

Enrolment Application 2017

Student's full name:

Proposed year level:

Proposed commencement date:

- Day student
- Boarder

The enrolment process

Step 1 – You (the parent or guardian) must fill out this enrolment application and post, fax or bring it to Djarragun College (address details on the front page).

Step 2 – The College will consider your application and arrange an interview with you and the student. At the interview you will be required to bring all the documentation, as per the checklist on page 9. The student must attend the enrolment interview.

Step 3 – If the student is accepted, you and the College will finalise the enrolment agreement.



1 Maher Road (PO Box 771) Gordonvale Qld 4865
 Phone: 07 4043 3777 Fax: 07 4056 6111
 ACN 063049 669
 Email: admin@djarragun.qld.edu.au
 Website: www.djarragun.qld.edu.au

Office use:

Date submitted:

Date of interview:

- Re-enrolment
 Accepted
 Declined
 Awaiting information

Student details *(please print)*

Student's last name:

Other names:

Also known as:

Gender: M F

Date of birth:/...../.....

Place of birth:

Cultural identity: Aboriginal
 TSI
 Aboriginal & TSI
 Other

Language: Standard Australian English
 Aboriginal English
 Torres Strait Creole
 Yarrie Lingo
 Kalaw Kawaw Ya
 Other (please specify).....

Cultural group:

Names of brothers and sisters at Djarragun College:

Last School/s Attended:Year:

.....Year:

.....Year:

Has the student attended Djarragun College previously?

Yes If yes, reason for departure.....
 No

Birth parent details - Mother

Last name: Title: Mrs Miss Ms Other

First name: Date of birth:

Living with student: Yes No

Home address:

Postal address:

Mobile: Email:

Home phone: Work phone:

Ethnicity: Country of birth:

Level of schooling completed: Additional studies:

Language: Occupation:

Birth parent details - Father

Last name: Title: Mr Other

First name: Date of birth:

Living with student: Yes No

Home address:

Postal address:

Mobile: Email:

Home phone: Work phone:

Ethnicity: Country of birth:

Level of schooling completed: Additional studies:

Language: Occupation:

Guardian *(if same as parents write 'As Above')*

Last name: Title: Mr Mrs Miss Ms Other

First name: Date of birth:

Living with student: Yes No Relationship to student:

Home address:

Postal address:

Mobile: Email:

Home phone: Work phone:

Ethnicity: Country of birth:

Level of schooling completed: Additional studies:

Language: Occupation:

Emergency contact (1) *(must be different from parent or guardian)*

Last name: First name:

Home phone: Mobile:

Work phone: Relationship to student:

Home address:

Emergency contact (2) *(must be different from parent or guardian)*

Last name: First name:
Home phone: Mobile:
Work phone: Relationship to student:
Home address:

Emergency contact (3) *(must be different from parent or guardian)*

Last name: First name:
Home phone: Mobile:
Work phone: Relationship to student:
Home address:

Emergency contact (Boarders only)

Do you have family who live in the Gordonvale/Cairns area? Yes No

If yes, please provide details below:

Last name: First name:
Home phone: Mobile:
Work phone: Relationship to student:
Home address:

Student history

Djarragun College is responsible for the welfare and safety of its staff and students at school. It is essential that the College be aware of any past student behaviour, personal circumstances or medical issues which could pose a risk to the student or other students or staff at the school. The College also needs to be aware of any student behavioural or medical issues so that it can assist in their treatment and management if appropriate.

It is important that the questions below be answered truthfully. Failure to disclose relevant information may result in enrolment being cancelled.

Risk to others

Are you aware of anything in the student's history which may pose any risk to the student, other students or staff?

Yes No

If yes, please give details:

.....
.....

Previous school history

Has the student been suspended, expelled or had their enrolment cancelled by any previous school or educational institution?

Suspended Expelled Enrolment Cancelled None of the above

If yes, please give details:

.....
.....

Legal history

Is the student under the protection of The Department of Child Safety? Yes No

Name of Youth Child Safety Officer: Phone no.:

Is the student under any Youth Justice or Police Protection order? Yes No

Name of Youth Justice Case Worker: Phone no.:

Does the student have a police record? Yes No

Is the student on probation? Yes No If yes, when does the probation end?

If yes to any of the above, please provide details:

.....
.....

Student health, well-being and learning

This information will be used by Djarragun College and teaching staff where relevant. This information is vital both in school and on excursions. All information is confidential. Please notify the school of any changes as soon as possible.

A full health assessment will be conducted by D Health, once the student starts at Djarragun College.

Health cover *(fill out where applicable)*

Medicare number: Position on card: Expiry date:

Health Care card number: Expiry date:

Private insurance fund: Membership number:

Immunisations *(please provide a copy of the student's immunisation records)*

Do you consent to the College accessing the student's immunisation records? Yes No

Medication

Will the student require any medication to be self-administered or administered by College staff while at school or on a school activity? Yes No

If yes, please provide details

Medical conditions

Does the student have any of the following medical conditions (please tick)?

ADD or ADHD	<input type="checkbox"/>	Epilepsy	<input type="checkbox"/>	Skin conditions	<input type="checkbox"/>
Allergies Mild/Severe	<input type="checkbox"/>	Food allergies	<input type="checkbox"/>	Speech impairment	<input type="checkbox"/>
Asperger's Syndrome	<input type="checkbox"/>	Hearing problems	<input type="checkbox"/>	Vision problems	<input type="checkbox"/>
Asthma Mild/Severe	<input type="checkbox"/>	Intellectual impairment	<input type="checkbox"/>	Other conditions	<input type="checkbox"/>
Autism Spectrum Disorder	<input type="checkbox"/>	Medication allergies	<input type="checkbox"/>	<i>(please state)</i>	
Blood disorder	<input type="checkbox"/>	Physical impairment	<input type="checkbox"/>	
Heart condition	<input type="checkbox"/>	Rheumatic Fever	<input type="checkbox"/>		
Diabetes	<input type="checkbox"/>				

Please provide details of any medical condition (eg type and severity of allergy or impairment) and any treatment required. You can attach additional information where necessary.

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Please state any other information or health concerns that is important for the College to be aware:

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.....

.....

Please provide details of any infectious diseases the student has had:

.....

.....

Has the student ever required referral and/or assessment with a specialist, including counsellor, occupational therapist, paediatrician, child psychologist, speech therapist, development therapist or other specialist?

Yes No

If yes, please provide details

.....

.....

Family doctor

Please provide details of any doctors who treat the student.

Doctor's name:	Phone:
Dentist's name:	Phone:
Other specialist's name:	Phone:

Permissions

Medical and psychological treatment

The College assists with health care and screening for students and cooperates with parents and staff to administer medication for students when required. In any emergency, the College will make every effort to consult with parents before administering treatment to a student.

Excursions, camps and health and physical education

During the year students from Djarragun College have the opportunity to take part in many excursions, sporting activities, cultural activities and camps that take place both in and out of the school grounds. It is important that all students attend these activities which form an important part of the school curriculum. College buses are used to transport students to activities such as sports off the school grounds.

Use of student images for school productions and promotions

Djarragun College produces a wide range of videos, brochures, websites, displays, news articles and other products. These include pictures of students in various educational activities and show life at the College as a day student and as a boarder. This material shows the students and school in a positive light. Individual student names often appear in school publications and news articles, but no further personal details are included. Every effort is made to minimise use of student names on the website.

Code of Behaviour

The purpose of the following agreement is to ensure that all students and parents understand the expectations and requirements of Djarragun College regarding their attendance, behaviour and attitude. Djarragun College is committed to providing a safe, respectful and disciplined teaching and learning environment for students and staff, where students have opportunities to engage in quality learning experiences and acquire values supportive of their lifelong wellbeing.

Non- attendance, without a valid reason, may result in cancellation of the student's enrolment.

All students

All students make a commitment to:

- Behave respectfully, responsibly, safely and honestly at all times at school and on school buses.
- Attend school every day unless he/she is sick or involved in a family emergency.
- Wear the school uniform correctly and with pride and adhere to the school dress code.
- Be punctual to all classes.
- Come prepared with the correct stationery and equipment for each lesson including all practical lessons such as sports and manual arts.
- Complete tasks as set by teachers.
- Complete homework and assignments by the date and time given.
- Show respect to all staff, students and school property.
- Obey school rules including not smoking, drinking alcohol or consuming illicit substances.

Boarding students

- The rules for boarding students are based on the principles of being safe, being respectful and being responsible.
- No students are to arrive at Djarragun College before they are ABSTUDY approved or some other arrangement has been made for payment of boarding and tuition fees.
- Students may not leave the boarding house without seeking permission from the boarding supervisor.
- Students have two free weekends each term when he/she can go to approved family or friends for the weekend. Parents/or guardians will still be required to give permission for the student to go away for this weekend.
- Students may be given permission to spend the weekend with their parents if and when their parents are visiting Cairns. This does not apply to anyone other than a parent.

- Students must conform to the rules of the boarding house in relation to housekeeping and general manners. These rules are placed around the boarding house for all to see.
- Djarragun College is a drug, alcohol, aerosol can and cigarette free zone. Please ensure the student does not bring prohibitive goods in their bags to school. Student bags will be checked when they return from holidays and weekend leave and if it is suspected they are carrying prohibited substances, they will be confiscated.
- Relationships of a sexual nature or any sexual activity are forbidden at the College.

Parents and/or guardians

All parents and/or guardians make a commitment to:

- Ensure the student attends school every day unless sick or in a family emergency (if this should happen parents or guardians must notify the school by phone or send a note from home when the student returns). Non-attendance, without a valid reason, may result in cancellation of the student's enrolment.
- Ensure the student has a healthy breakfast and brings a healthy lunch or lunch money.
- Ensure that the student has the correct uniform and stationery.
- Inform the school of any changes to their address or telephone number.
- Check that the student has completed their homework.
- Attend parent meetings and interviews or send a suitable representative.
- Inform the school if there has been any home disruption that may cause the student to be tired, not to have completed homework or to be unhappy (awareness of these issues will ensure staff show extra sensitivity towards the student).

Social Media Code of Behaviour

Acceptable use of the school's computer network

Djarragun College provides students with the opportunity to use personal computers and other digital devices. Students are expected to conduct him/herself appropriately when he/she accesses information and communicate over the digital network.

Care of digital equipment and network facilities

Students are responsible for taking good care of all personal and network computers and other digital devices made available for his/her use. This includes all cables and attachments such as mice and keyboards.

Security

For security reasons students are expected to keep passwords and network login details private. Students need to keep all drives and files secure, and prevent others from accessing his/her work without permission. Students must respect the rights and privacy of others and on no occasion access or attempt to access another person's network account through his/her password and login, or through unacceptable or illegal means such as hacking.

Storage

Students are responsible for ensuring his/her data storage is only for educational material. Under no circumstances are students allowed to download, introduce or store any software applications, videos or games on the network. The College will clear all student network drives and email storage at the end of each school year. Students may use devices such as USB memory devices to transfer educational tasks between the College and his/her home.

Internet

Internet access is provided to students for educational purposes only. Access to the internet via the College's facilities may not be used to browse, download or distribute material which is of an anti-social nature, pornographic, violent, illegal, racist, destructive, demeaning or denigrating of others or which encourages this. Students must respect laws and other people's rights including copyright laws and antidiscrimination laws. All use of the internet is tracked and recorded and monitored by authorised staff. Inappropriate use of the internet will result in disciplinary action.

Copyright

Students are expected to use the software the College has provided and not to make or use illegal copies of software programs. Any information retrieved from the internet or other network sources should be acknowledged or cited in the work and, where necessary, the author's permission obtained for usage.

Network printing photocopying and scanning

The College provides network printers and photocopiers which students may only access through staff permission.

Use of mobile phones, iPod and music players at school

General conduct

When a student uses communication devices such as a mobile phone, his/her behaviour should be in keeping with acceptable College behaviour. Unacceptable behaviour includes bullying, swearing, harassment and encouragement of unacceptable behavior.

In class

Mobile phones, iPods, music players and headphones are not allowed to be used, to be on, or to be visible during class time or during classroom transitions.

Photography

Mobile devices are not to be used to take photographs without the explicit permission of a teacher or other students.

Social networking

Access to social networking sites on mobile phones is prohibited during school hours.

Confiscation

Students caught misusing mobile phones, iPods and music players at school (including on school buses) may be penalised by confiscation of the equipment.

Loss of mobile phones, iPods and music players

The school accepts no responsibility for the loss or damage to mobile phones, iPods and music players brought to school by students.

School Fees - Activity and Boarding Fees

Boarding students:

Tuition	Year 7 - 12	\$10,000 per year
Boarding	Year 7 - 12	\$12,500 per year

These fees may be fully covered by ABSTUDY if you qualify for the full amount.

If the student is removed from the College without giving four weeks' notice (after the initial three week probationary period), any ABSTUDY paid to the College will not be returned to ABSTUDY and will not be forwarded to the student's next school.

Parent/Guardian checklist *(please provide the following)*

- Birth Certificate
- Medicare Card
- Healthcare Card (if applicable)
- Immunisation Record
- Report Cards
- NAPLAN Results

Student's swimming ability

- Non-swimmer Beginner Intermediate Advanced

Parental/Guardian permissions and agreements

Please tick the following to acknowledge that you have read, understood and accept the following conditions upon enrolment:

1. Medical

- I authorise for the student to be assessed by D Health post-enrolment and to receive medical assessments/treatment as deemed necessary
- I agree that College staff may administer prescribed medications to the student as deemed necessary
- I understand that Djarragun College will attempt to contact me regarding the health of the student if appropriate but, if I am not contactable, I agree that the Principal, Deputy Principal or delegate can give consent for any medical treatment deemed necessary in the event of an emergency, and I agree to pay any medical expenses that may be incurred
- I request that the student's medical information be made available to me or authorise appropriate staff at Djarragun College to receive the personal information on my behalf

2. Excursions, camps and health & physical education

- I give permission for the student to attend any excursion, activity or camp whilst he/she attends Djarragun College. I understand that whilst the College and staff will take every care, I indemnify them against any injury or loss and agree to pay any medical expenses that may be incurred

3. Use of student images for school productions and promotions

- I give permission for photos or video images of the student to be used in College promotional activities at any time during or after the student's enrolment. If I need to withdraw permission at any time in the future, I will contact the College immediately

4. Codes of behavior

a) All students

- I have read and understood the expectations and requirements of Djarragun College regarding attendance, behavior and attitude
- The parent or guardian and the student agree to indemnify the school against any loss or damage caused by any failure by them to comply with school rules and policies, and to indemnify the school against any loss or damage caused by the wilful disobedience or reckless behaviour of the student.
- The parent or guardian understands that they will be notified by letter and by phone as soon as possible if the student's enrolment is cancelled or suspended for any reason.

a) Boarding (if applicable)

- I have read and understood the Code of Behaviour, including that expected of boarding students, and agree that if the student breaks any of these rules there will be severe consequences that may include the cancellation of the student's enrolment

5. Social Media

- I have read and understood the Social Media Code of Behaviour and understand the consequences of misuse of mobile devices in the school (and on the school buses). I understand that any student found breaching these rules is likely to have their equipment confiscated and may be subject to further disciplinary action

Signatures

Name of parent or guardian (*print name*):

Signed by parent or guardian: Date:

Signed by student: Date:



How did you hear about Djarragun College?

- Word of mouth Transitional support
 Online (website/Facebook) I have family here Other

What are your reasons for choosing Djarragun College?

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(Office use only)

Interviewed by: Signature:

Date:

Principal or Deputy Principal authorisation

Recommendation: Enrolment Accepted Enrolment Declined

Name and signature:

Agreed commencement date of student:

