

#### **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 <b>must</b> 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 <b>must</b> 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

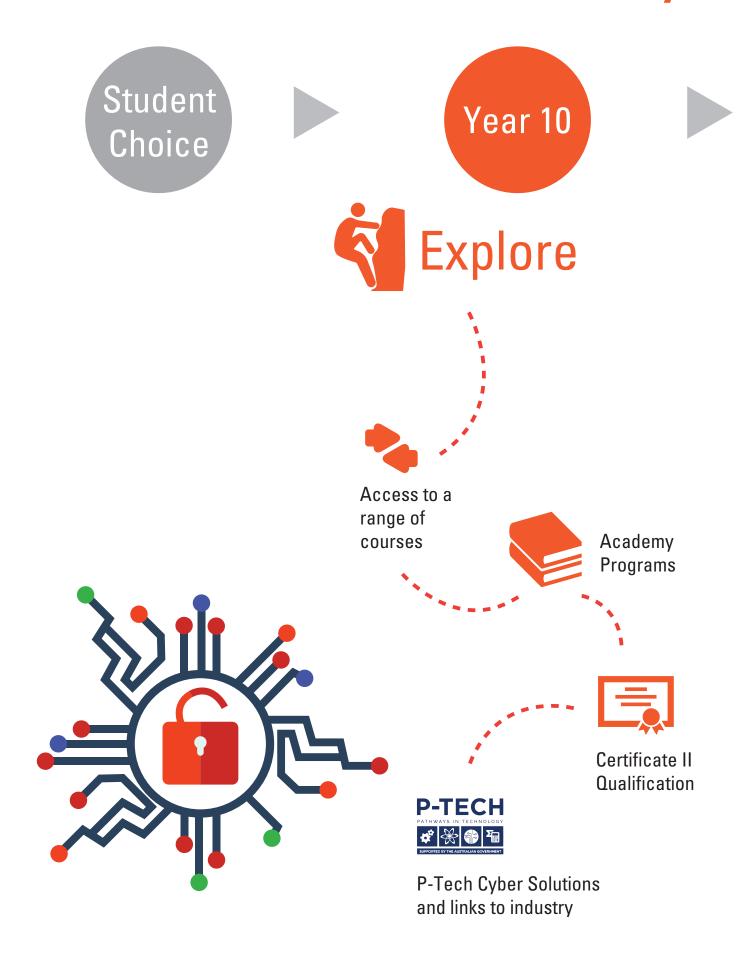
Information and Communication Technology Acceptable Use Agreement

Expression of Interest for

Optional — Expression of Interest for Specialised Programs

Optional — Student Driver Agreement

# Personalised Pathways

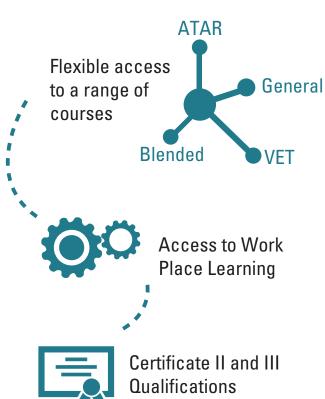




## **Define**

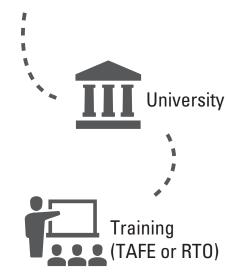








P-Tech Certificate III Information Technology (Cyber and Networking)









# **SENIOR SCHOOL**Student Enrolment Form

Please send your completed enrolment form to:

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

Section 1: Student Details				
Enrolment Year Level:	□10 □11 □12			
Surname:	Please provide 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 ☐ Non-binary			
Residential address: Please provide <b>two</b> pieces of	Street:			
evidence of residing at this address.	Suburb/town: Postcode:		Postcode:	
Home Telephone:	Student Mobile:			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 CPFS Case Manager, their CPFS District and their Contact telephone number.			
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:	<ul><li>No, English only</li><li>☐ Yes, other - please specify:</li></ul>
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	<ul> <li>☐ Bachelor degree or above</li> <li>☐ Advanced diploma/Diploma</li> <li>☐ Certificate I to IV (including trade certificate)</li> <li>☐ No non-school qualification</li> </ul>

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.		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				
	Section 4: Additional Contacts *For an emergency where the first or second point of contact cannot be contacted, please provide additional contacts below.					
	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 - Additional 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.	<ul><li>No, English only</li><li>Yes, other − please specify:</li></ul>		
Is the student of Aboriginal or Torres Strait Islander origin?	<ul> <li>No</li> <li>Yes, Aboriginal</li> <li>Yes, Torres Strait Islander</li> <li>Yes, both, Aboriginal and Torres Strait Islander</li> </ul>		
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:
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, parents or guardians are expected to meet the cost of an ambulance.  Please provide a copy of your child's immunisation records.
Medicare Number:
Number Listed next to childs name: Expiry Date / /
Health Care Card: Yes No
Health Care Card Number:
Expiry Date / / (If required – for children requiring regular emergency care):
ADMINISTRATION OF MEDICATION  Written authorisation must be provided for staff to administer any form of medication at the College.  Request an Administration of Medication form (Form 3) to complete and return to the Enrolment Officer.  Note: All medication required must be supplied by parent/guardian
INFORMED CONSENT
Your child's health care information will be shared with staff on a "need to know" basis unless otherwise stated.  Do you give permission for the school to share your child's health care information?  Yes No
Parent/Guardian Signature:
Note: If your child is enrolled in a TAFE, PEAC or an alternative education program, this includes the transfer of their health care information to the principal or manager of that program.
If No, and the information is to be restricted, who can be informed of your child's health care information?
Does your child have one or more health conditions that will <b>require support</b> from school staff?  No Sign below and continue to section 7.
Parent/Guardian Signature:
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?
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 sch	_
If you have ticked "Yes" for specific staff train	ing please discuss the type of training	If yes, advise the Principal
in you have lioned feet for speeme stain train	ing, please disease the type of training	ing needed with the Filhopai.
SECTION C: CONSENT FOR PHOTO	O IDENTIFICATION ON YOUR	R CHILD'S HEALTH CARE PLAN
OLOTION O. CONCENT FOR FROM		TOTALE OTTENENT OTTENED TENE
If your shild has a condition whore an amora	oney may eccur please indicate what	ether you give consent for staff to place your child's medical
details and photo on view to provide immedia		ether you give consent for stan to place your child's medical
I give permission for my child's "medical deta	ails and photo" to be on view for staff.	ff. Yes No
If yes, please attach photo to the relevant hea	alth care plan(s).	
SECTION D: MEDIC ALERT INFOR	MATION	
Llogg your shild have a Madia Alart broodst		
Does your child have a Medic Alert bracelet of	or pendant? Yes No	

## Section 7: Student Health Care Summary

### **SECTION A**

#### **MEDICAL DETAILS**

Medical Practice:
Doctor 1: Tel:
Dental Practice:
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, parents or guardians are expected to meet the cost of an ambulance.  Please provide a copy of your child's immunisation records.
Medicare Number:
Number Listed next to childs name: Expiry Date / /
Health care card: YES NO
Health care card Number:
Expiry Date / / (If required – for children requiring regular emergency care):
ADMINISTRATION OF MEDICATION  Written authorisation must be provided for staff to administer any form of medication at school.  Long term medication – Complete the Medication section of the relevant health care plan – see below.  Short term medication - Request an Administration of Medication form to complete and return to the principal or class teacher.  Note: All medication required must be supplied by parents/carers
Your child's health care information will be shared with staff on a "need to know" basis unless otherwise stated.  Do you give permission for the school to share your child's health care information?  YES NO  Note: If your child is enrolled in a TAFE, PEAC or an alternative education program, this includes the transfer of their health care information to the principal or manager of that program.
If NO, and the information is to be restricted, who can be informed of your child's health care information?
Does your child have one or more health conditions that will <b>require support</b> from school staff?
NO Remove: and return Section A of this form to the school office. If your child's requirements change, please notify the school. Sign below and continue to section 8.
Signature:
YES Remove: complete the remainder of this form and return to school office, You will be given additional forms to complete. 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? YES NO Severe Allergy/Anaphylaxis NO YES Minor & Moderate Allergies NO YES Diabetes YES NO Seizures NO Asthma YES Activities Of Daily Living NO YES NO YES Other Conditions or Needs (Please specify) Has your child's Medical Practitioner provided a health care plan to assist the school to manage the condition? Lyses NO If yes, advise the Principal If you have ticked "Yes" for specific staff training, please discuss the type of training needed with the Principal. SECTION C: CONSENT FOR PHOTO IDENTIFICATION ON YOUR CHILD'S HEALTH CARE PLAN If your child has a condition where an emergency may occur, please indicate whether you give consent for staff to place your child's medical details and photo on view to provide immediate identification. I give permission for my child's "medical details and photo" to be on view for staff. YES NO If yes, please attach photo to the relevant health care plan(s). **SECTION D: MEDIC ALERT INFORMATION** If yes, provide details: Signature:

#### ON COMPLETION OF THIS FORM, PLEASE REQUEST AND COMPLETE THE RELEVANT HEALTH CARE PLANS

Parent/Care Name:

Note: Where appropriate students should be encouraged to participate in their health care planning.

<b>Section 8: Additional Informa</b>	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 9: 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 services, a library card and concession card at vario		een taken. This identification is used as a tr	avel card for Transperth	
Section 10: 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	ided 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 11: 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.
- Joseph Banks Secondary College is a Yondr school. I will ensure that my device is locked away in my Yondr phone pouch at all times during the
  school day. I understand that breaching this policy will have consequences. Complying with the College's Mobile Phone Policy expectations will
  ensure 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://jbsc.wa.edu.au/wp-content/uploads/2024/12/JBSC-Third-Party-Data-0212-2.pdf) 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://jbsc.wa.edu.au/wp-content/uploads/2024/12/JBSC-Third-Party-Data-0212-2.pdf

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

- 1. Navigate to http://bit.ly/4IGC4Pu 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.



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 12: 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.

How to create a USI
1. Go to: www.usi.gov.au
<ul> <li>Make sure your son / daughter has a suitable form of ID, for instance:</li> <li>Medicare Card</li> <li>Australian Passport</li> <li>Australian Birth Certificate</li> <li>Other ID as per the USI website</li> </ul>
3. Select 'Student Login".
4. Read and Agree to the terms and conditions.
5. Select 'Create USI'.
6. Answer the questions. (the student will need an email address to receive a copy of the USI)
7. Store the USI information for future reference.
8. Forward the USI confirmation email to the Senior School Executive Assistant.
- josephbanks.sc@education.wa.edu.au
- subject line - USI

Alternatively students can take a picture of the Medicare card on a mobile device and bring it to school. We can then assist them to create the USI. The USI must be completed with the student's legal name to match the identification used.

#### FOR MORE INFORMATION:

Visit: usi dov au	Email: usi@education.gov.au	Phone: 1300 857 536

Do you know your USI Number?	YES (Please provide)			e)	10		
	>						

### **Section 13: 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.
- Juill 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.