

Enrolment Guidelines

Please complete the Student Enrolment Form and return it to Joseph Banks Secondary College with supporting documentation for confirmation of this student's enrolment. Family details should include details of parents or guardians residing at the same address as the student being enrolled. Any details relating to parents not residing with the student may be included in the Parent/Guardian details section of this form. Please place **X** in provided.

While it is not a legal requirement to provide all of the details requested in the Enrolment Form, the information is sought to enable the Department to:

- Undertake administrative and child/student care responsibilities including maintaining emergency contact information;
- Communicate with you about important matters;
- Provide first aid and plan for student health support requirements. For a student with a disability who has significant and complex support needs the principal will negotiate to delay the first day of attendance with the parent/guardian if the necessary teaching and learning adjustments are not currently available at Joseph Banks Secondary College;
- Collect necessary statistical information and undertake analysis of the composition and performance of the student population; and
- Meet State and National reporting requirements.

SENIOR SCHOOL

Enrolment Checklist

nen you enrol your child at Joseph Banks Secondary College, ease provide copies of the following documentation:
Full Birth certificate Identity documents (visa, citizen etc. if applicable) Immunisation certificate Court order (if applicable) Proof of address (please provide two recent records e.g. utility bill,) Recent Report
vour child was not born in Australia, u must provide:
Evidence of the date of entry into Australia; Passport or travel documents; and Current visa and previous visas (if applicable). Citizenship Certificate.
addition, if your child is a temporary visa holder u must provide:
Confirmation of enrolment or evidence of permission to transfer provided by Education International (if holding an International full fee student visa, sub class 571); of Evidence of the visitor and temporary resident visa (other the sub class 571 referred to above); or Evidence of the visa for which the student has applied (if the student holds a bridging visa).

Forms included in this package

These forms **must** be completed and returned

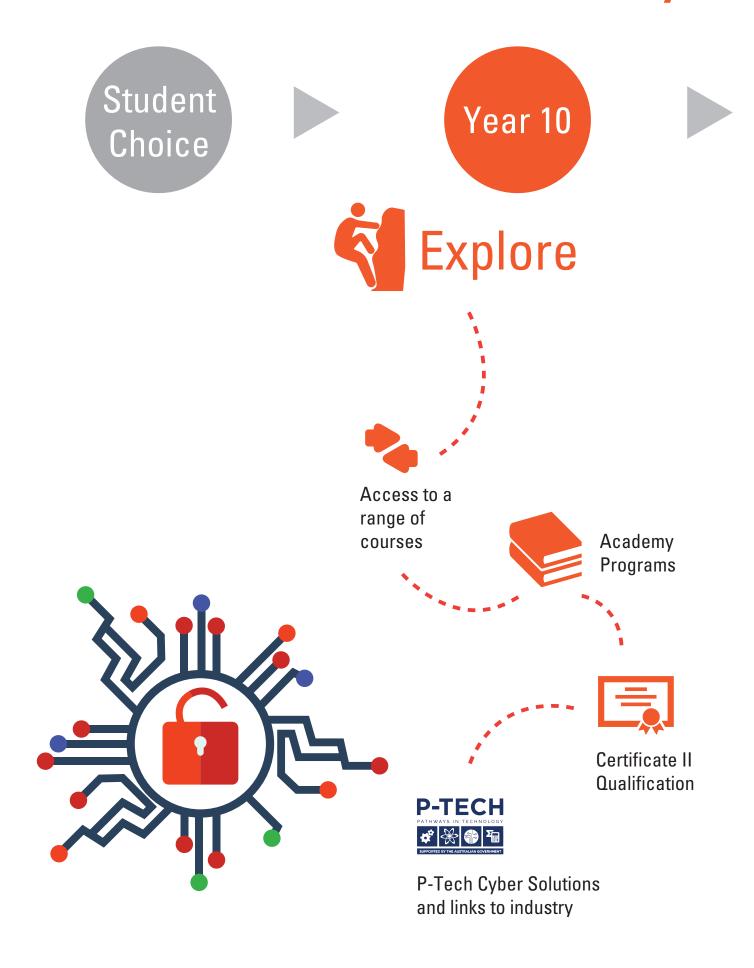
Information and Communication Technology Acceptable Use Agreement

Expression of Interest for

Optional — Expression of Interest for Specialised Programs

Optional — Student Driver Agreement

Personalised Pathways

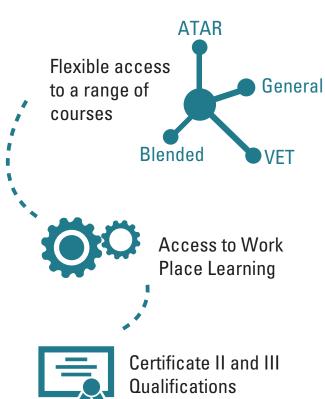




Define

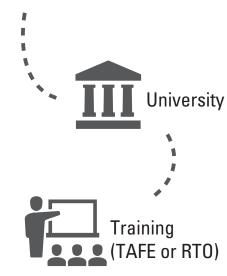








P-Tech Certificate III Information Technology (Cyber and Networking)









SENIOR SCHOOLStudent Enrolment Form

Please send your completed enrolment form to:

Joseph Banks Secondary College: 40 Joseph Banks Boulevard Banksia Grove WA 6031

Section 1: Student D	etails			
Enrolment Year Level:	□10 □11 □12			
Surname:		P	lease pro	ovide a copy of this child's birth certificate.
Legal surname on birth certificate: (if different from above)				
Previous surname: (if applicable)				
1st name: (given name)				
2nd name: (middle name)				
3rd name: (if applicable)				
Preferred name:				
Date of Birth:				
Gender:	Male Female N	lon-binary		
Residential address: Please provide two pieces of	Street:			
evidence of residing at this address.	Suburb/town:			Postcode:
Home Telephone:			Studer	nt Mobile:
Student Number: (if known)				
Does the student have any siblings (brothers or sisters) at	Yes No			
Joseph Banks Secondary College?	Sibling's name:		Date of	birth:
			DD/MM	1/YY
			DD/MM	1/YY
			DD/MM	1/YY
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 subject to Access Restriction?	Yes No If YES, please specify and attach supporting documentation.			
Is this student in the care of the Child Protection and Family Services (CPFS) Chief Executive Officer?	Yes No If YES, please specify the CP ber.	FS Case Manager, the	eir CPFS L	District and their Contact telephone num-
What school did the student previous (If previously enrolled in Home Education, pleas Reason for leaving	ly attend? e specify Education Region)			

Section 2: Parent/Guard	dian Details	
	Parent/Guardian 1 (first point of contact)	Parent/Guardian 2 (second point of contact)
Title: (Mr/Ms/Mrs/Miss)		
First name:		
Surname:		
Relationship to student: (e.g. father, grandmother)		
Lives with student	☐ Yes ☐ No	☐ Yes ☐ No
Responsible for parenting	Yes No	☐ Yes ☐ No
Receive correspondence, reports etc <u>Both Parent/Guardian 1 and 2 must tick</u> YES to receive correspondence)	Yes No	☐ Yes ☐ No
Responsible for payment of Contributions and Charges	Yes No	Yes No
Mobile:		
Other telephone:		
Email:		
Postal address: Street		
Suburb/town		
Postcode		
Occupation		
Workplace:		
Workplace telephone:		
Section 3: Parent/Guard	dian Background Informatio	n
	Parent/Guardian 1	Parent/Guardian 2
Does the parent/guardian speak a I anguage other than English at home? If more than one language, indicate the one that is spoken most often.	No, English only Yes, other - please specify:	No, English only Yes, other - please specify:
What is the highest year of primary or secondary school the parent/ guardian has completed? For persons who have never attended school, mark Year 9 or equivalent or below	Year 12 or equivalent Year 11 or equivalent Year 10 or equivalent Year 9 or equivalent or below	Year 12 or equivalent Year 11 or equivalent Year 10 or equivalent Year 9 or equivalent or below
What is the highest qualification the parent/guardian has completed?	Bachelor degree or above Advanced diploma/Diploma Certificate I to IV (including trade certificate) No non-school qualification	 ☐ Bachelor degree or above ☐ Advanced diploma/Diploma ☐ Certificate I to IV (including trade certificate) ☐ No non-school qualification

Section 3 (cont.): Parent/Guardian Background Information				
	Parent/Guardian 1	Parent/Guardian 2		
What is the occupation group of the parent/guardian? If the person is not currently in paid work but had a job or retired in the last 12 months, please use the person's loccupation.		Group 1 Senior management in large business organisation, government administration, and qualified professionals Group 2 Other business managers, arts/media/sportspersons, and associate professionals Group 3 Tradesmen/women, clerks and skilled office, sales and service staff Group 4 Machine operators, hospitality staff, assistants, labourers and related workers Other Not in paid work in the last 12 months		
Section 4: Addition *For an emergency where the additional contacts below.	al Contacts he first or second point of contact canno	ot be contacted, please provide		
	Contact 3 (third point of contact)	Contact 4 (fourth point of contact)		
Title: (Mr/Ms/Mrs/Miss)				
First name:				
Surname:				
Relationship to student: (e.g. grandmother, aunty)				
Telephone 1:				
Telephone 2:				
	Contact 5 (fifth point of contact)	Contact 6 (sixth point of contact)		
Title: (Mr/Ms/Mrs/Miss)				
First name:				
Surname:				
Relationship to student: (e.g. grandmother, aunty)				
Telephone 1:				
Telephone 2:				

Section 5: Student Details - Additio	nal Information
Does the student speak a language other than English at home? If more than one language, indicate the one that is spoken most often.	No, English onlyYes, other − please specify:
Is the student of Aboriginal or Torres Strait Islander origin?	 No Yes, Aboriginal Yes, Torres Strait Islander Yes, both, Aboriginal and Torres Strait Islander
Is the student an Australian citizen?	☐ Australian Citizen☐ No – please specify country of citizenship:
Is the student a permanent or temporary resident?	Permanent resident Temporary resident - please specify Visa Sub Class Number: Visa Expiry Date: Date entered Australia: Please supply a copy of the Visa.
In which country was the student born?	Australia Other - please specify
Has the student ever been excluded from another school? If YES, please name school:	☐ Yes ☐ No
Is the student in receipt of an allowance?	Secondary Assistance Abstudy

Section 6: Student Health Care Summary

SECTION A

MEDICAL DETAILS

Medical Practice:	
Doctor 1:	Tel:
Dental Practice:	
	T-II.
Name of Dentist:	Tel:
I give permission for the school to seek	medical/dental attention for my child as required. Yes No
Do you have ambulance insurance?	Yes No
Insurance Provider:	
If there is a medical emergency, pare Please provide a copy of your child's	ents or guardians are expected to meet the cost of an ambulance. s immunisation records.
Medicare Number:	
	Number Listed next to childs name: Expiry Date / /
Health Care Card: Yes No	
Health Care Card Number:	
(If required – for children requiring regular emergen	. Expiry Date cy care):
	or staff to administer any form of medication at the College. form (Form 3) to complete and return to the Enrolment Officer.
INFORMED CONSENT	
	e shared with staff on a "need to know" basis unless otherwise stated. share your child's health care information?
Parent/Guardian Signature:	Date:
Note: If your child is enrolled in a TAFE, PEAC manager of that program.	or an alternative education program, this includes the transfer of their health care information to the principal or
If No, and the information is to be restricted	ed, who can be informed of your child's health care information?
Does your child have one or more health No Sign below and continue to sec	conditions that will require support from school staff? tion 7.
Parent/Guardian Signature:	Date:
Yes Please continue to section B.C.	and D

SECTION B - IN THE FOLLOWING TABLE, PLEASE INDICATE YOUR CHILD'S CONDITION(S) WHICH REQUIRE THE SUPPORT OF SCHOOL STAFF

(In response to the information below, you will be given further forms for specific health conditions to complete)

Health Conditions	Tick health condition	Will school staff require specific training to support your child	1?
Severe Allergy/Anaphylaxis	Form 4	Yes No	
Minor & Moderate Allergies	Form 5	Yes No	
Diabetes	Form 6	Yes No	
Seizures	Form 7	Yes No	
Asthma	Form 8	Yes No	
Activities Of Daily Living	Form 9	Yes No	
Other Conditions or Needs		Yes No	
(Please specify)			
-			
Has your child's Medical Practitioner provide	d a health care plan to assist the scho	ool to manage the condition? Yes No	
If you have ticked "Yes" for specific staff train	ing, please discuss the type of training	ng needed with the Principal.	
			_
SECTION C: CONSENT FOR PHOTO	DIDENTIFICATION ON YOUR	CHILD'S HEALTH CARE PLAN	
If your child has a condition where an emerge details and photo on view to provide immedia		ther you give consent for staff to place your child's medical	
I give permission for my child's "medical deta If yes, please attach photo to the relevant hea		Yes No	
if yes, piease attaon photo to the rolevant het	ann care plante).		
CECTION D. MEDIC ALEDT INCODE	MATION		
SECTION D: MEDIC ALERT INFORI	WAITUN		
Does your child have a Medic Alert bracelet of	or pendant? Yes No		
If ves, provide details:			

Section 7: Additional Informa	ation			
Is your child currently enrolled in the School of Instru Program (SIMS)?	mental Music	Yes No		
If YES please specify which instrument				
SENIOR SCHOOL ONLY				
Is your child enrolled in a Certificate Course or Specithey would like to continue?	ialised program	Yes No		
If YES please specify				
Section 8: Additional Consen	ts			
Consent for publication of a student's Photo and Work The Department of Education may record sound and/or vision of a student and their work while they are at the college or taking part in college related activities or performances. Photographs of students involved in activities, and work by students, are often published to enable the students to share their experiences and to enable parents and others to be informed about the college's work. This does not mean that the student loses ownership of the works. Please provide consent for the following: College Websites, CD-ROMs, Video, Newsletters, Magazines, Year book or any medium in relation to school-related activities. Promotional material for the Department of Education. Articles for West Australian, School Matters, Community Newspapers.				
Use of Student Photographs Yes No		Use of Student Work Yes No		
A SmartRider card will be ordered for students once their photo has been taken. This identification is used as a travel card for Transperth services, a library card and concession card at various venues.			avel card for Transperth	
Section 9: Declaration				
All students will adhere to the policies and processes of Joseph Banks Secondary College: All students will wear appropriate uniform. All students will attend school regularly. All students will behave according to the code of conduct. All students will strive to achieve their personal best. All students will contribute to a positive reputation for Joseph Banks Secondary College. Parents/Guardians should be aware that the college and its staff members are not liable for injuries or damage to property which may occur, in all circumstances where staff have not been negligent. As the enrolling parent I am responsible for all fees and charges.				
It is your responsibility to notify Joseph Banks Second	dary College in writ	ing of any changes to the information prov	ded on this enrolment form.	
Parent/Guardian 1 Name of parent/guardian enrolling the student and providing consents:	(Please print)			
Relationship to student:				
	Signature:		Date: DD/MM/YY	
Parent/Guardian 2 Name of parent/guardian enrolling the student and providing consents: (If a second parent or guardian is indicated on the enrolment paperwork.)	(Please print)			
Relationship to student:				
	i .			

Section 10: Information and Communication Technology Acceptable Use Agreement

The expectations at Joseph Banks Secondary College are set out below to keep students, staff and the network safe. All students and staff are therefore expected to follow and maintain the protocols that are in place. If anyone is suspicious of any of the protocols being breached, then it is their responsibility to report this to the Network and eLearning Coordinator, Leading Teacher or Principal immediately. When reading and signing this agreement, you understand that it applies to all devices that access the Joseph Banks Secondary College Network.

- All Students are expected to sign that they have read and understood the agreement.
- All students are expected to use ICT respectfully and responsibly.

The completed agreement should be authorised by your Parent/Guardian.

Breaches of this agreement will result in restriction of Network and Internet access, possibly including removal of all access. There may be other consequences for inappropriate actions and behaviour. Network facilities and Internet access are provided to help you with your learning.

By signing the agreement on the attached page, I agree that:

- I am responsible enough to access relevant sites, information, and graphics suitable for students at Joseph Banks Secondary College. I will show my responsibility by not accessing: pornography, promotion of drug abuse, violence, racial discrimination; and pirated software.
- I can be trusted not to download or bring downloaded material from such sites to Joseph Banks Secondary College in any form, electronic or hardcopy
- I know that it is my responsibility not to; download, store, transfer or display inappropriate or illegal material on a device used at Joseph Banks Secondary College.
- I will observe all protocols required by Joseph Banks Secondary College regarding computer viruses and will not knowingly place a virus or other malware onto a college device.
- · I can be trusted not to use college ICT devices for personal or private activity without permission from a member of staff.
- I am mature and trustworthy enough not to cause damage to or interfere with computer hardware, software or system performance of College devices or other students' devices.
- I can be trusted not to connect any device to the wired network without approval.
- I understand that it's my responsibility not to participate in any online activity that: compromises the performance of the network, speed of the network or security of the network.
- I can be trusted not to obtain, use or access information about usernames or passwords for other users of the college network. I can be trusted not to access secure or restricted areas of the network, or the personal data files of others.
- I can be relied upon not to use the college's name, devices, network or accounts provided by the college, to obtain goods or services that have not been authorised by the IT Support Team and or Principal.
- I am mature and trustworthy enough to not behave online in a way that brings the college into disrepute or that offends others. I can be trusted not to post inappropriate, offensive, threatening material or messages.
- · I can be trusted not to create or access a personal hotspot or external network to look at or download information.
- · I understand that it is my responsibility not to have a SIM card inserted into any device that accesses the college network.
- I will ensure my device is enrolled in the appropriate Mobile Device Management Application and will not uninstall or tamper with this Application in any way.
- I will ensure that any mobile phone devices, ear pods/ear phones and smart watches will be off and away all day. This will ensure that I comply with the Department of Education's Mobile Phone Policy.

Declaration

By signing below you are confirming that you have read and understood the expectations of Information and Communication Technology at Joseph Banks Secondary College and that you will act in accordance with these expectations.

I understand and agree to abide by the expectations outlined in this document. I also understand that there will be consequences as per the school's Positive Behaviour Support Plan if I breach these expectations.

Student Name:	
Student Signature:	Date:
Parent/Guardian Name:	
Parent/Guardian Signature:	Date:

Third-Party Applications Permission Form



Our school provides access to Department of Education online services. These enhance the contemporary learning opportunities available to students and the range of teaching tools available to staff to deliver the Western Australian Curriculum.

The Department's online services currently provide students with access to:

- individual email and calendar accounts:
- · the internet, with all reasonable care taken by central office and schools to monitor and control students' access to websites while at school;
- online teaching and learning services such as web-conferencing and digital resources;
- · online file storage and sharing services; and
- · these online services at locations other than school.

In 2021 the Australian Government has introduced legislation that requires schools to seek permission from parents and guardians to provide access to additional services outside of the above list.

Thus, the College is now seeking permission to provide your child access to additional services. These services have been identified and are used to enhance student learning outcomes.

The College is currently using these services (https://voyager.jbsc.wa.edu.au/?cat=178) that require us to notify parents and guardians of their use, but not seek permission. Please consider this form and the above link your notification of the College's use of these applications.

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

Please 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. Like 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. (www.foi.wa.gov.au)

Please 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. Advice on managing internet use at home can be found on the Office of the E-Safety Commissioner website (www.esafety.gov.au/iparent).

You can find a list of all the College used apps, and their rating at: https://voyager.jbsc.wa.edu.au/?page id=1493

Please provide consent to use our applications by following the below instructions:

- 1. Navigate to https://bit.ly/31Kowip by typing in the link or scanning the QR code on the right.
- 2. Complete the consent form for each of your children. You will need to complete this permission form multiple times if you have multiple children.

Please take careful consideration when selecting to not provide consent, while the College will make every attempt to ensure your child receives equal opportunities and outcomes, these applications have been chosen to enhance their learning and skills. By not completing this consent form, your child(ren) will lose access to applications provided by the College. Please note that applications provided by the Department of Education, such as Office 365 and WebEx are exempt from this permission form.



SCAN ME

If you have any questions or concerns, please feel free contact the IT Support Team on 08 9303 7456 or josephbanks.sc.itsupport@education.wa.edu.au .

Section 11: Unique Student Identifier (USI)

As part of our enrolment process we require your child's Unique Student Identifier (USI) for their Vocational Education Training (VET) Certificate. Can you please assist your child in creating a USI and forward the confirmation email to our Senior School Executive Assistant? The setup should take about 5 minutes to complete.

2. Make su - Mu - Au - Au - Ot	re your son / daughter has a suitable form of ID, for dicare Card stralian Passport stralian Birth Certificate her ID as per the USI website student Login".	or instance:
- Mi - Au - Au - Of	dicare Card stralian Passport stralian Birth Certificate er ID as per the USI website	or instance:
	udent Login".	
4. Read ar		
	d Agree to the terms and conditions.	
5. Select '(reate USI'.	
	ne questions. ent will need an email address to receive a copy c	of the USI)
7. Store th	USI information for future reference.	
	the USI confirmation email to the Senior School Exsephbanks.sc@education.wa.ed	
- SL	ject line - USI	

Section 12: Student Driver Agreement And Process

Process

Submitting this completed form is a request to the College. All students requesting to drive a vehicle to school need to:

- 1. Complete this Agreement.
- 2. Attach a copy of your Driver's Licence.
- 3. Submit this to the Senior School Office.
- 4. Attend a meeting with the Principal, or their delegate (Senior School Associate Principal) scheduled by the Senior School Executive Assistant.
- 5. Upon signing by the Principal, or their delegate (Senior School Associate Principal) the student may commence driving to school.

Your decision to drive a vehicle to school carries certain obligations.

The following statements indicate what is expected of all students driving vehicles to Joseph Banks Secondary College.

I (Students Full Name)

understand that as a student seeking to drive a vehicle to school.

- o I acknowledge that driving to and from school I am legally responsible for myself (and any passengers) according to the State Traffic Code.
- o I acknowledge that driving near the college before and after school, I must ensure that I am responsible for the safety of other drivers and pedestrians.
- o I will park my car in the car park adjacent to the oval and Joseph Banks Boulevard.
- J will park my scooter in the car park on Splendens Avenue, near the Senior School Reception.
- o I agree that I will not go to my vehicle during school hours without a staff member's permission.
- o I agree not to drive other students in my car or on my scooter during school hours.
- o I acknowledge that the college is not responsible for any damages that occur to my vehicle whilst parked on college grounds.
- o I understand that failure to meet any of the above conditions could result in the school imposing sanctions as deemed necessary.

Vehicle(s):	
Make:	
Colour:	
Registration:	
Driver's License Number:	
Student Signature:	Date:
Parent/Guardian Signature:	Date:
Principal Signature:	Date:

This agreement must be approved by the College prior to driving a vehicle to school.

SENIOR SCHOOL EXPRESSION OF INTEREST FOR **SCHOOL-BASED SPECIALISED PROGRAMS**

(All optional)

f your d Please	child is interested in any of these programs please tick only the options they are interested in. note all of the programs below attract a compulsory additional charge.
1	Specialised Programs This subject will be part of the student's timetable and may include a P0 (8.00am-8.50am) or P6 (3.00pm-4.00pm) class.
	eSports Academy eSports or electronic sports is a form of sporting using video games. At Joseph Banks Secondary College, the eSports Academy gives every student the opportunity to be part of a team in a competitive environment. The Academy facilitates student development of key skills such as team work, communication, resilience, collaboration, problem solving and critical thinking. The Academy program utilises both computer-based and unplugged activities to allow students to explore, understand and apply these skills. During the year the students and their teams will have the opportunity to represent the college in State and National eSports competitions. This course runs in P0 and P6.
	Triathlon Academy Triathlon Academy welcomes students of all abilities to join in our community of dedicated and passionate athletes. Students interested in this program are expected to attend three P0 training sessions (swim, bike and run) per week and commit to participating in the XTR Mullaloo Triathlon in March, SSWA Cross Country in May and the SSWA Triathlon in November. Throughout the year there are a number of weekend running and triathlon events and students will be encouraged to try and participate in at least two of these events. Each year includes a three day Triathlon camp as well as reward excursions. While Triathlon is an individual sport, the culture of our program is one of support, encouragement and teamwork. Students not only develop their physical fitness but also broad their nutrition, training and recovery knowledge.
	Soccer Academy In our Soccer Academy we improve the physical, social and mental spheres for all of our students. In Year 10 students can apply to be a part of our Academy within their timetable. These classes will include Soccer training structured to suit each individual's needs, as well as implementing team performance activities. Students take on peer coaching and have opportunities to coach and referee a Lightning Carnivals. Students also have the opportunity to gain coaching and refereeing qualifications through the year and complete a Certificate II in Sport and Recreation. Students in Year 10 will compete in the college squad in the SSWA tournament in Term 2.
	Netball Academy The Netball Academy creates, promotes and enhances a whole school and community support system for Netball development at Joseph Banks Secondary College. Development of students' physical performance (skills, strategies and tactics) along with leadership (coaching and officiating) is a focus. Players train twice a week and compete in the SSWA High School's Cup Competition and the Netball WA Multicultural Carnival. Students also have the opportunity to choose the Elite Sports Performance Netball Elective in Year 9 and 10 to build on the leadership skills developed in the after-school program. This elective includes opportunities to assist at a variety of carnivals and events throughout the year.
2	Extra Curricular This subject is offered as an extra subject outside of the normal timetable and will run as a P0 (8.00am-8.50am) or P6 (3.00pm-4.00pm) class.
	Te Reo Maori Te Reo Maori (Maori language) is a program focusing on the New Zealand Maori language and culture. Students are invited to participate in the weekly P0 class as well as extra-curricular activities such as the Te Hangi Experience, the Whanau Hui and Harmony Day throughout the year. The classes focus on ancient and modern Maori vocabulary, and how it connects to the culture of the Maori people in a 21st Century context. This course can play a crucial role for those students and families from New Zealand to connect to their roots through learning the language and culture of the Maori people.
	Cheerleading In Cheerleading students develop skills in tumbling and stunting in a safe environment to develop a routine for multiple competitions throughout the year. These competitions are held on weekends. Students who are selected for the team must show commitment to

attending all training sessions, excursions and competitions. Trials will be conducted in Term 1.