payment-plan (Website)
- ICT agreement (Website)
- Absences (School Handbook/Website)
- School excursions (School Handbook/Website)
- Complaints management (School Handbook/Website)
- [Religious instruction policy statement](#)
- [Chaplaincy and student welfare worker services – policy statement](#)
- Department insurance arrangements and accident cover for students
- Obtaining and managing student and individual consent
- School instructions for school access

I acknowledge:

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

Introduction to the Online Services Consent Form

Our school uses tools and resources to support student learning, including third party (non-departmental) online services hosted and managed outside of the Department of Education (the department) network.

Online services, including websites, web applications, and mobile applications, are delivered over the internet or require internet connectivity. Examples may include interactive learning sites and games, online collaboration and communication tools, web-based publishing and design tools, learning management systems, and file storage and collaboration services.

This letter is to inform you about the third-party online services used in our school and how your child's information, including their personal information and work they create (student works), may be collected, used, disclosed, and published to the services (if you provide your consent for this to occur).

The Online Services Consent Form is a record of the consent provided.

About the online services

After evaluation, the principal has deemed specific third-party online services appropriate for school use. These online services are listed on the consent form.

Third party online service providers are external to the school, and the services may be hosted onshore in Australia or offshore outside of Australia. Data (including personal information) that is entered into offshore services may not be subject to Australian privacy laws. When considering whether to provide your consent, we encourage you to read the information provided about each online service, including the terms of use and privacy policy, which outline how information and student works will be used and under what circumstances they may be shared.

Student information

The consent obtained by the department as collected through the form covers both student personal information (e.g. name, date of birth) and school-based information (e.g., student username, email, year level) as outlined on the form.

Where permitted by the service provider, de-identified information will be used and/or efforts will be made to limit the amount of personal information disclosed to, and stored within online services (e.g., when registering accounts only mandatory information such as student username and student email address will be disclosed).

Student works

Student works might include materials such as student projects, assignments, portfolios, images, video or audio. Where student works will be created within, stored or published to the online service (in some cases, published information or student works will be viewable by the public), this will be indicated in 'additional consent requirements' in Section 5 of the Online Services Consent Form.

Parent information

Where your personal information (e.g. parent email, name, contact details) will be disclosed to the online service, this will be indicated in the 'additional consent requirements' in Section 5 of the Online Services Consent Form.

Duration of consent

The consent applies for the period of time specified on the form. You may review and update your consent at any time by notifying the school in writing (by email or letter).

There may be circumstances where the school issues a new consent form to seek additional consent e.g. in the event that new online services are identified for use.

Voluntary consent provision

It is not compulsory to provide consent. If your consent is not given, this will not adversely affect any learning opportunities provided by the school to your child.

Purpose of the consent

Third party online services are used for various purposes. The purpose of use for each service is outlined in Section 5 of the Online Services Consent Form. For example, teachers may use online services with students to support curriculum delivery, complete learning activities and assessment, facilitate class collaboration, and create and publish class work (e.g. projects, assignments, portfolios).

The Online Services Consent Form records your consent for your child to register for an account, use, and, where specified, publish their work to these services. The form also collects your consent for school staff to collect, store, and transfer personal information to online services in order to manage school operations and communicate with parents and students.

Consent may be limited or withdrawn

You may limit your consent by providing consent for some, but not all, online services listed on the form.

Requests to limit consent in relation to how the 'Information covered by this consent form' and the 'Approved purpose' (Section 2 and 3 of the form) are applied to a specific service, will be treated as "do not consent", as the school cannot guarantee correct implementation of individual requests.

You can withdraw your consent at any time by notifying 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. After a notice to withdraw consent is received, the school will not be able to make any 'new' collection, use, disclosure and publication of the information or student work.

Due to the nature of the internet, it may not be possible for all copies of information (including images and student works that have already been disclosed or published) to be deleted or restricted from use if you request it. The school may remove content that is under its direct control, however, information and student works that have already been disclosed and published cannot be deleted, and the school is under no obligation to communicate changes to your child's consent circumstances to online service providers.

Who to contact

To return the form, express a limited consent, withdraw consent or ask questions regarding consent, please contact our Parent Enrolment Officer on ctsde@charterstowerssde.eq.edu.au.

Privacy Notice

The Department of Education (the department) is collecting the personal information you provide on this form in order to obtain consent regarding the use of online services. This information and completed form will be stored securely and managed in accordance with the Information Privacy Act 2009 and the Education (General Provisions) Act 20066. Personal information collected on this form may also be used by or disclosed to third parties by the Department where authorised or required by law. 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 student's school in the first instance.

Online Services Consent Form

This form is to be completed by:

- Parent/carer*;
- Student over 18 years.

(*Note: Where a student who is under 18 years is able to consent, they may also provide consent in addition to the parent.)

1) Identify The Person to Whom the Consent Relates

Full name of student

2) Information Covered by This Consent Form

A) The consent collected by the form covers the following student personal information (identifying attributes):

- Student name (first name and/or last name)
- Sex/Gender
- Date of Birth, age, year of birth

AND the following school-based information (generally, non-identifying attributes*):

- Student school username
- Student school email
- Student ID number
- School
- Year Group
- Class
- Teacher
- Country

*In cases where registration and/or use requires a combination of school-based information (non-identifying) and personal information, or a combination of school-based information, the school-based information may become identifiable.

B) If an online service records, uses, discloses and/or publishes student works, parent information or additional student information (such as photographs of students), not listed above (Section 2a.), the school will specify it as part of the *additional consent requirements* on the form. Examples may include:

- Student assessment
- Student projects, assignment, portfolios
- Student image, video, and/or audio recording
- Sensitive information (e.g., medical, wellbeing)
- Name and/or contact details (e.g., email, mobile phone number) of student's parent

3) Approved Purpose

This form records your consent for the recording, use, disclosure and publication of the information listed in item 2 above, and any information or student works listed under the 'additional consent requirements', and to transfer this information and works within Australia and outside of Australia (in the case of offshore services) to the online service providers for the following purposes:

- For your child to register an account for the online services
- For your child to use the online services in accordance with each service's *terms of use* and *privacy policy* (including service provider use of the information in accordance with their *terms of use* and *privacy policy*)
- For the school to:
 - administer and plan for the provision of appropriate education, training and support services to students,
 - assist the school and departmental staff to manage school operations and communicate with parents and students.

4) Timeframe For Consent

The consent granted by this form is for the duration of the student's current phase of learning (i.e. Years P-3, 4-6, 7-9 and 10-12). Consent is obtained upon enrolment and renewed when students move into a new phase of learning (e.g. minimum every four years).

5) Consent For Online Services

For each online service listed below, please indicate your choice to **give consent** or **not give consent** for the information outlined in Section 2 to be disclosed to the online service in accordance with the purpose outlined in Section 3, and for the timeframe specified in Section 4

Online Services

Service name:	ACER School Assessments	Data hosting:	Onshore	<input type="checkbox"/>	<input type="checkbox"/>
Url:	https://oars.acer.edu.au/			I give consent	I do not give consent
Purpose of use:	ACER Online Assessment and Reporting Platform (OARS) provides a suite of educational assessment and reporting tools for schools.				
Terms of use:	https://oars.acer.edu.au/terms-conditions				
Privacy policy:	https://www.acer.org/privacy				

Service name:	Adobe Creative Cloud	Data hosting:	Offshore	<input type="checkbox"/>	<input type="checkbox"/>
Url:	https://www.adobe.com/au/			I give consent	I do not give consent
Purpose of use:	Creative Cloud is a suite of over 20 desktop and web-based design applications used for graphic design, video editing, web development, photography and animation.				
Terms of use:	https://www.adobe.com/au/legal/terms.html				
Privacy policy:	https://www.adobe.com/au/privacy/policy.html				

Service name:	ArcGIS	Data hosting:	Offshore	<input type="checkbox"/>	<input type="checkbox"/>
Url:	https://www.arcgis.com/			I give consent	I do not give consent
Purpose of use:	ArcGIS Online enables users to design and manage solutions through the application of geographic knowledge. Features include: geographic data compilation; spatial analysis; creation and management of tabular data, imagery, 3D and online maps; data sharing; access control; customization; and integration with other enterprise technology.				
Terms of use:	https://www.arcgis.com/home/termsfuse.html				
Privacy policy:	https://www.esri.com/en-us/privacy/overview				

Service name:	Atomi	Data hosting:	Onshore	<input type="checkbox"/>	<input type="checkbox"/>
Url:	https://getatomi.com/au			I give consent	I do not give consent
Purpose of use:	Atomi is a teaching and learning platform that provides video lessons, interactive quizzes and AI powered revision.				
Terms of use:	https://getatomi.com/terms-and-conditions				
Privacy policy:	https://getatomi.com/privacy				

Service name:	Cambridge GO	Data hosting:	Offshore	<input type="checkbox"/>	<input type="checkbox"/>
Url:	https://www.cambridge.org/go/				
Purpose of use:	Cambridge GO provides curriculum-aligned resources across a range of subject areas including Mathematics, Business and Commerce, Information Technology, Health, History and English.			I give consent	I do not give consent
Terms of use:	https://www.cambridge.org/legal/website-terms-of-use				
Privacy policy:	https://www.cambridge.org/legal/privacy				

Service name:	Campion MyConnect2	Data hosting:	Onshore	<input type="checkbox"/>	<input type="checkbox"/>
Url:	https://www.campion.com.au/				
Purpose of use:	Campion MyConnect2 is a textbook and digital resource platform. Teachers and students are able to customise, annotate and interact with their textbooks.			I give consent	I do not give consent
Terms of use:	https://www.campion.com.au/terms-conditions/				
Privacy policy:	https://www.campion.com.au/privacy-policy/				

Service name:	Canva for Education	Data hosting:	Offshore	<input type="checkbox"/>	<input type="checkbox"/>
Url:	https://www.canva.com/education/				
Purpose of use:	Available on web and mobile, Canva is a design platform for creating graphics, presentations, posters and other visual content with a library of images, fonts, templates and illustrations.			I give consent	I do not give consent
Terms of use:	https://support.canva.com/account-basics/canva-for-education/canva-education-terms-conditions/				
Privacy policy:	https://about.canva.com/privacy-policy/				

Service name:	Clickview	Data hosting:	Onshore	<input type="checkbox"/>	<input type="checkbox"/>
Url:	https://www.clickview.com.au/				
Purpose of use:	Clickview produces curriculum-aligned video and interactive content for teachers and students. Teachers can search the video library, including recorded free-to-air TV programmes, for relevant clips or to create their own interactive video content and activities.			I give consent	I do not give consent
Terms of use:	https://www.clickview.com.au/clickview-online-terms/ https://www.clickview.com.au/terms-and-conditions/				
Privacy policy:	https://www.clickview.com.au/privacy-policy/				

Service name:	Concord Infinity	Data hosting:	Onshore	<input type="checkbox"/>	<input type="checkbox"/>
Url:	https://chartowesde.concordinfiniti.com				
Purpose of use:	Library management system			I give consent	I do not give consent
Terms of use:	https://chartowesde.concordinfiniti.com/terms				
Privacy policy:	https://chartowesde.concordinfiniti.com/privacypolicy				

Service name:	Edrolo	Data hosting:	Onshore	<input type="checkbox"/>	<input type="checkbox"/>
Url:	https://edrolo.com.au/				
Purpose of use:	Curriculum-aligned digital resources to support teaching and learning in secondary schools through self-paced learning and analytics featuring video lessons, practice exams, online activities, study notes, quizzes and solution videos.			I give consent	I do not give consent
Terms of use:	https://edrolo.com.au/legals/terms				
Privacy policy:	https://edrolo.com.au/legals/privacy-policy				

Service name:	Education Perfect	Data hosting:	Onshore	<input type="checkbox"/>	<input type="checkbox"/>
Url:	https://www.educationperfect.com/				
Purpose of use:	Education Perfect allows teachers to create 'learning journeys' for classes and individual students. Teachers can choose from a range of curriculum aligned resources and review analytics to understand student progress.			I give consent	I do not give consent
Terms of use:	https://www.educationperfect.com/standard-terms-and-conditions/				
Privacy policy:	https://www.educationperfect.com/privacy-policy/				

Service name:	Grok Academy	Data hosting:	Onshore	<input type="checkbox"/>	<input type="checkbox"/>
Url:	https://groklearning.com/				
Purpose of use:	Online platform for learning programming and computational thinking skills.			I give consent	I do not give consent
Terms of use:	https://groklearning.com/policies/terms/				
Privacy policy:	https://groklearning.com/policies/privacy/				

Service name:	JacPLUS	Data hosting:	Offshore	<input type="checkbox"/>	<input type="checkbox"/>
Url:	https://www.jacplus.com.au/				
Purpose of use:	JacPLUS is a digital bookshelf for accessing all Jacaranda digital resources including core curriculum titles, eBookPLUS, learnON, studyON, assessON, myWorld Atlas, SpyClass and Knowledge Quest. Resources are aligned to the Australian curriculum and some state curriculums.			I give consent	I do not give consent
Terms of use:	https://www.jacplus.com.au/jsp/general-nav/terms/terms.jsp				
Privacy policy:	https://www.jacplus.com.au/jsp/general-nav/copyright/privacy_policy.jsp				

Service name:	Microsoft MakeCode	Data hosting:	Offshore	<input type="checkbox"/>	<input type="checkbox"/>
Url:	https://www.microsoft.com/en-au/makecode				
Purpose of use:	Microsoft MakeCode is a free online learn-to-code platform for building games and micro:bit projects.			I give consent	I do not give consent
Terms of use:	https://www.microsoft.com/en-us/legal/terms-of-use				
Privacy policy:	https://privacy.microsoft.com/en-gb/privacystatement				

Service name:	Oxford Digital	Data hosting:	Onshore	<input type="checkbox"/>	<input type="checkbox"/>
Url:	http://www.oxforddigital.com.au/				
Purpose of use:	Oxford Digital offers digital learning for literature and mathematics via eBooks, interactive modules, videos, teacher support and quizzes that are structured for Primary (OxfordOWL) and Secondary (obook and assess) curriculums.			I give consent	I do not give consent
Terms of use:	http://www.oxforddigital.com.au/terms.html				
Privacy policy:	https://global.oup.com/privacy?cc=au				

Service name:	Padlet	Data hosting:	Offshore	<input type="checkbox"/>	<input type="checkbox"/>
Url:	https://padlet.com/				
Purpose of use:	Make beautiful boards to collect, organize, and present anything.			I give consent	I do not give consent
Terms of use:	https://padlet.com/about/terms				
Privacy policy:	https://padlet.com/about/privacy				

Service name:	PearsonPlaces	Data hosting:	Offshore	<input type="checkbox"/>	<input type="checkbox"/>
Url:	https://www.pearsonplaces.com.au/				
Purpose of use:	Digital portal to access Pearson's suite of digital products including Reader+, Diagnostic and Lightbook			I give consent	I do not give consent
Terms of use:	https://www.pearson.com.au/terms-of-use				
Privacy policy:	https://www.pearson.com.au/privacy-policy				

***Each subject incorporates mandatory online services that are essential for the completion of the course.
These services are covered by the Resource Scheme.***

CONSENT AND AGREEMENT

Person giving consent – I am (tick the applicable box):

- ☐ Parent/carer of the person identified in Section 1
- ☐ The person identified in Section 1

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 for the information outlined in Section 2 and any additional consent requirements outlined in Section 5 to be disclosed to the online services in accordance with the purpose outlined in Section 3 and for the timeframe specified in Section 4.

Print name of student:			
Print name of consenter:			
Signature or mark of consenter:		Date:	
Signature or mark of student*:		Date:	

**Where a student who is under 18 years is able to consent, they may also provide consent in addition to the parent*

SPECIAL CIRCUMSTANCES

The section below must be completed, if the form is:

- required to be read aloud (whether in English or in an alternative language or dialect) to the person giving consent and/or:
- when the person giving consent is an independent student under the age of 18.

WITNESS - for consent from an independent student or where the explanatory letter and the form were read

I have witnessed the signature or mark of an independent student, or the accurate reading of the explanatory letter and the Online Services Consent Form was completed in accordance with the instruction of the person giving consent. The person giving consent has had the opportunity to ask questions. I confirm that the person giving consent have given consent freely and I submit 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 aloud the explanatory letter and the Online Services Consent Form to the person giving consent, and to the best of my ability made sure that the person understands that the following will be done:

- The identified information will be used in accordance with the Online Services Consent Form*
- The school will cease using the information from the date that the school receives a written withdrawal of consent.*

I confirm that the person giving consent was given an opportunity to ask questions about the explanatory letter and Online Services Consent Form, and all questions asked by the person giving consent have been answered correctly and to the best of my ability. I confirm that the person giving consent 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 person giving consent.

Print name and role of person taking the consent			
Signature of person taking the consent		Date	

Subject Selection Form - Year 10

Only students enrolling into Year 10 need to complete this form.

Student Name			
Parent Signature		Date	

Year 10 is a vital educational year for young people. It is the final year of compulsory attendance at school. In this year, students will start planning their senior phase of learning.

Year 10 subject offering provides an opportunity for students to prepare for their senior years of schooling and pathways. More information about each subject can be found in Year 10 to 12 subject selection booklet. All subjects are mapped against the Australian Curriculum Year Ten Achievement Standards.

INSTRUCTIONS:

- Where the subject is already ticked, this is a core subject.
- Where the subject is unticked, you must select ONE (1) subject only on this line.

CORE / ELECTIVE	Subject Options		DURATION
CORE	<input checked="" type="checkbox"/>	Mathematics	Full Year (3 Lessons per Week)
CORE	<input checked="" type="checkbox"/>	English	Full Year (3 Lessons per Week)
CORE	<input checked="" type="checkbox"/>	Science	Full Year (3 Lessons per Week)
CORE	<input checked="" type="checkbox"/>	HPE	Full Year (1 Lesson per Week)
CORE	<input checked="" type="checkbox"/>	Certificate II Skills for Work and Vocational Pathways (FSK)	Full Year (3 Lessons per Week)
CORE	<input checked="" type="checkbox"/>	History	One Semester (3 Lessons per Week)

	Preference #	Elective Options	DURATION
ELECTIVE (Number your 1st and 2nd Preference)		Geography	One Semester (3 Lessons per Week)
		Economics and Business	
		Agricultural Science	
ELECTIVE (Number your 1st, 2nd and 3rd Preference)		Digital Technologies	Full Year (3 Lessons per Week)
		Visual Arts	
		Certificate II in Active Volunteering	
		Design and Technologies	
		Media Arts	
		Japanese	

If you have selected a VET Qualification, please provide your USI

If you do not have a USI and have selected a VET Course, go to <https://www.usi.gov.au/students/get-a-usi>

PLEASE NOTE: If you are interested in undertaking an alternative learning option (eg TAFE certificate), please indicate below. You must still select a subject on each line above. If your alternative learning option (ALO) is approved by the Senior Schooling Deputy Principal (SS DP) you will be withdrawn from your selection above.

Alternative Learning Option (ALO):

All electives are subject to class sizes. Spots will be filled in the order of form received. Year 9 Semester One report cards will be considered when placing students in these courses. Please return the completed Subject selection form along with your enrolment forms. Students will be allocated classes based on subject availability if we do not receive the subject selection form by the due date.

Subject Selection Form - Year 11

Only students enrolling into Year 11 need to complete this form.

Student Name			
Parent Signature		Date	
Senior Pathway: (Select ONE)	<input type="checkbox"/> QCE	<input type="checkbox"/> QCE + ATAR	
	Queensland Certificate of Education (QCE) is Queensland's Senior Certification. Employability Pathway: Students wishing to obtain a job, traineeship or apprenticeship when leaving school, will most likely select a QCE only pathway. A QCE pathway can be met by any combination of General, Applied & VET subjects below. <ul style="list-style-type: none"> You must select six (6) subjects in total. If enrolling in a Certificate III course, you may select five (5) subjects in total. A Certificate III course is the equivalent of two subjects. 	IMPORTANT: Students on an ATAR pathway must also meet the QCE subject requirements. Tertiary Pathway: Students wishing to apply for university upon leaving school will need to attain an Australian Tertiary Admission Rank (ATAR). ATAR eligibility: Students wishing to attain an ATAR must ensure that their subject selection meets one (1) of the following combinations: <ul style="list-style-type: none"> 5 General Subjects 4 General Subjects + 1 Applied Subject OR <ul style="list-style-type: none"> 4 General Subjects + 1 Certificate III course (or higher) 	
INSTRUCTIONS:			
You must select one (1) English and one (1) Math subject. You must select one (1) subject from Line 1 and one (1) subject from Line 2.			
Line & Session Times	General Subjects	Applied Subjects	VET Courses
	You must select one (1) subject from Line 1 and one (1) subject from Line 2.		
LINE 1			
Monday 9:30 Tuesday 11:50 Thursday 10:50	<input type="checkbox"/> MAG General Mathematics <input type="checkbox"/> MAM Mathematical Methods	<input type="checkbox"/> MAE Essential Mathematics	
Line 2			
Monday 10:50 Wednesday 8:30 Thursday 11:50	<input type="checkbox"/> ENG English	<input type="checkbox"/> ENE Essential English	
INSTRUCTIONS:			
Select ONE subject only per Line (row). Select a total of FOUR subjects from Lines 1-5 below. A Certificate III course is the equivalent of two subjects. If enrolling in a Certificate III course , select a total of THREE subjects from Lines 1-5 below.			
LINE 3			
Monday 11:50 Wednesday 9:30 Friday 8:30	<input type="checkbox"/> BIO Biology	<input type="checkbox"/> SCP Science in Practice	<input type="checkbox"/> SWV Certificate II Skills for Work & Vocational Pathways <input type="checkbox"/> TRS Certificate III Tourism
LINE 4			
Tuesday 9:30 Wednesday 1:30 Friday 10:50	<input type="checkbox"/> AHS Ancient History <input type="checkbox"/> PSY Psychology	<input type="checkbox"/> VAP Visual Arts in Practice <input type="checkbox"/> SCS Social & Comm Studies	<input type="checkbox"/> AGY Certificate III Agriculture <input type="checkbox"/> SWV Certificate II Skills for Work & Vocational Pathways
LINE 5			
Tuesday 10:50 Wednesday 11:50 Friday 9:30	<input type="checkbox"/> PSY Psychology	<input type="checkbox"/> BSQ Business Studies	<input type="checkbox"/> AGY Certificate III Agriculture <input type="checkbox"/> AVC Certificate II in Active Volunteering <input type="checkbox"/> BSY Certificate III in Business
LINE 6			
Monday 1:30 Wednesday 10:50 Friday 8:30	<input type="checkbox"/> CHM Chemistry	<input type="checkbox"/> SCS Social & Comm Studies <input type="checkbox"/> VAP Visual Arts in Practice	<input type="checkbox"/> BSY Certificate III in Business
LINE 7			
Tuesday 8:30 Thursday 9:30 Friday 11:50	<input type="checkbox"/> GEG Geography <input type="checkbox"/> MHS Modern History	<input type="checkbox"/> SCS Social & Comm Studies <input type="checkbox"/> ICJ Information & Communication Technologies <input type="checkbox"/> SCP Science in Practice	
If you have selected a VET Qualification, please provide your USI			
If you do not have a USI and have selected a VET Course, go to https://www.usi.gov.au/students/get-a-usi			
Please indicate any VET Certificates completed in Year 10:			
Please note: If you are interested in undertaking an alternative learning option (External VET, General or Applied Subject), please indicate below. You must still select the equivalent of six (6) subjects above. If your alternative learning option (ALO) is approved by the Senior Schooling Deputy Principal, and will contribute to your QCE pathway, your subject selections may be adjusted to include this as part of your subject load. This External Subject will be displayed as EX... on your timetable.			
Course/Subject Name:			
Course/Subject Provider			
Have you already enrolled in this course?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
Alternative Learning Option (ALO):			

Subject Selection Form - Year 12

Only students enrolling into Year 12 need to complete this form.

Student Name					
Parent Signature				Date	
Senior Pathway (Select ONE)	<input type="checkbox"/> QCE <input type="checkbox"/> QCE and ATAR <input type="checkbox"/> QCIA <input type="checkbox"/> Other:				
Please indicate subjects completed in Year 11 (including grades) and any VET Certificates completed in Year 10 or 11:					
Subject 1	Grade U1	Grade U2	Subject 2	Grade U1	Grade U2
Subject 3	Grade U1	Grade U2	Subject 4	Grade U1	Grade U2
Subject 5	Grade U1	Grade U2	Subject 6	Grade U1	Grade U2
VET Certificate/s completed:					
Line & Session Times	General Subjects	Applied Subjects	VET Courses		
	You must select one (1) subject from Line 1 and one (1) subject from Line 2.				
LINE 6					
Tuesday 9:30 Wednesday 1:30 Friday 10:50	<input type="checkbox"/> ENG English	<input type="checkbox"/> ENE Essential English <input type="checkbox"/> MAE Essential Mathematics			
LINE 7					
Tuesday 8:30 Thursday 9:30 Friday 11:50	<input type="checkbox"/> MAG General Mathematics <input type="checkbox"/> MAM Mathematical Methods	<input type="checkbox"/> ENE Essential English <input type="checkbox"/> MAE Essential Mathematics			
Select ONE subject from only FOUR of the lines below. If enrolling in a Certificate III course, you may select ONE subject from THREE only of the lines below.					
LINE 1					
Monday 9:30 Tuesday 11:50 Thursday 10:50	<input type="checkbox"/> GEG Geography	<input type="checkbox"/> BSQ Business Studies <input type="checkbox"/> VAP Visual Arts in Practice	<input type="checkbox"/> SWV Certificate II Skills for Work		
LINE 2					
Monday 10:50 Wednesday 8:30 Thursday 11:50	<input type="checkbox"/> AHS Ancient History <input type="checkbox"/> PSY Psychology	<input type="checkbox"/> SCS Social and Community Studies	<input type="checkbox"/> AVC Certificate II Active Volunteering <input type="checkbox"/> BSY Certificate III in Business		
LINE 3					
Monday 11:50 Wednesday 9:30 Friday 8:30	<input type="checkbox"/> MHS Modern History		<input type="checkbox"/> SWV Certificate II Skills for Work <input type="checkbox"/> TRS Certificate III Tourism		
LINE 4					
Monday 1:30 Wednesday 10:50 Thursday 8:30	<input type="checkbox"/> BIO Biology	<input type="checkbox"/> BSQ Business Studies <input type="checkbox"/> SCP Science in Practice <input type="checkbox"/> SCS Social and Comm Studies	<input type="checkbox"/> SWV Certificate II Skills for Work <input type="checkbox"/> AGY Certificate III Agriculture		
LINE 5					
Tuesday 10:50 Wednesday 11:50 Friday 9:30	<input type="checkbox"/> PSY Psychology <input type="checkbox"/> CHM Chemistry	<input type="checkbox"/> VAP Visual Arts in Practice <input type="checkbox"/> SCP Science in Practice <input type="checkbox"/> SCS Social and Comm Studies <input type="checkbox"/> ICJ Information & Communication Technologies	<input type="checkbox"/> AGY Certificate III Agriculture		
If you have selected a VET Qualification, please provide your USI					
If you do not have a USI and have selected a VET Course, go to https://www.usi.gov.au/students/get-a-usi					

Exam Supervisor Agreement - Internal Assessment Only

Year 10 Students

An exam supervisor is required for all Year 10 students.

As a Parent/Guardian/Home Tutor with student that is enrolled in Year 10, I agree to seek out an eligible exam supervisor for my student in Year 10 and will complete the MANDATORY paperwork on the following page/s.			<input type="checkbox"/>
Parent/Guardian/Home Tutor Signature:		Date:	

****Must complete Supervisor Nomination Form for your relevant year level on the following page/s.***

Assessment Supervisor Eligibility, Responsibilities and Guidelines

- A supervisor agrees to supervise a student for **one year** or in special circumstances, one semester.
- Supervisors can be a family friend who may be working in any occupation or profession.
- Parents of other Charters Towers School of Distance Education students are **not** able to act as supervisors.
- Students may be able to approach their nearest school (including primary schools) for test supervision to occur there.
- Summative test and declaration forms are sent directly to the nominated supervisor with instructions for administering the test.
- Supervisors may receive exams via email or post.
 - If receiving exams via post, Supervisors will receive reply paid envelopes for return of tests to the school at no cost to the supervisor.
 - If receiving exams via email, Supervisors must be able to print a hard copy of the exam for the student to complete.
- Supervisors are required to complete a **declaration form** for each test supervised. Failure to complete this form may result in the cancellation of the test result and the need for the student to complete another test.
- All tests must be **scanned and emailed**, and the original hard copy **mailed** directly to the class teacher immediately on completion by the Exam Supervisor.
- Students who reside in Charters Towers must sit their exams at Charters Towers School of Distance Education and be supervised by their class teacher/s.

Supervisor's Nomination Form – Year 10 Students

The school recommends Year 10 students secure a supervisor in preparation for the requirement in Years 11 and 12.
Note: It is not mandated.

Please select **ONE** of the following and complete the relevant sections below:

- ☐ Student will be sitting their exam at The Charters Towers School of Distance Education (please complete section 1 and 1a only).
- ☐ Nominated Exam Supervisor to supervise (please complete Sections 1 and 3)
 - Exam Supervisor meets school's eligibility requirements
- ☐ Parent/Guardian nominates to supervise (please complete Sections 1 and 2)
 - N.B. Must be approved by HoD Student Engagement & Wellbeing or Deputy Principal

Section 1: Student Details

STUDENT INFORMATION			
Surname:		Given Name:	

Section 1a:

Option 1:	<input type="checkbox"/> My child resides in Charters Towers and so will sit all exams at CTSDE.
Option 2:	<input type="checkbox"/> I have been unable to find an eligible supervisor and I will travel to CTSDE when required for exams

Section 2: Parent / Guardian Supervisor's Details

PARENT / GUARDIAN SUPERVISOR'S INFORMATION			
Surname:		Given Name:	
Postal Address:			
City/Town:		Post Code:	
Phone Number:		Mobile:	
Email:			
Parent/Guardian's Supervisor Signature:		Date:	

Section 3: Supervisor's Details

SUPERVISOR'S INFORMATION			
Surname:		Given Name:	
Postal Address:			
City/Town:		Post Code:	
Phone Number:		Mobile:	
Email: (Must be completed)			
Occupation:			
<input type="checkbox"/> I agree to act as Official supervisor for the above student for the tests in this year/semester and accept responsibility for ensuring the test conditions are met. I have read and agree to the statement on the above page outlining the Supervisor's role and responsibilities.			
Parent/Guardian's Supervisor Signature:		Date:	

Exam Supervisor Agreement - Internal Assessment Only

Year 11 & 12 Students

An exam supervisor is required for all Year 11 and 12 students.

As a Parent/Guardian/Home Tutor with student that is enrolled in Years 11-12, I agree to seek out an eligible exam supervisor for my student in Year 11 or 12 and will complete the MANDATORY paperwork on the following page/s.			<input type="checkbox"/>
Parent/Guardian/Home Tutor Signature:		Date:	

****Must complete Supervisor Nomination Form for your relevant year level on the following page/s.***

*NB All Year 12 students who are enrolled in General subjects will complete External Assessment in Term 4 of their Year 12 year. Venues and supervisors for external assessment will have additional requirements and must be approved by Queensland Curriculum & Assessment Authority (QCAA). These requirements will be communicated to students and home tutors by the Senior School Deputy Principal during Term 1 of the Year 12 year.

Assessment Supervisor Eligibility, Responsibilities and Guidelines

- A supervisor agrees to supervise a student for **one year** or in special circumstances, one semester.
- The supervisor for **Year 11 & 12** students **must not** be related to the students and may not reside at the same address as the student.
- Supervisors can be a family friend who may be working in any occupation or profession.
- Parents of other Charters Towers School of Distance Education students are **not** able to act as supervisors.
- Students may be able to approach their nearest school (including primary schools) for test supervision to occur there.
- Summative test and declaration forms are sent directly to the nominated supervisor with instructions for administering the test.
- Supervisors may receive exams via email or post.
 - If receiving exams via post, Supervisors will receive reply paid envelopes for return of tests to the school at no cost to the supervisor.
 - If receiving exams via mail, Supervisors must be able to print a hard copy of the exam for the student to complete.
- Supervisors are required to complete a **declaration form** for each test supervised. Failure to complete this form may result in the cancellation of the test result and the need for the student to complete another test.
- All tests must be **scanned** and **emailed**, and the original hard copy **mailed** directly to the class teacher immediately on completion by the Exam Supervisor.
- Students who reside in Charters Towers must sit their exams at Charters Towers School of Distance Education and be supervised by their class teacher/s.

Supervisor's Nomination Form – Year 11 & 12 Students

Failure to return this form may delay the progress of the student's enrolment.

Section 1: Student Details

STUDENT INFORMATION			
Surname:		Given Name:	

Section 2: Sitting Exam at CTSDE

Option 1:	<input type="checkbox"/> I have been unable to find an eligible supervisor and I will travel to CTSDE when required for exams.
Option 2:	<input type="checkbox"/> My child resides in Charters Towers and so will sit all exams at CTSDE.
(If selecting one of the above options, Section 3 below does not need to be completed)	

Section 3: Supervisor's Details

SUPERVISOR'S INFORMATION			
<i>Please check that you meet the Assessment Supervisor Eligibility, Responsibilities and Guidelines as per page above</i>			
Surname:		Given Name:	
Postal Address:			
City/Town:		Post Code:	
Phone Number:		Mobile:	
Email: (Must be completed)			
Occupation:			
<input type="checkbox"/> I agree to act as the Official Supervisor for the above student for the tests in this year/semester and accept responsibility for ensuring the test conditions are met. <input type="checkbox"/> I have read the Supervisor Eligibility, Responsibilities and Guidelines Statement outlining the supervisor's role and responsibilities. <input type="checkbox"/> I am in no way related to the student and do not reside at the same address as the student.			
Parent/Guardian's Supervisor Signature:		Date:	

End of Form 2