



ENROLMENT PACK (PART B)

This form is intended for children not enrolled at the school in the previous year. For students in the compulsory years of schooling who were enrolled in the previous year please inform the school directly if there are changes needed to update the form.

Parent information about Enrolment in a Western Australian public school (below) provides important information to read before lodging the Enrolment Form with the school.

The form is to be completed in English. If you need help including translation and interpreting services, please ask the school staff about assistance available through the Statewide Services Resource and Information Centre English as an Additional Language or Dialect (EAL/D) Program. Website: <http://det.wa.edu.au/curriculumsupport/eald/detcms/portal/>

Parent information about Enrolment in a Western Australian public school

INFORMATION TO BE PROVIDED

The Enrolment Form is intended for children not enrolled at the school in the previous year. For students in the compulsory years of schooling who were enrolled in the previous year please inform the school if there are changes needed to update the form.

The information you provide enables the Department to communicate with you about important matters, to care for your child in emergencies, to plan for special needs and to meet State and National reporting requirements.

Documentary evidence may be required to support any information supplied. Principals may need to consult with the Education Regional Office where evidence has not been supplied. All official records must be on the child's legal name. The use of a preferred name may be possible for informal communication.

Family details should include details of the parent (see definition below) residing at the same address as the student. Details relating to parents not residing with the student may also be included in the **Parent/Guardian Details** section of the form.

A copy of the students Birth Certificate and Immunisation Record is required at time of enrolment.

The school needs to be advised of any court orders or any changes in relation to the child's name, usual place of residence and/or name and usual place of residence of parent/s. Copies of Family Court or any other court orders must be provided.

Disclosure of information

For parents of students with disability

In order to provide an appropriate education program the school may require specific information relating to your child's disability and personal needs to enable the school to make any necessary teaching and learning adjustments. The school may also use the information you provide when applying for specialist resources or services and/or supplementary funding to support your child's education.

Suspensions and exclusions

Information on any suspensions and exclusions needs to be provided to the school at the time of applying to enrol. This information will help the school to provide your child with any support that may be required.

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

TRANSPORT

In most cases, transporting your child to school is the parents' responsibility. Enquiries regarding school bus services should be directed either to the school where the application for enrolment is being submitted, or to the Public Transport Authority email enquire@pta.wa.gov.au or telephone 136213. Some special programs include transfer arrangements.

CONFIDENTIALITY

All information provided on this form will be treated confidentially (s 242 of the *School Education Act 1999*).

INFORMATION ABOUT YOUR OCCUPATION AND EDUCATION

The National Goals for Schooling in the 21st Century state that 'the learning outcomes of educationally disadvantaged students '..... should.....' improve and, over time, match those of other students'.

All parents across Australia, no matter which school their child attends, are being asked to provide information about their family background to promote an education system which is fair for all Australian students regardless of their background.

Providing this information is voluntary but your information will help the Department of Education to ensure that all students are being well served by our public schools.

CONSENT FORMS

The following forms are attached for parents to consider and sign if in agreement:

Media Consent:	Publication of images of the student and their work.
Internet Access:	Appropriate use of internet services by students.
Viewing Consent:	For 'Parental Guidance (PG)' items deemed suitable by the teacher and school administration.
Local Excursions:	Agreement to minor excursions, not including excursions which require individual agreement.

STUDENT HEALTH CARE

The Department's *Student Health Care policy* clarifies the actions to be undertaken by public schools to manage student health care needs. All students require an up to date Student Health Care Summary which is available from the school. For students identified as having health conditions requiring support at school, additional form/s will be provided by the school.



MERREDIN COLLEGE

A Wheatbelt Independent Public School

learning close to home

STUDENT ENROLMENT FORM

(For enrolment in a Western Australian Public School)

This form is to be completed for children whose application has been accepted by the school. It is intended for children not enrolled at the school in the previous year and for all Pre Primary students. For students in the compulsory years of schooling who were enrolled in the previous year, please inform the school directly if there are changes needed to update the form.

Please read the accompanying *Parent information about Enrolment in a Western Australian public school* before lodging the Enrolment Form with the school.

Note: If you are typing the information into this form, doubleclick the check box ☐ and select the radio button under the heading Default value 'Checked' and click OK. e.g. ☒.

STUDENT DETAILS

Has the student previously attended Merredin College? YES ☐ NO ☐

Year Level at Enrolment: _____

Surname: _____ Legal Surname (if different): _____

Previous Surname (if applicable): _____

1st Name: _____ 2nd Name: _____ 3rd Name: _____

Preferred 1st Name: _____

Date of Birth: ____/____/____ Sex: ☐ Male ☐ Female

Residential Address: _____

Postcode: _____

Telephone (Home): _____ Student's Mobile (if applicable): _____

USI : _____ (secondary students)

Car Registration (if applicable): _____

Full Name/s of brothers and sisters attending this school:

Student lives with:

Both Parents ☐

Parent/Guardian/Carer 1 ☐

Parent/Guardian/Carer 2 ☐

Independent minor ☐

(Reg3. School Education Regulations 2000)

For information on access restriction, see *Confidential* section of this form.

Other ☐

Name Relationship to student

Emergency Contacts (Indicate contacts in order of preference):

Name	Phone No.	Mobile No.	Relationship to student
------	-----------	------------	-------------------------

1.	_____	_____	_____
----	-------	-------	-------

2.	_____	_____	_____
----	-------	-------	-------

3.	_____	_____	_____
----	-------	-------	-------

STUDENT DETAILS – ADDITIONAL INFORMATIONAustralian Citizenship/Permanent Resident: ☐ YES ☐ NO Nationality (optional): _____

Country of Birth: _____ Town of Birth: _____

If your child was not born in Australia, you must provide evidence of Passport or travel documents,

Date of Arrival in Australia: _____ Visa Sub-class No: _____ Expiry Date: _____

International Fee Paying (if known): ☐ YES ☐ NOReligion: _____. Is the student to be withdrawn from religious instruction? ☐ YES ☐ NO

Student's First Language: _____

Is the student's descent:Aboriginal ☐ YES ☐ NO.....Torres Strait Islander (TSI) ☐ YES ☐ NO.....Both Aboriginal and TSI ☐ YES ☐ NODoes the student speak Aboriginal English at home? ☐ YES ☐ NODoes the student mainly speak English at home? ☐ YES ☐ NODoes the student speak a language other than English at home? ☐ YES ☐ NO*If Yes, please indicate the language(s) that are spoken and the one that is spoken most often*

.....

Does the student receive any of the following allowances:

☐ Secondary Assistance☐ Youth Allowance☐ Assistance for Isolated Children (AIC)☐ Abstudy

Previous School: _____

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

Is your child currently under suspension from a school? ☐ YES ☐ NO

If YES, name of school: _____

Reason for change of school (optional): _____

Movement reason (optional): _____

Hostel Resident: Yes ☐ No ☐School bus student Yes ☐ No ☐

Bus Route: _____

CONFIDENTIALAccess Restriction - Is this student subject to any court orders in respect of their care, welfare and development? ☐ YES ☐ NO

If YES, please specify and attach supporting documentation.

.....

Is this student in the care of the Department for Child Protection and Family Support's (CPFS) Director General?

..... ☐ YES ☐ NO

If YES, please specify the name of the CPFS Case Manager, their CPFS District and their contact phone number.

.....

.....

CONSENT FORMS

Parent consent is sought in ATTACHMENT 2 for a variety of school related activities.

STUDENT DETAILS – MEDICAL / HEALTH

In addition to the information below, a separate form (student health care summary) available from the school, is to be completed for all students.

Note: For students identified as having health conditions requiring support at school, additional form/s will be provided by the school.

Does the student have a disability? ☐ YES ☐ NO If YES, please specify the disability/s:

Please indicate where you have documentation about your child's disability in any of the following areas. Copies of this documentation will be required for school records

- | | |
|--|--|
| <input type="checkbox"/> Autism Spectrum Disorder | <input type="checkbox"/> Severe Mental Disorder |
| <input type="checkbox"/> Deaf or Hard of Hearing | <input type="checkbox"/> Global Developmental Delay (prior to age 6) |
| <input type="checkbox"/> Specific Speech Language Impairment | <input type="checkbox"/> Vision Impairment |
| <input type="checkbox"/> Intellectual Disability | <input type="checkbox"/> Physical Disability |

Does the student have a medical condition or intensive health care need? YES ☐ NO ☐

If YES, please specify.

- | | |
|---|---|
| <input type="checkbox"/> Allergy – Anaphylaxis | <input type="checkbox"/> Hearing condition (eg otitis media) |
| <input type="checkbox"/> Allergy – Other _____ | <input type="checkbox"/> Mental health or behavioural (eg depression, ADD/ADHD) |
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Intensive Health Care Need (eg tube feeding) |
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Diagnosed migraine/headaches | |
| <input type="checkbox"/> Seizure Disorder (eg epilepsy) | |

Medical Practice (Name and Address): _____

Doctor's Name: _____ Telephone: _____

Dental Surgery Practice (if applicable, name and address): _____

Dentist's Name: _____ Telephone: _____

Permission to call an Ambulance: ☐ YES ☐ NO Do you have Ambulance cover? ☐ YES ☐ NO

Ambulance Cover Provider: _____

Permission to call Doctor : ☐ YES ☐ NO

Permission to administer First Aid: ☐ YES ☐ NO

Medicare Details:

Medicare No: _____ Ref No: _____ Valid to: _____ / _____ Card Colour _____

Student's name exactly as it appears on card: _____
(Include middle name initial)

(If there is a medical emergency and an ambulance needs to be called, parents or guardians will be expected to meet the cost of the ambulance regardless of the permission indicated above)

PARENT / GUARDIAN DETAILS

Parent/Guardian 1 Details

Title: _____ First Name: _____ Second Name: _____ Surname: _____

Please indicate relationship to the student: _____

Please indicate whether you have the: ☐ Day to day care of the student **or** ☐ Long term care of student.

Fees and charges billing: ☐ YES ☐ NO If no, who is responsible: _____

Postal Address (if different from student residential address): _____

Email Address: _____

Telephone (Home): _____ Telephone (Work): _____

Mobile No: _____

Occupation/Workplace location: _____

Do you mainly speak English at home? ☐ YES ☐ NO

Do you speak a language other than English at home? ☐ NO, English only ☐ YES, other - please specify:
(If more than one language, indicate the one that is spoken most often)

What is the highest year of primary or secondary school you have completed?

- ☐ Year 12 or equivalent
- ☐ Year 11 or equivalent
- ☐ Year 10 or equivalent
- ☐ Year 9 or equivalent or below

What is the level of the highest qualification you have completed?

- ☐ Bachelor degree or above
- ☐ Advanced diploma/Diploma
- ☐ Certificate I to IV (including trade certificate)
- ☐ No non-school qualification

(If you did not attend school, mark 'Year 9 or equivalent or below')

What is your occupation group? _____ (Insert 1, 2, 3 or 4. Please select the appropriate parental occupation group from the list provided in ATTACHMENT 1. If you are not currently in paid work, but have had a job in the last 12 months, please use your last occupation. However, if you have not been in paid work in the last 12 months, enter '8' above).

Parent/Guardian 2 Details

Title: _____ First Name: _____ Second Name: _____ Surname: _____

Please indicate relationship to the student: _____

Please indicate whether you have the: ☐ Day to day care of the student **or** ☐ Long term care of student.

Fees and charges billing: ☐ YES ☐ NO If no, who is responsible: _____

Postal Address (if different from student residential address): _____

Email Address: _____

Telephone (Home): _____ Telephone (Work): _____

Mobile No: _____

Occupation/Workplace location: _____

Do you mainly speak English at home? ☐ YES ☐ NO

Do you speak a language other than English at home? ☐ NO, English only ☐ YES, other - please specify:
(If more than one language, indicate the one that is spoken most often)

What is the highest year of primary or secondary school you have completed?

- ☐ Year 12 or equivalent
☐ Year 11 or equivalent
☐ Year 10 or equivalent
☐ Year 9 or equivalent or below

What is the level of the highest qualification you have completed?

- ☐ Bachelor degree or above
☐ Advanced diploma/Diploma
☐ Certificate I to IV (including trade certificate)
☐ No non-school qualification

(If you did not attend school, mark 'Year 9 or equivalent or below')

What is your occupation group? _____ (Insert 1, 2, 3 or 4. Please select the appropriate parental occupation group from the list provided in ATTACHMENT 1. If you are not currently in paid work, but have had a job in the last 12 months, please use your last occupation. However, if you have not been in paid work in the last 12 months, enter '8' above).

OTHER CONTACT(S) DETAILS

Title: _____ First Name: _____ Second Name: _____ Surname: _____

Please indicate relationship to the student: _____

Postal Address (if different from student residential address):

Telephone (Home): _____ Email Address: _____

Occupation/Workplace location: _____

Telephone (Work): _____ Mobile No: _____

Please advise the school if there are any other contacts you would like recorded.

SIGNATURE

Name of person enrolling student:

Title: _____ First Name: _____ Second Name: _____ Surname: _____

Relationship to the student: _____

If this is an enrolment for Kindergarten, I declare this to be the only enrolment made.

Signature: _____ Date: _____

(independent minors and those aged 18 years or older may sign on their own behalf)

PRINCIPAL'S APPROVAL

Principal's signature

Date: _____

Approved / Not approved



Consent Form

At **Merredin College** we aim to offer your child the widest range of learning opportunities and celebrate learning whenever possible. This may often require some form of parental consent. This form asks you to consent (or otherwise) to your child's participation / use / access to several aspects of the school program. At all times we make the very best efforts to exercise exemplary standards in respect of duty of care.

MEDIA CONSENT

Children's images and/or their work are often published to recognise excellence or effort and may appear in newspapers, on the internet, in newsletters or on film or video. Their names may also be included but no contact details are provided. Work/images captured by the school will be kept for no longer than is necessary for the purposes outlined above and will be stored and disposed of securely.

- ☐ Yes, I give consent to my child to have his/her image and/or work published as described above.
☐ No, I do not give consent.

In addition, see Appendix F of the [Student's online policy](#).

INTERNET ACCESS

Student access to the internet is provided in accordance with the school policy (available from the office or school website). Student access is contingent on abiding by the users' Code of Conduct.

- ☐ Yes, my child has permission to access the internet in accordance with school policy.
☐ No, I do not give consent.

In addition, see the School's policy and the [Student's online policy](#).

VIEWING CONSENT

Children often watch videos / DVDs / television documentaries as part of their learning. Almost always these are 'G' rated and don't require consent. Very occasionally something with a 'PG' rating is appropriate for which we would need parental permission.

- ☐ Yes, I consent to my child viewing items with a 'PG' rating if deemed suitable by the teacher and school administration.
☐ No, I do not give consent.

LOCAL EXCURSIONS

Children occasionally walk within the local area for minor excursions under the supervision of the teacher and attend activities in local parks, nature reserves, another school, city council library or shopping centre. On all occasions, parents will be notified of the local excursion.

- ☐ Yes, I consent to my child participating in teacher supervised local excursions which may involve short walks to and from the school.
☐ No, I do not give consent.

The school also has the Newsletter accessible on the Website. Please subscribe to merredincollege.wa.edu.au

Name of student: _____ Year/Class/Room: _____

Name of person signing the consent form:

Title: _____ First Name: _____ Second Name: _____ Surname: _____

Please indicate relationship to the student (e.g. parent/guardian/responsible person): _____

OFFICE USE ONLY

Student's official documentation all sighted (Date): _____ ☐ YES ☐ NO

☐ Birth certificate ☐ Passport ☐ Travel document/s

Student's Residency status: ☐ Local ☐ Permanent Resident

☐ Overseas Student: If yes, International fee paying: ☐ YES ☐ NO

Entry Date: _____

Immunisation records provided: ☐ YES ☐ NO

Publications/Internet Permission Form completed: ☐ YES ☐ NO

Previous School: _____

Records received: ☐ YES ☐ NO SIS Import ☐ YES ☐ NO

Contributions and Charges Billing: ☐ PG1: ____% ☐ PG2: ____% ☐ Other: ____%

Official documentation: ☐ PG1: ____ ☐ PG2: ____ ☐ Other: _____
(including reports, to be sent to)

Commencement Date: _____

Form/Class: _____ House Faction: _____

Approved by Principal: ☐ NO ☐ YES on (Date): _____

Entered on School Information system by: _____ on (Date): _____

Student leaves school: (Date) _____ Date Transfer Note Sent: _____

Destination: _____

Records received from transferring school: ☐ NO ☐ YES on (Date): _____

RETENTION AND TRANSFER OF STUDENT ENROLMENT RECORDS:

- 1. Enrolment Applications (successful) – The School to retain for 5 years after last action and then destroy.**
- 2. Enrolment Applications (unsuccessful) – The School to retain for 2 years after last action and then destroy.**
- 3. Enrolment Register (Register of Admissions/Enrolment Cards used prior to the School Information System) – The School to retain for 7 years after last action and then archive and transfer to State Records Office only when advised by Corporate Information Services.**
- 4. Enrolment Records (managed in the School Information System) – The School must print out annually for all school leavers, the School must retain for 7 years after the last action and then archive and transfer to State Records Office only when advised by Corporate Information Services.**
- 5. Student files – The School must negotiate with the previous school at the local level the transfer within 5 school days.**

Parent Occupation Groups

Relates to questions in Parent 1 and Parent 2 sections of the Application for Enrolment form

GROUP 1	GROUP 2	GROUP 3	GROUP 4
<p>Senior management in large business organisation government administration & defence, and qualified professionals</p> <p>Senior executive/ manager/ department head in industry, commerce, media or other large organisation.</p> <p>Public service manager (section head or above), regional director, health/education/police/ fire services administrator.</p> <p>Other administrator [school Principal, faculty head/dean, library/museum/gallery director, research facility director].</p> <p>Defence Forces Commissioned Officer.</p> <p>Professionals generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.</p> <p>Health, Education, Law, Social Welfare, Engineering, Science, Computing professional.</p> <p>Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer].</p> <p>Air/sea transport [aircraft/ships captain/officer/pilot, flight officer, flying instructor, air traffic controller].</p>	<p>Other business managers, arts/media/sportspersons and associate professionals</p> <p>Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business.</p> <p>Specialist manager [finance/engineering/productio n/ personnel/ industrial relations/ sales/marketing].</p> <p>Financial services manager [bank branch manager, finance/ investment/insurance broker, credit/loans officer].</p> <p>Retail sales/services manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency].</p> <p>Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author].</p> <p>media presenter, photographer, designer, illustrator, proof reader, sportsman/ woman, coach, trainer, sports official].</p> <p>Associate professionals generally have diploma/technical qualifications and support managers and professionals.</p> <p>Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional.</p> <p>Business/administration [recruitment/employment/indus trial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager].</p> <p>Defence Forces senior Non-Commissioned Officer.</p>	<p>Tradesmen/women, clerks and skilled office, sales and service staff</p> <p>Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.</p> <p>Clerks [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/ inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent/customer services clerk, admissions clerk].</p> <p>Skilled office, sales and service staff</p> <p>Office [secretary, personal assistant, desktop publishing operator, switchboard operator].</p> <p>Sales [company sales representative, auctioneer, insurance agent/ assessor/loss adjuster, market researcher].</p> <p>Service [aged/disabled/refuge/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor].</p>	<p>Machine operators, hospitality staff, assistants, labourers and related workers</p> <p>Drivers, mobile plant, production/ processing machinery and other machinery operators Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper].</p> <p>Office assistants, sales assistants and other assistants</p> <p>Office [typist, word processing/data entry/business machine operator, receptionist, office assistant].</p> <p>Sales [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker].</p> <p>Assistant/aide [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant].</p> <p>Labourers and related workers</p> <p>Defence Forces ranks below senior NCO not included in other groups.</p> <p>Agriculture, horticulture, forestry, fishing, mining worker [farm overseer, shearer, wool/hide classer, farmhand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand].</p> <p>Other worker [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor].</p>

These categories have been determined nationally and are designed as broad occupational groupings.
All Australian states and territories use the same categories.

1. Will the school have a health care planning form for my child's condition(s)?

Forms are available for common conditions. For other conditions the generic health care form or a plan provided by a medical practitioner can be used.

The following plans are available:

- Severe allergy/anaphylaxis;
- Minor and moderate allergies;
- Diabetes;
- Seizure;
- Asthma;
- Activity of daily living;
- Administration of medication;
- Emergency response plan for students with special needs; and
- Generic health care plan (for all other conditions).

2. Where can I obtain the forms?

The forms can be obtained from the school office.

3. What do I do if my child's health needs change?

Advise the principal immediately if an existing plan needs to be changed or a new plan needs to be developed.

4. What do I need to do if my child is using medication for a short time, e.g. antibiotics and needs to have it administered at school?

You will need to provide the school with written authorisation to administer the medication.

Student Health Care

Parent Information



Department of Education





Your child's health

What health information does the school require at enrolment?

You will be asked :

- to provide a copy of your child's immunisation record (ACIR History Statement if available - Tel: 1800 653 809)
- to complete a Student *Health Care Summary* (HCS) form which provides an overview of your child's health care needs and information for use in a medical emergency
- to complete , sign and return one or more specific health care plans if the HCS indicates your child requires support at school



- to ensure that any medication and equipment you provide for your child is up-to-date and in good working order

Note:

- You may wish to meet with school staff to discuss your child's health care plan, particularly if staff need to be trained to support your child.
- Some health care plans for serious conditions require a medical practitioner's signature. It is important to arrange this as soon as possible.

What will the principal do when I return the health care plan(s)?

The principal will:

- review the plan(s) to ensure the school is able to provide the necessary support;
- arrange staff training if required to support your child;
- ensure plans are implemented, monitored and reviewed annually;
- manage the confidentiality of your child's health care information; and
- provide appropriate storage for medication and health equipment





Department of
Education

Children enrolling in pre-Kindergarten and Kindergarten must be up to date with all the scheduled immunisations for their age to be able to attend school. You will need to show your child's Australian Immunisation Register (AIR) Immunisation History Statement as proof of immunisation.



IMMUNISATION SUPPORT FOR YOUR CHILD

It is important to keep your child's immunisation status 'up to date' at all times to provide the best protection against serious, life threatening vaccine-preventable diseases.



GET AN AIR IMMUNISATION HISTORY STATEMENT

You can get a copy of the statement at any time by:



logging into Medicare online via MyGov
(my.gov.au)



using the **Medicare Express Plus app**



visiting a **Medicare or Centrelink office**, or



calling the **AIR General Enquiries Line**
on 1800 653 809 to request an AIR
Statement to be posted.



GET YOUR CHILD IMMUNISED

Free vaccinations are available from:

Central Immunisation Clinic. West Perth.
Phone: 9321 1312, 8.30am–4.30pm weekdays

Your local immunisation provider.

Contact your GP, community health centre,
Aboriginal Medical Service

Your local public health unit -

www.healthywa.wa.gov.au/publichealthunits

Need help accessing immunisation services?

If you need help to access immunisation services, fill out the attached consent form and return to your school. The school will pass your information on to the Department of Health who will contact you.

Request for support from the Department of Health

Please complete this form if you would like assistance in gaining access to local immunisation services. Your information will be given to the Department of Health and they will contact you.

Parent/carer full name:

- ☐ I understand my child's information will be provided to the Department of Health.
- ☐ I understand I will be contacted by the Department of Health to discuss my child's immunisation status.

Child's name:

Child's date of birth:

Child's Medicare number:

Parent Name:

Residential address:

Preferred contact details:

Phone:

Email:

Parent/carer signature:

Date:

School Use Only: Scan and send this form to immunisation@health.wa.gov.au
Information forwarded to the Department of Health

Principal or delegate signature

Date

HIGH SCHOOL HEALTH RECORD

Tick current health issues and give details of care required, including any ongoing medication:

- Please note any other information which would be helpful for the Community Health Nurse:

It is an enrolment requirement that a photocopy of each student's immunisation record is provided to the school. ***Parents are reminded to ensure this has been done.***

The Australian Childhood Immunisation Register (ACIR) records the immunisation history of children up until they turn 7 years old. If parents do not have a copy of their child's early childhood immunisation history they can call ACIR on 1800 653 809, present their Medicare number, and gain access to their child's record. NOTE: This record will not list immunisations the child may have received after turning 7 years of age.

This form was completed by:

Name: _____
(Parent/Guardian/Student)

Signed: _____ Date: ____/____/20____

If you would like assistance completing this form or require it in an alternative format, please contact the Community Health Nurse at your child's school.

The information on this form remains confidential, accessible only by authorised Health Service staff. Consent to provide service and/or share information will be sought from parent, guardian or student as appropriate.

CONFIDENTIAL RECORD

PROGRESS NOTES

Student's full name:

Date of birth:

Date & Time

Comment

Name, signature & designation

CONFIDENTIAL RECORD

[illegible]

HIGH SCHOOL HEALTH RECORD

Medic Alert

Academic year		7	8	9	10	11	12
Calendar year							
Form/class							

☐ Male ☐ Female

Family name: _____ Given names: _____

Preferred name: _____

Current school: _____ Last school attended: _____

Date of birth: _____ Country of birth: _____

Main language spoken at home: _____ Interpreter required? ☐ Yes ☐ No

Student is of Aboriginal or Torres Strait Islander origin? ☐ Yes ☐ No

Student's brothers or sisters:

1. Full name: _____ Year of birth: _____

2. Full name: _____ Year of birth: _____

3. Full name: _____ Year of birth: _____

4. Full name: _____ Year of birth: _____

5. Full name: _____ Year of birth: _____

Address: _____ Postcode: _____

Change address 1: _____ Postcode: _____

Change address 2: _____ Postcode: _____

Day time phone: _____ Change phone: _____

Change phone: _____ Change phone: _____

Student's mobile: _____ Student's email: _____

Family GP name: _____ Phone number: _____

Parent/guardian for first point of contact:

Family name: _____ Given names: _____

Relationship to student: _____

Work phone: _____ Mobile: _____

Persons to be contacted for illness or emergency when parent or guardian listed above is unable to be contacted:

1. Name: _____ Phone: _____

Relationship to student: _____

2. Name: _____ Phone: _____

Relationship to student: _____

Please complete details over page.

CONFIDENTIAL RECORD

Office use: Student name:

MRN

Retain until:



Step by step guide for parents

**Login to Connect at
connect.det.wa.edu.au**

Connect is an integrated online environment developed by the Department of Education WA for staff, students and parents in public schools. Your secure login details to Connect include a **P-number** and **Password** and will be **emailed** by your child's school.

Connect: Login

connect.det.wa.edu.au

1 Type the **Connect website address** into your browser.

User name and password

2 Your **user name (P-number)** and **password** will have been emailed to you by your child's school. Type these details into the **text boxes**.

Appropriate Use

3 Tick the **'I have read ...'** box to agree to use the Department's online services in an appropriate way.

Parent/responsible persons

4 Click the **Parents/Responsible Persons – Appropriate Use** link to access the specific Terms of Use for Connect.

Forgot Password

5 Click the **Forgot Your Password** link if you can't remember your login details.

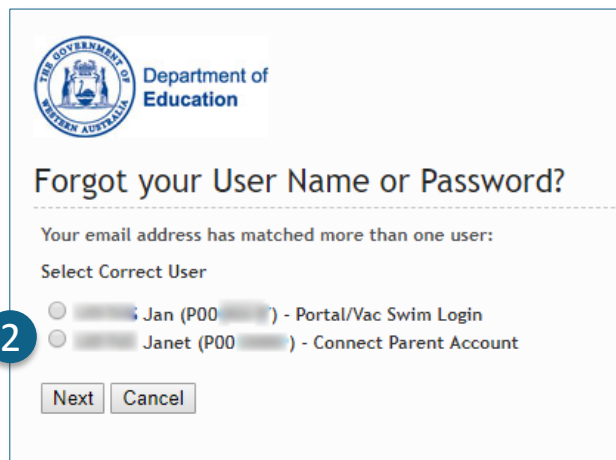
The screenshot shows a web browser window with the address bar displaying 'connect.det.wa.edu.au' (Step 1). The page header includes the Department of Education logo and 'Single Sign-On'. The main heading is 'Sign In'. Below it, a prompt says 'Enter your Single Sign-On user name and password to sign in'. There are two input fields: 'User Name' with the value 'P0123456' (Step 2) and 'Password' with masked characters. A checkbox labeled 'I have read and understand the Appropriate Use of Online Services information.' is checked (Step 3). Below the checkbox are 'Login' and 'Cancel' buttons. At the bottom left, there is a link 'Forgot Your Password?' (Step 5) and 'What is this?'. On the right side, there is a section titled 'Appropriate Use of Online Services' containing text about service usage and links to 'Students Online Policy', 'Telecommunications Use Policy', and 'Parents/responsible persons - Appropriate Use' (Step 4). Below this is a 'Copyright Statement' with a warning and a note about copyright protection.

Connect: Forgotten user name or password

1

Registered email address

Type your email address (the one registered at your child's school) and click **Next**.



Department of Education

Forgot your User Name or Password?

Your email address has matched more than one user:

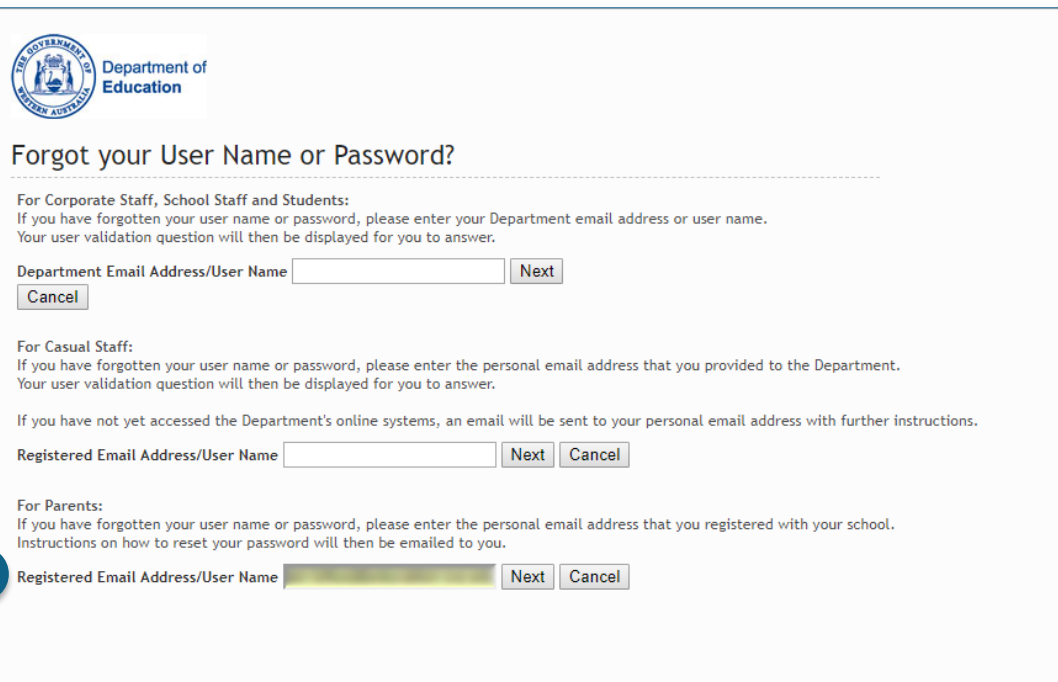
Select Correct User

☐ Jan (P00) - Portal/Vac Swim Login

☐ Janet (P00) - Connect Parent Account

Next Cancel

2



Department of Education

Forgot your User Name or Password?

For Corporate Staff, School Staff and Students:
If you have forgotten your user name or password, please enter your Department email address or user name.
Your user validation question will then be displayed for you to answer.

Department Email Address/User Name Next Cancel

For Casual Staff:
If you have forgotten your user name or password, please enter the personal email address that you provided to the Department.
Your user validation question will then be displayed for you to answer.

If you have not yet accessed the Department's online systems, an email will be sent to your personal email address with further instructions.

Registered Email Address/User Name Next Cancel

For Parents:
If you have forgotten your user name or password, please enter the personal email address that you registered with your school.
Instructions on how to reset your password will then be emailed to you.

1 Registered Email Address/User Name Next Cancel

User name and password

If you have registered for other Department of Education WA online services (such as VacSwim) in the past you may have more than one P-number. Select the **Connect Parent Account** option and click **Next**.

An email will be sent to your nominated email address allowing you to reset your password.

Connect: Home Page

Navigation Bar

Use the **tabs** across the top to access different parts of Connect. Return to the home page by clicking on the Connect **logo**.

Logout

Click on the **icon at the far right** to securely sign out of Connect.

All your children's classes

See all the Connect Classes for each of your children in the **Classes** box. Click on a **Class name** to go to that class.

Change Password

Click **Change Password** to reset your password and access other profile options.

School Space

Click the **name of the School Space** to see the latest notices and information from the school.

Next Event

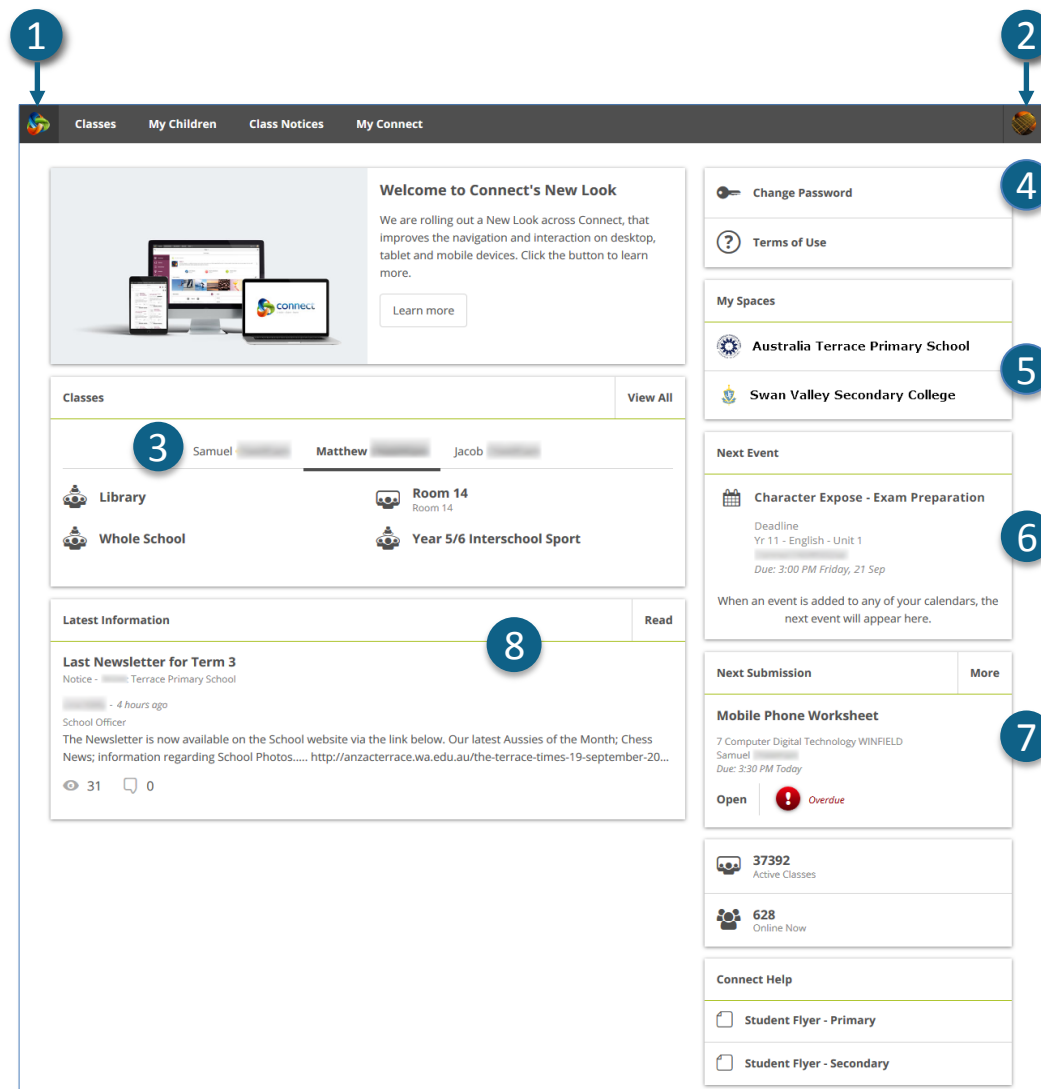
See upcoming school and class calendar events and deadlines for all your children.

Next Submission

View the next submission due. Click the **More** button to see additional submissions.

Latest Information

See the latest notice from a class or school space.



Connect: Classes

The screenshot shows the 'Classes' tab in the Connect interface. At the top, a navigation bar includes 'Classes', 'My Children', 'Class Notices', and 'My Connect'. A dropdown menu for 'Most Activity (7 days)' is visible. Below this, a list of classes is shown, each with a child's name (Abbie, Thomas, Connor) and a class name (e.g., 'Yr 11 - English - Unit 1'). A 'Next Event' section on the right lists upcoming events like 'Novel Quiz - Harry Potter'. A 'Submissions Due' section shows due dates for various classes. A 'Feedback' section displays feedback for a specific class. A 'Class Stats in the past week' pop-up window is shown at the bottom right, displaying a donut chart and a table of activity statistics.

Activity	Created	Views	Comments
Notices	0	1	0
Discussions	0	0	0
Learning Content	0	4	0
Submissions	0	2	0
Library	0	2	0

Classes

1 Click on the **Classes** tab to access the started Connect classes for your children.

My Children

2 Click on the **child's name** to see their classes.

Next event

3 See up to three upcoming events for any of your children from any of their Connect class calendars

Submissions Due

4 See any assignments due for any of your children from any of their classes.

Class Stats

5 View statistics on recent activity in each of your children's classes.

Classes

6 Click on a class name to go into the class.

Connect: Classes

The screenshot shows the 'Yr 11 - English - Unit 1' class page. The interface includes a left-hand menu with options like Summary, Grid, Notices, Content, Discussions, My Marks, Submissions, and Library. The main content area displays a 'Latest Notice' about Year 11 English task 1 results, a 'Class Gallery' with images, a 'Next Event' calendar for September, and a 'Links' section with resources like 'SCSA Course Outline' and 'Guide to WACE requirements'. At the bottom, there are 'Class Stats' and a list of 'Teachers' including Luke, Joel, and Jason. Numbered callouts indicate: 1. Class Name at the top; 2. Switch icon in the top left; 3. Class Tools Menu on the left; 4. Class Calendar in the bottom left; 5. Email Class Teachers at the bottom right.

1

Class Name

The name of the class is displayed at the top.

2

Switch classes

Click the **Switch** icon to change to another class.

3

Class Tools Menu

The **menu** on the left lets you select which area of the class to see.

4

Class Calendar

Days marked with a dot have events entered. Click the **day** to see the event details.

5

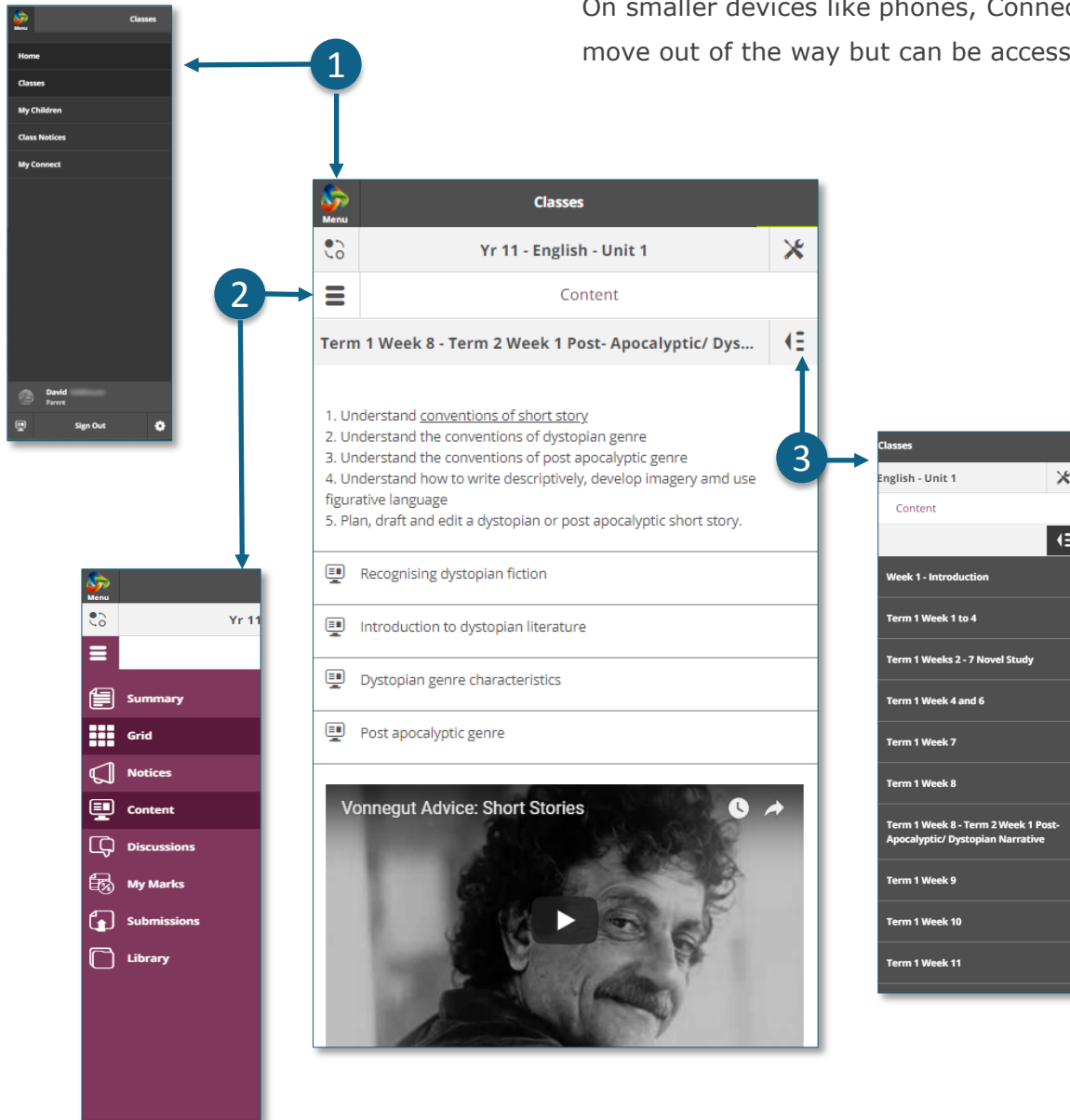
Email Class Teachers

The class teachers are displayed at the bottom of the Summary page. Click on a **name** to **email** the teacher.

Connect: On small devices

Responsive Design

On smaller devices like phones, Connect will change the way it displays information. Menus will move out of the way but can be accessed with just a click if you need them.



Main Menu

- 1 Click the **Connect** logo to return to the home page or select another area of Connect to view.

Tools Menu

- 2 Click the **Tools Menu** icon to access the tools for the School Space or Class you are in.

Additional menus

- 3 Some areas of a class may have an additional menu to help you navigate through class Content or Discussions. Click the **Arrow** icon on the **right** to pop out the menu.

Connect: My Children

The screenshot shows the 'My Children' tab selected in the top navigation bar. The left sidebar contains links for Overview, Attendance, Reports, and Assessment Outlines. The main content area is divided into three sections: User Activity, Attendance, and Classes. The User Activity section shows a list of login events for a child named Connor. The Attendance section shows a weekly view of attendance for two classes. The Classes section lists the child's current classes. The Teachers section lists the child's teachers.

1 Click the **My Children** tab to view information about each of your children.

2 **Switch Children**
Click the **Switch** icon to change between your children.

3 **Overview**
By default you will see the **Overview** section. Click other sections such as **Attendance**, **Reports** or **Assessment Outlines** to see additional information.
Note: Not all these sections may be visible to all parents. Schools determine which information is available.

4 **Attendance**
Click in the **Attendance** box or **section** to see a week by week view.

5 **Classes**
Click on a **class name** to navigate to the class.

6 **Teachers**
Click on a **teacher's name** to send an email to the teacher.

Connect: Student reports

1

My Children

Click the **My Children** tab to view information about each of your children.

2

Switch Children

Click the **Switch** icon to change between your children.

3

Reports

Click the Reports section to see the reports for the current year.

4

Reports from previous years

Open the **Year Menu** to view the years for which reports are available. This may differ from school to school.

4

Selecting a year

Click on a **year** to view the reports published for that year.

5

Reports by Semester

The reports will be listed by semester. Click on a **report** to download it. The report can be viewed on screen or sent to a printer.

The screenshot shows the 'My Children' tab selected in the top navigation bar. A callout '1' points to the 'My Children' tab. Below the navigation bar, the user's name 'Connor' is displayed. A callout '3' points to the 'Reports' section header. On the left, a sidebar menu has a callout '2' pointing to the 'Reports' option. The main content area shows reports for the year '2017'. A callout '4' points to a 'Year Menu' on the right side of the page, which lists '2017' and '2016'. The reports are organized by semester: 'Semester 1' and 'Semester 2'. A callout '5' points to a specific report titled 'Australia College - 2017 Term One Progress Report'.

Connect: Assessment Outlines

1. Click the **My Children** tab to view information about each of your children.

2. Click the **Switch** icon to change between your children.

3. Click the **Assessment Outline** section to open the Assessment Outlines for the current year.

4. Overall achievement will be displayed as a percentage. If the end of semester report has been finalised, a grade may also be displayed.

5. Click the expand/collapse icon to see more details about an Assessment Outline.

6. Beneath the overall achievement and each task, a small graph displays the range of achievement across the class.

Comparison Graph

A The **line** represents the top and bottom marks.

B The **box** demonstrates the majority of students.

C The **vertical line** is the average mark.

D The **dot** represents the achievement of your own child.

Connect: Class Notices

Class Notices

1

Click the **Class Notices** tab to view notices from all your children's classes with the most recent at the top.

2

Number of notices per page

Click the **down arrow** to select how many notices to display on a page.

3

Page number

Click the **down arrow** to select which page to view.

4

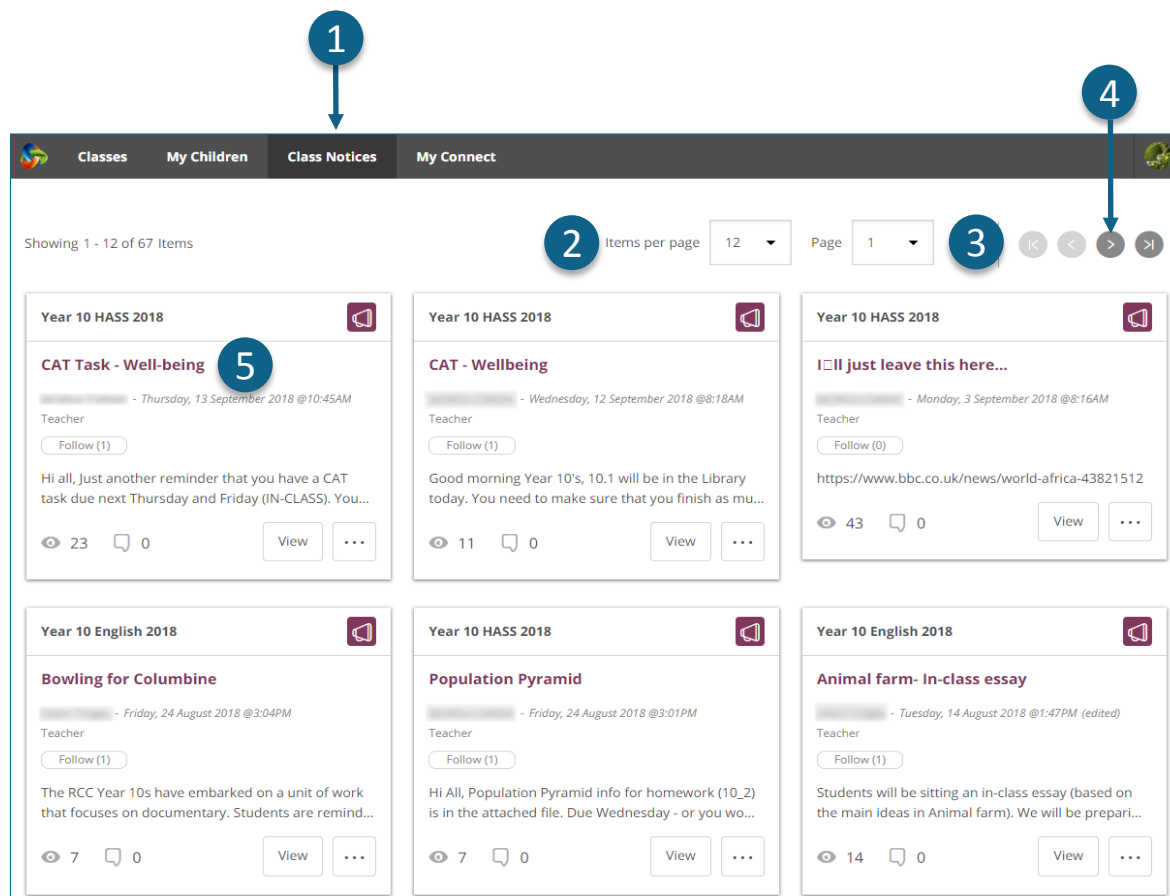
Forward and back

Scroll through the pages using the **forward** and **back arrows**.

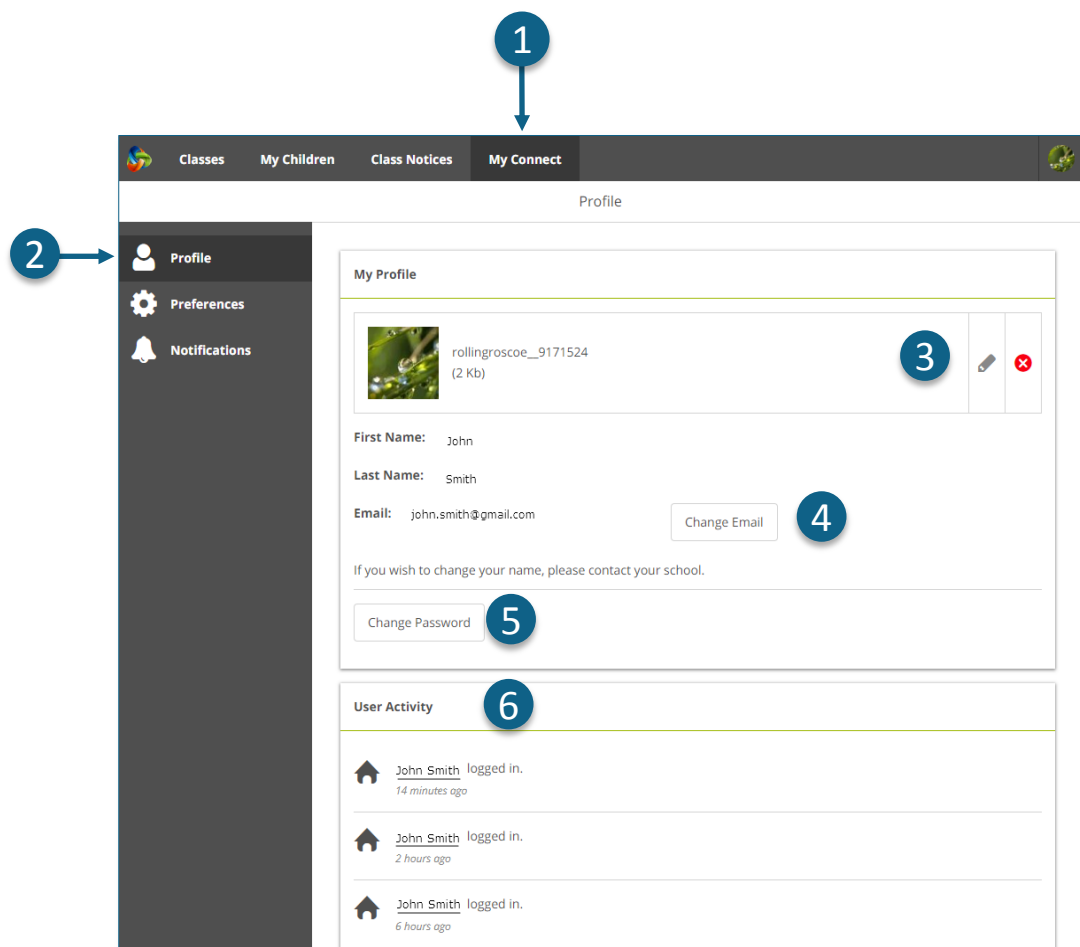
5

Open a notice

Click on the title of a notice to open it.



Connect: My Connect Profile



My Connect

Click the **My Connect** tab to manage your profile, password, preferences and notification settings.

Manage your profile

Click the **Profile** section to select an avatar, change your password and send a notification to the school if you change your email address.

Select, edit or remove an image

Click the **Add Avatar button** to select from a range of images. Use the **edit** pencil to change the image you have selected or click the **cross** to delete it.

Change your email address

Notify the school when you change your email address. The school will receive a notification to update their system.

Change your password

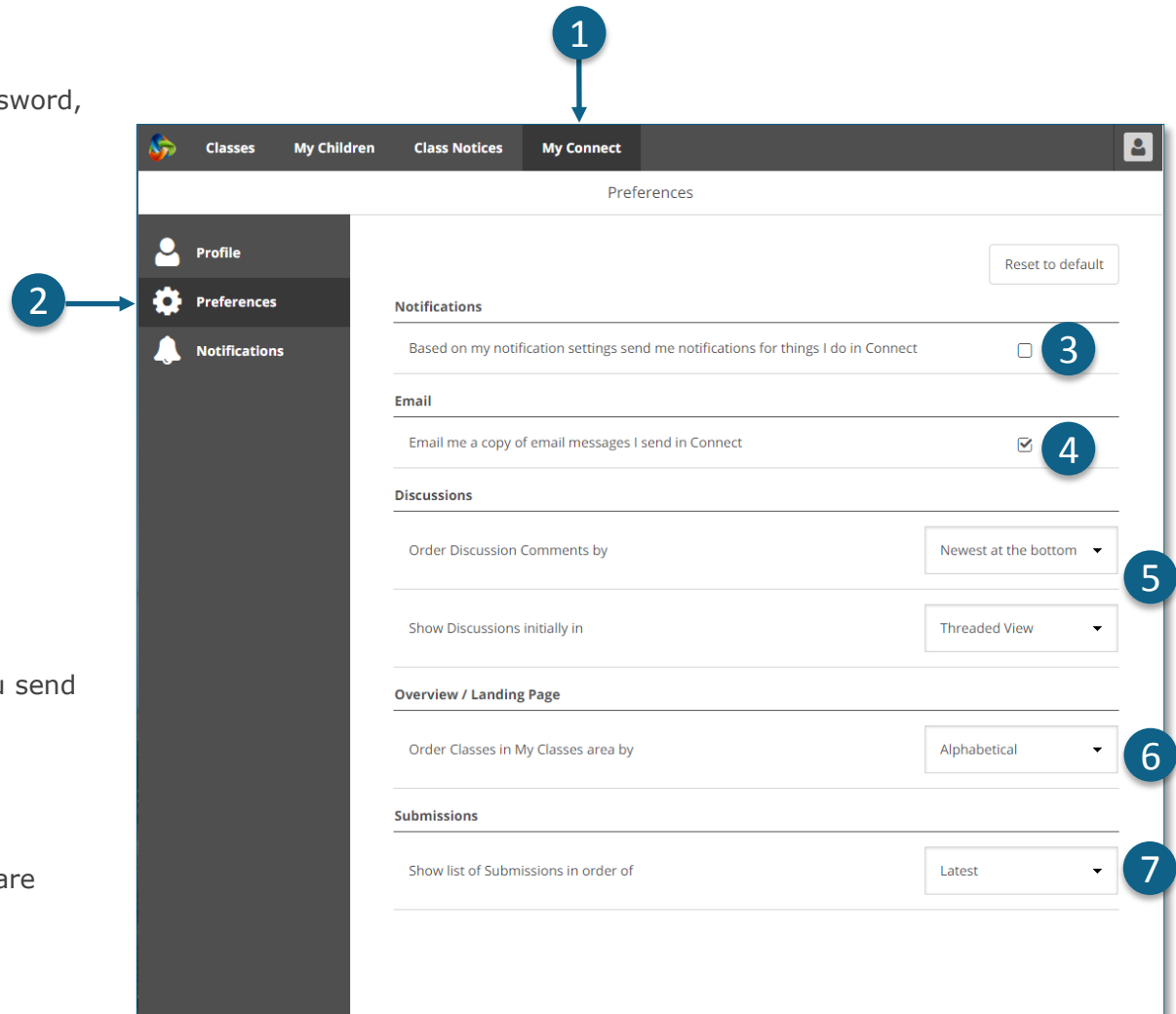
Click the Change Password button to reset your password.

View your recent activity

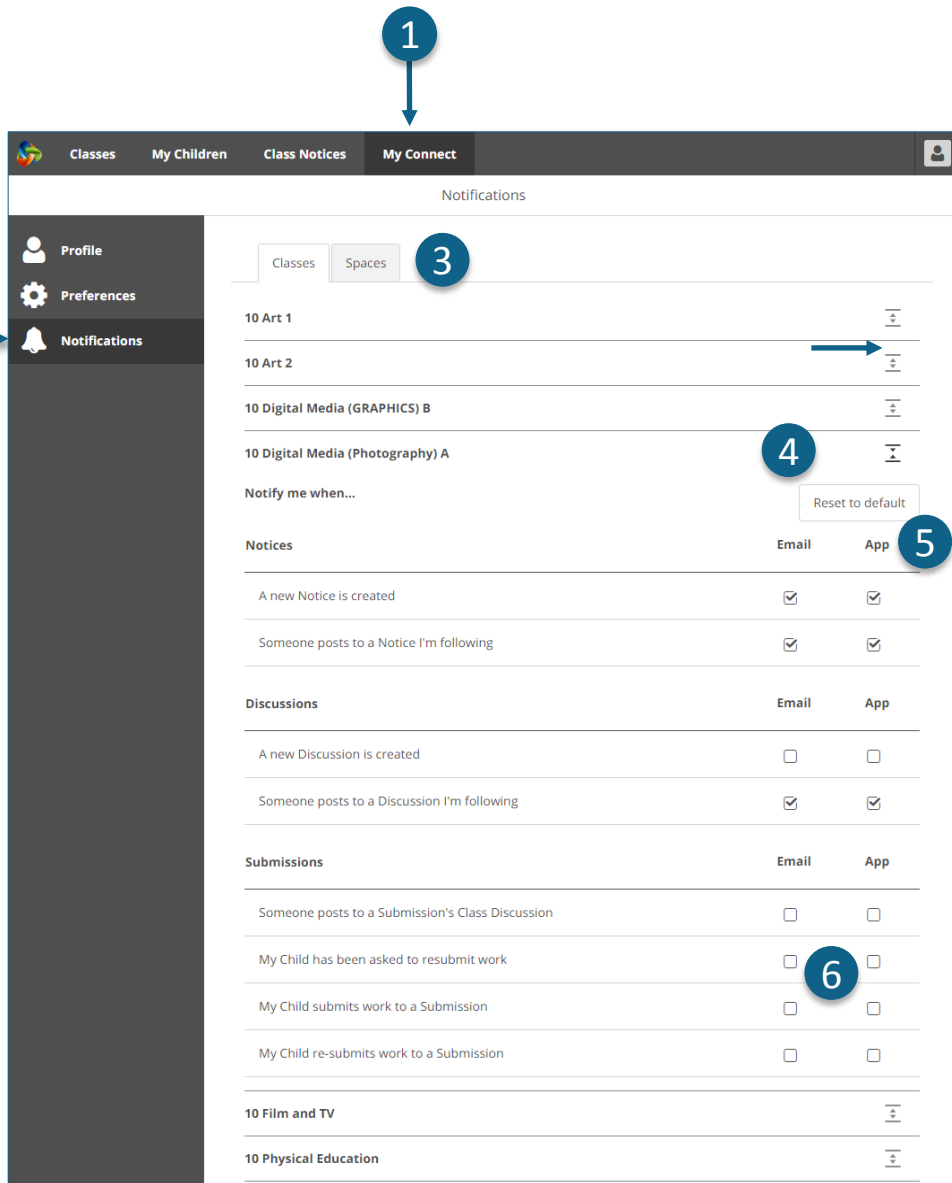
See a list of your recent activity in Connect.

Connect: My Connect Preferences

- 1 My Connect**
Click the **My Connect** tab to manage your profile, password, preferences and notification settings.
- 2 Preferences**
Click the **Preferences** section to choose how Connect displays information for you.
- 3 Notifications**
Tick this box if you would like emails to be sent to you when you add a comment to a Notice.
- 4 Email**
Tick this box if you would like a copy of any emails you send to a teacher to be sent to your email inbox.
- 5 Discussion Preferences**
Click the down arrows to select how class discussions are ordered and displayed.
- 6 Order Classes**
Click the down arrow to select the order in which the classes are displayed on the Connect home page.
- 7 Submissions**
Click the down arrow to select the order in which class submissions are displayed in Connect classes.



Connect: My Connect Notifications



My Connect

Click the **My Connect** tab to manage your profile, password, preferences and notification settings.

Manage your notifications

Click the **Notifications** section to select how information is sent to you from specific classes and school spaces.

Classes or Spaces

Click either the **Classes** or **Spaces** tab to select which notifications you wish to modify.

Expand Class Notifications options

Click the expand/collapse icon for each class or space to see the notifications options.

Email or App

By default all notifications will come to you via the email address you have registered with your school. If you have downloaded the free Connect Now app (see **Connect Now** page) you can elect to receive push notifications on your mobile phone instead of or in addition to the email.

Note: You won't see the App option until you have logged into the Connect Now app with your parent user name and password.

Submission Notifications

Tick the boxes to receive notifications when your child submits work to a class submission.

Connect: Connect Now app for mobile devices

1

Connect Now

Receive Connect notifications on your mobile device. Download the **Connect Now app** from the **Apple App Store** or **Google Play**.

2

Login

Use your Connect **P-number** and **Password** to login to Connect Now.

3

Push Notifications

You can elect to have notices appear as **Push Notifications** on your mobile device home screen.

4

Opening Notifications

Tap the **push notification** or **open** the app to read notices.

5

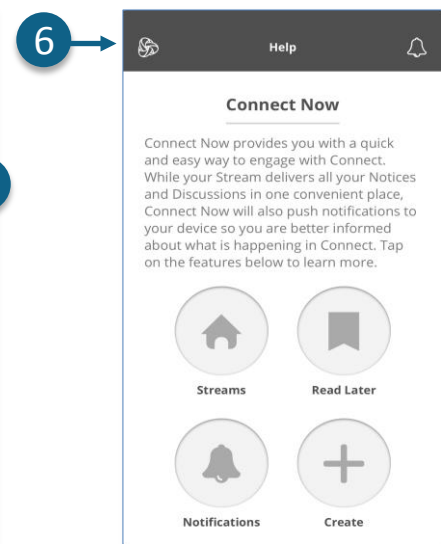
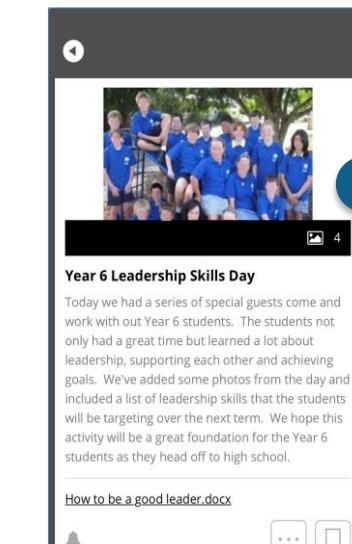
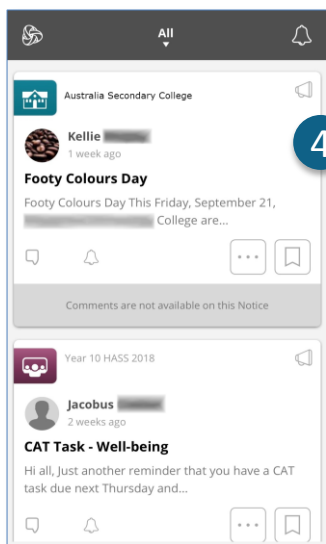
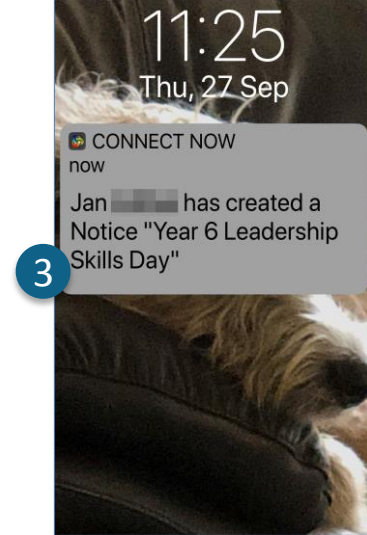
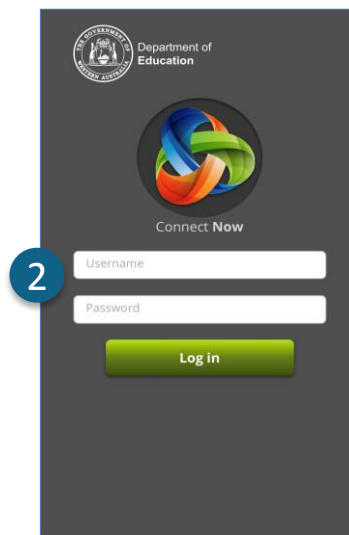
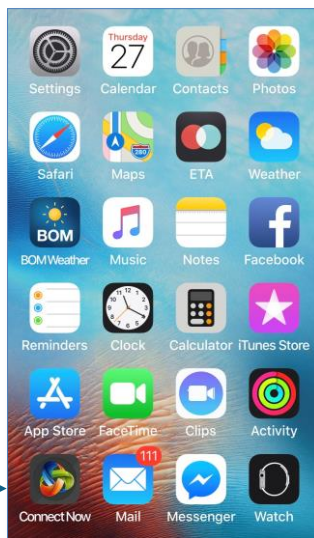
Notices

Tap a **notice** to open it and see more details including images and attachments.

6

Connect Now Help

Click the **Connect Logo** to access the built-in help.





Connect Conditions of Use for Parents

1. Only parents or responsible persons as defined in the *School Education Act 1999* and verified by the school will be given access to Connect.
2. The person signing up for the service understands his/her responsibility for keeping the service access details (username and password) confidential.
3. The Department of Education does not accept responsibility for any event arising from unauthorised access or use of Connect.
4. Parents agree to use Connect in accordance with Department of Education's policies regarding Appropriate Use of Online Services. These policies can be accessed from the Connect Sign In screen. Parents are required to accept that they have read and understood these policies before access to Connect is provided.

Limits of the Service

Connect is an initiative by the Department of Education to improve communication between schools and parents/guardians on matters impacting student education. It is an optional communication channel and the Department of Education does not undertake to provide all student-related information via Connect. The Department of Education is providing Connect as a trial and reserves the right to modify or withdraw the service at any time.

When using Connect, I agree that:

1. The information contained in Connect is personal and private information.
2. The parent username and password is only shared between the child's legal parents or guardians.
3. I will not interfere with network security, the data of another user, or attempt to log into the network with a user name and/or password of another user.
4. If I become aware of unauthorised access to my parent account I will immediately inform the school.
5. I consent to the logging, monitoring, auditing and disclosure of my use of Connect.
6. Any breach of these conditions for which I am responsible will result in my access to Connect being suspended or revoked.
7. I agree to use Connect in accordance with Department of Education's policies regarding Appropriate Use of Online Services. These policies can be accessed from the Connect Login screen.

Parent Signature: (Type name here)

Date:

Please return this form to the school in order to receive login information for Connect.



Connect Registration for Parents

Dear Parents/Guardians

The Department of Education provides secure online access for parents or responsible persons such as guardians to teaching and learning information about their children via Connect.

By signing up for the service, a parent or guardian understands and accepts the attached Conditions of Use.

Please read this form carefully, complete the following details and return both pages to Merredin College.

Once this information is confirmed in the system and you have been processed to access Connect you will be provided with an user name and a password as well as details on how to access the service.

Student Details:

Student First

Name: Student Last

Name: Teacher

Name: Class Code

Optional Information to be completed by School

Parent Details:

Parent First Name:

Parent Last Name:

Office Use Only

Provisioning Status

Registered

P-Number

Associated

Connect Validation

Email sent

Password

Email: Please print your full email address clearly in the boxes below (including and full stops) and check that it is correct. Any errors in your email address will result in delays in setting up your access to Connect.



7 September 2020



Dear Parent/Carers,

USE OF THIRD PARTY WEB BASED EDUCATIONAL SERVICES – PERMISSION TO ACCESS GOOGLE SUITE

At Merredin College, Year 1-12 students use G Suite EDU for students for collaborative learning in an online space. The Google suite of tools is designed to empower educators and students as they learn and innovate together.

Upon enrolling your child at Merredin College you may have given permission for them to access the school network and the Internet. If you have not provided these permissions, you will be provided with an additional note requesting permission before your child can access Google. Please note that to allow your child access to the G Suite for EDU through the school we are required to seek your written permission after notifying you about the provider's privacy terms and conditions. Please read the information below carefully and return the signed form to the school if you agree to the service providers conditions and give permission for your child to access this service.

Please note – A separate form will need to be completed for each student.

As our school wishes to register with a web based service provider that requires some personal information about a student in your care, we are obliged under the Commonwealth Privacy Act (1988) to advise you of the reasons for collecting the information, what will be done with it and who else may have access to it.

Name of Provider: Google
Type of Service: Publication and management tools
Website: www.google.com

Summary Terms and Conditions:

Within G Suite for Education, Schools own their data. Merredin College has its own Google Domain and the school manages the users as well as their access to elements of G Suite. Google's responsibility is to keep the data secure.

Google's Privacy Policy:

Please see visit [here](#) for full information about the Google's privacy policy.

Google for Education gives teachers the freedom to spend more time personalizing the learning experience, and less time managing it. Students can learn 21st-century problem-solving and the skills they'll use in their future careers, with accessibility features that help every student do their best work. G suite includes a range of tools designed to empower educators and students to learn and innovate together. Google Classroom allows teachers to distribute work to students and enables them to individualise work and enable collaboration. Teachers can provide instant feedback and track a student's progress to improve performance. At Merredin College we use a range of applications within G Suite including Classroom, Drive, Docs, Sheets and Slides. These allow for students to work online and offline but also access their work at school and at home.

Please complete and return the permission slip below to the front office.

Upon receipt of the completed permission slip, your child will be provided with their Google account for Merredin College.

Yours sincerely,

Lynne Herbert
Deputy Principal



Student's name: _____ Class: _____

**USE OF THIRD PARTY WEB BASED EDUCATIONAL SERVICES -
MERREDIN COLLEGE PERMISSION TO ACCESS G SUITE FOR SCHOOLS**

- ☐ I **consent** to my child having a Google account in the Merredin College domain
- ☐ I **do not consent** to my child having a Google account in the Merredin College domain
for the purpose of:

Parent/Guardian's Name: (please print): _____

Parent/Guardian's signature: _____

Date: _____



STUDENT INFORMATION TECHNOLOGY AGREEMENT PACK (SECONDARY STUDENTS)

Dear parent / responsible person

Our school provides access to online services provided by the Department of Education. These increase the range of teaching tools available to staff and enhance the learning opportunities available to students.

I am writing to you to seek approval for your child to be given access to these online services. This will involve the school using the student's full name, preferred name, class and year to access their unique online services account.

The Department's online services currently provide:

- individual email accounts for all students and staff;
- access to the Internet, with all reasonable care taken by schools to monitor and control students' access to web sites while at school;
- access to the online teaching and learning services such as web-conferencing, digital resources and online learning activities;
- access to online file storage and sharing services; and
- access to Portal services from home if the home computer is connected to the Internet.

If you agree to your child making appropriate use of these online services, please complete the permission slip attached to this letter. You will also need to ensure that your child reads or understands the Acceptable Usage Agreement, also attached to this letter, before the permission slip is signed. Both signed documents should be returned to school so that an online services account can be created for your child.

Please note that while every reasonable effort is made by schools and the Department to prevent student exposure to inappropriate online content when using the Department's online services, it is not possible to completely eliminate the risk of such exposure.

You should be aware that the Department has the right to review, audit, intercept, access and disclose messages created, received or sent over Department online services. Logs of email transactions and Internet access data are kept for administrative, legal and security purposes and may be monitored. Similar to other corporate records, emails and Internet access records are discoverable in the event of legal action and are subject to provisions of the *Freedom of Information Act 1992*.

You should also be aware that general Internet browsing not conducted via the Department's network is **not** monitored or filtered by the Department. The Department encourages close family supervision of all Internet use by children in locations other than school, and strongly recommends the use of appropriate Internet filtering software.

Please return the attached forms to ensure your child has online access at Merredin College.

Yours sincerely

PRINCIPAL

(Please write the name using one capital letter per box)

Student's first name

[illegible]

Student's last name

[illegible]

Student's preferred name

[illegible]

School

[illegible]

Class ID

[illegible]

Parents / responsible persons

Do you give permission for your child to have an online services account? **Yes / No (circle one)**

I agree to and understand the responsibilities my child has when using the online services provided at school for educational purposes, in accordance with the Acceptable Usage Agreement for school students. I also understand that if my child breaks any of the rules in the agreement, that the principal may take disciplinary action in accordance with the Department's *Behaviour Management in Schools* policy.

Name of parent or responsible person: _____

Signature of parent or responsible person: _____ **Date:** _____

Note: while every reasonable effort is made by schools and the Department of Education to prevent student exposure to inappropriate online content when using the Department's Online Services, it is not possible to completely eliminate the risk of such exposure. The Department cannot filter Internet content accessed by your child from home or from other locations away from school. The Department recommends the use of appropriate Internet filtering software.

Office use only: Date processed: / / Processed by (initials):

Note: This permission slip should be filed by admin.

ACCEPTABLE USAGE AGREEMENT (SECONDARY STUDENTS)

Return to Merredin College with enrolment forms.

If you use the online services of the Department of Education you must agree to the following rules:

- I will not reveal personal information, including names, addresses, photographs, credit card details and telephone numbers of myself or others when online.
- I will not give anyone my logon password.
- I will not let others logon and / or use my online services account unless it is with the teacher's permission.
- I will not access other people's online services accounts without permission from the teacher.
- I understand that I am responsible for all activity in my online services account.
- I will tell my teacher if I think someone has interfered with or is using my online services account without permission.
- I understand that the school and the Department of Education may monitor any information sent or received and can trace activity to the online services accounts of specific users.
- If I find any information that is inappropriate or makes me feel uncomfortable I will tell a teacher about it. Examples of inappropriate content include violent, racist, sexist, or pornographic materials, or content that is offensive, disturbing or intimidating or that encourages dangerous or illegal activity.
- I will not attempt to access inappropriate material online or try to access Internet sites that have been blocked by the school or the Department of Education.
- I will acknowledge the creator or author of any material used in my research for school work by using appropriate referencing.
- I will obtain permission from the copyright owner of any materials inserted into my school work before I subsequently reuse it as a portfolio for employment, in a competition or any other uses other than for my private research and study.
- I will make sure that any email that I send or any work that I wish to have published is polite, carefully written and well presented.
- I will follow the instructions of teachers and only use online services for purposes which support my learning and educational research.
- I will be courteous and use appropriate language in all Internet communications.
- I will not use the Department's online services for personal gain or illegal activity (e.g. music file sharing), to bully, offend or intimidate others or send inappropriate materials including software that may damage computers, data or networks.
- I will not damage or disable the computers, computer systems or computer networks of the school, the Department of Education or any other organisation.
- I will be mindful of the possible problems caused by sharing or transmitting large files online.

I understand that:

- I will be held responsible for my actions while using online services and for any breaches caused by allowing any other person to use my online services account;
- the misuse of online services may result in the withdrawal of access to services and other consequences dictated in the School's policy; and
- I may be held liable for offences committed using online services.

I agree to abide by the Acceptable Usage Agreement for school students.

I understand that if I am given an online services account and break any of the rules in the agreement, it may result in disciplinary action, determined by the principal in accordance with the Department's *Behaviour Management in Schools* policy.

Name of student: _____

Signature of student: _____

Date: _____



MERREDIN COLLEGE

A Wheatbelt Independent Public School

Woolgar Avenue · Merredin WA 6415
Ph: 08 9041 0900 · Fax: 08 9041 2008
E: merredin.college@education.wa.edu.au
W: merredincollege.wa.edu.au

Dear Parent,

All students at Merredin College are required to register for a USI (Unique Student Identifier) to enable them to enrol in certain courses. More information about USI's can be found at <https://www.usi.gov.au/about>.

What do I need to do?

Log on to <https://www.usi.gov.au/students/create-your-usi> and follow the prompts to create a USI (you will need Medicare card details, passport or Birth Certificate). Please either provide a print out of the USI making sure your child's name is on the sheet or write the USI below making sure every digit is clear.

Or

If you do not have access to a computer complete the information slip attached and return with enrolment forms.

Student USI Application

Student Details:

Name

Middle Name(s)

Date of Birth:

Age:

--	--	--	--	--	--	--	--	--	--

My USI is

OR Complete Medicare Card Details: *(or send a photocopy of Medicare card)*

Card No:

--	--	--	--	--	--	--	--	--	--

Reference No:

--

Your Name:

(Exactly as it is on the card)

		/				
--	--	---	--	--	--	--

Expiry / Validity date:

Month

Year

Medicare Card Colour:

Student email address:

Place of Birth

Town/Suburb:

State:

Country: