2027 Agreement and Consent Forms

Please complete and sign the following attached forms and submit with your enrolment application:

- Enrolment Agreement
- Student Code of Conduct form
- Internet Agreement form
- State School Media Consent form
- Student Resource Scheme form
- Home Tutor form

Prep to Year 6	Preptoyear6enrolments@cairnssde.eq.edu.au	+61 7 4080 9243
Year 7 to Year 9	Year7toyear9enrolments@cairnssde.eq.edu.au	+61 7 4080 9243
Year 10 to Year 12	Year10toyear12enrolments@cairnssde.eq.edu.au	+61 7 4080 9203

Enrolment Agreement – Cairns School of Distance Education

This enrolment agreement sets out the responsibilities of the student, parents/carers and the school staff regarding the education of students enrolled at this school.

Responsibilities of the student:

- Participate fully in the program by complying with attendance requirements (i.e. by completing and returning assigned work), attending scheduled online lessons (if any), engaging with course material, making regular contact with teachers and attending face-to-face school events/activities (if any) where possible.
- Act at all times with respect and show tolerance towards other students and staff.
- Work hard and comply with requests or directions from teachers and other school staff members.
- Abide by school rules/expectations as outlined in the Student Code of Conduct, including, for any face-to-face activities at the school, not bringing items which could be considered as weapons (e.g. dangerous items such as knives), following the dress code and respecting the school property.

Responsibilities of parent/carer:

- Provide active on-site support and supervision of your child, ensuring they attend scheduled telephone or online lessons (if any) and that work is completed in the allocated time.
- Establish and maintain regular contact with the teacher/s and the school.
- Ensure your child has ready access to all necessary learning materials and resources, including an appropriate work area.
- Ensure your child has the necessary equipment (computer hardware and software, and internet connectivity) to be able to fully engage in an online, e-learning environment (if applicable).
- Attend open meetings and participate in induction programs and ongoing home tutor support activities, where possible.
- Let the school know if there are any problems that may affect your child's ability to learn or ability to return school work on time.
- Treat all school staff with respect and comply with the Parent and Community Code of Conduct.
- Support the authority of school staff thereby supporting their efforts to educate your child and assist your child to achieve maturity, self-discipline and self-control.
- Ensure your child meets the attendance requirements for the educational program in which they are enrolled. There are specific legal obligations for enrolment, attendance and participation that apply to parents/carers of children of compulsory school age and young people in the compulsory participation phase. Refer to the *Managing student absences and enforcing enrolment and attendance at state schools* procedure for more information.
- Advise the school as soon as possible if your child is unable to attend any scheduled lessons and the reason/s why (e.g. child is sick).
- Not allow your child to bring dangerous or inappropriate items to school for face-to-face activities (if any).
- Abide by the school's instructions regarding access to school grounds for any activities held at the school.
- Advise the principal if your child enters into care.
- Keep the school informed of any changes to your contact details (or your child's details), such as home address, email address and phone number.
- Ensure the school is aware of any changes to your child's medical details.
- Make payment of all fees and charges associated with the program of distance education.

Responsibilities of school staff:

- Design and implement engaging and flexible learning experiences for individuals and groups of students undertaking a program of distance education.
- Design and implement intellectually challenging learning experiences that develop language, literacy and numeracy.
- Create and maintain safe and supportive learning environments (including e-learning).
- Support personal development and participation in society for students.
- Foster positive and productive relationships with families and the community.
- Inform students, parents/carers about what the teachers aim to teach the students each term.
- Teach effectively and to set high standards in work and behaviour.
- Clearly articulate the school's expectations regarding the Student Code of Conduct.
- Advise parents/carers of extra-curricular activities organised by the school in which their child may become involved.
- Inform parent/carer regularly about how their child is progressing.
- Provide quality and timely feedback to students on submitted work and contact parents/carers as soon as possible if the school is concerned about the child's school work or behaviour.
- Deal with complaints in an open, fair and transparent manner in accordance with departmental policy.
- Treat students and parents/carers with respect.

□ Student Code of Conduct
□ School charges and voluntary contributions
□ Advice for state schools on acceptable use of ICT facilities and devices
□ Absences
□ School excursions
□ Complaints management
□ Religious instruction policy statement
□ Chaplaincy and student welfare worker services – policy statement
□ Department insurance arrangements and accident cover for students
□ Obtaining and managing student and individual consent
□ School instructions for school access.

I acknowledge:

- that I have read and understood the responsibilities of the student, parents/carers and the school staff outlined above and I agree to meet my responsibilities; and
- that information about the school's current rules, policies, programs and services, as outlined above has been provided and explained to me.

Student Signature: Date:

Parent/Carer Signature: Date:

This agreement has been discussed with the student and parent/carer, and information on school policies has been provided to them.

Principal/delegate signature: Date:

Student Code of Conduct

Privacy Statement

The Department of Education is collecting the information on this form for the purposes outlined in the Education (General Provisions) Act 2006 (EGPA 2006), and in particular for:

i. assessing whether your application for enrolment should be approved
ii. meeting reporting obligations required by law or under Commonwealth – State funding arrangements
iii. administering and planning for providing appropriate education, training and support services to students
iv. assisting departmental staff to maintain the good order and management of schools, and to fulfil their duty of care to all students and staff
v. communicating with students and parents

This collection is authorised by ss. 155 and 428 of the EGPA 2006. DETE will disclose personal information from this form to the Queensland Studies Authority when opening student accounts, in compliance with Part 2A of the Education (Queensland Studies Authority) Act 2002 (Qld). Personal Information from this form will also be supplied to Centrelink in compliance with ss.194 and 195 of the Social Security (Administration) Act 1999 (Cth). De-identified information concerning parents' school and non-school education, occupation group and main language other than English and students' country of birth, main language other than English, sex and Indigenous status, is supplied to the Commonwealth Department of Education, Employment and Workplace Relations in compliance with Commonwealth – State funding agreements.

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

Parent/Carer Agreement to comply with the Student Code of Conduct

I_____, parent/carer of_____acknowledge:

- that I have read and understand the responsibilities of the student, parents/carers and the school staff as outlined in the Cairns School of Distance Education Student Code of Conduct,and agree
- that Teachers may take whatever disciplinary action they deem necessary to ensure the safety, well-being and successful conduct of the students as a group or individually, in accordance with the Cairns School of Distance Education Student Code of Conduct.

Parent/Carer Signature**:** _____ Date:_____

Student Agreement to comply with the Student Code of Conduct

I_____, acknowledge:

- that I have read and understand the responsibilities of the student, parents/carers and the school staff as outlined in the Cairns School of Distance Education Student Code of Conduct,and agree
- that Teachers may take whatever disciplinary action they deem necessary to ensure the safety, well-being and successful conduct of the students as a group or individually, in accordance with the Cairns School of Distance Education Student Code of Conduct.

Student Signature**:** _____ Date**:** _____

Internet Agreement Form

Privacy Statement

The Department of Education is collecting the information on this form for the purposes outlined in the Education (General Provisions) Act 2006 (EGPA 2006), and in particular for:

i. assessing whether your application for enrolment should be approved
ii. meeting reporting obligations required by law or under Commonwealth – State funding arrangements
iii. administering and planning for providing appropriate education, training and support services to students
iv. assisting departmental staff to maintain the good order and management of schools, and to fulfil their duty of care to all students and staff
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Parent/Guardian and Tutor - Internet Acceptable Usage Agreement

Education Queensland policy requires that each student and a parent /guardian agree to use the internet services and access provided by CSDE according to acceptable guidelines.

Please ensure that your student as well as tutors and parent/guardians understand, complete and sign their appropriate sections of the Internet Acceptable Usage form below.

I,_____, parent/carer of_____acknowledge:

- That I understand that the Internet can provide students with valuable learning experiences.
- That I also understand that the school cannot control the information on computers around the world, and that some part of that information could be illegal, dangerous or offensive.
- That I accept that while teachers will always exercise their duty of care, protection against exposure to harmful information must depend on responsible use by students.
- That I believe the student listed above understands this responsibility, and I hereby give my permission for him/her to use the Internet services provided by Education Queensland. I understand that students who break these rules will be subject to appropriate action by the school which may result in the loss of Internet services supplied by Education Queensland.

Parent/Carer Signature**:** _____ Date: _____

Student - Internet Acceptable Usage Agreement

I _____**,** understand the Internet can connect me to much useful information from around the world, provide me with enhanced opportunities to communicate with other students and teachers as well as efficient means of receiving and sending school documents. When I use Education Queensland internet services either at home, in a school or at another location I will:

- use it for educational purposes
- not reveal home addresses or telephone numbers - mine or anyone else's
- not use internet services to annoy or offend others
- not search for anything that is illegal, dangerous or offensive.
- Inform immediately my Tutor if I accidentally come across anything which is illegal, dangerous or offensive.

I understand that if the school decides I have broken these rules, appropriate action will be taken which may include suspension of CSDE internet services for some time.

Student Signature**:** _____ Date**:** _____

Cairns School of Distance Education

62 Hoare Street Manunda 4870
PO Box 7092 Cairns 4870
Phone: 07 4080 9111
cairnssde.eq.edu.au

2027 State School Media Consent Prep to Year 12

Introduction to the State School Consent Form for Cairns School of Distance Education

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

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

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

Your child's student materials:

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

Purpose of the consent

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

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

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

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

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

Voluntary

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

Consent may be limited or withdrawn

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

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

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

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

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

Media sources used

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

- School website: https://cairnssde.eq.edu.au/
- Facebook: https://www.facebook.com/cairnssde/
- YouTube: https://www.youtube.com/@cairnssde7229
- Instagram: https://www.instagram.com/cairnssde/
- Local newspaper
- School newsletter
- Traditional and online media, printed materials, digital platforms' promotional materials, presentations and displays.

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

Duration

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

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

Who to contact

To return consent, express a limited consent, or withdraw consent please contact **Cairns School of Distance Education, Enrolments** using email address **admin@cairnssde.eq.edu.au** or phone number **0740809111.**

Cairns School of Distance Education should be contacted if you have any questions regarding consent.

State School Consent Form

1. IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

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

Full name of individual

Date of birth

Name of school: **Cairns School of Distance Education**

Name to be used in association with the person's personal information and material *

◯ Full Name ◯ First Name ◯ No Name ◯ Other Name

If other name, please provide the name to be used

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

For school photos Full Name will be used unless a limitation is given in Section 5 below.

2. PERSONAL INFORMATION AND MATERIALS COVERED BY THIS CONSENT FORM

Personal information that may identify the person in section 1:

- Name (as indicated in section 1), image/photograph, school name, recording (voices and/or video), year level

Materials created by the person in section 1:

- Sound recording, artistic work, written work, video or image, software, music score, dramatic work

3. APPROVED PURPOSE

If consent is given in section 6 of the form:

- The personal information and materials (as detailed in section 2) may be recorded, used and/or disclosed (published) by the school, the Department of Education (DoE) and the Queensland Government for the following purposes:
  - Any activities engaged in during the ordinary course of the provision of education (including assessment), or other purposes associated with the operation and management of the school or DoE including to publicly celebrate success, advertising, public relations, marketing, promotional materials, presentations, competitions and displays.
  - Promoting the success of the person in section 1, including their academic, sporting or cultural achievements.
  - Any other activities identified in section 4(b) below.
- The personal information and materials (as detailed in section 2) may be disclosed (published) for the above purposes in the following:

- the school's newsletter and/or website;
- social media accounts, other internet sites, traditional media and other sources identified in the 'Media Sources' section of the explanatory letter (attached);
- year books/annuals and school photographs;
- promotional/advertising materials; and
- presentations and displays.

4. TIMEFRAME FOR CONSENT

- Timeframe of consent: **duration of enrolment.**

5. LIMITATION OF CONSENT

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

---

6. CONSENT AND AGREEMENT

School name: Cairns School of Distance Education

Form due date: 25/02/2027

CONSENTER - I am: *

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

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

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

Print name of student

Print name of consenter

Signature or mark of consenter | Date

Signature or mark of student | Date

Privacy Notice

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

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

SPECIAL CIRCUMSTANCES

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

- ***WITNESS - for consent from an independent student or where the explanatory letter and the form were read***

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

Print name of witness

Signature of witness

Date

- ***Statement by the person taking consent – when it is read***

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

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

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

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

Print name and role of person taking the consent

Signature of person taking the consent

Date

Cairns School of Distance Education

62 Hoare Street Manunda 4870
PO Box 7092 Cairns 4870
Phone: 07 4080 9111
cairnssde.eq.edu.au

2027 Student Resource Scheme Prep to Year 12

The Student Resource Scheme

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

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

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

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

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

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

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

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

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

Payment

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

Participation

School name: Cairns School of Distance Education

Form due date: 26/02/2027

Please answer *

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

School Name

Form Return Date

Student name

Year Level

Parent name

Parent signature

Date

Privacy Statement

The Department of Education (the department) is collecting the personal information you provide in this form (including student name, school name, parent name and parent signature) for the purpose of administering the Student Resource Scheme (SRS). If you do not provide the personal information requested, we will not be able to confirm whether you have agreed or disagreed to your child participating in the SRS. In such cases, the department will deem that you do not wish for your child to participate in the SRS. The personal information collected may be shared with authorised departmental employees for the purposes of SRS administration and debt management. The personal information collected will be managed in accordance with the Information Privacy Act 2009 and will not be used or disclosed for another purpose without your consent, or unless authorised or required by law. Information about how individuals can access and amend their personal information held by the department, together with information about how individuals can make a privacy complaint is available at https://qed.qld.gov.au/privacy/.

Terms and Conditions

Definition

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

Purpose of the SRS

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

Participation in the SRS

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

Non-Participation in the SRS

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

The resources

19. SRS funds received by the school will only be expended on student resources outlined in the school's SRS and will not be expended on other items or used to raise funds for other purposes.
20. In return for payment of the participation fee, the SRS will provide the participating student with the entire package of resources for the specified participation fee. It is not available in parts unless specifically provided for by the school in the fee structure.
21. The resources, as determined and advised by the school may be:
    - retained by the student and used at their discretion; or
    - used/consumed by the student in the classroom; or
    - hired to the student for their personal use for a specified period of time.
22. All SRS resources hired to a student for their temporary use remain the property of the school. The resources must be returned by the agreed date or if the student leaves the school.
23. Parents are responsible for ensuring that any hired SRS resources provided for their child's temporary use are kept in good condition.
24. The school administration office must be notified immediately of the loss or damage to any hired item.
25. Where a hired item is lost, not returned, or damaged, parents will be responsible for payment to the school of the value of the item or its repair.
26. The replacement cost of any resource may be up to the maximum value (subject to depreciation where appropriate) of the acquisition cost to the school.
27. Parents may be responsible for supplying their child with other resources not specified in the SRS as advised by the school.

Payment Arrangements

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

Debt Management

31. Payment of the participation fee is a requirement for continued participation in the SRS.
    Non-payment of the participation fee by designated payment date(s) may result in debt recovery action in accordance with the Department's Debt Management Procedure https://ppr.qed.qld.gov.au/pp/debt-management-procedure

Parents' Experiencing Financial Hardship

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

Additional Information

Textbook and Resource Allowance (TRA)

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

Cairns School of Distance Education
Global Learning

Home Tutor Nomination Form

All home-based students are required to have a Home Tutor for enrolment at Cairns School of Distance Education.

Student Details			
Name of Student		Year level	

Home Tutor Details			
Home Tutor name			
Relationship to student			
Postal address			
Email address			
Home phone number		Mobile phone number	

Responsibilities and expectations of Cairns SDE Home Tutors

The role of a home tutor is demanding and takes considerable time. For a student to be successful in distance education, the home tutor plays an essential and integral role in supporting the student's program.

Before a decision is made to enrol, a prospective home tutor needs to be aware of their role.

The Role of the Home Tutor

Learning Environment

- Ensure the student has ready access to all necessary learning materials and resources, including an appropriate work area free of distractions or disturbances.
- Provide access to necessary course materials and appropriate technology for the student.
- Provide active support including monitoring regular return of work and supervision of the student.
- Ensure the student has a timetable of planned study to reflect full time enrolment of approximately 5 hours per day, 5 days a week.

Communication

- Maintain close contact with teachers and advise of any change to the student's or other family circumstance which may impact on the student's learning or ability to return work on time.
- Establish and maintain regular contact with the teacher(s) and the school.
- Ensure work is returned on a regular basis as per the Work Rate Calendar
- Consult with the teacher if there are issues/problems preventing work returns in accordance with the Work Rate Calendar.
- Keep up with communications from the school (emails, Facebook, website, Student Portal, QLearn and QParents) and encouraging the student to check their emails and student notices daily.

Ph: +61 7 4080 9111 E: admin@cairnssde.eq.edu.au W: https://cairnssde.eq.edu.au
Address: 62 Hoare Street, Manunda Qld 4870 Post: PO Box 7092, Cairns Qld 4870
Facebook: Cairns School of Distance Education Instagram: cairnssde
Department of Education *Trading as* Education Queensland International (EQI) CRICOS Provider Code 00608A

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Participation

- Participate in induction programs, Home Tutor Connect sessions and other home tutor support activities.
- Ensure regular attendance by students at scheduled lessons, tutorials, Mini Schools, Camps and other student engagement events.
- As students' progress through the primary years, their independent learning skills are improving. From this point the main interactions guiding the learning process occur at the teacher-student level and the role of the home tutor becomes more of a supervisory and support role for the student.

What to expect from the school

- Offer of induction for the parent or home tutor
- School communication through a variety of channels including face-to-face, course outline, Facebook, student notices, teacher emails, newsletters and website.
- Student access to QLearn courses for each subject, including online learning materials. Primary students also receive some resources in hard copy.
- Online Microsoft Teams lessons (live and recorded), as per student's timetable.
- Connect Teacher contact at least twice per term with the student and/or Home Tutor/parent.
- Assessment of and feedback on returned work.
- Support and assistance through phone or email.
- Library and resource centre services.
- Advice with respect to guidance and special needs support.
- Access to Mini Schools, Camps and other student engagement events.

Certification			
I certify that the information provided above is true and correct and accept the home tutor responsibilities and expectations			
Home Tutor Signature		Date	

Privacy notice

The Department of Education (the department), through Cairns School of Distance Education, is collecting your personal information, including your name, email address, relationship status, student name, signature, residential address, phone number, PO Box, and mobile number.

The purpose of this collection is to register the student's Home Tutor as required for enrolment at the Cairns SDE. The information is being collected in accordance with the Education (General Provisions) Act 2006.

If you do not provide your personal information, we will be unable to the student would not have a registered Home Tutor as required.

Your personal information will be managed in accordance with the Information Privacy Act 2009 and will not be used or disclosed for another purpose without your consent or unless authorised or required by law.

Information about how individuals can access and amend their personal information held by the department, together with information about how individuals can make a privacy complaint is available at https://qed.qld.gov.au/privacy.

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