LODGING ENROLMENT FORMS

At Katanning Senior High School families are asked to lodge the Enrolment Form and Attachments together, to the school, PRIOR to the child start date. Parents are encouraged to enrol their child early as this assists the school with planning and may determine whether your child is successful in being placed in elective classes of their choice.

The enrolment Pack is made up of the following and all details are to be completed in full:

- Parent information
- Attachment 1 – Parent Occupation Groups
- Part A – Enrolment Form
- Attachment 2 – Consent Form
- Attachment 3 – Code of Conduct Agreement
- Attachment 4 – Electronic Devices and Mobile Phones Policy
- Attachment 5 – Student Health Care Summary
- Attachment 6 – High School Health Record

It is compulsory to advise of any change(s) of details in relation to student’s name, permanent place of residence and/or name and residential address of Parent/Guardian.

The information provided in the Enrolment Form is stored securely in local school and Department of Education databases. The management of these databases is governed by State and Departmental policies to ensure security, privacy and confidentiality.

LEGAL NAMES must be used in every instance.

When you enrol your child at this school, please check that you have the following:

- Birth certificate
- Immunisation certificate
- Identity documents (if applicable)
- Court order (if applicable)

If your child was not born in Australia, you must provide:

- Evidence of the date of entry into Australia;
- Passport, or travel documents; and
- Current visa and previous visas (if applicable)

In addition, if your child is a temporary visa holder you must provide:

- Confirmation of enrolment or evidence of permission to transfer provided by Education and Training International (if holding an International full fee student visa, sub class 571)
- Evidence of the visitor and temporary resident visa (other than sub class 571 referred to above); or
- Evidence of the visa for which the student has applied (if the student holds a bridging visa).

KATANNING SENIOR HIGH SCHOOL DRESS CODE

School Dress Code items are available from – Sports Power, Clive Street, Katanning.
Thank you for your interest in applying to enrol your child in a Western Australian public school. Enrolment in Katanning Senior High School is a one step process.

**Step 1: Enrolment Pack Part A – Enrolment (includes Parent information about enrolment in a Western Australian public school and the Enrolment Form)**

Documentary evidence, including court orders relating to your child, may be required to support information supplied. Principals may consult with the Education Regional Office where sufficient evidence has not been supplied. All official records must be in the child's legal name. The use of a preferred name may be possible for informal communications.

The Department’s *Enrolment Policy* can be found at http://www.det.wa.edu.au/policies.

The information you provide enables the Department to communicate with you about important matters, to care for your child in emergencies, to plan for special needs and to meet State and National reporting requirements.

Family details include details of the parent (see definition below) residing at the same address as the student. Details relating to parents not residing with the student may also be included in the Parent/Guardian Details section.

The school needs to be advised of any court orders or any changes in relation to the child’s name, usual place of residence and/or name and usual place of residence of parent/s.

**WHO CAN ENROL A CHILD?**

Enrolments can be lodged by:

1. Parents, defined in the *School Education Act 1999* as persons who at law have responsibility for the long term care, welfare and development of the child; or the day-to-day care, welfare and development of the child;
2. Independent minors; and
3. Persons aged 18 years or older who may apply on their own behalf.

The school may require documentary evidence in support of the enrolment. A person with proper authority to make the enrolment must provide the required information. The school is not required to determine whether another parent or person with authority concurs with the lodging of the enrolment or the information included in it.

If there is a dispute between parents or authorised persons about the enrolment or one party requests or has enrolled the child at a different school, then the schools involved should endeavour to maintain the original enrolment and continuity of the child’s schooling unless it is clearly not in the child’s educational interests to do so, is not possible, or has been determined otherwise by a court. For further information see Frequently Asked Questions (FAQs) in the Enrolment Policy, under Related Information.

**WHO CAN BE ENROLLED?**

Permanent Australian residents and those children holding an approved visa subclass are entitled to be enrolled, although not necessarily at a particular school unless the school has a ‘local-intake area’ (refer section Applications to local-intake schools (compulsory years of schooling) below). Those overseas students who do not have an entitlement to enrol in a public school may be enrolled on a full fee paying basis under conditions which the school will outline.

In establishing a usual place of residence, the *Residential Parks (Long-stay Tenants) Act 2006* recognises any agreement conferring the right to occupy premises for a fixed term of three months or longer. Short term residential arrangements can be accepted in cases such as recent arrival in the State, residence in boarding houses and caravan parks, or homelessness.

Schools may not enrol children who are:

1. receiving home education; or
2. applying to enrol at another school; or
3. enrolled at another Kindergarten (public or private), unless transferring.

The principal may consider whether a child may attend for a short period (s 75(2) *School Education Act 1999*) and may consult with the school in which the student is already enrolled before a decision about attending is made. Attendance for more than four weeks requires that the student relinquish enrolment at the school in which the student is already enrolled.
INFORMATION ABOUT YOUR OCCUPATION AND EDUCATION

The National Goals for Schooling in the 21st Century state that ‘the learning outcomes of educationally disadvantaged students ‘…should…’ improve and, over time, match those of other students’.

All parents across Australia, no matter which school their child attends, are asked to provide information about their family background to promote an education system which is fair for all Australian students regardless of their background.

CONSENT FORMS

The following forms are attached for parents to consider and sign if in agreement:

- **Media Consent:** Publication of images of the student and their work.
- **Internet Access:** Appropriate use of internet services by students.
- **Viewing Consent:** For ‘Parental Guidance (PG)’ items deemed suitable by the teacher and school administration.
- **Local Excursions:** Agreement to minor excursions, not including excursions which require individual agreement.

STUDENT HEALTH CARE

The Department’s Student Health Care policy clarifies the actions to be undertaken by public schools to manage student health care needs. All students require an up to date Student Health Care Summary which is available from the school. For students identified as having health conditions requiring support at school, additional form/s will be provided by the school.

DISCLOSURE OF INFORMATION

**For parents of students with disability**

In order to provide an appropriate education program the school may require specific information relating to your child’s disability and personal needs to enable the school to make any necessary teaching and learning adjustments. The school may also use the information you provide when applying for specialist resources or services and/or supplementary funding to support your child’s education.

**Suspensions and exclusions**

Information on any suspensions and exclusions, needs to be provided to the school at the time of applying to enrol. This information will help the school to provide your child with any support that may be required.

Children currently under suspension from a public school cannot be enrolled at another public school until the suspension period expires.

Children who have previously been suspended or excluded from a public school may be required to enter into a behaviour agreement with the school if enrolment is accepted.

TRANSPORT

In most cases, transporting your child to school is the parents’ responsibility. Enquiries regarding school bus services should be directed to the Public Transport Authority email enquire@pta.wa.gov.au or telephone 136 213 or visit the website – www.schoolbuses.wa.gov.au.

CONFIDENTIALITY

All information provided on this form will be treated confidentially (s 242 of the School Education Act 1999).

DISPUTES

Should you disagree with a school’s advice regarding your application for enrolment please contact the Principal in the first instance. The Coordinator Regional Operations at your Education Regional Office can provide advice if a concern has not been resolved. Information about formal disputes can be obtained from the school, the Education Regional Office or the Department’s Enrolment Policy which can be found at http://www.det.wa.edu.au/policies.
### Parent Occupation Groups

<table>
<thead>
<tr>
<th>GROUP 1</th>
<th>GROUP 2</th>
<th>GROUP 3</th>
<th>GROUP 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior management in large business organisation government administration &amp; defence, and qualified professionals</td>
<td>Other business managers, arts/media/sportspersons and associate professionals</td>
<td>Tradesmen/women, clerks and skilled office, sales and service staff</td>
<td>Machine operators, hospitality staff, assistants, labourers and related workers</td>
</tr>
<tr>
<td>Senior executive/ manager/ department head in industry, commerce, media or other large organisation. Public service manager (section head or above), regional director, health/education/police/ fire services administrator. Other administrator [school Principal, faculty head/dean, library/museum/gallery director, research facility director]. Defence Forces Commissioned Officer. Professionals generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.</td>
<td>Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business. Specialist manager [finance/engineering/producton/ personnel/ industrial relations/ sales/marketing]. Financial services manager [bank branch manager, finance/ investment/insurance broker, credit/loans officer]. Retail sales/services manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]. Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author]. Media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official. Associate professionals generally have diploma/technical qualifications and support managers and professionals.</td>
<td>Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group. Clerks [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/ inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent/customer services clerk, admissions clerk]. Skilled office, sales and service staff</td>
<td>Drivers, mobile plant, production/ processing machinery and other machinery operators Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper]. Office assistants, sales assistants and other administrators</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Sales [sales assistant, motor vehicle/ caravan / parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker].</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Assistant/aide [trades' assistant, school/teacher’s aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant].</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Labourers and related workers Defence Forces ranks below senior NCO not included in other groups.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Agriculture, horticulture, forestry, fishing, mining worker [farm overseer, shearer, wool/hide classer, farmhand, horse trainer, nurseryman, greenkeeper, gardener, free surgeon, forestry/logging worker, miner, seafarer/fishing hand].</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Other worker [lavourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor].</td>
</tr>
</tbody>
</table>

These categories have been determined nationally and are designed as broad occupational groupings. All Australian states and territories use the same categories.
## STUDENT DETAILS

<table>
<thead>
<tr>
<th>Surname</th>
<th>Incoming Year Level</th>
<th>Residential Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Surname</td>
<td>Date of Birth</td>
<td>Postcode</td>
</tr>
<tr>
<td>1st Name</td>
<td>/ /</td>
<td></td>
</tr>
<tr>
<td>2nd Name</td>
<td>[ ] Male</td>
<td></td>
</tr>
<tr>
<td>Preferred Name</td>
<td>[ ] Female</td>
<td></td>
</tr>
<tr>
<td>Student Email</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Names of brothers and sisters currently attending or have attended this school

## PARENT / GUARDIAN DETAILS

As required by Department of Education – All schools are required to collect additional information on family backgrounds

Child lives with: Parent/Guardian 1 [ ] Parent/Guardian 2 [ ] Both Parents [ ] Neither Parent [ ]

### Parent / Guardian Details (1)

<table>
<thead>
<tr>
<th>Title</th>
<th>First Name</th>
<th>Surname</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Phone</td>
<td>Work Phone</td>
<td>Mobile Phone</td>
</tr>
<tr>
<td>Mailing Address</td>
<td>Email Address</td>
<td></td>
</tr>
</tbody>
</table>

Do you mainly speak English at home? YES [ ] NO [ ]

Do you speak a language 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: _________________________________________

What is the highest year of primary or secondary school you have completed?

- Year 12 or equivalent
- Year 11 or equivalent
- Year 10 or equivalent
- Year 9 or equivalent or below

If you did not attend school, mark ‘Year 9 or equivalent or below’

What is the level of the highest qualification you have completed?

- Bachelor degree or above
- Advanced diploma/Diploma
- Certificate I to IV (including trade certificate)
- No non-school qualification

What is your occupation group? (Write 1, 2, 3, 4 or 8)

Please select the appropriate parental occupation group from the list provided. If you are not currently in paid work, but have had a job in the last 12 months please use your last occupation. If you have not been in paid work in the last 12 months, enter ‘8’ above.

### Parent / Guardian Details (2)

<table>
<thead>
<tr>
<th>Title</th>
<th>First Name</th>
<th>Surname</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Phone</td>
<td>Work Phone</td>
<td>Mobile Phone</td>
</tr>
<tr>
<td>Mailing Address</td>
<td>Email Address</td>
<td></td>
</tr>
</tbody>
</table>

Do you mainly speak English at home? YES [ ] NO [ ]

Do you speak a language 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: _________________________________________

What is the highest year of primary or secondary school you have completed?

- Year 12 or equivalent
- Year 11 or equivalent
- Year 10 or equivalent
- Year 9 or equivalent or below

If you did not attend school, mark ‘Year 9 or equivalent or below’

What is the level of the highest qualification you have completed?

- Bachelor degree or above
- Advanced diploma/Diploma
- Certificate I to IV (including trade certificate)
- No non-school qualification

What is your occupation group? (Write 1, 2, 3, 4 or 8)

Please select the appropriate parental occupation group from the list provided. If you are not currently in paid work, but have had a job in the last 12 months please use your last occupation. If you have not been in paid work in the last 12 months, enter ‘8’ above.
# EMERGENCY CONTACT DETAILS

<table>
<thead>
<tr>
<th>1</th>
<th>Emergency Details</th>
<th>Please indicate relationship to the student</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Title</td>
<td>First Name</td>
</tr>
<tr>
<td></td>
<td>Home Phone</td>
<td>Work Phone</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2</th>
<th>Emergency Details</th>
<th>Please indicate relationship to the student</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Title</td>
<td>First Name</td>
</tr>
<tr>
<td></td>
<td>Home Phone</td>
<td>Work Phone</td>
</tr>
</tbody>
</table>

Please advise the school if there are any other contacts you would like recorded.

# STUDENT ADDITIONAL INFORMATION

<table>
<thead>
<tr>
<th>Student First Language</th>
<th>Main language spoken at home</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Does the Student speak any other language at home? Yes, please specify:

<table>
<thead>
<tr>
<th>Country of Birth</th>
<th>Religion</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Is the student of Aboriginal or Torres Strait Islander origin? (For students of both Aboriginal & Torres Strait Islander Origin mark both ‘YES’ boxes)

- [ ] Aboriginal
- [ ] Torres Strait Islander
- [ ] No

In receipt of Allowance

- [ ] Secondary Assistance
- [ ] Abstudy
- [ ] Youth Allowance

Department for Child Protection

- Is this student in the care of the Department for Child Protection Chief Executive Officer? [ ]
- Please indicate: [✓] YES [ ] NO

If ‘yes’ please specify the name of the DCP Case Manager, their DCP District and their contact phone number:

Court Orders

- Is this student subject to any court orders in respect of their care, welfare and development?
- Please indicate: [✓] YES [ ] NO

If ‘yes’ please specify and attach supporting documentation.

Access Restriction

- Is this student subject to Access Restriction?
- Please indicate: [✓] YES [ ] NO

If ‘yes’ please attach supporting documentation.

*CITIZENSHIP:          Australian [ ]  OTHER – Please specify

*PERMANENT RESIDENT:   YES [ ]  NO [ ]  *TEMPORARY RESIDENT:   YES [ ]  NO [ ]

<table>
<thead>
<tr>
<th>Visa Sub Class Number</th>
<th>Visa Sub Class Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Visa Expiry Date</th>
<th>Visa Expiry Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date Entered Australia</th>
<th>Date Entered Australia</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Please provide copy of Visa/Travel Document

Birth Certificate seen: (or passport or Travel documents)

- YES [ ]  NO [ ]

In which country was the student born? Australia [ ]

Other – please specify:

Previous School:

Movement Reason:
PERMISSION FOR THE USE OF STUDENT’S PHOTO / IMAGE / WORK / NAME

PLEASE CONFIRM YOUR AGREEMENT IN EACH SECTION. Express permission must be given for Katanning Senior High School and the Department of Education to use your child’s photograph, video image, picture or name.

SCHOOL RELATED
School Newsletter / School Website / School Magazine / School Brochures  YES  □

OTHER
Newspaper / Other publications  YES  □

ADDITIONAL PERMISSIONS

<table>
<thead>
<tr>
<th>Feature</th>
<th>Permission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use of NAPLAN data</td>
<td>YES  □</td>
</tr>
<tr>
<td>School Newsletter</td>
<td>YES  □</td>
</tr>
<tr>
<td>Important School Information</td>
<td>YES  □</td>
</tr>
<tr>
<td>KSHS P&amp;C Association Inc.</td>
<td>YES  □</td>
</tr>
<tr>
<td>Student Travel Permit</td>
<td>YES  □</td>
</tr>
<tr>
<td>Curriculum Council Release of Information</td>
<td>Yes  □</td>
</tr>
</tbody>
</table>

I give permission for the items agreed to above. I understand that I can withdraw my consent at any time by notifying the school in writing.

Student Name ___________________________________ Parent/Guardian Signature _____________________

SCHOOL DRESS CODE

Katanning Senior High School has a School Dress Code for all students attending this school.

In enrolling my child at Katanning Senior High School, I agree to support the school by ensuring that my child conforms to the requirement of wearing the correct school uniform at school, and as required when participating in school related activities.

School Dress Code items are available from – Sports Power, Clive Street, Katanning.

STUDENT ACCESS TO TECHNOLOGY AT KATANNING SENIOR HIGH SCHOOL

All government schools in WA are required to have an Acceptable Usage Agreement. An Acceptable Usage Agreement covers person-to-person communication, use of material accessed through the Internet and network, and the publication of new materials on the Internet.

All parents/guardians and students are required to sign the Acceptable Usage Agreement before students are provided with access to the KSHS computer network.

At KSHS we encourage and promote our network as a safe and secure place for students to work and learn. Posters are displayed in areas promoting responsible use of email, the Internet and copyright.
IMMUNISATION / MEDICAL DETAILS

DOES THE STUDENT HAVE A DISABILITY

[ ] YES [ ] NO

If YES, please specify Disability: __________________________________________

Please indicate where you have documentation about your child’s disability in any of the following areas. Copies of this documentation will be required for school records.

- Autism Spectrum Disorder
- Severe Mental Disorder
- Deaf or Hard of Hearing
- Global Developmental Delay (prior to age 6)
- Specific Speech Language Impairment
- Vision Impairment
- Intellectual Disability
- Physical Disability

Do you have ambulance cover?

[ ] YES [ ] NO

(If there is a medical emergency, parents/guardians are to meet the cost of the ambulance)

Medicare Number: __________________________________________

Medicare Card Expiry Date: __________________________

Health Card / Pension Card: [ ] YES [ ] NO

Health Card / Pension Card Expiry Date: __________________________

Please attach a copy of your child’s immunisation records and also complete the enclosed Health Care Summary and Record.

Medical Practice (Name & Address)

Doctor’s Name: __________________________

Phone: __________________________

Please indicate any disability or medical conditions: Please indicate below [ ]

- SKIN ALLERGIES
- BEE STING ALLERGY
- FOOD ALLERGIES
- ASTHMA
- DIABETES
- EPILEPSY
- ADD / ADHD (with medication)
- ADD / ADHD (without medication)
- HEARING
- SIGHT
- HAEMOPOPHILIA (Please specify below)
- ANAPHYLAXIS (Please specify below)
- OTHER (Please specify below)

Medical Conditions & Associated Procedures, specify below

OTHER INFORMATION

Please provide details here of any other information you would like noted.

PARENT/GUARDIAN DECLARATION - I declare that the information provided on this form is true.

Name of person enrolling student: __________________________

Signature: __________________________

Date: __________________________

OFFICE USE ONLY

Commencement Date: ______/_____/______

Form: __________________________

House: Barloo / Condeena / Glenroy / Strathglen

Student’s official documentation all sighted (Date): __________________________

- Birth certificate
- Passport
- Travel document/s

Student’s Residency status:

- Local
- Permanent Resident

Immunisation records provided:

- YES
- NO

Previous School: __________________________

Records received:

- YES
- NO

Consent Form completed: __________________________

Records received:

- YES
- NO

Contributions and Charges Billing:

- PG1: ____%  PG2: ____%  Other: ____%

Official documentation: (including reports, to be sent to)

Entered on School Information system by: __________________________

Date: __________________________

Group Allocated: __________________________

Date Transfer Note Sent: __________________________

Leaving Date: __________________________

Destination: __________________________

Health Card / Pension Card: [ ] YES [ ] NO

Health Card / Pension Card Expiry Date: __________________________

NO
CONSENT FORM

At KSHS we aim to offer your child the widest range of learning opportunities and celebrate learning whenever possible. This may often require some form of parental consent. This form asks you to consent (or otherwise) to your child’s participation / use / access to several aspects of the school program. At all times we make the very best efforts to exercise exemplary standards in respect of duty of care.

MEDIA CONSENT
Children’s images and/or their work are often published to recognise excellence or effort and may appear in newsletters, on the school website, in newspapers, on the internet, or on film or video. Their names may also be included but no contact details are provided. Work/images captured by the school will be kept for no longer than is necessary for the purposes outlined above and will be stored and disposed of securely. At KSHS we utilise our website social media and newsletters to promote achievement and school activities.

☐ SCHOOL RELATED - School Newsletter / School Website / School Magazine / School Brochures
Yes, I give consent for my child to have his/her image and/or work published as described above.

☐ REQUESTS FROM EXTERNAL SOURCES - Newspapers / Other publications
Yes, I give consent for my child to have his/her image and/or work published as described above.

In addition, see Appendix F of the Student’s online policy.

INTERNET ACCESS
Student access to the internet is provided in accordance with the school policy. Student access is contingent on abiding by the users’ Code of Conduct.

☐ Yes, my child has permission to access the internet in accordance with school policy.
☐ No, I do not give consent.

In addition, see the School’s policy and the Student’s online policy.

VIEWING CONSENT
Children often watch videos / DVDs / television documentaries as part of their learning. Almost always these are ‘G’ rated and don’t require consent. Very occasionally something with a ‘PG’ rating is appropriate for which we would need parental permission.

☐ Yes, I consent to my child viewing items with a ‘PG’ rating if deemed suitable by the teacher and school administration.
☐ No, I do not give consent.

LOCAL EXCURSIONS
Children occasionally walk within the local area for minor excursions under the supervision of the teacher and attend activities in local parks, nature reserves, another school, library or shopping centre. On all occasions, parents will be notified of the local excursion.

☐ Yes, I consent to my child participating in teacher supervised local excursions which may involve short walks to and from the school.
☐ No, I do not give consent.

Name of student: _________________________________________________________________________________

Parent/Guardian First Name: _________________________________ Surname: ______________________________

Signed: __________________________________________________ Date: _________________________________

Please indicate relationship to the student (e.g. parent/guardian/responsible person): ____________________________________________
Katanning Senior High School is committed to ensuring that our students have access to quality curriculum and the best practices in delivering engaging lessons. Our school has pastoral care services and support available and ensure our students meet their potential and beyond. All staff are committed to ensuring that Katanning Senior High School is an outstanding school so we have successful students. We look after all student’s individual academic, social, physical and emotional needs at our school.

To support the school’s endeavours to provide a high quality education we ask all students to commit to conducting themselves in an appropriate manner to ensure they get the best from their education. At Katanning Senior High School our Code of Conduct Expectations are based around the understanding that students have ‘the right to learn and teachers have the right to teach’.

**SCHOOL RULES AND EXPECTATIONS**

We have four very important school rules.

- Be Prepared
- Be Courteous
- Respect Others’ Rights and Property
- Let Others Learn

**ATTENDANCE AND ENGAGEMENT**

Research has proven that students who attend school between 90-100% are more likely to succeed at school and achieve their potential. It is also essential that the learner is motivated to engage in the lesson being delivered.

At Katanning Senior High School we monitor the attendance on our students. It is essential that every absence is explained by a parent/guardian and/or a medical certificate. Any unexplained absence will be followed-up by the Attendance Officer, Year Coordinator or Administration.

Students must attend every lesson in the school day. If they truant (skip a period) this will be recorded on their attendance record affecting their Good Standing.

Parents/Guardians will be informed of their child’s absence through our SMS system. Students may lose their Good Standing if they do not meet attendance targets.

**SCHOOL DRESS CODE**

All Katanning Senior High School students wear the ‘School Uniform’ with pride.

It is expected that all students will come to school in attire that meets the School Dress Code. Parents will be contacted if students do not adhere to the School Dress Code and students will be expected to make changes to their dress.

Katanning Senior High School Dress code items are available from Sports Power, Katanning.
OUT OF BOUNDS

To ensure the safety of all students areas of the school are identified as out of bounds. It is expected that students remain out of these areas during recess and lunch.

GOOD STANDING AND LOSS OF GOOD STANDING

Katanning Senior High School students commence the year with Good Standing and retain this providing they adhere to this ‘Code of Conduct’. Maintaining Good Standing enables students to participate in extra-curricular school activities and school privileges, such as:

- Special events [School Ball, Graduation]
- Interschool sport (including Country Week and Winter Carnival)
- Work experience
- Any non-essential camps, excursions, performances, productions, competitions
- Reward events
- Use of the student car park

Students may lose their Good Standing if they do not meet the school expectations relating to attendance, behaviour, work standards and dress code.

MAINTAINING A GOOD WORKING ENVIRONMENT

It is the expectation at Katanning Senior High School that students will take pride in the school environment and conduct themselves in a manner to ensure the learning environment is kept to a high standard of presentation. It is expected that students:

- Will not indulge in boisterous and unruly behaviour;
- Will dispose of rubbish in an appropriate manner;
- Will not deface or damage any part of the school buildings, property or resources;
- Will demonstrate care for the gardens and plants; and
- Will not ride bikes, skateboards, scooters etc in the school grounds.

ILLEGAL SUBSTANCES OR ITEMS AND ALCOHOL

It is expected that students will not bring illegal items or substances or alcohol onto school premises and will not attend school under the influence of illegal substances or alcohol.

Full copies of Katanning Senior High School policies are available on the website or on request.

STUDENT AGREEMENT

I ................................................................. agree to abide by the Katanning Senior High School Code of Conduct and I have read, understood and accepted them as they are outlined above and strive to: Be a positive role model for the school community and abide by the principle that students have the right to learn without disruption.

Student Signature: Date: / / 

Parent Signature: Date: / / 

ATTACHMENT 4

ELECTRONIC DEVICES AND MOBILE PHONES POLICY

This policy relates to any device that may allow access to electronic communications; the World Wide Web and music/video e.g. mobile phones, computers, iPods, digital cameras etc.

ELECTRONIC DEVICES POLICY: CONDITIONS OF USE
• Students must request permission from their teacher to use electronic devices during class time. Devices are not to be seen or heard to avoid disruption to learning. A student must use their electronic device in the approved way.
• Students are to use electronic devices in a responsible way at all times.
• Students are not to answer incoming calls or messages from any device during class time. During school hours, parent and student communication must occur through school personnel.
• No electronic device is permitted during tests or examinations.

CONSEQUENCES FOR NOT ADHERING TO THIS POLICY:
• If an electronic device is used inappropriately during school hours the item will be confiscated and stored at the Front Office. A parent/guardian will be able to collect the device at the end of day. Every effort will be made to care for confiscated items, but no responsibility will be accepted.
• If a student refuses to give the electronic device to a staff member, a senior member of staff will become involved. Students who continue to refuse will be suspended.
• Use of electronic devices and social media to menace, harass or offend others is a very serious offence. Students will face disciplinary action by the school, which may include suspension and removal of the privilege of bringing such devices to school. Serious breaches will be referred to the police.
• Use of an electronic device examinations or assessments will face additional disciplinary actions as sanctioned by the school’s assessment policy.
• If a student continues to breach this policy it will result in the student being unable to bring an electronic device or mobile phone to school for a period of time.

SPECIAL CONDITIONS:
• During Physical Education classes students are able to store valuables with the class teacher. Students who choose not to use this facility do so at their own risk.
• Staff members in emergency situations may need to access their mobile phone.

Note:
• Students are responsible for the safe keeping and security of their own electronic devices. It is recommended that all devices be clearly labeled. Parents and students must understand that the school accepts no responsibility for replacing lost, stolen or damaged electronic devices at school or while traveling to and from school.

It is strongly advised that students use passwords/pin numbers to ensure that unauthorised access cannot be made on any device. Students must keep their password/pin numbers confidential.

STUDENT AGREEMENT

I .............................................................................................................. agree to abide by the KSHS Electronic Devices and Mobile Phones Policy and I have read, understood and accepted them as they are outlined above.

Student Signature: __________________________ Date _____/_____/_____

Parent/Guardian Signature: __________________________ Date _____/_____/_____
SECTION A

School: Katanning Senior High School | Incoming Year Level: | Date of Birth: | Gender: Male / Female

Student’s Name:

Address:

FAMILY CONTACT DETAIL

Contact 1 - Name: | Medical Practice:
Doctor 1: | Telephone:
Doctor 2: | Telephone:

Relationship to student:

Dental Practice:
Name of Dentist:
Telephone

Address: | I give permission for the school to seek medical/dental attention for my child as required.  Yes ☐ No ☐

Telephone: (W) (H) (M)

Do you have ambulance insurance?  Yes ☐ No ☐ Insurance Provider:

If there is a medical emergency, parents/carers are expected to meet the cost of an ambulance.

Contact 2 - Name:

Relationship to student:

Address:

Health care card:  Yes ☐ No ☐ Expiry Date:

Card Number:

Telephone: (W) (H) (M)

Medicare No. (If required – for children requiring regular emergency care):
Card Number: Expiry Date:

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/guardians.

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 ☐

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 condition(s) that will require support from school staff?

No ☐ - sign below and return Section A of this form to the school.  If your child's requirements change, please notify the school.

Signature: _______________________________  Date: _______________________________

Yes ☐ - complete the remainder of this form and return to the school office.  You will be given additional forms to complete.

List your child’s health condition(s):______________________________
### 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)

<table>
<thead>
<tr>
<th>Health Conditions</th>
<th>Tick health condition</th>
<th>Will school staff require specific training to support your child?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Severe Allergy/Anaphylaxis</td>
<td>[ ]</td>
<td>YES [ ] NO [ ]</td>
</tr>
<tr>
<td>Minor &amp; Moderate Allergies</td>
<td>[ ]</td>
<td>YES [ ] NO [ ]</td>
</tr>
<tr>
<td>Diabetes</td>
<td>[ ]</td>
<td>YES [ ] NO [ ]</td>
</tr>
<tr>
<td>Seizures</td>
<td>[ ]</td>
<td>YES [ ] NO [ ]</td>
</tr>
<tr>
<td>Asthma</td>
<td>[ ]</td>
<td>YES [ ] NO [ ]</td>
</tr>
<tr>
<td>Activities Of Daily Living</td>
<td>[ ]</td>
<td>YES [ ] NO [ ]</td>
</tr>
<tr>
<td>Emergency Response Plan for Students with Special Needs</td>
<td>[ ]</td>
<td>YES [ ] NO [ ]</td>
</tr>
<tr>
<td>Short Term Medication Required</td>
<td>[ ]</td>
<td>YES [ ] NO [ ]</td>
</tr>
<tr>
<td>Other Conditions or Needs (Please specify)</td>
<td>[ ]</td>
<td>YES [ ] NO [ ]</td>
</tr>
</tbody>
</table>

Has your child’s Medical Practitioner provided a health care plan to assist the school to manage the condition? [ ] YES [ ] 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.

| Other Conditions or Needs (Please specify) (Form 2) | [ ]                   | YES [ ] NO [ ]                                                   |

Has your child’s Medical Practitioner provided a health care plan to assist the school to manage the condition? [ ] YES [ ] 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

Does your child have a Medic Alert bracelet or pendant? [ ] Yes [ ] No [ ]
If yes, provide details:______________________________________________________________________________

Parent/Guardian Signature: ____________________________ Date: ____________________________
Parent/Guardian Name: ________________________________________________________________________________

ON COMPLETION OF THIS FORM, PLEASE REQUEST AND COMPLETE THE RELEVANT HEALTH CARE PLANS
Note: Where appropriate students should be encouraged to participate in their health care planning.

### Office Use Only

Does the child have an allergy that needs to be flagged on SIS? [ ] Yes [ ] No [ ] Date: ____________________________
Have relevant health care plans been issued to the parent? [ ] Yes [ ] No [ ] Date: ____________________________
Has the Principal been informed if:
• specific training is required to support the student? [ ] Yes [ ] No [ ]
• the student’s health care information is to be restricted? [ ] Yes [ ] No [ ]

Date Student Health Care Summary was completed and uploaded on SIS: / /