

Dear Parent/Carer

Thank you for choosing to enrol your child at Ripley Valley State Secondary College.  
In order to complete your child's enrolment you are required to read and agree to all of the College's documents and policies listed in the Enrolment Agreement before signing the documents.

<b>Agreement Forms</b>
State School Consent to use Copyright Material, Image, Recording or Name
Student Code of Conduct
School Representation Policy
School Uniform and Dress Code Policy
ICT and Technology Acceptable Use Policy
3 <sup>rd</sup> Party Consent Form
1-1 Laptop Agreement
Student Resource Scheme
Refund Policy
Unique Student Identifier (USI) Requirements
Ripley Valley State Secondary College Enrolment Agreement

Dear Parent/Carer

**Introduction to the State School Consent Form (attached) for Ripley Valley State Secondary College.**

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

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

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

Your child's student materials:

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

**Purpose of the consent**

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

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

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

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

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

**Voluntary**

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

**Consent may be limited or withdrawn**

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

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

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

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

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

#### **Media sources used**

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

- School website: <https://ripleyvalleyssc.eq.edu.au>
- Facebook: <https://facebook.com/SSCRipleyValley>
- YouTube: <https://youtube.com/channel/UCMCqvBou3BMe8nSirWJC4Rw>
- Instagram: <https://instagram.com/sscripleyvalley>
- Twitter:
- Other: School Photographs/Year Level Books/Year Books, presentations, reports, promotional activities, displays, marketing activities, internal and external communications activities.
- Local newspaper
- School newsletter
- Traditional and Online media, printed materials, digital platforms' promotional materials, presentations and displays.

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

#### **Duration**

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

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

#### **Who to contact**

To return a consent, express a limited consent or withdraw consent please contact:

**Enrolments Officer**  
[administration@ripleyvalleyssc.eq.edu.au](mailto:administration@ripleyvalleyssc.eq.edu.au)

The Enrolment Officer should be contacted if you have any questions regarding consent. Please retain this letter for your records and return the signed consent form.

# State School Consent Form

## 1 IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

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

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

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

(c) Name of school: **Ripley Valley State Secondary College**

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

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

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

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

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

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

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

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

## 3 APPROVED PURPOSE

If consent is given in section 6 of the form:

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

## 4 TIMEFRAME FOR CONSENT

**School representative to complete.**

- (a) Timeframe of consent: duration of enrolment.
- (b) Further identified activities not listed in the form and letter for the above timeframe: If additional consent is required for specific events, parents/carers will be contacted accordingly.

## 5 LIMITATION OF CONSENT

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

## 6 CONSENT AND AGREEMENT

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

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

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

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

Print name of student .....

Print name of consenter.....

Signature or mark of consenter..... Date: .....

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

### **SPECIAL CIRCUMSTANCES**

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

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

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

Print name of witness .....

Signature of witness .....

Date .....

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

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

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

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

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

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

Signature of person taking the consent .....

Date .....

### **Privacy Notice**

The Department of Education (DoE) is collecting your personal information on this form in order to obtain consent for the use and disclosure of the student's personal information to facilitate registration and use of third party web based software identified on the form. The information will be used and disclosed by authorised school employees for the purposes outlined on the form.

Student personal information collected on this form may also be used or disclosed to third parties where authorised or required by law. This information will be stored securely. If you wish to access or correct any of the personal student information on this form or discuss how it has been dealt with, please contact your student's school in the first instance.

Please click on the hyperlinks in the below headings and then sign below to indicate your acceptance of the following school policies. Full Policy details are on the College Website and available in hard copy via the College Administration 07 3819 5333 or [administration@ripleyvalleyssc.eq.edu.au](mailto:administration@ripleyvalleyssc.eq.edu.au)

Policy Document	Student Signature	Parent Signature
<b>Student Code of Conduct</b>		
<b>School Representation Policy</b>		
<b>School Uniform and Dress Code Policy – Information</b> <ul style="list-style-type: none"> <li>• RVSSC is a ‘uniform school’</li> <li>• I have read the school’s dress code</li> <li>• I confirm that I will wear the school uniform in the manner outlined in the policy and abide by the resolution of the school Parents and Citizens Association.</li> </ul>		
<b>School Uniform and Dress Code Policy Agreement</b>		
<b>ICT and Technology Acceptable Use Policy</b>		
<b>1-1 Laptop Program – Information</b> <ul style="list-style-type: none"> <li>• I have read the Laptop Rules for Students in the agreement.</li> <li>• I accept the conditions outlined and will participate in the 1 to 1 laptop program.</li> <li>• I will keep my log-in details and password confidential I understand that network audit logs contain information on the user logging in, the computer which is attempting to log in and various other parameters. This information can, and will, be used to track user access and usage.</li> <li>• I acknowledge my responsibility to use the Laptop in accordance with these rules and understand the consequences should I fail to abide by these rules. This may be the right to take home privileges for a period of time.</li> <li>• I agree to always backup files to One Drive in case of damage to the laptop.</li> <li>• I agree to the Excess Costs in the Dell Accidental Damage Protection Plan and were considered careless, or Non-Warranty will be subject to cost recovery. In a 12 month period: 1<sup>st</sup> instance = \$50; 2<sup>nd</sup> Instance = \$100; 3<sup>rd</sup> Instance = Full cost of repair</li> </ul>		
<b>1-1 Laptop Program Agreement</b>		
<b>3<sup>rd</sup> Party Website Consent - Information</b> I acknowledge that I have clicked the above link and consent to my student's use of all listed 3rd Party Websites and limited information being disclosed to allow access to the listed sites as stipulated in the consent form.		

# Student Resource Scheme

Dear Parents / Carers,

Please read the following important information about the fees and inclusions for the Student Resource Scheme (SRS). When you opt in to the SRS upon enrolment, your participation is assumed for the remainder of your child's enrolment, unless you inform the school otherwise by completing a new participation agreement form. This information will assist you in making a decision as to whether you wish to participate in the SRS.

## What is provided by the Queensland Government?

The Queensland Government supports children's education by providing funding for instruction (teachers), facilities (school grounds and buildings, internet), and administration (staff to run the school). Funding for schools does not extend to individual student resources such as textbooks, equipment for personal use, and many items used by the student in the classroom.

The SRS helps parents to source these resources. The school can purchase resources at lower rates due to its bulk buying power. Resources such as textbooks or musical instruments that will be used over a period of time are hired to students to further reduce costs for families. Participating in the SRS also offers a convenient way for parents to source the items that their child needs for school, and ensures that all students have access to the same standard of resources.

## The types of resources that will be included are:

- **Owned by the student** – e.g. student diary – once provided, these items are retained by the student and used at their discretion.
- **Hired to the student** for a specific duration of time – e.g. textbooks or musical instruments – these items will need to be returned to the school in reasonable condition at the end of the hire period or if the student leaves the school.
- **Used in class** – e.g. stationery, timber, material, workbooks – these items will be used in class. Finished products that are created from these resources will generally come home with the student.

## The Fee

The Ripley Valley State Secondary College Student Resource Scheme(SRS) has been endorsed by the P&C and is a flat fee for Year 7, Year 8 and Year 9 students. The SRS includes items for core subjects studied by all students in Year 10 -12. Subject levies for elective subjects will be invoiced separately.

If you are not satisfied that the SRS fee represents good value for money based on the inclusions (over the page), you may choose not to participate in the SRS. If that is the case, please complete a new Participation Agreement Form, indicating that you no longer wish to participate. If you choose not to participate, you will be provided with a detailed list of resources that you will need to provide for the student.

## The TRA

The Department of Education provides a Textbook and Resource Allowance (TRA) to assist parents with the cost of textbooks and other education resources for eligible Years 7 to 12 students. For those students who are eligible to receive the TRA, the TRA will be applied to reduce the cost of participation as shown in the table below. Thus the SRS invoice you receive will be the full cost of participation in the SRS minus the TRA already held at the school. Please be aware that there may be two lines of charges on your invoice indicating the GST inclusive and GST exclusive fees depending on the resources supplied by the SRS.

## Cost Breakdown

Please click the link and examine the detailed Cost Breakdown for your child on the school website. These are updated annually with the new term instalments dates and amounts for the following year and each year level information sheet reflects the costs and resources associated with the subjects studied in the respective year level. The diagram below reflects how the TRA has been deducted from the SRS Fee for eligible students who have opted in to the Curriculum SRS. If you have opted to pay the SRS by term instalments you will receive an invoice for the full amount and term instalments will be due on the following dates: Term 1; Term 2 and Term 3.

### Years 7-9

Cost of Items	School Contribution	SRS per student
\$5,740.00	\$4,835.00	\$845.00
SRS per student	TRA	Parent Contribution
\$845.00	\$155.00	\$690.00

### Year 11-12

Cost of the SRS per student:	School Contribution:	SRS per student:
\$4,846.00	\$3,910.00	\$937.00
SRS per student:	TRA	SRS fee due
\$937.00	\$337.00	\$600.00

plus electives

### Year 10

Cost of SRS	School Contribution	SRS per student
\$6,171.00	\$5,416.00	\$755.00
SRS per student	TRA	SRS fee due
\$755.00	\$155.00	\$600.00

plus electives

### Financial Difficulty

If you would like to participate, but are experiencing financial difficulties, please contact Michelle Mills - Business Manager via email - [bsm@ripleyvalleyssc.eq.edu.au](mailto:bsm@ripleyvalleyssc.eq.edu.au) or Phone (07)3819 5333 to arrange an appointment to discuss options. Any information that you provide will be confidential.

### Release of resources

Resources will not be distributed until the full or first payment has been paid to the school. Any unpaid invoices, will be managed according to the department's Debt Management Procedure and may result in the student being excluded from the scheme and/or from participating in extra-curricular activities until payments are made.

### Return of hired resources

A repair or replacement cost will be charged to the parent for any items that are damaged or not returned.

### Contact us

If you have any queries regarding the SRS and its inclusions, please contact and arrange an appointment with:

Michelle Mills - Business Manager

Email: [bsm@ripleyvalleyssc.eq.edu.au](mailto:bsm@ripleyvalleyssc.eq.edu.au)

Phone: 07 3819 5333

### Participation Agreement

The Scheme is designed to offset the cost to you of the provision of educational resources associated with your child's education. These resources enhance your child's educational experience and assist them to fully engage with the curriculum. The scheme may be split into two components:

1. a whole school component which is common to all students depending on their year level; and
2. specific goods and services consumed by your child which are related to individual subjects undertaken by your child.

Please complete the Participation Agreement Form on the following page to indicate whether or not you choose to participate in the SRS. If you choose not to participate or would like a full breakdown of what the SRS provides refer to the College Website for the *Subject Requirements List* and/or *Year Level Requirements List* for full details.

Please indicate how you wish to pay the SRS:

Payment Arrangement:	
	<b>Now:</b> I wish to make full payment now as a single payment of the total amount indicated on the SRS information sheet.
	<b>Instalments:</b> I wish to make instalment payments, in the proportion specified on the SRS Information Sheet: Year 7 to Year 9 \$230 SRS x 3 over Term 1; Term 2 and Term 3 - <b>One invoice will be issued for the full amount which will cover the 3 payments, individual invoices will not be sent out.</b> Year 10 to Year 12 you will receive an invoice for the SRS and separate invoices for each Elective. Electives are due in full by the end of Term 1, \$300 SRS x 2 will be due on: 16/05/2025 and 15/08/2025. Statements will be emailed before payments are due.
	Please contact the College to arrange an alternate payment plan.

### Payment Method

I wish to make payment by:

QParents/Bpoint (When paying BPoint, please use the Customer Reference Number (CRN) and invoice number printed on the invoice received from the school. If unsure of your CRN, please contact the school.)
EFTPOS (Credit/Debit Card)
Cheque
Centrepay Deduction (Payment via this method can be arranged through the office.)
Cash



# Student Resource Scheme - Participation Agreement Form

## The Student Resource Scheme

The Student Resource Scheme (SRS) is a user-charging scheme operated by schools to provide parents with a mechanism to access individual student resources that are not funded by the government.

Government funding for schools does not extend to individual student resources and equipment for their personal use or consumption. Supply of these items, such as textbooks and personal laptops/iPads, is the responsibility of the parent.

The objective of the scheme is to provide parents a convenient and cost-effective alternative to individual supply of resources for their students. Participation in the SRS is optional, and no obligation is placed on a parent to participate.

Terms and conditions for participating in the scheme are provided on the reverse side of the form. Information is also provided on the Textbook and Resource Allowance (TRA) where applicable.

This Participation Agreement Form applies for the duration of a student's enrolment at the school, however parents who are participating in the scheme can choose to opt out from the SRS in future years by completing a new Participation Agreement Form. Any new Participation Agreement Form submitted annually and received by the school will supersede the previous form lodged.

Parents pay the annual participation fee in accordance with the selected payment arrangement. If a student joins the school mid-year, a pro-rata participation fee may apply.

Parents not participating in the scheme must provide their student with all items that would otherwise be provided by the scheme as detailed in the information provided by the school. Parents can choose to join the SRS in future years by completing a new Participation Agreement Form.

To assist schools in managing and administering the scheme, parents are requested to complete the Participation section of this form and return it to the school.

If parents have not completed and returned the form before the due date indicated by the school in the SRS Annual Parent Information documents, the school will take the view that the parent does not wish to participate.

## Payment

On agreeing to participate in the SRS, a parent agrees to pay the participation fee as advised and invoiced by the school. For families experiencing financial hardship, please contact the school as soon as possible to discuss options available.

## Participation

- YES I wish to participate in the Student Resource Scheme.** I have read and understand the Terms and Conditions of the scheme (see reverse) and agree to abide by them and to pay the annual participation fee in accordance with the selected payment arrangement. I understand that I can opt out of participation in the SRS in any year by completing a new Participation Agreement Form.
- NO I have read the terms and conditions and I do not wish to participate in the Student Resource Scheme.** I understand I must provide my child with all items that would otherwise be provided by the SRS as detailed in the information provided by the school. I understand that I can choose to join the SRS in future years by completing a new Participation Agreement Form.

<b>School Name</b>	
<b>Form Return Date</b>	
<b>Student Name</b>	
<b>Year Level</b>	
<b>Parent Name</b>	
<b>Parent Signature</b>	
<b>Date</b>	

### Privacy Statement

The Department of Education collects the information you complete on the Participation Agreement Form in order to administer the Student Resource Scheme (SRS). The information will only be accessed by school employees administering the SRS. However, if required, some of this information may be shared with departmental employees for the purpose of debt recovery. Your information will not be given to any other person or agency unless you have given permission or the Department of Education is authorised or required by law to make the disclosure.



## Terms and Conditions

### Definition

1. Reference to a "parent" is in accordance with the definition in the *Education (General Provisions) Act 2006* and refers equally to an independent student.

### Purpose of the SRS

2. In accordance with the *Act*, the cost of providing instruction, administration and facilities for the education of students enrolled at state schools who are Australian citizens or permanent residents, or children of Australian citizens or permanent residents, is met by the State.
3. Parents are directly responsible for providing textbooks and other personal resources for their children while attending school.
4. The SRS enables a parent to enter into an agreement with the school to provide the resources as advised by the school for a specified annual participation fee.

### Participation in the SRS

5. Participation in the SRS is optional and parents are under no obligation to participate.
6. The school will provide parents with a list of resources supplied by the SRS to enable parents to assess the cost effectiveness of participation.
7. Parents indicate whether or not they wish to participate in the SRS by completing this Participation Agreement Form.
8. Parents must complete and sign the Participation Agreement Form and return it to the school by the advertised date.
9. This agreement is for the duration of the student's enrolment at the school, unless a new Participation Agreement Form is completed.
10. Parents are given the option annually to choose whether to participate in the SRS or not by completing this form.
11. Where a parent signs up to participate in the SRS they are agreeing to pay the annual participation fee for the items provided by the SRS.
12. Payment of the participation fee implies acceptance of the SRS including the Terms and Conditions irrespective of whether or not the signed form has been returned.
13. Where a student starts at the school during the school year, the parent may be entitled to pay a pro-rata participation fee to participate based on a 40-week school year.
14. Where a participation fee has been paid and a student leaves the school during the year, the school must determine if the parent is eligible for a pro-rata refund. This will also take into account any pro-rata of the Textbook and Resource Allowance (TRA) (see Additional Information regarding TRA eligibility) and any outstanding SRS debts (including any debts from damaged or non-returned items). Where the cost of outstanding debts is higher than the calculated refund, the parent is liable to pay this balance of funds.

### Non-Participation in the SRS

15. Parents who choose not to participate in the SRS are responsible for providing their student with all items that would otherwise be provided by the SRS to enable their student to engage with the curriculum.
16. The school will provide non-participating parents with a list of resources the parents are required to supply for their child.
17. All items included in the SRS must be able to be independently sourced, purchased and supplied by parents who choose not to participate in the SRS.
18. As the SRS operates for the benefit of participating parents and is funded from participation fees, SRS resources will not be issued to students whose parents choose not to participate in the SRS.

### The Resources

19. SRS funds received by the school will only be expended on student resources outlined in the school's SRS and will not be expended on other items or used to raise funds for other purposes.
20. In return for payment of the participation fee, the SRS will provide the participating student with the entire package of resources for the specified participation fee. It is not available in parts unless specifically provided for by the school in the fee structure.
21. The resources, as determined and advised by the school may be:
  - retained by the student and used at their discretion; or
  - used/consumed by the student in the classroom; or

- hired to the student for their personal use for a specified period of time.

22. All SRS resources hired to a student for their temporary use remain the property of the school. The resources must be returned by the agreed date or if the student leaves the school.
23. Parents are responsible for ensuring that any hired SRS resources provided for their child's temporary use are kept in good condition.
24. The school administration office must be notified immediately of the loss or damage to any hired item.
25. Where a hired item is lost, not returned, or damaged, parents will be responsible for payment to the school of the value of the item or its repair.
26. The replacement cost of any resource may be up to the maximum value (subject to depreciation where appropriate) of the acquisition cost to the school.
27. Parents may be responsible for supplying their child with other resources not specified in the SRS as advised by the school.

### Payment Arrangements

28. Payment of the participation fee may be made in whole, as per a nominated payment plan, or for another amount as approved by a Principal.
29. Payment of the participation fee must be made as per the payment methods nominated by the school.
30. Any concessions relating to the participation fee will be at the discretion of the Principal.

### Debt Management

31. Payment of the participation fee is a requirement for continued participation in the SRS.
32. Non-payment of the participation fee by designated payment date(s) may result in debt recovery action in accordance with the Department's Debt Management Procedure <http://ppr.qed.qld.gov.au/corp/finance/accounts/Pages/Debt-Management.aspx>.

### Parents' Experiencing Financial Hardship

33. Parents experiencing financial hardship who are currently participating in or wish to participate in the SRS should contact the school to discuss options.
34. Principals may vary payment options, negotiate alternative arrangements and/or waive all or part of the participation fee for parents experiencing financial hardship.
35. The onus of proof of financial hardship is on the parent.
36. The school may require annual proof of continuing financial hardship.
37. All discussions will be held in the strictest confidence.

## Additional Information

### Textbook and Resource Allowance (TRA)

- The Queensland Government provides financial assistance to parents of students in Years 7 to 12, to offset the costs of textbooks and other resources. Assistance is provided in the form of a TRA which is paid through the school. Refer to the department's website for current TRA rates <https://education.qld.gov.au/about-us/budgets-funding-grants/grants/parents-and-students/textbook-resource-allowance>.
- The TRA is used to offset the fees associated with participation in the SRS.
- Parents not participating in the SRS will receive the TRA directly from the school.
- Parents not participating in the SRS should contact the school directly if they do not automatically receive the payment.

## Unique Student Identifier (USI) requirements

All students enrolling at Ripley Valley State Secondary College are required to have a Unique Student Identifier (USI).

The USI is a reference number made up of ten numbers and letters that;

- creates a secure online record of recognised training and qualifications gained in Australia, from all training providers with which students have undertaken recognised training
- will give students access to training records and transcripts
- can be accessed online, anytime and anywhere
- is free and easy to create
- stays with the student for life

Students undertaking nationally recognised training need a USI in order to receive a qualification (certificate or statement of attainment). If a student does not have a USI they will not receive their certificate or statement of attainment.

In order to create a USI, a student's identity needs to be verified. They can use one of the following forms of ID to verify an identity;

- Medicare Card
- Australian Passport
- Australian Birth Certificate
- Australian Driver's Licence
- Certificate of Registration by Descent
- Citizenship Certificate
- ImmiCard

Please go to <https://www.usi.gov.au/students/get-a-usi> to create your USI and then write it in the boxes below.

If you require any further support, please contact the Head of Department - Senior Schooling

**Please enter your USI number below.**

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

This enrolment agreement sets out the responsibilities of the student, parents/carers and school staff about the education of students enrolled at Ripley Valley State Secondary College.

**Responsibility of student to:**

- attend school every day, on time, ready to learn and take part in school activities
- be on time for each lesson, ready with all required equipment
- act at all times with respect and show tolerance towards other students and staff
- work hard and comply with requests or directions from the staff at all times with respect
- abide by school rules/expectations as outlined in the Student Code of Conduct, meet homework requirements and wear school's uniform at all times
- respect the school environment, in particular in regards to 'no litter' and 'no damage to property'

**Responsibility of parents/carers to:**

- attend open evenings & parent/teacher interview sessions for parents/carers
- advise the school as soon as possible if your student is unable to attend school and reason/s why (e.g. student is sick)
- let the school know if there are any problems that may affect my child's ability to participate/learn
- reinforce the importance of attendance every day and inform school of reason for any absence
- treat school staff with respect and tolerance
- support the authority and discipline of the school enabling my child to achieve maturity, self-discipline and self-control
- abide by school's policy regarding access to school grounds before, during and after school hours
- keep school informed of any changes to your contact details or your child's details, such as home address, email address and phone number
- ensure the school is aware of any changes to your child's medical details.

**Responsibility of school staff to:**

- design and implement engaging and flexible learning experiences for individuals and groups of students
- inform parents and carers regularly about how their children are progressing
- design and implement intellectually challenging learning experiences which develop language, literacy and numeracy
- create and maintain safe and supportive learning environments
- support personal development and participation in society for students
- foster positive and productive relationships with families and the community
- inform students, parents and carers about what the teachers aim to teach the students each term
- teach effectively and to set high standards in work and behaviour
- clearly articulate the school's expectations regarding the Student Code of Conduct and the Student Dress Code policy
- ensure that parents and carers are aware that the school does not have personal accident insurance cover for students
- advise parents and carers of extra-curricular activities operating at the school in which their child may become involved (for example Program of Chaplaincy Services, sports programs)
- set, mark and monitor homework regularly in keeping with the school's homework policy
- contact parents and carers as soon as possible if the school is concerned about the child's school work, behaviour, attendance or punctuality
- notify parents of an unexplained absence of their child as soon as practicable on the day of the student's absence (allowing time for parents to respond prior to the end of the school day)
- deal with complaints in an open, fair and transparent manner in accordance with departmental policy, Customer complaints management
- treat students and parents with respect.

In completing this agreement, I accept the rules and regulations of Ripley Valley State Secondary College as stated in the school policies that have been hyperlinked in the below table and explained to me in the Enrolment Presentation (live or video). All policies are available on the College website and in hard copy by request to College Administration.

<b>Please check the box indicating receipt and agreement of the College Policy.</b>	Student	Parent/ Carer
Student Code of Conduct		
State School Consent to use Copyright Material, Image, Recording or Name		
School Representation Policy		
Homework Policy		
School Uniform and Dress Code Policy		
Attendance Policy		
ICT and Technology Acceptable Use Policy		
1-1 Laptop Agreement		
3 <sup>rd</sup> Party Consent Form		
Student Resource Scheme		
Refund Policy		
Unique Student Identifier (USI) Requirements		

*I acknowledge that information about the school's current programs, policies and services has been explained to me and are available on the College website and in hard copy by request.*

<b>Student signature:</b>	<b>Date:</b>
<b>Parent/Carer signature (responsible for student finances while enrolled at the school):</b> <i>**Please note: Responsible party must sign**</i>	<b>Date:</b>