

THE GAP STATE HIGH SCHOOL



Agreement and Participation Forms

*These agreements remain current for the period of the student's enrolment.
Any changes to these agreements will require a written request to the Principal.*

- **Enrolment Agreement**
- **One-to-one Technology Student Participation Agreement**
- **Voluntary Student Participation in Program of Chaplaincy Services**
- **Media Consent Form**
- **Third Party Online Services Consent for Parents/Guardians**
- **Code of Conduct and School Uniform Agreement**
- **Student Resource Scheme Agreement**
- **Consent to Use Leadership Training Centre**
- **Co-Curricular Music Applications**
- **Communication**

If you have any questions about any of the forms, please speak to the interviewer for clarification.



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Enrolment Agreement

This enrolment agreement sets out the responsibilities of the student, parents or carers and the school staff about the students enrolled at The Gap State High School.

Responsibility of student to:

- Attend school on every school day for the educational program in which they are enrolled, on time, ready to learn and take part in school activities.
- Act at all times with respect and show tolerance towards other students and staff.
- Work hard and comply with request or directions from teachers, Heads of Department, Deputy Principals and Principal.
- Abide by school rules/expectations as outlined in the school's Student Code Of Conduct, including not bringing items to school which could be considered as weapons (e.g. dangerous items such as knives).
- Meet homework requirements and wear school's uniform with pride.
- Respect school property and the environment.

Responsibility of parents and carers to:

- Ensure your child attends on every school day for the educational program in which they are enrolled
- Ensure that your child wears the correct uniform.
- Advise the school as soon as possible if your child is unable to attend school and reason/s why (e.g. child is sick).
- Attend meetings for parents/carers.
- Let the school know if there are any problems that may affect your child's ability to learn.
- Ensure your child completes homework regularly.
- Treat school staff with respect and tolerance.
- Support the authority and discipline of school staff thereby supporting their efforts to educate your child and assist your child to achieve maturity, self-discipline and self-control.
- Not allow your child to bring dangerous or inappropriate items to school.
- Abide by school's policy regarding access to school grounds before, during and after school hours.
- Advise Principal if your child is in the care of the State or you are the carer of a child in out-of-home care.
- Keep 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.

Responsibility of school to:

- Design and implement engaging and flexible learning experiences for individuals and groups of students.
- Inform parents and carers regularly about how their child/children are progressing.
- Design and implement intellectually challenging learning experiences which develop language, literacy and numeracy.
- Create and maintain safe and supportive learning environments.
- Support personal development and participation in society for students.
- Foster positive and productive relationships with families and the community.
- Inform students, parents and carers about what the teachers aim to teach the students each term.
- Teach effectively and to set the highest standards in work and behaviour.
- Take reasonable steps to ensure the safety, happiness, and self-confidence of all students.
- Clearly articulate the school's expectations regarding the Student Code of Conduct and the school's uniform policy.



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Enrolment Agreement

- Advise parents and carers of extra-curricular activities operating at the school in which their child may become involved (for example Program of Chaplaincy Services, sports programs).
- Ensure that the parent/carer is aware of the school's record keeping procedures, including the creation of a transfer note should the school enrol at another school.
- Contact parents and carers as soon as possible if the school is concerned about the child's school work, behaviour, attendance or punctuality.
- Notify parents and carers of an unexplained absence of their child as soon as practicable on the day of the students' absence (allowing time for parents/carers to respond prior to the end of the school day).
- Deal with complaints in an open, fair, and transparent manner in accordance with the departmental policy
- Consult parents and carers on any major issues affecting students.
- Treat students, parents and carers with respect and tolerance.

I accept the rules and regulations of The Gap State High School as stated in the school policies that are available at www.thegapshs.eq.edu.au

- ✓ Student Code of Conduct
- ✓ Making Every Day Count
- ✓ Whole School Assessment Policy
- ✓ Senior Schooling Learning and Engagement Policy
- ✓ Uniform Policy
- ✓ Absences
- ✓ Student Resource Scheme
- ✓ Payment and Refund Policy
- ✓ Student usage of internet, intranet and extranet
- ✓ Complaints management
- ✓ School Mobile Phone and Wearable Devices Policy
- ✓ Parent/Carer Consent form for *Voluntary Student Participation in Program of Chaplaincy Services*
- ✓ Parent/Carer Consent form for *Leadership Training Centre*
- ✓ State School Media Consent Form
- ✓ Student Resource Scheme Agreement
- ✓ Third Party Online Services Consent
- ✓ BYOD/CYOD Policy

I acknowledge:

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

Student Name:		Student Signature:	
Parent/Carer Name:		Parent/Carer Signature:	
On behalf of TGSHS Name:		On behalf of TGSHS Signature:	



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One-to-One Laptop Expectations and Agreement

General Use

1. I understand that I will bring a BYOD or CYOD Laptop to school each day that meets the school expectations and minimum requirements (see website)
2. I will ensure the Laptop is charged at the beginning of each school day and I will leave the Laptop charger at home.
3. I will ensure my Laptop is kept in my school bag on my trip to/from school.
4. I will adhere to any school recommended Restrictions eg No use of iMessage, FaceTime or Social Media
5. I will ensure my Laptop always is in an appropriate protective case and/or in a school locker when appropriate.
6. I will keep food and drinks away from the Laptop at school.
7. I will immediately report any accidents or breakages to my parents and teachers.
8. I will ensure my Admin passwords on my Laptop are known to another family member if needed.

Content

1. I will use the Laptop only to support my school learning program whilst at The Gap State High School.
2. I permit my teachers and parents to perform checks to monitor that I have not installed illegal/unsuitable software applications and content and to check the websites which I visit. I understand there will be consequences for inappropriate use including, but not limited to, loss of privilege of using the Laptop for a period of time.
3. I am responsible to ensure my school related files are backed up on OneDrive.
4. All additional software installed such as Office must be licensed. (free to State School students)

Safety and Security

1. Whilst at school, I will only connect my Laptop to Education Queensland's Managed Internet Service (EQNET and iDET). I am not permitted to access private hotspots for Internet at school nor can I install a VPN to bypass School proxy servers.
2. Whilst at school, I will only go to websites at school that support my learning activities.
3. I will only use my school email account for email related to my learning.
4. I will be cybersafe, cybersmart and demonstrate etiquette when using the Internet.
5. I will only take photos/videos, on my Laptop, when instructed by my teacher with permission from all participants.
6. I will use my Laptop lawfully and in accordance with the *Appropriate Use/Behaviour of School Network* guidelines regarding ethical use of equipment, technology, use of legal software, use of the Internet and the protection of personal data.
7. For security reasons, I am not to share account names and passwords with anyone unless requested by The Gap State High School when servicing my Laptop.
8. I am responsible for the security and use of my Laptop while at The Gap State High School.
 - a. For Workplace Health and Safety reasons we are not allowed to permit student charging of Laptops at school.
9. I will not uninstall or modify any pre-installed software if I have a CYOD laptop
10. I will not modify system settings if I have a CYOD laptop
11. I will not open my device or make hardware modifications if I have a CYOD laptop
12. I will not intentionally damage my device and will report any damage to the IT department.

The Head of Information Services and the Principal reserve the right to deny student access to the school network for any breaches of the School ICT Acceptable Use Policy.

I understand if the above conditions are not followed, I will not be granted the authorisation to use my Laptop at The Gap State High School for a minimum period (up to one week). I understand that if I regularly breach the Student Participation Agreement, the authorisation to use my Laptop at school will be removed for a longer period of time.

CYOD/BYOD Agreement Permission (All year Levels)

I agree to abide by the School ICT Acceptable Use Policy.

Student Name:

Student Signature:



THE GAP STATE HIGH SCHOOL

Choose-Your-Own-Device (CYOD)

As part of our schools 1:1 program, students are expected to have a laptop for classroom learning.

'Choose Your Own Device' (CYOD) provides parents with a range of device and warranty options. The parent initially contributes the purchase cost of the device to the school and an annual service fee of \$150. The school will then purchase the device for their students' sole use. The school will retain ownership of the device which allows the school to:

- Install and maintain school owned software including Operating System, Adobe and Office 365 software
- Provide full student access to the school network and internet
- Support teachers with a consistent platform for pedagogy
- Provide technical support through our school ICT Helpdesk
- Provide access to Hot-Swap laptops if the student's device requires repair
- Fully manage onsite, all Warranty and Accidental Damage Protection (ADP) claims
- Cover the device under the school insurance policy against fire and theft (providing the device is kept locked and secure at home). *Please note an excess may apply.*
- Provide internet filtering at home and at school*.

**Internet filtering is managed by DoE. As such, we are unable to block individual websites for families. If a family requires this function, the school recommends purchasing a private internet filtering service such as Family Zone.*

Key Dates for 2025

- Expression of Interest: 5th August – 5th September 2025
- Invoices Issues: Approx. 8th September 2025
- Payment Due Date: 8th October 2025
- Deployment and receipt of laptop, bag, charger ready to use – Week 2-3, 2026

FAQs:

Why is it highly recommended to buy through the school?

- Through CYOD, the school aims to have a standard Laptop setup for all students. CYOD enables a better and consistent student curriculum experience.
- Please note iPads and Android tablets are not fit for purpose

What happens if a student arrives and/or leaves part way through the school year?

- Families are encouraged to join CYOD although BYOD is still an option.
- Parents will take the laptop which will be restored to factory settings.
- Any remaining warranty/ADP will be transferred to the parent (may incur a small fee from the manufacturer).

Will there be a level of security control?

- Full security controls & content filtering at school and home with an option to block social networking sites at home.

What about families experiencing financial difficulties?

- The school has an existing financial assistance program which families can apply for.
-

To submit your expression of interest, please click on the **"Expression of Interest"** link on the CYOD page of the school website:

<https://thegapshs.eq.edu.au/extra-curricular/computer-and-internet/choose-your-own-device-c-y-o-d>



THE GAP STATE HIGH SCHOOL

Voluntary Student Participation in Program of Chaplaincy Services

Parental/Guardian Consent for Voluntary Student Participation in Chaplaincy Program at The Gap State High School.

Student Name (in full):	
Parent/Guardian Name/s:	

This school community provides a chaplaincy program endorsed by the school's Parents' and Citizens' Association and available on a voluntary basis to all students. The chaplain is involved in a range of activities which happen at this school which are **free of religious, spiritual and/or ethical content**. These activities are available to all students on a voluntary basis unless a parent or guardian requests in writing that this is not to occur for their child/ren.

Example Voluntary Student Activities <u>without</u> Religious, Spiritual and/or Ethical Content
<ul style="list-style-type: none">▪ One-to-one pastoral care for emotional support and character development.▪ GROW program for students requiring support in their schooling.▪ APPs programs including leadership and character development aspects of course. Students explore their understanding of self with the overarching question, "Who am I?" in the context of common beliefs and values which exist in our community.▪ Fundraisers and community / social welfare projects.▪ Mentoring programs for young people.▪ Outdoor education programs, including school camping programs.▪ Assistance with school sporting events / activities.▪ Support with whole of school events such as Outreach Week, Open Day, Career's Evening etc.▪ Support for students in Leadership roles.

Chaplains may also be involved in activities with religious, spiritual and/or ethical content and additional consent is sought from parent/guardians for these specific activities.

Information about the school's chaplaincy program is on the school's website. Prior to commencement of any additional activities with religious, spiritual and/or ethical content in the school, parents/guardians will be advised through the school newsletter and website.

Example Voluntary Student Activities <u>with</u> Religious, Spiritual and/or Ethical Content
<ul style="list-style-type: none">▪ Lunch time Spirituality groups▪ One-to-one meeting with chaplain for religious and spiritual support
<p>Please tick one of the boxes below:</p> <div>I give my consent<div>I do not give my consent</div></div> <p>for my child/ren to participate in activities that contain religious, spiritual and/or ethical content.</p>

I understand that, where I agree that my child/ren can participate in the chaplaincy program, this information will be passed on to the school chaplain.

Parent/Guardian Signature:

Date:



THE GAP STATE HIGH SCHOOL

State School Media Consent Form Information

Introduction to the State School Consent Form for The Gap State High School

- 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* 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.



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State School Media Consent Form Information

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://thegapshs.eq.edu.au>
- Facebook: <https://www.facebook.com/tgshs/>
- YouTube: <https://www.youtube.com/channel/UCoAGl0ZuxKglk7JlnBzTDcQ>
- Instagram: <https://www.instagram.com/thegapshs/>
- Twitter: <https://twitter.com/thegapshs>
- 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 a consent, express a limited consent or withdraw consent please contact: Administration Office The Gap State High School 07 3511 3888 admin@thegapshs.eq.edu.au

The Administration Office should be contacted if you have any questions regarding consent.



State School Media 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).

(a) Full name of individual:

(b) Date of birth:

(c) Name of school:

(d) Name to be used in association with the person's personal information and materials* (please select):

School Yearbook (Spectrum) Full Name First Name No Name Other Name

Online Content (Newsletter, Website, Facebook, Instagram)

Full Name First Name No Name Other Name

Print Materials

Full Name First Name No Name Other Name

**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.*

2 PERSONAL INFORMATION AND MATERIALS COVERED BY THIS CONSENT FORM

(a) **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

(b) **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;
 - promotional/advertising materials; and
 - presentations and displays.



4

TIMEFRAME FOR CONSENT

School representative to complete.

- (a) Timeframe of consent: duration of enrolment.
- (b) Further identified activities not listed in the form and letter for the above timeframe:

5

LIMITATION OF CONSENT

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

6

CONSENT AND AGREEMENT

► **CONSENTER – I am (tick the applicable box):**

- ☐ parent/carer of the identified person in section 1
- ☐ the identified person in section 1 (if a mature/independent student or employee including volunteers)
- ☐ 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 (if applicable):

Date:



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 State School Consent 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

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 to facilitate registration and use of third party web based software identified on the form. 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.



If you do wish to revoke or modify this consent in relation to any further new uses of the Individual's personal information or Individual work, the Individual or the Signatory should send a notice in writing to the person nominated in Section 9 of this Consent Form. After that notice is received, the Department and the State will still be able to continue the existing uses, but will not be able to make any further new use of the Individual's personal information or Individual work.

The Signatory acknowledges that where material is uploaded to a Social Media website or other website:

- the use and contractual obligations may be perpetual and irrevocable; and
- it may not be possible to ensure that all copies of the material are deleted or cease to be used, and the Department and the State will not be responsible for doing so.

7 DEFINITIONS

- 'Use' includes:
 - to create, make copies of, reproduce, modify, adapt or retain in any form, including by camera, video, digital recorder, webcam, mobile phone or any other device; and
 - to distribute, publish or communicate in any form, including in newsletters and other print media, television and the internet and Social Media websites, in whole or in part, and to permit other persons to do so.
- The Department or the State will not pay the Signatory or the Individual for giving this consent or for the use of the Individual's personal information or Individual work.
- This Consent Form revokes and replaces all previous consent forms in relation to the use of the Individual's personal information or individual work.
- This Consent Form is a legally binding and enforceable agreement between the Signatory and the Department or the State,
- Nothing in this Consent Form limits the rights that the Department or the State reserve in relation to the use of the Individual's personal information, Individual work or other intellectual property under any other law.
- The 'Department' and the 'State' include the officers and employees of the Department and the State engaged in performing services for the Department and the State.
- 'Social Media Website' includes any website operated by a third party which facilitates the uploading and sharing of user generated content, including social and professional networking websites, web forums, blogs and wikis.
- This consent extends to the Department and the State:
 - disclosing the Individual's personal information and Individual work to the Department's and the State's agents, contractors and volunteers for the purpose of performing services for the Department and the State; and
 - permitting those persons to use, record and disclose such material to the same extent as the Department and the State are entitled to deal with the Individual's personal information and Individual work.

8 NOTE

The Department will use its best endeavours to ensure the person signing this Consent Form is authorised to do so, but takes no responsibility for circumstances in which it is misled as to the identity or authority or ability of a person to provide consent.

If you require a copy of this signed Consent Form, or if you wish to revoke this consent, please contact the Principal of the school at which the Individual is enrolled or works or send a request in writing to the District Office.

9 INFORMATION

What is this consent for?

This Consent Form authorises the Department and the State to use the Individual's personal information and copyright material, together with information about the Individual's participation in Departmental and State initiatives, for any use by the Department and the State associated with the purposes identified in Section 6 of this Consent Form. The consent covers the entire or partial use of the Individual's personal information and copyright material in conjunction with other words and images.

For example, the Individual's personal information and copyright material may appear in school newsletters, magazines, websites (including Social Media Websites) and other school, departmental or State publications, as well as in television advertising, videos, brochures, forms, public relations displays, annual reports, press advertising, internal documents such as manuals, websites, certificates and strategic plans, and posters and other promotional material. There may also be occasions on which the Department may approve the media, such as local newspapers and television stations, using information and copyright material in relation to the Individual (for example, where the Individual is involved in dramatic or musical performances, sporting activities or award ceremonies).

Websites

Individuals and Signatories should be aware that publication of an Individual's personal information and Individual work on Social Media Websites is similar to publication in newsletters, magazines, brochures, etc; however, publication on Social Media Websites is publication of that material to the world at large.

Individuals and Signatories should be aware that the publication of an Individual's personal information and Individual work, by the Department or the State, on a Social Media Website typically constitutes a permanent and publicly available record of that material. This means that anyone may be able to copy and use an Individual's personal information and Individual work that has been published on a Social Media Website for any purpose and without the consent or knowledge of the Department, the State or the Individual. Individuals or Signatories should not grant their consent to the Department or the State to use an Individual's personal information or Individual work in connection with a Social Media Website if the Individual or Signatory does not agree to the material being permanently available to the public.

If an Individual's personal information or Individual work is published on a Social Media Website, that material will be governed by the privacy policy and terms of use of the relevant Social Media Website. The Department or State cannot reasonably control how an Individual's personal information or Individual work is used by third parties once the material has been published on a Social Media Website.



What is copyright material?

An Individual's copyright material may include written work (e.g. stories and poems), paintings, pictures, drawings, designs, photographs, videos, films, music, performance, recordings, computer programs, websites, sculptures, fashion, metal- or wood-works made by them or to which they contributed. In the case of students, it includes, but is not limited to, work that they create in the course of their studies during the time they are enrolled at a State school. These materials may form part of their academic assessment or be part of their studies generally and may attract copyright.

The Department understands that students and volunteers generally own the intellectual property rights in the material they create and that this Consent Form is not meant to transfer the Individual's ownership of the intellectual property in their copyright material.

This Consent Form does not provide for copyright consent in relation to copyright works an Individual creates in the course of employment (whether or not the material is created in normal work hours or using departmental facilities or equipment).

Where copyright material is created by a State employee while performing their duties under the terms of their employment, the copyright is owned by the State as the employer (section 35 *Copyright Act 1968*). There are limited exceptions to this including, for example, where the copyright material is created by an employee pursuant to a prior agreement with the employer.

Generally, the deciding factor is whether the employee is performing their official duties. In addition, section 176 of the *Copyright Act 1968* applies where the work was created by or under the direction or control of the State. However, moral rights may still apply to copyright material created by an employee. The *Queensland Public Sector Intellectual Property Principles* provide further information on intellectual property. If as an employee you have any further queries about the ownership of the intellectual property in respect of the works you create you should contact the Legal and Administrative Law Branch.

What is personal information?

Personal information includes information or opinions, whether true or not, about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion. This includes the Individual's name, image or video or sound recording. It also includes the Individual's educational information such as the Individual's assessment and results, and health information and court orders provided to the Department, where such information may enable the Individual to be identified.

What happens to the Consent Form once it is completed and signed?

The Consent Form is retained by the Department and it will be placed on the Individual's file and/or the project file. The Individual or Signatory may request a copy of the signed form by contacting the Principal of the school.

What if I give my consent and later change my mind?

This consent will be in effect from the date the Consent Form is signed. The Department and the State will then start using the Individual's personal information and Individual work to create material incorporating the Individual's personal information and Individual work and entering into contractual obligations in relation to that material.

If you wish to later modify or revoke this consent, the Individual or the Signatory should send a notice in writing to the person nominated in Section 2 of this Consent Form. After that notice is received, the Department and the State will not make any new additional use of the Individual work, but any existing uses will continue.

Where the Department or another person uploads material to a Social Media Website or other website, it may need to accept contractual obligations that are perpetual and irrevocable. It may not be possible to ensure that all copies of the material are deleted or cease to be used, and the Department and the State cannot take responsibility for doing so.

Privacy

The consent to the recording, use and disclosure of the Individual's personal information and Individual work is required in accordance with the *Copyright Act 1968* (Cth), the *Education (General Provisions) Act 2006* and the *Information Privacy Act 2009*. Personal information will be stored securely. The Department will only disclose the Individual's personal information in accordance with your consent, except where authorised or required by law. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, or if you have a concern or complaint about the way the Individual's personal information has been collected, used, stored or disclosed, please contact the school.



THE GAP STATE HIGH SCHOOL

Third Party Online Services Consent for Parents/Guardians

Dear Parent/Guardian,

Due to recent legislative changes regarding Third Party Online Services we have had to update our Third Party Online Services Consent for Parents/Carers procedure. You will receive a **QPARENTS** digital survey via email around commencement. This will summarise the process, lists the services we currently use or intend to use in and ask for your consent or otherwise. The list is quite comprehensive and it is unlikely any one student uses all of them in any one year depending on elective enrolments in particular subjects. It is vital we get back your signed consent to enable these services to be successfully used.

This consent then lasts for the duration of the phase of learning (Junior (7-9) or Senior (10-12)). Any additional services requested will be asked for consent via a separate form or survey.

Our school has successfully used a number of Third Party websites and platforms as part of our digitally integrated teaching and learning practices for several years now.

Some are used by all students frequently: our learning management system (Stile), Digital Textbook suppliers, publishers and platforms (ReadCloud, Pearson, Nelson, Jacaranda, Oxford, Cambridge), Student Pulse Survey and Clickview.

Others are more subject specific: e.g. Grok Academy for Digital Technologies, MyFuture for Year 10 Apps Students and the ASX Sharemarket game for Business classes, TinkerCad for Industrial Technologies.

All platforms and websites evaluated and chosen by the school have undertaken Departmental Risk Reviews. The platforms used are risk reviewed to comply with Queensland Government Data security legislation which are some of the strictest in Australia.

The school is diligent in not sending identifiable student data beyond the most minimal requirements: Usually we use just first name, surname (or initial), school email address and year level; sometimes classes and teacher names. There is no site that we send date of birth information to. Also, the platforms have to comply with Queensland Government data security regulations and privacy guidelines.

Thanks very much for your understanding and attention to this legislated requirement.

Please look out for the **QPARENTS** Consent Request at the start of the school year or soon after Enrolment.



THE GAP STATE HIGH SCHOOL

Code of Conduct and School Uniform Agreement

The Gap State High School believes that our uniform policy reinforces and develops in students:

- pride in their school
- recognition of themselves as an integral part of the school community and
- pride in their own appearance.

The uniform policy reflects expected high standards of The Gap State High School and is intended to encourage all students to be well presented, respectful and unified, showing pride in oneself and projecting a positive image to the community. Consideration of equality, health, safety, comfort, and expense all contribute to the formulation of the school's uniform policy.

It is unreasonable for students and parents to feel under pressure to follow "trends" in purchasing necessary items for the school uniform, including formal shoes and sports shoes. It is therefore considered to be in the interests of students and the school community for consistent uniform requirements to be worn according to the standards set out in this document.

This policy has regard to Education Queensland's policies and procedures on student dress codes and is endorsed by the school's P&C Association.

Two uniform options are provided, and students can choose the option that is suitable to the student's year level. All uniforms should be worn in the correct manner. Wearing the uniform correctly involves all uniform items being **fit for purpose** and **compliant with workplace health and safety requirements**.

Formal Uniform

Students are expected to wear the formal uniform at all times while at school, travelling to and from school, and at all school excursions and events, except:

- in circumstances prescribed by this policy where sports uniform is permitted to be worn or
- as otherwise directed by the Principal (for example, a designated non-uniform day).

Sport Uniform

The sports uniform may be worn to and from school by students only on the designated days for the student's year level (as determined by the school administration), unless otherwise permitted by this policy.

Students in years 7, 8 and 9 who have Health and Physical Education classes (HPE) or Applied Positive Psychology (APP) are allowed to wear their sports uniform to school on two designated days, as assigned by administration. These will be confirmed at the beginning of the school year. On all other days they must change into the sports uniform:

- immediately before their HPE/APP class, where that class is in lessons 1 and 2 that day;
- during the recess immediately preceding their HPE/APP class, where that class is in lessons 3 and 4 that day.

If it is not a designated day, students in years 7, 8 and 9 are required to change out of their sports uniform into the formal day uniform during the next recess following their HPE/APP class. Where a student's HPE/APP class falls in lesson 4, students are permitted to travel home in their sports uniform.

Students in years 10-12 who have Health and Physical Education classes (HPE) or Applied Positive Psychology (APP), must change into their sports uniform:

- immediately before their HPE/APP class, where that class is in lessons 1 and 2 that day;
- during the recess immediately preceding their HPE/APP class, where that class is in lessons 3 and 4 that day.

Students in years 10-12 are required to change out of their sports uniform into the formal day uniform during the next recess following their HPE/APP class. Where a student's HPE/APP class falls in lesson 4, students are permitted to travel home in their sports uniform if they wish.

Formal and sport uniforms must be worn in accordance with the diagrams on the following page.



School / house
bucket hat



G cap
(optional)

Socks (no logos) can
be:

- crew/sport black socks
- crew/sport white socks
- knee-high grey school socks
- 40-denier black tights
(under skirts/skorts only)



Black leather school shoes to
be worn with all formal uniform
combinations. Approved shoes
include Nike Air Lows and low-
cut Doc Martens.

Jewellery: **Zero** rings,
bracelets, nose or eyebrow
rings, visible necklaces. **Two**
earrings plain gold silver
sleepers or studs. No large
hoops allowed (<15mm
diameter).

Hair: clean & groomed. If it
reaches the collar, up and off
face in black, green or natural
colour elastic or ribbon,
headbands or clips.

Cosmetics and fingernails:
Students are not permitted to
wear make-up, coloured nail
polish or false/acrylic nails
(tinted moisturiser and clear
nail polish is permitted).



The Gap State High School Formal Uniform

Pick a top according to your year level...

Short sleeves

Worn out or tucked in

Juniors (Yr 7-9)



Seniors (Yr 10-12)



Tie optional all year

With any one of these.....

Belt optional



Long sleeves

Tucked In

Seniors (Yr 10-12)



Tie required all year
Shirt must be tucked in

Belt required for
pants with loops



THE GAP STATE HIGH SCHOOL

Code of Conduct and School Uniform Agreement

Required footwear for the formal day uniform is a formal black leather lace-up shoe. Shoes must have a non-porous leather upper with a solid toe, and a black non-slip rubber sole with a low heel. Leather versions of street shoes are not acceptable.

FORMAL DAY SHOES - ACCEPTABLE					
					
✓	✓	✓	✓	✓	✓
FORMAL DAY SHOES - UNACCEPTABLE					
					
✗	✗	✗	✗	✗	✗
					
✗	✗	✗	✗	✗	✗

Sports shoes are to be worn with the sports uniform only and must be a lace up sports shoe or jogger that provides good heel and arch support. Canvas shoes or street/skate shoes (such as Dunlop Volley or Vans) are not acceptable.

SPORTS SHOES - ACCEPTABLE			
			
✓	✓	✓	✓
SPORT SHOES - UNACCEPTABLE			
			
✗	✗	✗	✗

All footwear worn in laboratories, workshops, kitchens, or arts facilities must meet Workplace Health and Safety Regulations.

Unacceptable footwear includes:

- flat soled sports shoes or joggers, when worn with the formal day uniform
- flat soled "street" or "skate" shoes (e.g., "Vans")
- ballet flats or Mary-Jane style shoes
- any type of ankle boot or above ankle height boot
- platform shoes
- sandals or thongs
- canvas, cloth, or vinyl shoes (e.g., Dunlop Volley, Converse, or Vans)
- slip on shoes or zip up shoes
- shoes with graffiti/decoration, or shoes with white or coloured laces (i.e., only black laces are permitted)



THE GAP STATE HIGH SCHOOL

Code of Conduct and School Uniform Agreement

Guidelines for Non-Uniform Days

The principal may give permission for non-uniform days to be held on occasions during the school year. On non-uniform days, the school's requirements for personal presentation and appearance, as set out in the Uniform Policy, still apply.

Students are expected to wear clothing that is appropriate, having regard to WHS requirements, sun-safety, school activities to be undertaken, and recognising that they are still representing the school.

Appropriate clothing is defined as the following:

- closed in shoes must be worn by all students – **no rubber thongs or similar**
- students must wear leather school shoes for lessons in labs, workshops, and kitchens (shoes can be changed before these classes)
- no singlet tops
- no plunging necklines
- no apparel containing offensive, suggestive, or inappropriate wording, pictures, or caricatures
- no midriff tops
- normal school rules apply regarding jewellery, make-up, nail polish, piercings, body-art etc.

The final decision regarding what amounts to appropriate clothing rests with the Principal.

Code of Conduct and School Uniform Agreement

Student Name (in full):	
Parent/Guardian Name/s:	

I/we agree to read and follow The Gap State High School *Responsible Behaviour Plan for Students* (see Information Pack) and abide by the Uniform Policy and Dress Standards as shown below. (Any updates are on the school website)

I/we agree to accept and abide by the *Student Code of Conduct for Students* during the full period of enrolment.

I/we agree to comply with the correct wearing of the school uniform during the full period of enrolment, as stated in the *Uniform Policy*.

Student Signature:

Date:

Parent/Guardian Signature:

Date:



THE GAP STATE HIGH SCHOOL

Student Resource Scheme Agreement (SRS)

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 on the reverse side of the form. 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.

For further information please see the 'parents and carers' site for general information on [School fees and charges](#).

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

YES I wish to participate in the student Resource Scheme. I have read and understand the Terms and Conditions of the scheme (see reverse) 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 and resources 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	The Gap State High School
Student Name	
Parent Name	
Parent Signature	
Date	

Privacy Statement

The Department of Education collects the information you complete on the Participation Agreement Form in order to administer the Student Resource Scheme (SRS). The information will only be accessed by school employees administering the SRS. However, if required, some of this information may be shared with departmental employees for the purpose of debt recovery. Your information will not be given to any other person or agency unless you have given permission or the Department of Education is authorised or required by law to make the disclosure.

Terms and Conditions

Definition

- 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

- 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.
- Parents are directly responsible for providing textbooks and other personal resources for their children while attending school.
- 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

- Participation in the SRS is optional and parents are under no obligation to participate.
- The school will provide parents with a list of resources supplied by the SRS to enable parents to assess the cost effectiveness of participation.
- Parents indicate whether or not they wish to participate in the SRS by completing this Participation Agreement Form.
- Parents must complete and sign the Participation Agreement Form and return it to the school by the advertised date.
- This agreement is for the duration of the student's enrolment at the school, unless a new Participation Agreement Form is completed.
- Parents are given the option annually to choose whether to participate in the SRS or not by completing this form.
- 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.
- 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.
- 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.
- 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

- 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.
- The school will provide non-participating parents with a list of resources the parents are required to supply for their child.
- 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.
- 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

- 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.
- 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.

- 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.
- 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.
- Parents are responsible for ensuring that any hired SRS resources provided for their child's temporary use are kept in good condition.
- The school administration office must be notified immediately of the loss or damage to any hired item.
- 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.
- 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.
- Parents may be responsible for supplying their child with other resources not specified in the SRS as advised by the school.

Payment Arrangements

- 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.
- Payment of the participation fee must be made as per the payment methods nominated by the school.
- Any concessions relating to the participation fee will be at the discretion of the Principal.

Debt Management

- 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

- Parents experiencing financial hardship who are currently participating in or wish to participate in the SRS should contact the school to discuss options.
- Principals may vary payment options, negotiate alternative arrangements and/or waive all or part of the participation fee for parents experiencing financial hardship.
- The onus of proof of financial hardship is on the parent.
- The school may require annual proof of continuing financial hardship.
- 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.



THE GAP STATE HIGH SCHOOL

Consent to Use Leadership Training Centre (LTC)

Participant Name:

Name of Next of KIN:

Date of Birth:

Phone Number:

Medicare Number:

Medicare Expiry date:

Phone Number:

The Leadership Training Centre has 24 activities designed to develop leadership qualities. The activities involve climbing, abseiling and caving. The activities involve participants working at heights up to 10 metres above the floor. The cave activity involves students entering a cave like structure that is pitch black and involves restricted movement and access. Participants are safeguarded by ropes and belay devices operated by other participants. The activities are designed to expose participants to perceived and real risks. Participants are trained and supervised by specialist, qualified staff. Parents and participants need to understand that in the event of mishap, serious injury could occur.

The Centre operates on a "Challenge by Choice" principle. If participants do not wish to partake of a particular challenge they will not be compelled to do so.

Participants are expected to abide by the safety directions issued by LTC Staff. Participants must acknowledge that they are currently free from medication or drugs that might affect their degree of alertness and or reaction time.

The LTC Staff are authorised to obtain such medical attention and transport to medical attention as may be deemed necessary. I understand that I will be responsible for any costs incurred.

For participants under 18 years –

Name of person giving consent:

Relationship to participant:

Signature of person giving consent:

Date:

Any special considerations for the above participant are to be listed ie. medical issues, physical and psychological limitations:



THE GAP STATE HIGH SCHOOL

Co-Curricular Music

Instrumental Music Program and Vocal Music Program

The Instrumental program relates to **Orchestral or Band Instruments only** and runs according to the Department of Education Instrumental Music Policy.

Students **must have previous instrumental experience** playing an Orchestral or Band instrument.

We do not provide specialist lessons or have ensembles **for piano and guitar players**.

Is the student interested in **continuing** with Instrumental Music? Yes

Student Name: _____

Year Level you are enrolling into: _____

Primary/High School attended before The Gap SHS: _____

Name of instrumental teacher at your previous school: _____

Instrument/s Played	Length of time played and years eg 3 years 2017–2020	Standard Achieved (if known) eg AMEB Grade 3 - distinction	Does the student have a private music teacher? If yes, please provide their name

Is the student interested in joining one of the vocal ensembles (choir)? Yes

Choir	Length of time eg 3 years 2017 – 2020	Standard Achieved (if known) eg AMEB Grade 3 - distinction	Does the student have a private vocal teacher? If yes, please provide their name

Parent Name: _____

Parent Email Address: _____

Parent Signature: _____



THE GAP STATE HIGH SCHOOL Communication

Contact regarding individual matters

Parents are encouraged to contact teachers or the school directly if they have any special concerns which may affect their son or daughter at school. Staff emails are available on the [website](#) or phone the school office on 07 3511 3888 to be directed to the relevant member of the Administration, Head of Department, Growth HODs, the Year Level Coordinator, Classroom teacher or Support Staff including the Guidance Officer, Chaplain or School Nurse.

Because our school is a very busy organization, it is not always possible to have immediate contact with teachers. This is why we have a range of support staff in our school to assist. ALL initial contact with teachers should flow through the school office (07 3511 3888) or admin@thegapshs.eq.edu.au. All parents attending the school must sign in at Reception. Our Office Staff, Teachers or Support Staff will respond to your needs or questions as soon as possible.

Important home contact directly from school may occur via:

- Phone contact to home or parent's workplace
- Teacher or Administration notes in the Student Planner and Diary
- Letter sent home with the student or via Australia Post
- Emails

QParents

QParents is an Education Queensland parent portal. QParents does serve as our point of truth for student (and parent/carer) information and this is why we are requiring QParents registration before opening access to your child's class information on Daymap. Refer to [www://qparents.qld.edu.au](http://www.qparents.qld.edu.au) if you need assistance.

- Academic school reports are available on QParents
- Parents can access consent and permission forms on QParents

Daymap

Daymap Connect is an extension of the Daymap Learning Management System. It is a Parent Portal and combines communication and student management, providing parents with access to key school and student information on their child's learning behaviour, progress and performance. Daymap is:

- An online medium which operates as a homework diary accessible to teachers, parents/carers, and students
- An online space where TGSHS staff mark rolls
- An online hub where your child's teachers use virtual spaces, or provide links to help manage their classes
- An online booking platform to book Parent-Teacher Interview
- A place to view your child's current timetable
- A place to view your child's attendance
- A place to source assessment information including some assessment dates and semester overviews

Contact regarding whole school community matters

School Newsletter

Regular newsletters are important to our Home/School communication. The School publishes a fortnightly newsletter which is emailed home every second Friday to provide information about upcoming and latest events. This is our most important way of linking home and school.

Parents must [subscribe](#) to this as it is an external database.

Spectrum

Our annual school book "**Spectrum**" is published each year and available to Year 12 students.

NOTE: If no media consent is given this means students will not be able to appear in this publication.

SMS

In certain circumstances we may use a SMS service to advise parents of school matters.

Facebook and Instagram

Newsletter subscription

Newsletters are provided through our newsletter provider INewsletter. This is an external database & requires external permissions. Should you wish to receive the Newsletter please register through the school website by following this link:

[Subscribe to School Newsletter](#)