

## CONFIRMATION OF ENROLMENT FORM

Completion of this Confirmation of Enrolment form and its return to the school acknowledges your acceptance of the Offer of Place, Enrolment Agreement and Financial Obligations.

### Confirmation of Student Enrolment Details

School Name	<input type="text"/>	School Suburb	<input type="text"/>
Student's Legal Surname	<input type="text"/>		
Student's Legal First Name	<input type="text"/>		
Student's Preferred Surname <i>(to be used only with Principal's approval)</i>	<input type="text"/>		
Student's Preferred First Name <i>(if different from Legal First name)</i>	<input type="text"/>		
Student's Date of Birth	<input type="text" value="dd/mm/yyyy"/>		
BCE Student ID <i>(if known)</i>	<input type="text"/>		
Year Level	<input type="text"/>		
Enrolment Start Date	<input type="text" value="dd/mm/yyyy"/>		

### Confirmation of Parent/Legal Guardian/Caregivers (1) Details

Legal Surname	<input type="text"/>		
Legal First Name	<input type="text"/>		
Other Given Names	<input type="text"/>		
Preferred Surname <i>(if different from Legal Surname)</i>	<input type="text"/>		
Preferred First Name <i>(if different from Legal First name)</i>	<input type="text"/>		
Title <i>(e.g. Mr/Ms/Dr)</i>	<input type="text"/>		
Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	
Date of Birth	<input type="text" value="dd/mm/yyyy"/>		
Residential Address <i>(not a post office box)</i>	<input type="text"/>		
Postal Address	<input type="checkbox"/> Same as Residential Address	<input type="checkbox"/> Different to Residential Address	<input type="text"/>

**Mobile Telephone Number**   (Indicate best contact order)

**Home Telephone Number**

**Work Telephone Number**

**Email Address**

*This unique email address is used for all school communications including emails, parent portal, permission slips, and fee statements.*

### Confirmation of Parent/Legal Guardian/Caregivers (2) Details

**Legal Surname**

**Legal First Name**

**Other Given Names**

**Preferred Surname**  
*(if different from Legal Surname)*

**Preferred First Name**  
*(if different from Legal First name)*

**Title** *(Mr/Ms/Mrs/Dr)*

**Gender**  Male  Female

**Date of Birth**

**Residential Address**  
*(not a post office box)*

**Postal Address**  Same as Residential Address  Different to Residential Address

**Mobile Telephone Number**   (Indicate best contact order)

**Home Telephone Number**

**Work Telephone Number**

**Email Address**  
*(please provide a different email address to Parent/Legal Guardian/Caregiver 1)*

*This unique email address is used for all school communications including emails, parent portal, permission slips, and fee statements.*

### Additional Contact Person Details

The following additional Contact Person Details refers to any person nominated by the Parent/Legal Guardian/Caregiver as providing some degree of care, acting as an emergency contact and/or having financial responsibility.

**Legal Surname**

**Legal First Name**

**Other Given Names**

**Preferred Surname**  
*(if different from Legal Surname)*

**Preferred First Name**  
*(if different from Legal First name)*

**Title** *(e.g. Mr/Ms/Dr)*

**Gender**  **Male**  **Female**

**Date of Birth**

**Residential Address**  
*(not a post office box)*

**Postal Address**  **Same as Residential Address**  **Different to Residential Address**

**Mobile Telephone Number**   *(Indicate best contact order)*

**Home Telephone Number**

**Work Telephone Number**

**Email Address**

**What is the relationship of this person to the student?**

**Does this person perform any of the following roles in regard to the student?**

**Emergency Contact**

- Yes (indicate the priority be contacted e.g. 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>)
- No

**Legal Guardian**

If this person is not a birth or adoptive parent, then legal documentation must be attached.

- Yes
- No

**Caregiver**

A person who has responsibility for the general wellbeing of a student on a day-to-day basis.

- Yes
- No

**Is this person to receive any of the following forms of Communication?**

**Report Cards/Progress Reports**

- Yes
- No

**Newsletters**

- Yes
- No

**Invitations**

- Yes
- No

**Parent Portal Access**

- Yes
- No

**Does this person reside with the student?**

- Yes
- No

**Does this person require the assistance of an interpreter?**

- Yes
- No

**Acceptance of Enrolment Agreement**

1. I/We as the person/s responsible for the student, commit to fully supporting the school in its mission to foster the student's growth in a Catholic Community. I/We will support the school's Mission Statement and will encourage the student with the living out of its core values.
2. I/We accept and support the Behaviour and Uniform Policies. These support student management and are important for the safety and welfare of students.
3. I/We accept and support all other school policies and procedures. These have been formulated for the effective management of the school and support of students.
4. I/We understand that the student will use computing resources connected to the internet and that they will be required to accept conditions of use of this resource.
5. I/We accept that the student will participate in external activities such as excursions, camps, and work programs as part of the educational program. I/We will support these activities by ensuring an appropriate response is provided to school communications in relation to these by the dates indicated in each request.

6. I/We consent to the school by its servants or agents seeking medical or dental advice on behalf of the student as it sees fit in the event of accident or illness and, if in the opinion of an attending medical or dental practitioner or medical officer, the student requires medical or dental attention or treatment including, but not limited to, the administration of anaesthetic, blood transfusion or the performance of any surgical operation, to such medical or dental practitioner or medical officer giving such attention or treatment. The consent is valid at all times while the student is in the custody of the school including, but not limited to, such times as the student is at school, is present at school camps or is attending or participating in a work experience program, outing, excursion or function.
7. I/We understand that the school will take all reasonable care in the event of the student suffering accident or illness but that it will not be responsible for the costs of any medical or dental attention or treatment administered to the student in such an event nor will it be responsible directly or indirectly for any act or omission of any medical or dental practitioner or medical officer attending or treating the student.
8. I/We (select one)
- certify that the student does not to my knowledge have any illness or disability which might interfere with or inhibit any medical or dental attention or treatment.
  - give notice that the student has the following illness or disability and/or takes medication which might interfere with or inhibit any medical or dental attention or treatment but certify that to my knowledge the student does not have any other illness or disability or take medication which might interfere with or inhibit any medical or dental attention or treatment:

9. I/We have fully and accurately disclosed any information required by the school for its consideration in determining the enrolment of the student and understand that non-disclosure of relevant information will make the application, offer of enrolment and acceptance invalid.

**Signature of Parent/Legal Guardian/Caregiver**

**Full Legal Name**

**Relationship to Student**

**Date Signed**

**Signature of Parent/Legal Guardian/Caregiver**

**Full Legal Name**

**Relationship to Student**

**Date Signed**

## Acceptance of Financial Obligation

School fees and charges are set and published by the school each year. A Financial Agreement is to be entered into as part of the Confirmation of Enrolment process. Statements are sent to the nominated Account Holder(s).

By choosing and accepting **one** of the financial arrangement options below, the account holders:

- agree to be account holder(s) and accept financial responsibility for the school fees, levies and charges incurred for the enrolment of STUDENT'S LEGAL NAME
- agree that this arrangement is to be in place from    d    /    m    /    y    y    y    and will apply to the fees, levies and charges incurred from this date until the conclusion of his/her enrolment at the school/college or until a new financial arrangement is made in writing

- undertake to pay school fees, levies and charges by the due date and understand that it is the responsibility of each account holder to approach the school to discuss payment options should difficulties arise meeting this obligation
- understand that as an account holder, additional details or changes to details such as addresses and contact numbers, are to be provided via the Additional Contact Person contact form
- understand that as a new account holder, the BCE Information Collection Notice must be signed.

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**Financial Arrangement Options** (Please select one of the following **three** options)

<input type="checkbox"/> <b>Option 1: JOINT AND SEVERAL FINANCIAL RESPONSIBILITY</b> <i>(Both parties, each of whom are nominated as Account Holders, are jointly and severally responsible)            Where two parties, e.g. a mother <u>and</u> father, assume joint financial responsibility for 100% of the account</i>		<b>% of Fees, Levies and Charges</b>
Account Holder 1 Full Name:		<b>100%</b>
Acceptance:	Account Holder 1 Signature	
Date Signed:	<u>  </u> <u>  </u> / <u>  </u> <u>  </u> / <u>  </u> <u>  </u> <u>  </u> <u>  </u>	
Account Holder 2 Full Name:		
Acceptance:	Account Holder 2 Signature	
Date Signed:	<u>  </u> <u>  </u> / <u>  </u> <u>  </u> / <u>  </u> <u>  </u> <u>  </u> <u>  </u>	
<input type="checkbox"/> <b>Option 2: SOLE FINANCIAL RESPONSIBILITY</b> <i>(100% responsibility is allocated to one person who is nominated as the Account Holder). Where only one party, e.g. a mother <u>or</u> a father, assumes financial responsibility for 100% of the account</i>		<b>% of Fees, Levies and Charges</b>
Account Holder Full Name:		<b>100%</b>
Acceptance:	Account Holder Signature	
Date Signed:	<u>  </u> <u>  </u> / <u>  </u> <u>  </u> / <u>  </u> <u>  </u> <u>  </u> <u>  </u>	
<input type="checkbox"/> <b>Option 3: SPLIT FINANCIAL RESPONSIBILITY</b> <i>(Split financial responsibility is allocated to each party. Individual statements are sent to each Account Holder). Where multiple parties are financially responsible for a portion of the account, e.g. mother - 50% <u>and</u> father - 40% <u>and</u> a grandmother - 10%.</i>		<b>% of Fees, Levies and Charges</b>
Account Holder 1 Full Name:		_____ %
Acceptance:	Account Holder 1 Signature	
Date Signed:	<u>  </u> <u>  </u> / <u>  </u> <u>  </u> / <u>  </u> <u>  </u> <u>  </u> <u>  </u>	
Account Holder 2 Full Name:		_____ %
Acceptance:	Account Holder 2 Signature	
Date Signed:	<u>  </u> <u>  </u> / <u>  </u> <u>  </u> / <u>  </u> <u>  </u> <u>  </u> <u>  </u>	
Account Holder 3 Full Name:		_____ %
Acceptance:	Account Holder 3 Signature	
Date Signed:	<u>  </u> <u>  </u> / <u>  </u> <u>  </u> / <u>  </u> <u>  </u> <u>  </u> <u>  </u>	
Account Holder 4 Full Name:		_____ %
Acceptance:	Account Holder 4 Signature	
Date Signed:	<u>  </u> <u>  </u> / <u>  </u> <u>  </u> / <u>  </u> <u>  </u> <u>  </u> <u>  </u>	
<b>Total (must equal 100%)</b>		<b>100 %</b>

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## BRISBANE CATHOLIC EDUCATION (BCE) INFORMATION COLLECTION NOTICE

**Information we collect:** Brisbane Catholic Education collects and records personal information, including sensitive information about students, parents/legal guardians and volunteers, before and during the course of a student's enrolment at our school. Laws governing or relating to the operation of schools require that certain information is collected. These may include Education, Public Health and Child Protection laws. We may ask you to provide medical reports about students from time to time. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the *Privacy Act (1988)*.

**Purpose of collection:** The primary purpose of collecting and recording this information is to enable the provision of a quality Catholic/Christian education. In addition, some of the information we collect and record is to satisfy the school's legal obligations, particularly to enable the school to discharge its duty of care to students and parents/legal guardians. This information may also be used to perform necessary associated administrative activities, which will enable students to take part in activities at the school and for appropriate parish purposes.

**Disclosure of information:** Personal and sensitive information may be disclosed by the school for educational, administrative and support purposes to others including, but not limited to, personnel within the Brisbane Catholic Education Office, other Brisbane Catholic Education schools, other related church entities/agencies, medical practitioners, people providing services to schools, such as specialist visiting teachers and consultants, volunteers and counsellors, providers of learning and assessment tools, assessment and educational authorities including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN), people providing administrative and financial services to the school, anyone you authorise the school to disclose information to and anyone to whom the school is required or authorised to disclose the information to by law, including child protection laws. In addition, we may be required by law to disclose this information to government departments, both State and Federal (including for policy and funding purposes).

Personal information collected from students is regularly disclosed to their parents/guardians.

The school may use online or 'cloud' service providers to store personal information and to provide services to the school that involves the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's server which may be situated outside Australia.

On occasions, information such as academic and sporting achievements, student activities and other news may be published in newsletters, magazines, and on the school website and school social media accounts. This may include photographs and videos of student activities such as sporting events, school camps and school excursions. The school will obtain permissions from the student's parent/guardian if we would like to include such photographs or videos in our promotional material or otherwise make this material available to the public such as on the internet. Parents may seek access to personal information collected about them and their son/daughter by contacting the school.

The Brisbane Catholic Education Privacy Policy sets out how parents/guardians or students may seek access to and correction of their personal information which the school has collected and holds. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the school's duty of care to the student or where students have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate. The Brisbane Catholic Education Privacy Policy also sets out how parents/guardians and students may complain about a breach of privacy and how the complaint will be handled.

The school may from time to time engage in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the school's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent. We may include your contact details in a class list and school directory.

If you provide the school with the personal information of others, such as the student's other parents, doctors or emergency contacts, we request that you inform them that you are disclosing that information to all Brisbane Catholic Education schools and why. They should also be informed that they can access that information if they wish and that the school does not usually disclose the information to third parties.

**Our privacy position:** Brisbane Catholic Education is bound by the *Privacy Act (1988)* and has adopted the thirteen (13) Australian Privacy Principles. The Brisbane Catholic Education Privacy Policy detailing Brisbane Catholic Education's practices and procedures for the use and management of the personal and sensitive

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information it collects and records can be accessed on the school's website or the Brisbane Catholic Education website [www.bne.catholic.edu.au](http://www.bne.catholic.edu.au). Alternatively, a hard copy of the statement may be provided on request.

**Information required:** If we do not obtain the personal and sensitive information referred to above, we may not be able to enrol or continue to enrol your student.

## CONFIRMATION OF ENROLMENT CHECKLIST

Please ensure the following documents are signed and attached before final submission to the school.  
All documents need to be returned to finalise enrolment

### Documents required:

- |   | Completed                                       |
|---|---|
| • Confirmation of Enrolment Form                    |   |
| ○ <i>Acceptance of Enrolment Agreement</i>          | <input type="checkbox"/>                        |
| ○ <i>Acceptance of Financial Obligation</i>         | <input type="checkbox"/>                        |
| • BCE Information Collection Notice                 | <input type="checkbox"/> <i>(if applicable)</i> |
| • Media Consent                                     | <input type="checkbox"/> <i>(if applicable)</i> |
| • Student Device and Internet Resource Consent form | <input type="checkbox"/> <i>(if applicable)</i> |
| • Individual School Consent forms                   | <input type="checkbox"/> <i>(if applicable)</i> |
| • Individual School Policy documents                | <input type="checkbox"/> <i>(if applicable)</i> |
| • Enrolment Deposit                                 | <input type="checkbox"/> <i>(if applicable)</i> |

## MEDIA CONSENT FORM

### Photographic/video/audio/communication consent and release

#### What is this consent form for?

Brisbane Catholic Education (BCE) administered schools collect digital, photographic and multimedia images of students for a wide range of reasons, such as:

- student participation at school and in school events;
- celebrating student achievements; and,
- promotion of an individual school, and/or BCE, and/or our associated entities.

These images are considered “personal information” of students. *The Privacy Act 1988 (Cth)* and the BCE Privacy policy regulates how BCE schools collect, use and disclose the personal information of students and families. BCE’s Privacy policy can be accessed on each school’s website or at <https://www.bne.catholic.edu.au/aboutus/legals/Pages/Privacy.aspx>

Media access is managed and supervised by BCE and schools:

- the school and BCE have the right to refuse media access where it would, in the opinion of the Principal and BCE, interfere with the student’s well-being or with the operation of the school;
- media access to BCE facilities is entirely at the discretion of BCE; and,
- media access to students will be managed by representatives of the school and BCE.

BCE schools require informed consent from parents/legal guardians and in some cases students, to use their images. The consent form on the following page outlines various consent permissions.

#### Who should sign the consent form?

The student’s parents/legal guardians should sign the form, along with the student themselves if age appropriate and certainly if the student is legally an adult (18 years of age or over). This ensures that the student is aware consent has been given or withheld. Regardless of the consent type provided, parents/legal guardians should inform the student of their decision in an age-appropriate manner.

While the school and BCE will make all reasonable efforts to ensure that only appropriately authorised persons complete the consent form and sign the authorisation section, BCE will not be responsible for circumstances in which it is misled as to the identity and authority of that person.

You must choose one type of consent from the options listed overleaf.

#### What happens to the consent form once it is filled out and signed?

The consent form will be placed on the student’s file or record and retained by the school on behalf of BCE. If requested, a copy of the form will be made available to the student and/or the student’s parents/legal guardians. You may, at any time, amend the consent you provide by contacting the school and completing a new form.

#### What happens to photographs, videos and sound recordings published previously if I decide to amend my consent from Public to a lower level?

If Public Consent is revoked, no new public use will be made of the student’s image or personal information. Due to the viral nature of the internet – and especially of social media – BCE cannot guarantee that all images published prior to revocation of consent will be able to be removed from the internet.

Should you require any further information, please contact your school’s Principal.

<b>Student's legal name</b>	<b>Student's date of birth</b>
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Please choose one type of consent from the options below

<p><b>Your School Community</b> (limited consent)</p> <input type="checkbox"/>	<p>The student/I may be photographed, videoed or recorded, for use in mediums such as, but not limited to:</p> <ul style="list-style-type: none"> <li>• school and parent portals that are password protected. Published material may include: <ul style="list-style-type: none"> <li>• school newsletters</li> <li>• announcements and blogs</li> <li>• photo libraries</li> </ul> </li> <li>• school-based publications such as yearbooks</li> <li>• formal school, class or individual photos.</li> </ul> <p><i>I authorise the school and BCE to take and use any photographs, video or sound recordings of the student/me and any other reproductions or adaptations of the student's/my likeness or the student's/my work ('the material'), or the student's/my name either in full or part, in any school or BCE authorised publication, production and presentation, or password protected portals. I also authorise the school, BCE and its approved contractors to take formal class and individual photographs of the student/me, which may be displayed on school premises and distributed to other students, their families and staff.</i></p>
<p><b>Public</b> (broad consent)</p> <input type="checkbox"/>	<p>The student / I, may be photographed, videoed or recorded, for use in all mediums permitted under Your School Community consent, plus:</p> <ul style="list-style-type: none"> <li>• social platforms such as Facebook, Twitter, Instagram, etc</li> <li>• public websites - either school, BCE or other associated entities - that are not password protected. Published material may include: <ul style="list-style-type: none"> <li>- public newsletters</li> <li>- performances</li> <li>- events</li> </ul> </li> <li>• public publications and promotional material</li> <li>• public media events that may include: <ul style="list-style-type: none"> <li>- student's selection in regional, state or national teams</li> <li>- visits made by VIPs to the school</li> <li>- news outlet's visits</li> <li>- publicity for the school and its events</li> <li>- participation in musical or dramatic performances or participation in community events such as ANZAC day commemorations.</li> </ul> </li> </ul> <p><i>I authorise the school and BCE to take and use any photographs, video or sound recordings of the student/me and any other reproductions or adaptations of the student's/my likeness or the student's/my work ('the material'), or the student's/my name, either in full or part, in any school, BCE authorised or associated publication, production and presentation, which may include publication on public websites operated by the school, BCE or associated entities (with or without password protection), social media sites and apps. I also authorise the school and BCE to grant supervised media access to the student.</i></p>
<p><b>None</b> (no consent)</p> <input type="checkbox"/>	<p>The student / I, will not be photographed, videoed or recorded. They / I:</p> <ul style="list-style-type: none"> <li>• will not be photographed for formal school, class or individual photos</li> <li>• will be asked to stand aside for photography, videoing and recording of performances and/or events.</li> </ul> <p><i>I acknowledge that my child / I will not be photographed, videoed or recorded in any circumstance, other than student ID photo.</i></p>

**Authorisation:** I authorise and acknowledge the school and BCE to take the actions indicated above. I acknowledge that the student has/I have no rights in the material nor in any school, BCE or associated publication, production and presentation which includes the material described above. I understand I can amend my consent at any time.

<b>Date</b>	
<b>Signature of student's parent/legal guardian</b>	
<b>Legal name/s of parent/legal guardian</b>	
<b>Signature of student (if appropriate)</b>	
<b>Legal name of student</b>	



St Oliver Plunkett Primary School



# ACCEPTABLE USE OF COMPUTER AND INTERNET RESOURCES CONSENT FORM

This Acceptable Use of Computer and Internet Resource Consent Form must be signed and returned prior to students being granted access to the Internet and other information and communication technology resources.

Parents/Legal Guardians are encouraged to review and discuss the contents of the *Acceptable Use of Computer and Internet Resources* policy with the student and answer any questions that they may have. Any queries in relation to this material should be directed to **[contact details]**

By signing this Consent Form, both Parents/Guardians and students are agreeing to the terms of access as set out in the *Acceptable Use of Computer and Internet Resources* policy and acknowledge they will be responsible in the event of any breach and that appropriate disciplinary steps may result.

## Student Acceptance

I agree to comply with all requirements as set out in the *Acceptable Use of Computer and Internet Resources* policy and all other relevant laws and restrictions in my access to the various information and communication technology resources through the BCE and school network.

NAME: \_\_\_\_\_

HOME GROUP CLASS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

## Parent/Guardian Consent

As the parent or legal guardian of the student named above, I grant permission for them to access the various information and communication technology resources, including email and the internet.

I understand that access is granted to student subject to the restrictions contained in the Acceptable Use of Computers and Internet Resources policy and that if breached, consequences may follow.

I acknowledge that some material available on the Internet may be objectionable and that in addition to the Acceptable Use of Computer and Internet Resources statement, I have discussed appropriate restrictions for the student when accessing or sharing information or material over the Internet.

I understand that the school may disclose personal information about an individual to an external service provider for the limited purpose of storing and managing the information, for instance, when using public Internet services to create learning and teaching content. The school may also disclose personal information to overseas service providers, for instance, when storing data with 'cloud' service providers, whose servers are situated outside Australia.

*(Further information is outlined in Brisbane Catholic Education's (BCE) Privacy Policy, which sets out how each school and the BCE Office (BCEO) manages personal information provided to or collected by it.)*