



MERREDIN COLLEGE

ENROLMENT FORM INFORMATION BOOKLET 2024



Section 1: PARENT OCCUPATION GROUPS

GROUP 1	GROUP 2	GROUP 3	GROUP 4
<p>Senior management in large business organisation government administration & defence, and qualified professionals</p>	<p>Other business managers, arts/media/sportspersons and associate professionals</p>	<p>Tradesmen/women, clerks and skilled office, sales and service staff</p>	<p>Machine operators, hospitality staff, assistants, labourers and related workers</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>Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business.</p> <p>Specialist manager [finance/ engineering/production/ 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]. or 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/ industrial 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 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/refugee/ child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/ supervisor].</p>	<p>Drivers, mobile plant, production/ processing machinery and other machinery operators</p> <p>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.

Section 2: ACCESS TO ONLINE SERVICES

MERREDIN COLLEGE STUDENT ONLINE ACCEPTABLE USE AGREEMENT

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 complete the appropriate permission form and select the yes button to ensure your child has online access at Merredin College.

K – Year 2 Online Permission Form

Year 3 – 6 Online Permission Form

Year 7 – 12 Online Permission Form

Section 3: STUDENT MOBILE PHONE POLICY

MOBILE PHONES AND ELECTRONIC DEVICES POLICY

Overview:

This policy is about increasing student levels of academic engagement and social connection while they are at school. We want to reduce the pressure and anxiety students feel associated with always needing to respond. Students need the freedom to think, learn and develop positive social skills.

This policy relates to any mobile phone or device that allows access to electronic communications, the Internet, music playback or streaming and video playback or streaming. This policy works in conjunction with the "Mac Book agreement" which students sign on enrolment.

Policy Expectations:

- Mobile phones, smart watches and headphones must remain turned off and away in students bags from the time they arrive at school through to when they leave the school grounds at the end of the day.
- Mobile phones and other digital devices are brought to school at the owner's risk. No liability will be accepted by the school in the event of loss, theft or damage of a device.
- Student must seek permission from their teacher to use their Mac Book during class time and must only use their Mac Book as directed by the teacher.
- Phones/devices are not permitted during tests or examinations.
- Reports of all incidents involving inappropriate use of digital devices will be recorded on the student record and managed in line with the school's Behaviour Management in Schools Policy, including bullying, taking and/or sending images, sending texts etc.

It is understood that at times digital devices and headphones may be used as a valuable learning tool in the classroom. In these instances, students would receive an instruction from the teacher to take out their device. Once the learning activity is complete the device would once again be "Off and Away".

For all contact required between students and or a family member, the Student Support Officer at Student Services will be available to facilitate all necessary communication. There will be no need for a student to use a mobile phone to contact home during the school day.

This Mobile Phone and Digital Device Policy is an extension of the school Behaviour Management in Schools Policy.

In any instance where a student has a digital device visible entering, or while on school grounds, the following procedures will be followed:

First Occasion:

- The student will hand in their device or headphones to the teacher/staff member
- The teacher/staff member will hand over the device to Student Central at their earliest convenience where it will be logged and stored for the remainder of the day
- At the end of the school day the student will be able to collect the device from Student Central

Second Occasion:

- The student will hand in their device or headphones to the teacher/staff member
- The teacher/staff member will hand over the device to the Student Central at their earliest convenience where it will be logged and stored for the remainder of the day
- At the end of the school day a Parent/Guardian will be able to collect the device from the Student Central. The device will not be returned to the student.

If at any time a student refuses to follow the instruction of a staff member, the Behaviour Management in Schools Policy and Procedures will be applied.

Section 4: USE OF STUDENT IMAGES AND WORK

The Department of Education may record video or photographic images of a student and their work while they are at school or taking part in school related activities. Images will be used for activities such as promoting the school, school events, student achievements and SmartRider cards (see example below).

The school will endeavour to limit identifying information that accompanies images of your child or child's work; however, there will be occasions when your child's name, class and school may be published along with images.

Your child's image and/or school work may be published in a range of formats such as hardcopy and digital, including audio and video file formats, and published to a range of media including but not limited to school newsletters, email, school and Department of Education intranet and internet sites including social media websites (e.g. Facebook, YouTube etc.), any third party applications and local newspapers in hardcopy and digital formats, which may enable viewers/readers to identify your child.

Images published on the internet are accessible by any person worldwide. Students' information can be accessed, copied and used by any other person using the internet (e.g. shared through social media such as Facebook, YouTube, etc.). Once student information has been published on the internet the school and Department of Education have no control over its subsequent use and disclosure.

Permission can be withdrawn at any time by contacting the school or Department in writing; however, this will not affect materials that have already been published and disseminated.

We partner with Transperth (Monitor WA) to integrate the use of SmartRider cards.

Features include:

- Cashless travel on Transperth services (access to the student fare).
- Student identification (ID) (where student photograph is included).
- Borrow items from the school's Resource Centre.
- 'Sign in or out' of school (when arriving late or leaving early)
- Cashless payments at the school cafeteria (when activated).



SmartRider sample

Section 5: THIRD PARTY APPS

THIRD PARTY APP CONSENT

Recently there has been a tightening up of the rules around the use of third party digital services in Western Australian Schools. The main concerns are for the privacy of students and to limit the amount of personal information that is shared when creating student accounts. The department has rated websites and applications based on the way they collect information and there are 4 categories.

- No Consent required
- Consent required
- Notification required
- Do not use

We would like students to continue to use a range of educational apps to support their learning.

Please note that to allow your child access to the educational apps through the school we are required to seek your permission after notifying you about the provider's privacy terms and conditions. Please check the privacy information via the link below and respond to this form if you agree to the service providers conditions and give permission for your child to access the applications.

Primary Third Party App Information and Permission Form

Secondary Third Party App Information and Permission Form

Section 6: CLASSIFIED TEXTS

The term 'text' refers to any written, visual, spoken, multimedia or multimodal content (including digital games). Within their learning programs, students listen, view, and discuss texts such as films, documentaries, episodes on streaming services or DVDs.

Our learning program adhere to the classifications set out in the [*Classification \(Publications, Films and Computer Games\) Enforcement Act 1996 \(WA\)*](#).

G classification

Many texts used in classrooms have a G rating and contain content of very mild impact.

PG classification

On occasions, a text with a PG classification may be suitable for a learning program. Content with a PG classification is mild in impact but some students under the age of 15 may find it confusing or upsetting.

M classification

Texts with M classification contain content that is moderate in impact and is recommended for students 15 years of age and over. Content with M classification are less likely to be used in learning programs. Teachers will seek individual parent permission when considering the use of texts with M classification.

MA15+ classification

Texts with MA15+ classification contain strong content that is high in impact and requires a mature perspective. Content with MA15+ classification is rarely used in learning programs and will only be

considered for students over the age of 15 years. Teachers will seek individual parent permission when considering the use of texts with MA15+ classification.

Section 7: NATIONALLY CONSISTENT COLLECTION OF DATA (NCCD)

Every year, all schools in Australia participate in the Nationally Consistent Collection of Data on School Students with Disability (NCCD). The NCCD process requires schools to identify information already available in the school about supports provided to students with disability. These relate to legislative requirements under the *Disability Discrimination Act 1992* and the Disability Standards for Education 2005, in line with the *NCCD guidelines (2019)*. The term “disability” is used to describe a variety of conditions, including medical conditions.

Information provided about students to the Australian Government for the NCCD includes:

- year of schooling
- category of disability: physical, cognitive, sensory or social/emotional
- level of adjustment provided: support provided within quality differentiated teaching practice, supplementary, substantial, or extensive.

This information assists schools to:

- formally recognise the supports and adjustments provided to students with disability in schools
- consider how they can strengthen the support of students with disability in schools
- develop shared practices so that they can review their learning programs in order to improve educational outcomes for students with disability.

The NCCD provides state and federal governments with the information they need to plan more broadly for the support of students with disability.

The NCCD will have no direct impact on your child and your child will not be involved in any testing process. The school will provide data to the Australian Government in such a way that no individual student will be able to be identified – the privacy and confidentiality of all students is ensured. All information is protected by privacy laws that regulate the collection, storage, and disclosure of personal information.