



**CHANCELLOR
STATE COLLEGE**

The best we can be

Secondary Campus Continuing Enrolment Year 6-7

CARE COURTESY COOPERATION COMMITMENT CHALLENGE

updated 08/08/2024

CONTINUING ENROLMENT FORM: YEAR 6-7

Please complete and deliver to the office or email enrolments@chancellorsc.eq.edu.au

Name of Student: _____ Date of Birth: _____

Intend to continue enrolment: Yes (continue to next section)
 No - Reason: _____

For all students continuing enrolment into Year 7, please provide the following details to ensure that our records are accurate.

Specialist Programs

Please indicate interest in applying for any of the following Specialist Programs offered in Year 7. Note that these require a separate application process which can be found on the College website. Please preference if the student would like to be considered for multiple programs as in some year levels, student participation may be limited.

- Academic Excellence (Elev8 Elective)
- Touch Football Academy
- Football/Futsal Academy
- Instrumental Music
- Music Innovators Program

Family Details

Parents/Carers	Parent/Carer 1 (child resides with)		Parent/Carer 2	
Family name				
Given names				
Relationship to student				
Address				
Suburb		Postcode		Postcode
Occupation				
Workplace				
Mobile Number				
Email				
Receive Correspondence	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Emergency Contact	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Signature				
Date				

Please ensure "Parent/Carer 1" is who the child resides with at their principal place of residence. Until the child has commenced, this parent/carer will receive all correspondence and invoices.

Please also contact the College office if any of the student emergency contacts have changed from initial enrolment.

Custody / Access Details (Please complete if different from initial enrolment)

Are there any current Family Court or other Court Orders concerning the welfare, safety or parenting arrangements of your child/children:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I have provided a copy of current Court Order:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Details:		

Financial Payment Responsibilities

Should a shared parental care family request a change of finance allocation, please note that we require the signatures of both parents to process this change. The second parent can email their agreement if necessary to the Secondary Office (office_sec@chancellorsc.eq.edu.au)

I request that invoices are changed to the following custodial parent:	
Name of Parent/Carer accepting responsibility for financial expenses of student: _____	Name of Parent/Carer relinquishing responsibility for financial expenses of student: _____
Signature of Parent/Carer accepting responsibility for financial expenses of student _____ Date: _____	Signature of Parent/Carer relinquishing responsibility for financial expenses of student _____ Date: _____

Medical Conditions (eg. Asthma, Allergies etc)

Should your child need to take medication during school hours, an Individual Health Plan, including Emergency Health Plan (if relevant) or Authority to Administer Medication Form will need to be completed each year and retained at the office. All necessary medication needs to be labelled by a Medical Practitioner.

Medical Condition	
Symptoms	
Management	

Other Information

Please provide any additional information which may be helpful in ensuring a successful transition to Junior Secondary:

ENROLMENT AGREEMENT

Information and Responsibilities

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

This agreement formalises our understanding of the College Student Code of Conduct and Student Dress Code, both of which have been discussed during the enrolment process. The Student Code of Conduct outlines Chancellor State College strategies for implementing the departmental Code of School Behaviour.

Responsibility of student to:

- attend school regularly, on time, ready to learn and take part in College activities
- act at all times with respect and show tolerance towards other students and staff
- work hard and comply with requests or directions from all staff
- abide by College rules, College code of behaviour and adhere to College uniform policy
- respect the College environment
- complete to the best of your ability in class work, homework and assessment.
- follow ALL College procedures when entering and exiting the College.

Responsibility of parents/carers to:

- ensure your child attends school on every school day for the educational program in which they are enrolled
- attend open meetings for parents/carers
- let the College know if there are any problems that may affect my child's ability to learn
- ensure your child completes homework regularly in keeping with the College homework policy
- inform College of student absences and reasons for absences in a timely manner
- treat College staff with respect and tolerance
- support the authority and discipline of the College enabling my child to achieve maturity, self-discipline and self-control
- not allow your child to bring dangerous or inappropriate items to school
- abide by College policy regarding access to College grounds before, during and after school hours
- advise Principal if your student is in the care of the State
- keep College informed of any changes to student's details, such as student's home address and phone number.

Responsibility of school to:

- design and implement engaging and flexible learning experiences for individuals and groups
- inform parents/carers regularly about how their children are progressing
- inform students and parents/carers about what the teachers aim to teach the students each term
- teach effectively and to set the highest standards in work and behaviour
- 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
- take reasonable steps to ensure the safety, happiness and self-confidence of all students
- be open and welcoming at all reasonable times and offer opportunities for parents/carers to become involved in the school community
- clearly articulate the College expectations regarding the Student Code of Conduct and the College dress code policy
- ensure that the parent/carer is aware of the College record-keeping policy including the creation of a transfer note should the student enrol at another school
- ensure that parents and carers are aware that the College does not have personal accident insurance cover for students
- advise parents and carers of extra-curricular activities operating at the College 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 College homework policy
- contact parents/carers as soon as is possible if the College is concerned about the child's school work, behaviour, attendance or punctuality
- deal with complaints in an open, fair and transparent manner
- consult parents/carers on any major issues affecting students
- treat students and parents/carers with respect and tolerance.

I acknowledge that information about the school's current policies, practices, rules, programs and services has been shared and explained to me. This information includes the following:

- [Student Code of Conduct](#)
- [Student Dress Code](#)
 - Adhere to ALL aspects of student dress code
 - Present in full school uniform at all times
 - Explain/communicate reasons out of uniform on respective day
- [Homework Policy](#)
- [Secondary Assessment Policy](#)
- [Student Resource Scheme](#)
 - Needs to be fully paid to ensure ALL necessary resources are provided to student and to be eligible for extra-curricular activities
- [Student usage of laptop](#), including use of internet, intranet and extranet
- Online consent completed via QParents
- Consent to use copyright material, image, recording or name
- Absences/Late Arrival/Early Departures
 - Need to explain ALL absences
 - Absence for ANY assessment MUST provide medical certificate
- School Excursions
- Department insurance arrangement and accident cover for students
- [Putting Things Right](#) – complaints management process
- [Use of Mobile Devices and Other Electronic Equipment by Students](#)
- [Academic Good Standing Policy](#) (Yrs. 10-12)
 - Meet minimum attendance expectations
 - Participate in all classes to best ability
- [Student Services](#)
- Chaplaincy Program

Disclaimer: The policies and procedures of Chancellor State College may be subject to change throughout the school year. Any changes will be notified to parents and carers through the College Newsletter and updated on the College Website. Students will be advised through email and student assemblies.

As a condition of the enrolment of _____ in Chancellor State College I accept my obligation to abide by the expectations of Chancellor State College as stated in the information that has been provided and explained to me. I understand that the provision by me of incorrect information on the enrolment documentation may result in the cancellation of the enrolment.

_____ Student Name	_____ Parent/Carer Name	_____ Administration Officer Name
_____ Student Signature	_____ Parent/Carer Signature	_____ Administration Signature
Date: _____	Date: _____	Date: _____

CHANCELLOR STATE COLLEGE POLICIES AND AGREEMENTS

PLEASE INDICATE AS REQUIRED YOUR ACKNOWLEDGEMENT AND UNDERSTANDING OF THE POLICIES, STATEMENTS AND AGREEMENTS INCLUDED IN THE ENROLMENT PACKAGE, AND OUTLINED BELOW

1	CROSS CAMPUS PERMISSION	
I give permission for my child to visit the University of the Sunshine Coast and the Primary/Secondary Campus of Chancellor State College as part of their schooling activities.		<input type="checkbox"/> Yes <input type="checkbox"/> No
2	INTERNET/COMPUTER ACCESS AGREEMENT	
I have read the Internet/Computer Access Agreement and accept the conditions of the agreement. I understand that breaches of this policy may result in disciplinary action.		<input type="checkbox"/> Yes <input type="checkbox"/> No
3	USE OF PORTABLE STORAGE DEVICES	
I have read and understood the policy guidelines for use of computer portable storage devices at Chancellor State College.		<input type="checkbox"/> Yes <input type="checkbox"/> No
4	BORROWING A STAY AT SCHOOL LAPTOP FOR THE DURATION OF ENROLMENT	
I have read and understood the Conditions of Use as set out in the *Laptop Use – Information and Procedures Handbook, and give permission for my child to borrow a school laptop. A stay at school laptop is available to every student, including those who bring their own laptop. *Available on the College website http://www.chancellorsc.eq.edu.au		<input type="checkbox"/> Yes <input type="checkbox"/> No
5	BRING YOUR OWN DEVICE FOR THE DURATION OF ENROLMENT	
I have read and understood the Conditions of Use as set out in the *Laptop Use – Information and Procedures Handbook, and give permission for my child to participate in the BYOD program.		<input type="checkbox"/> Yes <input type="checkbox"/> No
6	COLLEGE NEWSLETTER	
I wish to receive an electronic version of the College newsletter. <i>NOTE: All College reports are emailed, not posted, to the parent/carer email address.</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No
7	CONSENT TO USE COPYRIGHT MATERIAL, IMAGE, RECORDING, NAME OR PERSONAL INFORMATION	
I have completed Sections 1, 5 and 6 of the State School Consent Form for the use of copyright material, image, recording, name or personal information.		<input type="checkbox"/> Yes <input type="checkbox"/> No
8	STUDENT SERVICES PERMISSION	
I give permission for my child to access Student Services through the process explained on Page 26.		<input type="checkbox"/> Yes <input type="checkbox"/> No
9	PEDICULUS PERMISSION	
I give permission for my child to have their hair inspected for head lice in line with Education Queensland policy, should the need arise.		<input type="checkbox"/> Yes <input type="checkbox"/> No
10	CHAPLAINCY PROGRAM POLICY STATEMENT	
I give my consent for my child to participate in voluntary student activities without intentional Religious, Spiritual and/or Ethical content.		<input type="checkbox"/> Yes <input type="checkbox"/> No
I give my consent for my child to participate in voluntary student activities with intentional Religious, Spiritual and/or Ethical content.		<input type="checkbox"/> Yes <input type="checkbox"/> No
11	STUDENT SUPPORT	
My child has previously required assistance in the following area/s:		
Learning Difficulty		<input type="checkbox"/> Yes <input type="checkbox"/> No
ICP (Individual Curriculum Plan) / ISP (Individual Support Plan) / PLP (Personalised Learning Plan)		<input type="checkbox"/> Yes <input type="checkbox"/> No
Gifted Program Guidance Officer		<input type="checkbox"/> Yes <input type="checkbox"/> No
English as an Additional Language		<input type="checkbox"/> Yes <input type="checkbox"/> No
12	FINANCIAL PAYMENT RESPONSIBILITIES	
I request that invoices for my child are addressed to the following custodial parent/carer: Name of Parent/Carer responsible for Financial expenses of student: Signature of Parent/Carer responsible for Financial expenses of student:		<input type="checkbox"/> Mother <input type="checkbox"/> Father

I hereby declare that the information given in this enrolment form is true and correct at the date of enrolment.		
Signed (Student)		Date:
Signed (Parent/Carer)		Date:
Signed (CSC Administration)		Date: