



APPLICATION FOR ENROLMENT

Cnr Denham & Agnes Streets,
ROCKHAMPTON QLD 4700

PO Box 776
ROCKHAMPTON QLD 4700

Ph 07 4930 0900 Fax 07 4922 4809 Email Reception@rggs.qld.edu.au

PRINT IN **BLOCK CAPITALS ONLY**

Office Use Only

Date Rec:

Amount: \$60.00

Method:

Parent Code:

PARTICULARS RELATING TO STUDENT

Family Name

Given Names

(Underline Name Normally Used)

Date of Birth

Year level

Year of Entry

Day student

Boarder

Weekly Boarder

Country of Birth Nationality Australian Australian Resident Other

Aboriginal Torres Strait Islander Descent Both Visa Student – Date of Arrival in Australia.....

Visa Number..... (Evidence required)

Religion Services Australia Customer Reference Number.....

Last School Attended Medicare Number.....

Languages (Spoken At Home) by Student Mother..... Father

Does your daughter have any special medical or learning needs the school needs to be aware of? No Yes (Evidence required)

If you have a previous affiliation with the School:

Name House Year Relationship

FAMILY DETAILS

Person(s) completing the application: Parent 1 Parent 2

Marital Status: Married Divorced De facto Separated

Legal Guardian Step Parent Grandparent Other.....

Is there any Court order in place? No Yes (Evidence required)

Parent/Guardian 1 Mrs Miss Mr Ms Dr Pr

Parent/Guardian 2 Mrs Miss Mr Ms Dr Pr

GIVEN NAMES

SURNAME

GIVEN NAMES

SURNAME

Home Address.....

Home Address.....

..... Post code.....

..... Post code.....

Postal address if different from above

..... Post code.....

..... Post code.....

Home Phone.....

Home Phone.....

Mobile.....

Mobile.....

Email.....

Email.....

Occupation.....

Occupation.....

(If self employed, business name)

(If self employed, business name)



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Employer..... Employer.....
 Work Phone Work Phone.....
 Work Email..... Work Email.....
 Relationship to Student..... Relationship to Student.....
 Attended Girls Grammar School Yes / No Years Attended Girls Grammar School Yes / No Years
 Maiden Name House Maiden Name House

Student lives with: Mother Father Guardian Other

Student mobile phone number (if applicable)

Siblings in order of birth eg **S**ister, Individual, **B**rother, **S**ister

Communication Rules

Please indicate (tick) where you would like specific School communication sent to in this table.

Communication	Postal address	Residential address	Father address	Mother address	Emergency contact	Other contact
General School news and newsletters (mostly email)					<input type="checkbox"/>	
Teachers correspondence (mostly email)					<input type="checkbox"/>	
Academic Reports (email only)					<input type="checkbox"/>	
Absentees (mobile phone)					<input type="checkbox"/>	
Emergency contact						
Other contact						

MCEETYA DATA collected for QLD Government:

What is the highest year of primary or secondary school the parents/guardians have completed?
 (For persons who have never attended school, mark 'Year 9 or equivalent or below'.)

Mark one box only in each column
 mother/parent1/guardian1 father/parent2/guardian2

Year 12 or equivalent.

Year 11 or equivalent.

Year 10 or equivalent

Year 9 or equivalent or below

What is the level of the *highest* qualification the parents/guardians have completed?

Mark one box only in each column
 mother/parent1/guardian1 father/parent2/guardian2

Bachelor degree or above

Advanced diploma/Diploma

Certificate I to IV (including trade certificate)

No non-school qualification

SCHOOL FEE ACCOUNT RESPONSIBILITY

Contact details for the School Fee Account As per Family Details Other – please list details below

Email Address

Postal Address

Contact Number

.....
 Name of Responsible Party Signature Date



APPLICATION FOR ENROLMENT

Documents attached which are required to complete the application submission are:

- Certified copy of birth certificate
- Student's Immunisation History
- Most recent School report
- Photo identification of all parents/guardians making the application ie. Driver's Licence, Passport
- Most recent Year 3, 5, 7, 9 NAPLAN Test Results (if applicable)
- Special health and learning needs documentation, Doctor and Psychologist reports (if applicable)
- Custody documentation, Guardianship, Court Order, Parenting Plan etc (if applicable)
- Visa Documentation, Passport and English as a Second Language report (if applicable)

Accompanying is the non-refundable enrolment fee of \$60.00 and copies of all required documentation listed above.

SIGNATURES

.....
Parent/Guardian 1

.....
Date

.....
Parent/Guardian 2

.....
Date



Rockhampton Girls Grammar School

Privacy Policy

In accordance with the *Privacy Amendment (Private Sector) Act 2000*, Rockhampton Girls Grammar School is bound by the ten (10) National Privacy Principles established by the Federal Privacy Commission and set out in the *Act* - see www.privacy.gov.au

The School considers all personal, sensitive and health related information of parents/guardians, students and prospective employees (considered "consumers" under the *Act*) to be private and only uses information collected and recorded to fulfil the educational mission of the School.

In abiding by the National Privacy Principles the School will:

- Collect personal, sensitive and health information by fair, lawful and non-intrusive means.
- Only use the information for the provision of quality schooling. In addition, information may be collected and recorded to satisfy the School's legal obligation, particularly to enable the School to discharge its duty of care.
- Not disclose or distribute personal, sensitive or health related information collected from its consumers without the consumer's specific consent or unless required to do so by law. The School may distribute aggregated statistical information for reporting purposes, but information that identifies a person will not be disclosed to third parties without consent.
- Disclose, with consent, from time to time, personal, sensitive and health information to others for administrative and educational purposes. This includes medical practitioners and people providing services to schools, including specialist visiting teachers and consultants, sports coaches and volunteers.
- Take reasonable steps to protect personal, sensitive and health information held from misuse, loss and unauthorised access, modification or disclosure.
- Right to Enquire – Contact previous schools in relation to previous enrolments.

Marketing and Fundraising: The School treats marketing and seeking donations for the future growth and development of the School as an important part of ensuring that the School continues to be a quality learning environment in which both students and staff thrive. Personal information held by the School may be disclosed to an organisation that assists in the School's fundraising, for example, Parents and Friends Association. Parents, staff, contractors and other members of the wider school community may from time to time receive fundraising information. School publications like newsletters and magazines, which include personal information, may be used for marketing purposes.

If a consumer believes that any of the personal, sensitive and health information held by the School is inaccurate, incomplete or out of date, they have the right, in accordance with the provisions of the *Act*, to make any updates or corrections.

Privacy issues within the School can be discussed on a confidential basis with the [Principal](#).

I/we hereby agree that the School can make any enquiries at any previous schools/colleges attended by my child/children.



STANDARD COLLECTION NOTICE

1. The School collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the School. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the School to provide schooling to students enrolled at the school, exercise its duty of care, engage in marketing/fundraising and perform necessary associated administrative activities, which will enable students to take part in all the activities of the School.
2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health [and Child Protection] * laws.
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles (APPs) under the *Privacy Act 1988*. We may ask you to provide medical reports about students from time to time.
5. The School may disclose personal and sensitive information for educational, legal, administrative, marketing and support purposes. This may include to:
 - other schools and teachers at those schools;
 - government departments (including for policy and funding purposes);
 - medical practitioners;
 - people providing educational, support and health services to the School, including specialist visiting teachers, [sports] coaches, volunteers, and counsellors;
 - providers of learning and assessment tools;
 - assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN);
 - people providing administrative and financial services to the School;
 - anyone you authorise the School to disclose information to; and
 - anyone to whom the School is required or authorised by law, including child protection laws, to disclose the information.
6. Personal information collected from students is regularly disclosed to their parents or guardians.
7. The School may use online or 'cloud' service providers to store personal information and to provide services to the School that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. Further information about the School's use of on online or 'cloud' service providers is contained in the School's Privacy Policy.**
8. The School's Privacy Policy, accessible on the School's website, sets out how parents or students may seek access to and correction of their personal information which the School has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to a student, or where students have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.
9. The School's Privacy Policy also sets out how parents and students can make a complaint about a breach of the APPs and how the complaint will be handled.
10. The School may engage in fundraising activities. Information received from you may be used to make an appeal to you. [It may also be disclosed to organisations that assist in the School's fundraising activities solely for that purpose.] We will not disclose your personal information to third parties for their own marketing purposes without your consent.
11. On occasions, information such as academic and sporting achievements, student activities and similar news is published in School newsletters and magazines, on our intranet and on our website. This may include photographs and videos of student activities such as sporting events, school camps and school excursions. The School will obtain permissions [annually] from the student's parent or guardian (and from the student if appropriate) if we would like to include such photographs or videos [or other identifying material] in our promotional material or otherwise make this material available to the public such as on the internet.
12. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why.