



# CLIFTON STATE HIGH SCHOOL

32 East Street, CLIFTON QLD 4361

Telephone: (07) 4697 4777 Absence Line: (07) 4697 4730

Email: [admin@cliftonshs.eq.edu.au](mailto:admin@cliftonshs.eq.edu.au)

Website: [www.cliftonshs.qld.edu.au](http://www.cliftonshs.qld.edu.au)

*Finis coronat opus – Success Crowns Effort*

# Enrolment Agreements

\*\*\*\* The enclosed forms are to be signed by  
Parent / Carer & Student  
& return entire booklet to Clifton High School \*\*\*\*



***Please refer to Enrolment Handbook***

**Please note: BIRTH CERTIFICATE MUST BE SIGHTED ON ENROLMENT**

**Achieving in Every Field**

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*Take a fresh look...*

STUDENT NAME/S: \_\_\_\_\_

## CLIFTON STATE HIGH SCHOOL STATEMENTS AND AGREEMENTS FORM

For Student and Parent / Caregivers to complete for Term of Enrolment

**PLEASE INDICATE YOUR ACKNOWLEDGEMENT AND UNDERSTANDING OF THE STATEMENTS AND AGREEMENTS**

<b>ENROLMENT AGREEMENT</b>		
I agree to the responsibilities set out in the enrolment agreement and school policies as stated as a student, parent or carer regarding the education of students enrolling at Clifton State High School.	Yes	No
<b>STUDENT CODE OF CONDUCT</b>		
• Temporary removal of student property	Yes	No
• The use of mobile phones and other devices by students	Yes	No
• Preventing and responding to bullying	Yes	No
• Appropriate use of social media	Yes	No
<b>JUNIOR SECONDARY ASSESSMENT POLICY AGREEMENT</b>		
	Yes	No
<b>ATTENDANCE POLICY AGREEMENT</b>		
	Yes	No
<b>HOMEWORK POLICY AGREEMENT</b>		
	Yes	No
<b>INFORMATION COMMUNICATION TECHNOLOGY AGREEMENT</b>		
	Yes	No
<b>MEDICATION POLICY AGREEMENT</b>		
	Yes	No
<b>OUT OF GROUNDS AGREEMENT</b>		
	Yes	No
<b>UNIFORM POLICY AGREEMENT</b>		
	Yes	No
<b>FOOTWEAR POLICY AGREEMENT</b>		
	Yes	No

<b>MEDIA CONSENT</b>		
I have read the information regarding the Media Consent Form and indicated on the consent form areas for which permission is limited.	Yes	No

<b>RAFFLE TICKET AGREEMENT</b>		
I agree to accept and sell Raffle Tickets on behalf of Clifton State School P&C Association. I agree to return all tickets, sold or unsold with the correct amount of money to the school, by the date specified.	Yes	No

<b>I acknowledge approval and the accuracy of all information contained in this enrolment form. I agree to notify the school if any conditions relating to enrolment change.</b>		
Signature: Parent/Caregiver _____	Date: _____	
Signature: Independent Student _____	Date: _____	



## Clifton State High School State School Consent Form

### **Introduction to the State School Consent Form (attached) for Clifton State High School**

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

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

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

Your child's student materials:

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

### **Purpose of the consent**

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

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

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

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

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

## **Voluntary**

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

## **Consent may be limited or withdrawn**

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

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

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

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

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

## **Media sources used**

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

- School website: <https://cliftonshs.eq.edu.au/>
- Facebook: <https://www.facebook.com/CliftonSHS/>
- YouTube: N/A
- Instagram: N/A
- Twitter: N/A
- LinkedIn: N/A
- Other: N/A
- Local newspaper
- School newsletter
- Traditional and online media, printed materials, digital platforms' promotional materials, presentations and displays.

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

## **Duration**

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

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

## **Who to contact**

To return a consent, express a limited consent or withdraw consent please contact Clifton State High School via phone 0746974777 or email [admin@cliftonshs.eq.edu.au](mailto:admin@cliftonshs.eq.edu.au).

The office should be contacted if you have any questions regarding consent.

## State School Consent Form

### 1 IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

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

(a) Full name of individual: .....

(b) Date of birth: .....

(c) Name of school: .....

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

Full Name  First Name  No Name  Other Name .....

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

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

### 2 PERSONAL INFORMATION AND MATERIALS COVERED BY THIS CONSENT FORM

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

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

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

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

### 3 APPROVED PURPOSE

If consent is given in section 6 of the form:

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

### 4 TIMEFRAME FOR CONSENT

School representative to complete.

(a) Timeframe of consent: duration of enrolment.

(b) Further identified activities not listed in the form and letter for the above timeframe: |

### 5 LIMITATION OF CONSENT

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



## 6 CONSENT AND AGREEMENT

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

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

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

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

Print name of student .....

Print name of consenter .....

Signature or mark of consenter .....

Date .....

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

Date .....

### **SPECIAL CIRCUMSTANCES**

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

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

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

Print name of witness .....

Signature of witness .....

Date .....

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

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

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

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

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

Print name and role of person taking the consent .....

Signature of person taking the consent .....

Date .....

### **Privacy Notice**

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

## Clifton State High School – Anti-Bullying Compact

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

### Clifton State High School – Anti-Bullying Compact

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

The agreed national definition for Australian schools describes bullying as

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

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

I agree to:

- Treat everyone with kindness and respect
- Abide by the school's anti-bullying policies and procedures
- Support individuals who have been bullied
- Speak out against verbal, relation, physical bullying and cyber bullying
- Notify a parent/carer, teacher, or school administrator when bullying does occur

<b>Student's signature:</b>	
<b>Parent's/Carer's signature:</b>	
<b>School representative' signature:</b>	
<b>Date:</b>	

## Consent Form – Student Participation in Chaplaincy Program

This school community provides a chaplaincy program endorsed by the school's Parents and Citizens' Association and available on a voluntary basis to all students. Information about the school's chaplaincy program is on the school's website. The chaplain is involved in a range of activities at this school which are free of religious or spiritual content.

**Parent consent, or in some cases, the student's consent is required for participation in specific activities with religious or spiritual content. If the principal decides that the student has the appropriate level of maturity and understanding to give informed consent, the student must sign this form themselves. Otherwise, the parent must sign the form on the student's behalf.**

Please complete the form below:

Parent Name/s	
Student Name (in full)	
Student Name (in full)	
Student Name (in full)	

**The following Voluntary Student Activities With Religious or Spiritual Content require written consent:**

- Provision of religious and non-religious texts that discuss spirituality eg Bhagavad Gita, Quran, The Bible, Humanist Manifesto etc.
- Each Tuesday, a *Lunch* group is available – where students can engage teenage issues and hear the various religious and/or non-religious ideas on relevant topics.
- There is also a Friday mentoring group that runs for Christian Senior High students who would like to explore their faith on a deeper level.

**If you DO wish to give consent for this student to participate in the above activities, please tick boxes (a) AND (b):**

a)	<input type="checkbox"/>	I give consent for this / these students to participate in activities with religious or spiritual content.
b)	<input type="checkbox"/>	I understand that, where I agree that the student can participate in the chaplaincy program, this information will be passed on to the school chaplain.

**Or, if you DO NOT wish to give consent for the student to participate in the above activities, please tick box (c)**

c)	<input type="checkbox"/>	I do not give consent for the student to participate in activities with religious or spiritual content.
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The school newsletter and website will advise of any additional activities with religious or spiritual content in the school, prior to the commencement.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Signature (if appropriate): \_\_\_\_\_

Date: \_\_\_\_\_

### Privacy Notice

The Department of Education and Training is collecting student's personal information in order to determine student participation in the school's Chaplaincy Program. This information will only be accessed by the school principal and, if the student is participating in the program, the school chaplain. Student's personal information will be recorded, used and disclosed in accordance with s.426 of the *Education (General Provisions) Act 2006 (Qld)* and will not be given to any other person or agency unless you have given the department permission or the disclosure is otherwise required or permitted by law. The *Information Privacy Act 2009 (Qld)* applies to the department's collection, use and disclosure of the personal information of persons other than students.



## SCHOOL SOCIALS

School Socials will be held throughout the year (approximately 1 per term), from 7-9pm either at the F. E. Logan Hall or Senior Citizens Hall. Doors open at 6:45pm and shut at 7pm. No student will be allowed to leave the hall during this time, unless they are collected by a parent / guardian.

Theme nights are held for socials and cost of entry is advised on student notices, school newsletter & posters around the school. Food and drinks will be on sale. Supervision will be provided by teachers.

To ensure our socials are successful, students are expected to follow the school's Student code of Conduct which is outlined in the school diary. Any student on suspension or on red or orange cards will not be eligible to attend. As this is an alcohol, drugs and smoke free event, any students deemed under the influence of alcohol or drugs will not be admitted, and parents will be contacted to collect them from the hall.

Students will also need to dress appropriately. Clothing should not be revealing or unsuitable for a school event.

To meet Risk Assessment and Work Place, Healthy and Safety Guidelines, all students attending must complete a permission form. The attached permission form must be returned to the office and will enable permission to attend school socials for the term of your child's enrolment.

If you have any concerns or queries re the social, please contact the school.

I \_\_\_\_\_ give \_\_\_\_\_ permission for my  
do not give

student/s \_\_\_\_\_ to attend

school social nights at F.E. Logan Hall / Senior Citizens Hall, Clifton from 7-9p.m.

I understand that if my student breaches any of the above conditions, they forfeit their right to

remain in attendance, and I will be asked to collect them.

My contact number(s): \_\_\_\_\_

I acknowledge that the Department of Education, Training and the Arts does not have Personal Accident Insurance Cover for students.

Parent / Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_





# CLIFTON STATE HIGH SCHOOL

*Achieving in Every Field*

## P&C Welcome

Dear Parents / Guardians,

On behalf of the Clifton State High School P&C Association, welcome to our School community. We would like to encourage your active participation in the P&C Association and school activities. Being involved with the P&C will ensure you are kept well informed and actively involved in the decision-making processes of the school.

P&C Meetings are held on the second Tuesday of each month at 4.30pm in the school Resource Centre. We aim to conduct meetings in a timely, friendly manner and have business completed within two hours. As well as organising fundraising activities, operating the tuckshop and uniform shop, we also try to promote some social interaction within our School Community and promote the School positively within the wider community.

Occasionally throughout the year we may conduct Raffles as part of our fundraising. These may consist of small special event Raffles e.g Mother's Day / Father's Day or larger prize raffles.

To enable us to issue you with Raffle Tickets to sell on our behalf, please complete the appropriate section on the Clifton SHS Enrolment Agreements form and return to the school office.

Regards

P&C Association

# Clifton State High School Tuckshop Volunteer Form

Dear Parents/Caregivers,

The Clifton State High School Tuckshop endeavours to provide a wide selection of healthy and nutritious foods for our students. We are pleased to say that we are fully compliant with the Healthy Eating Strategy as implemented in all Queensland Schools.

Our Tuckshop operates 5 days a week, and is heavily reliant on volunteers and we invite YOU to become part of the team! There are two shifts that operate through the day from 9 am - 11am and 1 pm – 2.15 pm. Volunteers are rostered for the whole day or for a shift. If you can spare a day or part thereof per month, the tuckshop would be glad to have you! No experience is necessary, all training is provided. Come along and meet new friends, the students love seeing you there! Please consider your availability for assisting in the tuckshop by completing the following form and returning it to the school as soon as possible. Our tuckshop convenor will contact you to discuss your times and days.

**Thank you for supporting our school!**

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- Yes! I am available to assist in the tuckshop! Please roster me on!  
I agree to the convenor contacting me to confirm my support and discuss dates.
- I am able to be an emergency support person and can be contacted in the case of a rostered volunteer being unable to attend.

Name \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Prefer AM shift  Prefer PM shift

Prefer full shift

Preferred dates/available to help (ie 1 time per month) \_\_\_\_\_

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Thank you  
Sandy Pohlman 0409 064 134

## Application for P&C Membership for 2023

### Clifton State High School P&C Association

Please complete and return to the P&C Secretary

<b>Name:</b>	.....	
<b>Address:</b>	.....	
<b>Home phone:</b>	..... <input type="checkbox"/>	<b>Preferred</b>
<b>Contact</b>		
<b>Mobile phone:</b>	..... <input type="checkbox"/>	<b>Preferred</b>
<b>Contact</b>		
<b>Email address:</b>	..... <input type="checkbox"/>	<b>Preferred</b>
<b>Contact</b>		

**I am:**

- a parent of a student attending the school
- a staff member of the school
- an adult interested in the school's welfare, and my date of birth is:  
.....

**I am:**

- applying for new membership
- renewing my membership.

**I apply for membership in the Clifton State High School's Parents and Citizens' Association and I undertake to:**

- a) promote the interests of and facilitate the development and further improvement of the School and the good order and management of the School; and
- b) comply with the constitution of the P&C Association, including the P&C Association Code of Conduct as specified in Schedule 2 (see overleaf) of the constitution, and any valid resolutions passed by the Association.

**If a person has been convicted of an indictable offence, it is grounds for removal in accordance with the *Education (General Provision) Act 2006*.**

**Signature:**.....

<b>Date:</b> .....	
.....	
<b>P&amp;C Secretary Use</b>	
<b>Date received:</b> ..../..../.....	<b>Date accepted:</b> ...../...../.....
<b>Secretary's signature:</b> .....	<b>Entered in P&amp;C Register.</b> <input type="checkbox"/>



## CODE OF CONDUCT FOR P&C ASSOCIATION

**This Code of Conduct clarifies the expected standards of all P&C Association members. It has been adopted to aid all members of our school community to work as a cohesive group in partnership with the school.**

**The Code is intended to promote and maintain the highest standard of ethical behaviour by P&C Association members. Members of a P&C Association should adhere to the Code of Conduct at all times. This Code applies to each member of a P&C Association.**

**P&C Association members are to:**

- act in the best interest of the total school community at all times
- conduct and present themselves in a professional manner and act ethically and with integrity at all times
- act with courtesy and demonstrate respect for all persons, whether fellow P&C Association members, school staff, parents/carers, students, community members
- remain objective and avoid personal bias at all times
- represent all members of the school community
- engage the school and wider community in developing and effecting school priorities, policies and decisions in a manner that is consultative, respectful and fair
- declare any conflicts of interest and not misuse their office to advance individual views or for personal gain
- make fair, transparent and consistent decisions
- provide objective and independent advice
- listen and be tolerant of the views and opinions of others, even if those views and opinions differ from their own
- treat official information with care and use it only for the purpose for which it was collected or authorised
- respect confidentiality and information privacy (about the school, community members, staff or students) at all times and not disclose confidential information
- not use confidential or privileged information to further personal interests
- be responsive to the requirements of the school community
- seek to achieve excellence in educational outcomes for all students at the school
- listen and respond to issues and concerns regarding strategy and policy
- work within the boundaries of the *Education (General Provisions) Act 2006*, the *Education (General Provisions) Regulation 2006* and the Department of Education and Training's policies and procedures relevant to P&C Association operations.