



*Excellence in Indigenous Education*

# Enrolment application

Applicant's name: .....

Proposed year level: .....

Proposed commencement date: .....

Day student

Boarder

Gordonvale campus



1 Maher Road (PO Box 771) Gordonvale Qld 4865  
Phone: 07 4043 3777 Fax: 07 4056 6111  
ACN 063049 669  
Email: [admin@djarragun.qld.edu.au](mailto:admin@djarragun.qld.edu.au)  
Website: [www.djarragun.qld.edu.au](http://www.djarragun.qld.edu.au)

## Office use:

Date submitted: ..... Date of interview: .....

Re-enrolment     Accepted     Declined     Awaiting information

## The enrolment process

Step 1 – You (the parent or guardian) must fill out this enrolment application and post, fax or bring it to Djarragun College (address details on the front page).

Step 2 – The College will consider your application and arrange an interview with you and the student. At the interview you will be required to bring the student's birth certificate and academic history and any other materials relevant to the student's past and future performance.

Step 3 – If a student is accepted, you and the College finalise the enrolment agreement.

### Student details *(please print)*

Student's surname: .....

Other names: .....

Also known as: .....

Male/Female: .....

Home address: .....

.....

Postal address: .....

Date of birth: ...../...../..... Place of birth: .....

Cultural identity: Aboriginal TSI Aboriginal & TSI Other

Cultural group: ..... Language: .....

Names of brothers and sisters at Djarragun College: .....

.....

Last School Attended:

..... Year: .....

Please circle which allowance your child is eligible to receive:

ABSTUDY

LAFHAS

AIC

SETS

## **Family details** *(\*required for NAPLAN data)*

### **Mother**

Surname: ..... Christian name: .....

Home address: .....

Employer: ..... Mobile: .....

Home phone: ..... Work phone: .....

Culture/ethnicity\*:..... Country of birth\*: .....

Level of schooling completed\*: ..... Additional studies\*: .....

### **Father**

Surname: ..... Christian name: .....

Home address: .....

Employer: ..... Mobile: .....

Home phone: ..... Work phone: .....

Culture/ethnicity\*:..... Country of birth\*: .....

Level of schooling completed\*: ..... Additional studies\*: .....

### **Guardian** *(if same as parents write as above)*

Surname: ..... Christian name: .....

Home address: .....

Employer: ..... Mobile: .....

Home phone: ..... Work phone: .....

Culture/ethnicity\*:..... Country of birth\*: .....

Level of schooling completed\*: ..... Additional studies\*: .....

### **Emergency contact** *(must be different from parent or guardian)*

Surname: ..... Christian name: .....

Home address: .....

Employer: ..... Mobile: .....

Home phone: ..... Work phone: .....

Relationship to student: .....

## Student history

Djarragun College is responsible for the welfare and safety of its staff and students at school. It is essential that the College be aware of any past student behaviour, personal circumstances or medical issues which could pose a risk to the student or other students or staff at the school. The College also needs to be aware of any student behavioural or medical issues so that it can assist in their treatment and management if appropriate.

*It is important that the questions below be answered truthfully. Failure to disclose relevant information may result in enrolment being cancelled.*

### Risk to others

Are you aware of anything in the student's history which may pose any risk to the student, other students or staff?

 Yes No

If yes, please give details:

.....

.....

### Previous school history

Has the student been suspended or expelled from any previous school or educational institution?

 Yes No

If yes, please give details and reasons for suspension or expulsion:

.....

.....

### Legal history

Has the student a police record? Is the student under any Youth Justice or Police Protection order? Is the student under the protection of child safety?

 Yes No

If yes, please give details:

.....

.....

### Signature

Signed by parent or guardian: ..... Date: .....

## Student health, well-being and learning

This information will be used by the Djarragun College Health Centres and teaching staff where relevant. This information is vital both in school and on excursions. All information is confidential. *Please notify the school of any changes as soon as possible.*

### Student details

Student's surname: .....

Student's other names: .....

Date of birth: ...../...../.....

### Health cover *(fill out where applicable)*

Medicare number: ..... Position on card: ..... Expiry date: .....

Health Care card number: ..... Expiry date: .....

Private insurance fund: ..... Membership number: .....

### Immunisations *(please provide a copy of the student's immunisation records)*

Which immunisations has the student received? *(please circle and indicate year)*

All childhood vaccinations	Yes	No	Year: .....
Chicken pox	Yes	No	Year: .....
Hepatitis B	Yes	No	Year: .....
Tetanus	Yes	No	Year: .....
Other	Yes	No	Year: .....

### Medication

Will the student require any medication to be self-administered or administered by College staff while at school or on a school activity?    Yes    No

If yes, please provide details: .....

.....

.....

**Medical conditions**

Does the student have any of the following medical conditions?

ADD or ADHD	Yes	No	Food allergies	Yes	No
Allergies (Mild)	Yes	No	Hearing problems	Yes	No
Allergies Severe	Yes	No	Intellectual impairment	Yes	No
Asperger’s Syndrome	Yes	No	Medication allergies	Yes	No
Asthma Severe/Mild	Yes	No	Physical impairment	Yes	No
Autism Spectrum Disorder	Yes	No	Skin conditions	Yes	No
Blood disorder	Yes	No	Speech impairment	Yes	No
Cardiac condition	Yes	No	Vision problems	Yes	No
Diabetes	Yes	No	Other conditions	Yes	No
Epilepsy	Yes	No			

Please provide details of any medical condition (eg type and severity of allergy or impairment) and any treatment required. You can attach additional information where necessary.

.....  
.....  
.....

Please provide details of any infectious diseases the student has had:

.....  
.....

**Medical practitioners**

Please provide details of any medical practitioners who treat the student.

Doctor’s name: ..... Phone: .....

Dentist’s name: ..... Phone: .....

Other practitioner’s name: ..... Phone: .....

**Signature**

Signed by parent or guardian: ..... Date: .....

## Permission

### Medical treatment

The College Health Centres provide ongoing health care and screening for students and cooperate with parents and staff to administer medication for students when required. In any emergency, the College will make every effort to consult with parents before administering treatment to a student.

### Agreement

Student name: .....

I agree that the College's Health Centre can administer over-the-counter medication such as paracetamol, soluble aspirin, cold and flu medication or ventolin to the student if the nurse deems it necessary.

I agree that the College's Health Centre and staff can administer medication as prescribed by the student's doctor.

I agree that the student can receive health education check-ups, immunisations and health screening (eg dental check-ups, diabetes checks, and hearing and vision tests) as deemed necessary for the well-being of the student.

I agree that the College's Health Centres can administer any other treatment to the student if required or take the student to hospital or medical care when required for the well-being of the student.

I understand that Djarragun College will attempt to contact me regarding the health of the student if appropriate but, in the event that I am unable to be contacted, I agree that the Principle or the College Registered Nurse can give consent for any medical treatment deemed necessary in an event of an emergency regarding the health of the student, and I agree to pay any medical expenses that may be incurred.

### Signature

Name of parent or guardian: .....

Signed by parent or guardian: ..... Date: .....

## Consent to request information

We only disclose or request your personal information if it is necessary for the purpose of providing services such as medical treatment and follow up to the student or complying with our legal obligations. You may request access to your personal information and may request that it be corrected at any time. Your informed consent for the sharing of information will be sought and respected in all situations unless:

1. it is unsafe or impossible to gain consent or consent has been refused and
2. without information being shared, it is anticipated a child, young person or member of their family will be at risk of serious harm, abuse or neglect, or pose a risk to their own or public safety

I, parent / guardian \_\_\_\_\_(Print Full Name) request that my child/children's information

(Child's Name)\_\_\_\_\_

(Child's Name)\_\_\_\_\_

Information Requested

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

be made available to me **OR** authorize the Registered Nurse at Djarragun College to receive the personal information on my behalf.

Registered Nurse \_\_\_\_\_

Signed: \_\_\_\_\_

Date : \_\_\_\_\_

**This request valid for the life of the students enrollment at the college.**



# Dental Care Consent

Throughout the school year there may be times when your child will require Dental Care. For us to best achieve this care with minimal waiting times for your child we are asking you to read and sign the following consent. This will allow us to take your child to see a dentist who will work for either Qld Health or James Cook University. Qld Health may also refer your child to a private dentist.

All dental care that may be required will always be checked and signed for by our Registered Nurse. Any further follow up care and or medication will then be handled by Djarragun College Health Centre.

If you have any questions regarding this information or the signing of this consent form, please contact the Registered Nurse at Djarragun College Health Centre.

Student Name:.....

DOB: .... / .... / ....

## Consent for Dental Care

I give consent for dental work and x-rays to be carried out by the Qld Health/James Cook University/Private Dentist.

Yes / No

I give consent for irreversible dental work such as fillings of baby or adult teeth, extractions of baby or adult teeth, application of sealants (protective coating) or root canal treatment

Yes / No

I give permission for the Registered Nurse to sign the dental permission form if dental work (fillings and extractions) is required.

Yes / No

Signature of Parent/Guardian: .....

Printed Name: ..... Date: .... / .... / ....

## Permission

### Excursions, camps and health and physical education

During the year students from Djarragun College have the opportunity to take part in many excursions, sporting activities, cultural activities and camps that take place both in and out of the school grounds. It is important that all students attend these activities which form an important part of the school curriculum. College buses are used to transport students to activities such as sports off the school grounds.

#### Agreement

Student name: .....

I give permission for the student to attend any excursion, activity or camp whilst they are in attendance at Djarragun College. I understand that whilst the college and staff will take every care, I indemnify them against any injury or loss and agree to pay any medical expenses that may be incurred.

The student's swimming ability is: Non-swimmer / Beginner / Intermediate / Advanced

#### Signature

Name of parent or guardian: .....

Signed by parent or guardian: ..... Date: .....

### Use of student images for school productions and promotions

Djarragun College produces a wide range of books, videos, brochures, websites, displays, news articles and other products. These include pictures of students in various educational activities and show life at the College as a day student and as a boarder. They always show the students and school in a positive light. Individual student names often appear in school publications and news articles, but no further personal details are included. Every effort is made to minimise use of student names on the website.

#### Agreement

Student name: .....

I give permission for photos or video images of the student to be used in College productions and promotional activities at any time during or after the student's enrolment. If I need to withdraw this permission at any time in the future I will contact the College immediately.

#### Signature

Name of parent or guardian: .....

Signed by parent or guardian: ..... Date: .....

## **Code of behaviour**

### **Acceptable use of the school's computer network**

Djarragun College provides students with the opportunity to use personal computers and other digital devices, and gives students rights to use and access services on the College's digital network. Students are expected to conduct themselves appropriately when they access information and communicate over the digital network.

### **Care of digital equipment and network facilities**

Students are responsible for taking good care of all personal and network computers and other digital devices made available for their use. This includes all cables and attachments such as mice and keyboards.

### **Security**

For security reasons we expect students to keep passwords and network login details private. Students need to keep all drives and files secure, and prevent others from accessing their work without permission. Students must respect the rights and privacy of others and on no occasion access or attempt to access another person's network account through their password and login, or through unacceptable or illegal means such as hacking.

### **Storage**

Students are responsible for ensuring their data storage is only for educational material. Under no circumstances are students allowed to download, introduce or store any software applications or games on the network. The College will clear all student network drives and email storage at the end of each school year. Students may use devices such as USB memory devices to transfer educational tasks between the College and their home.

### **Internet**

Internet access is provided to students for educational purposes only. The allowance made to students for internet use is generous and appropriate for such usage. Access to the internet via the College's facilities may not be used to browse, download or distribute material which is of an anti-social nature, pornographic, violent, illegal, racist, destructive, demeaning or denigrating of others or which encourages this. Students must respect laws and other people's rights including copyright laws and antidiscrimination laws. All use of the internet is tracked and recorded and monitored by authorised staff. Inappropriate use of the internet will result in disciplinary action.

### **Downloading files and data**

The College has an internet connection of considerable capacity. However, downloading large files or browsing many unnecessary sites will quickly use the College's data allocation. Student downloads will be monitored to ensure they are reasonable and for educational purposes.

### **Copyright**

Students are expected to use the software the College has provided for them and not to make or use illegal copies of software programs. Any information retrieved from the internet or other network sources should be acknowledged or cited in the work and, where necessary, the author's permission obtained for usage.

### **Network printing photocopying and scanning**

The College provides network printers and photocopiers which students may only access through staff permission.

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## **Code of behaviour**

### **Use of mobile phones, iPods and music players at school**

#### **General conduct**

When a student uses communication devices such as a mobile phone, their behaviour should be in keeping with acceptable College behaviour. Unacceptable behaviour includes denigration of others, bullying, swearing and harassment.

#### **In class**

Mobile phones, ipods, music players and headphones are not allowed to be used, to be on or to be visible during class times.

#### **Photography**

Mobile phones are not to be used to take photographs without the explicit permission of a teacher.

#### **Social networking**

Access to social networking sites on mobile phones is prohibited during school hours.

#### **Confiscation**

Students caught misusing mobile phones, iPods and music players at school (including on school buses) may be penalised by confiscation of the equipment until the end of term.

#### **Loss of mobile phones, iPods and music players**

The school accepts no responsibility for the loss or damage to mobile phones, iPods and music players brought to school by students.

#### **Agreement**

Student name: .....

I have read and understood the above rules and understand the consequences of misuse of the mobile phones, iPods and music players in the school (and on school buses).

Any student found breaching these rules may have their equipment confiscated and may be subject to further disciplinary action.

#### **Signature**

Name of parent or guardian: .....

Signed by parent or guardian: ..... Date: .....

Signed by student: ..... Date: .....

## **Code of behaviour**

### **Boarding students**

The rules for boarding students are based on the principles of respect for self, respect for others and respect for property. We believe that if students show this respect they will not put themselves in danger, will not cause their parents and teachers concern by breaking the rules and will not get into trouble for abusing other people's property.

#### **Code of behaviour**

No students are to arrive at Djarragun College before they are ABSTUDY approved or some other arrangement has been made for payment of boarding and tuition fees.

Students may not leave the boarding house without seeking permission from the boarding manager.

Students have two free weekends each term where they can go to family or friends for the weekend. The dates for this weekend will be announced at the beginning of each term. Parents/ or guardians will still be required to give written permission for their children to go away for this weekend.

Students may be given permission to spend the weekend with their parents if and when their parents are visiting Cairns. This does not apply to anyone other than a parent.

Students must conform to the rules of the boarding house in relation to housekeeping and general manners. These rules are placed around the boarding house for all to see.

Djarragun College is a drug, alcohol and cigarette free zone. Please ensure your child does not bring cigarettes or drugs in their bags to school after the holidays. Students bags will be checked if it is suspected they are carrying prohibited substances.

Help is available for boarding students to quit smoking if required. Any student caught smoking twice will have their enrolment cancelled.

Relationships and any sexual activity are completely forbidden at the College. Students who break this rule will be sent home immediately.

Students who break these rules will be suspended from boarding.

#### **Agreement**

Student name: .....

I have read and understood the above rules and agree that if the student breaks the rules the student will be suspended from boarding and sent home.

#### **Signature**

Name of parent or guardian: .....

Signed by parent or guardian: ..... Date: .....

## Code of behaviour

### Behaviour management agreement

The purpose of the following agreement is to ensure that all students and parents understand the expectations and requirements of Djarragun College regarding their attendance, behaviour and attitude. *Lack of attendance for ten consecutive school days without a valid reason will result in cancellation of the student's enrolment.*

#### Student Agreement

I make a commitment to

- Behave respectfully and honestly at all times at school and on school buses.
- Attend school every day unless I am sick or involved in a family emergency.
- Wear the school uniform correctly and with pride.
- Be punctual to all classes.
- Come prepared with the correct stationery and gear for each lesson including all practical lessons like sports and manual arts.
- Complete tasks as set by teachers.
- Complete homework tasks by the date and time given.
- Show respect to all staff, students and school property.
- Obey school rules including not smoking, drinking alcohol or consuming illicit substances.

#### Signature

Name of student: .....

Signed by student: ..... Date: .....

#### Parent or guardian agreement

I make a commitment to:

- Ensure my child attends school every day unless sick or in a family emergency (If this should happen I will either phone the school to let them know or send a note from home when the student returns to school).
- Ensure my child has a healthy breakfast and brings a healthy lunch or lunch money.
- Ensure that my child has the correct uniform and stationery.
- Inform the school of any changes to my address or telephone number.
- Check that my child has completed their homework.
- Attend parent meetings and interviews or send a suitable representative.
- Inform the school if there has been any home disruption that may cause my child to be tired, not to have completed homework or to be unhappy (*awareness of these issues will ensure staff show extra sensitivity towards your child*).

#### Signature

Name of parent or guardian: .....

Signed by parent or guardian: ..... Date: .....

# Activity and Boarding Fees Agreement

## All Day Students

### Activity Fees Per Student

All day students in Queensland	\$60 per fortnight
All students outside Queensland (ABSTUDY travel area)	\$80 per fortnight
Re-enrolment fee (in the same school year)	\$50 per student

An Activity fee of \$60.00 a fortnight is payable per student or \$120.00 per family (for two or more students from the same family). Parents in receipt of a benefit payment should fill out the Centrepay deduction forms on the following pages to enable Centrelink to direct debit your activity fees.

*If a student ceases to be enrolled during the school year, it is the responsibility of the parent or guardian to cancel Centrepay deductions.*

## Boarding students

### Tuition

Year 8 - 12 \$9,507.00 per year

### Boarding

Year 8 - 12 \$14,200.00 per year

*All these fees are paid by ABSTUDY for eligible students.*

## Agreement

Student name: .....

I understand that Djarragun College requires four weeks notice from the parent or guardian to terminate a student. However, if a student enrolment is cancelled any time after the last week of term 3, there will be no refund given for term 4. This will also apply if we find we need to expel the student.

I understand that if I remove the student from the school without giving four weeks notice (after the initial three week probationary period), any ABSTUDY paid to the College will not be returned to ABSTUDY and will not be forwarded to the student's next school.

*Lack of attendance for ten consecutive school days without a valid reason will result in cancellation of the student's enrolment.*

## Signature

Name of parent or guardian: .....

Signed by parent or guardian: ..... Date: .....



# Agreement and checklist

Student name: .....

- I have included copies of the student's:
  - ✓ Birth certificate
  - ✓ Academic record
  - ✓ Medicare card
  - ✓ Health Care card (if applicable)
  - ✓ Vaccination history
  - ✓ Centrepay form (if applicable)
- The parent or guardian and the student have read this enrolment application signed all the enclosed agreements and codes of conduct as appropriate.
- The parent or guardian and the student understand that this application does not guarantee the offer of a position at Djarragun College. Acceptance of the application will be dependent on an interview and approval by the Principal.
- The parent or guardian and the student understand that they should abide by this agreement if the application is successful.
- The parent or guardian and the student understand that any misleading information or significant omissions in this enrolment application may lead to it not being successful or withdrawn at a later date.
- The parent or guardian and the student understand that if this application is successful the information that they have provided must be kept up to date throughout the period of enrolment.
- If this enrolment is accepted the parent or guardian agrees to honour the financial commitments required by the College as per the enclosed 'Education and boarding fees agreement'.
- The parent or guardian and the student understand that this agreement may be terminated by the College for any significant breach of the enclosed agreements, of the codes of behaviour or of the school rules.
- The parent or guardian and the student understand that this application is to be read in conjunction with the appropriate school handbook which sets out a summary of the school rules and expectations of students and their parents or guardians.
- The parent or guardian and the student agree to indemnify the school against any loss or damage caused by any failure by them to comply with school rules and policies, and to indemnify the school against any loss or damage caused by the wilful disobedience or reckless behaviour of the student.
- The parent or guardian understands that they will be notified by letter and by phone as soon as possible if the student's enrolment is cancelled for suspended for any reason.

Name of parent or guardian: .....

Signed by parent or guardian: ..... Date: .....

## Acceptance of enrolment application

Djarragun College agrees to enrol ..... as a student at the school and to educate the student with due care and skill and in accordance with the enclosed agreements and codes of behaviour.

There is a three week probationary period from the date of this agreement where the College or the parent or guardian may cancel this enrolment without any notice or financial penalty.

### Djarragun College signature

Name of school representative: .....

Signed by Djarragun College representative on behalf of the Principal:

..... Date: .....



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