



ENROLMENT APPLICATION FORM

Thank you for your interest and subsequent enquiry for enrolment. Please complete all areas including the check list on the back cover. Please complete a separate form for each student and return to the College Reception. Full and frank disclosure is required. Any failure to do so may negate the initial or ongoing enrolment of your student at the College. The obligation to supply information that may affect your student at the College is ongoing.

PRIVACY NOTICE

1. Gulf Christian College collects personal information, including sensitive information, about students and parents or guardians before and during the course of a student's enrolment at the College. We ask you to provide and to update, as appropriate, information which is relevant to the health and wellbeing of the student. College contact details are located on back page.
2. The primary purpose of collecting this information is to enable the College to provide quality Christian education within the Biblical tradition.
3. Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care and to comply with Public Health and Child Protection laws.
4. Information collected will be kept secure.
5. The College takes reasonable steps to protect personal information it holds from misuse, interference and loss, and from unauthorized access, modification or disclosure. Where required, the College notes its obligations to destroy or de-identify personal information in certain circumstances.
6. The College from time to time discloses personal and sensitive information to others for administrative, educational or health and safety purposes. This includes other schools, government departments, system education offices, your local church, medical practitioners and people providing services to the College, including specialist visiting professionals, sport coaches and volunteers.
7. You may request access to your file, in writing to the College Principal.

CHILD DETAILS

Surname		Given names	
Date of birth		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Residential Address		Postal Address	
Suburb		Suburb	
Post Code		Post Code	
Year level to commence		Start date	
Country of birth		Australian Citizen	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the student identify as Aboriginal/Torres Strait Islander or both?	<input type="checkbox"/> No <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Both	If not born in Australia, which country was the student born?	
If Aboriginal or TSI, what is the student's tribal background?	<input type="checkbox"/> Kukatj <input type="checkbox"/> Kurtijar <input type="checkbox"/> Gkuthaarn <input type="checkbox"/> Other: _____	Does the student have permanent Australian residency?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the student speak a language other than "Standard Australian English" at home?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, what language does the student speak at home?	<input type="checkbox"/> Aboriginal English <input type="checkbox"/> Normanton Lingo <input type="checkbox"/> Aboriginal Kreol <input type="checkbox"/> Other: _____

FOR OFFICE USE

Received date _____ Enrolment Contract _____ Medical form complete _____ Data Collection Form complete _____

ID document type _____ ID document number _____ Date sighted _____

Staff member name _____ Staff member signature _____ Start date _____

PARENT/GUARDIAN DETAILS

MOTHER'S DETAILS

Primary Contact ☐ Secondary Contact ☐

First Name _____ Title _____

Surname _____

Living with child Yes ☐ No ☐ Part-Time ☐

Address _____

Suburb _____ Post Code _____

Home ph _____ Silent Yes ☐ No ☐

Work ph _____ Mobile _____

Email _____

Occupation _____

Employer _____

Religion _____

Responsible for payment of account? Yes ☐ No ☐

Signed _____

FATHER'S DETAILS

Primary Contact ☐ Secondary Contact ☐

First Name _____ Title _____

Surname _____

Living with child Yes ☐ No ☐ Part-Time ☐

Address _____

Suburb _____ Post Code _____

Home ph _____ Silent Yes ☐ No ☐

Work ph _____ Mobile _____

Email _____

Occupation _____

Employer _____

Religion _____

Responsible for payment of account? Yes ☐ No ☐

Signed _____

GUARDIAN / OTHER CONTACT'S DETAILS

Primary Contact ☐ Secondary Contact ☐

First Name _____ Title _____

Surname _____

Living with child Yes ☐ No ☐ Part-Time ☐

Address _____

Suburb _____ Post Code _____

Home ph _____ Silent Yes ☐ No ☐

Work ph _____ Mobile _____

Email _____

Occupation _____

Employer _____

Religion _____

Responsible for payment of account? Yes ☐ No ☐

Signed _____

GUARDIAN / OTHER CONTACT'S DETAILS

Primary Contact ☐ Secondary Contact ☐

First Name _____ Title _____

Surname _____

Living with child Yes ☐ No ☐ Part-Time ☐

Address _____

Suburb _____ Post Code _____

Home ph _____ Silent Yes ☐ No ☐

Work ph _____ Mobile _____

Email _____

Occupation _____

Employer _____

Religion _____

Responsible for payment of account? Yes ☐ No ☐

Signed _____

SCHOOLING HISTORY

CURRENT SCHOOL	YEAR LEVEL ATTENDED	REASON FOR LEAVING
PREVIOUS DAY CARE / SCHOOLS	YEAR LEVEL ATTENDED	REASON FOR LEAVING

Why do you consider that your child would benefit from a Christian education at Gulf Christian College?

Has your child ever been suspended, expelled or refused admission to another school?

☐ Yes

☐ No

If yes, please state which and explain why:

Student interests (sport, music, hobbies, community involvement etc.)

OTHER CHILDREN IN THE FAMILY

Name	Date of birth	Present school	Year level

(Please complete a separate Enrolment Application Form for each student)

SPECIAL CIRCUMSTANCES

Please note any special circumstances we need to be aware of in relation to your student (health issues, living arrangements, custody, guardianship etc.)

Family Court Orders or Domestic Violence Orders that pertain to this student must be provided.

For the student's safety, it is essential that the parent advises the College, in writing, immediately if there are changes in this regard.

CHURCH DETAILS

Is your family involved in a Christian church?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how often do you attend?	<input type="checkbox"/> Regularly <input type="checkbox"/> Occasionally <input type="checkbox"/> Seldom
Church denomination		Church name	
Indicate if the student attends:	<input type="checkbox"/> Church	<input type="checkbox"/> Sunday School	<input type="checkbox"/> Youth Group

ACADEMIC & MEDICAL DETAILS

Please indicate if your child has:

1. Ever received learning support from their current school or previous school?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Repeated a year level at school? If yes, please state when and reason.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Been involved in a gifted and talented program?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Should you tick any of the following boxes, we may request additional information from you. This information will be required before your application for enrolment can proceed, including a copy of reports and medical diagnosis of this/these difficulties.

Please tick if your child has any difficulties in the following areas:

<input type="checkbox"/> Intellectual	<input type="checkbox"/> Visual	<input type="checkbox"/> Social / Emotional	<input type="checkbox"/> Suicide ideation
<input type="checkbox"/> Physical	<input type="checkbox"/> Speech	<input type="checkbox"/> Learning difficulties	<input type="checkbox"/> Psychological
<input type="checkbox"/> OCD	<input type="checkbox"/> ADD / ADHD	<input type="checkbox"/> Dyslexia	<input type="checkbox"/> Aspergers / Autism
<input type="checkbox"/> Eating disorders	<input type="checkbox"/> Behavioural	<input type="checkbox"/> Hearing	<input type="checkbox"/> Perceptual Motor
<input type="checkbox"/> Self-harm	<input type="checkbox"/> Anxiety / Depression	<input type="checkbox"/> Other (please specify)	

Is your child on an Individual Support Plan? ☐ Yes ☐ No

Are there any behavioural issues that would impact on your child's learning? ☐ Yes ☐ No

If yes, please state concerns:

Does your child have a Behaviour Plan? ☐ Yes ☐ No

Has your child had a specialist (occupational therapist, student psychologist, paediatrician, speech therapist, guidance officer, development optometrist, etc.) assessment for developmental, psychological, emotional, learning or behavioural issues? ☐ Yes ☐ No
(If yes, please provide a copy of the report)

Please tick if your child has any of the following medical conditions:

<input type="checkbox"/> Asthma	<input type="checkbox"/> Headaches	<input type="checkbox"/> Head injury	<input type="checkbox"/> Epilepsy
<input type="checkbox"/> Diabetes	<input type="checkbox"/> Allergies	<input type="checkbox"/> Eating disorder	<input type="checkbox"/> Other

How does this condition impact in the classroom?

Does your child take medication on a regular basis? ☐ Yes ☐ No

If yes, please provide details:

EMERGENCY CONTACT DETAILS

Please supply details of an emergency contact (NOT LIVING WITH FAMILY) if parents are not available:

Full name		Phone (mobile)	
Address		Phone (home)	
Relationship to your child			

ENROLMENT PRIORITY

Enrolment priority is given to:

- Siblings of current College students.
- Students from families who desire a Christian education for their student and support the ethos of the College.
- Special circumstances at the College Principal's discretion.
- Dates of received applications for enrolment.

Placements can only be made if there are vacancies in the required year level.

AS A CHRISTIAN COMMUNITY WE BELIEVE

... the Bible is the Word of God

... the Bible informs and instructs us in what to believe, and how to live.

... there is only one God.

... He is the creator of the universe, and has shown Himself to be three persons; the Father, the Son and the Holy Spirit.

... Jesus Christ is the Son of God, and He is actually God and man.

... He was born of a virgin, lived a sinless life, suffered and died for our sins, and then rose from the dead for our salvation according to Biblical prophecy.

... that the Holy Spirit is God, that He works in our lives to lead us to repentance and faith in God, and helps us to live as Christians.

... the Bible warns us about Satan, and tells us about his ultimate destruction in hell.

... also that Jesus Christ will one day return to the earth to judge both the living and those who have already died.

ENROLMENT PROCESS

- Parents complete an Enrolment Application Form for each child in the family – including all information and reports as requested. The enrolment process will take longer when reports and assessment are required.
- Return the completed Enrolment Application Form to the College Reception ensuring that all policies have been read and signed, with a copy of your child's:
 - birth certificate
 - latest school reports
 - latest NAPLAN benchmark test results (where applicable)
- Include any other necessary documents or reports and the registration fee of \$50 per family.
- Please note that until all documents are received we cannot proceed with the enrolment process.

What will happen next?

1. Further information may be sought if required or if the application is incomplete.
2. We will invite you, along with your child/ren to attend an interview with the Principal.
3. An interview does not mean that a place will be offered.
4. Children from new and existing GCC families are required to attend an interview.
5. If a place is not available, your child's name will be held on the waiting list unless you notify us otherwise.
6. If your application for enrolment is unsuccessful, you will be notified by mail by our College Principal.
7. Offers of places will be forwarded by post as soon after the interview as practicable.
8. Acceptance of the offer is confirmed by signing an Enrolment Contract with the College that sets out the conditions and expectations of the parties.
9. You will be informed of fee paying requirements and asked to make appropriate arrangement/payment plans.

COLLEGE POLICIES

An important facet of the mission of Gulf Christian College is to create opportunity for students through education. The College has developed a number of policies formulated to protect students, staff and College property, providing the basis whereby this mission is translated into reality. Our web site contains the Gulf Christian College Ltd policies: www.gulfcc.qld.edu.au

Privacy Statement 2018

In accordance with requirements of the Commonwealth Privacy Act 1998, as amended, and the Privacy, (Notifiable Breaches) Act 2017 the College is bound by the thirteen (13) Australian Privacy Principles under the compliance authority of the Office of the Information Commissioner and set out in the Act – see www.privacy.gov.au. Accordingly, all personal, sensitive and health data/information of parents/guardians, students, and relevant others including prospective employees is private. The College will use the information collected and recorded to fulfill both legal requirements and the educational mission of Gulf Christian College. The College collects personal, including sensitive, information about students, their parents/guardians and relevant others for the primary purpose of the College fulfilling its educational services under law to the students and to parents/guardians seeking an education for their students within the Objects and Ethos of this College. Information is collected through filling out of application forms, face-to-face interviews and at times third party reports, with consent.

The College will also exercise its right to access the credit history of parents/guardians under law by consent. Some of the information the College collects is to enable the College to discharge its duty of care and legislative obligations. Any unsolicited information received by the College will be destroyed unless legal obligations require otherwise.

Full and frank disclosure of information requested is necessary for the provision of services to students and to establish a binding contractual relationship between the parties. Please note that:

- If the College does not obtain the information referred to above, the application process will not proceed
- Health Information about students is sensitive information within the terms of the Privacy Principles under the Privacy Act. The College needs this information for the purpose of planning for the needs of students and any adjustments which may be necessary
- Information sought will include reports from third parties re medical and other treating professionals and Court Orders

The College from time to time may otherwise need to disclose personal, sensitive or credit information to others for legal administrative, safety, health and education purposes. This includes to the Privacy Information Commissioner, the Non-State Schools Accreditation Board, the Queensland College of Teachers, other schools, government departments, state authorities, medical practitioners and people providing services to the College, including specialist visiting teachers, sports coaches and volunteers.

Unless directly notified to the contrary, personal information such as academic and sporting achievements, news and images is published to the College community by way of College Newsletters, magazines, in multi-media presentations and on our website. Identification and photographs/film footage may be published, for example in College magazine and social media pages.

Marketing material will not identify students without express consent from parents/guardians.

The College will not disclose personal information to third parties for marketing purposes without specific consent. The College may include contact details in a class list (examples: for Parent Support Groups and College Directory).

The College will take reasonable steps to keep personal information accurate/up-to-date and complete. Parents/guardians are relied upon to assist the College in keeping information accurate and up to date.

The College will take reasonable steps to secure and protect all information held from misuse, interference, loss, unauthorized access, modifications or disclosure. The College will respond promptly to security breaches, notifying those affected, as appropriate, and in compliance with mandatory reporting/notification of eligible data breaches to the Office of the Australian Information Commissioner.

Parents/guardians have a right to make a written complaint internally to the Principal if they consider these Privacy Principles have been breached or externally to the Office of the Australian Information Commissioner. The College Privacy Policy outlines the process available to those parties who wish to bring a complaint alleging a breach of privacy by the College. It is readily available on the College Website or by request.

Privacy Principle 11 mandates that a school destroy or de-identify personal information it holds if/when it no longer needs the information for any purpose (for which it may be used or disclosed by the school). Most schools keep information for a period of 7 years following a student's departure from the school.

Parents/guardians may seek access to personal information collected about them and their students by contacting the College. Adult students may also seek access to personal information about themselves. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy, health and safety of others, where access may result in a breach of the College's duty of care to a student or where access is denied by law.

FINAL CHECKLIST

All fields completed		Copies of medical diagnosis of difficulties, behavioural issues or medical conditions	
Birth certificate			
Copies of two recent school reports		Copies of any specialist reports	
Copy of latest NAPLAN results		Copies of family court/domestic violence orders	

College Address: Brown Street, Normanton

Postal Address: PO Box 210, Normanton QLD 4890

Phone: 07 4745 1180 Email: info@gulfcc.qld.edu.au

Web: www.gulfcc.qld.edu.au

ABN: 96 099 043 384





STUDENT INFORMATION & MEDICAL FORM

STUDENT INFORMATION			
First Name/s		Surname	
Date of Birth		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Year Level & Level of Enrolment	eg. Yr 9 2022	Student Mobile	
Method of transport to and from GCC	<input type="checkbox"/> Bus <input type="checkbox"/> Private car <input type="checkbox"/> Bike <input type="checkbox"/> Walk		

EMERGENCY CONTACTS			
	Mother	Father	Other: Full name _____
Mobile			
Work Phone			
Home Phone			

MEDICAL INFORMATION							
Medicare Number					Number beside child's name:	Expiry date:	
What is the student's swimming ability? <input type="checkbox"/> Poor <input type="checkbox"/> Fair <input type="checkbox"/> Strong							
Has your child ever suffered from the following? If 'yes', please provide FULL DETAILS in the space provided (eg. frequency, severity, triggers, treatment etc) If you require more space, please attach a separate piece of paper.							Has your child been hospitalised?
Travel sickness	Mild	Med	Severe	No	Details		Yes / No
Asthma/Respiratory	Mild	Med	Severe	No	Details		Yes / No
Allergies	Mild	Med	Severe	No	Details		Yes / No
Anaphylaxis condition	Mild	Med	Severe	No	Details	EpiPen / expiry date:	Yes / No
Epilepsy	Mild	Med	Severe	No	Details		Yes / No
Diabetes	Mild	Med	Severe	No	Details		Yes / No
Sight problems	Mild	Med	Severe	No	Details		Yes / No
Heart problems	Mild	Med	Severe	No	Details		Yes / No
Other	Mild	Med	Severe	No	Details		Yes / No
I consent for my child to participate in the College's Outdoor Education Program						<input type="checkbox"/> Yes <input type="checkbox"/> No	
I authorise the provision of paracetamol to my child at school or on camp if required						<input type="checkbox"/> Yes <input type="checkbox"/> No	
I authorise for the provision of antihistamines to my child at school or on camp if required						<input type="checkbox"/> Yes <input type="checkbox"/> No	

As a parent/guardian of the above student, I authorise the Principal (or his delegated representative), in the event of a medical or other emergency involving my child (whether on the GCC campus or at a camp), and where it is impossible or impractical to communicate with me, to act as considered appropriate and expedient and that I will be responsible for any medical cost/outlay incurred in such process. I further authorise medical practitioners to administer anaesthetic and blood transfusion if the necessity arises.

I understand that each year, prior to the Outdoor Education Program taking place, I will be sent specific information relating to the program's location and specific activities, (some of these activities may include high ropes, canoeing, hiking, mountain biking etc)

I understand that camps are a compulsory school event, and each year I will have the option to review my child's permission to attend the Outdoor Education Program and will notify the College in writing within 5 days of receiving the specific information if I decide to withdraw permission for my child to participate in the program.

Signature:		Parent/Guardian Name:		Date:	
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please turn page over to complete further medical details

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STUDENT INFORMATION & MEDICAL FORM

- Parents must make written request to the College including instructions for administration of the drug, and any special needs of the student.
- The Principal will authorise a staff member/s to administer medication. Only designated members of staff have this authority. Medication will not be administered unless the details are completed below.
- Medication which is not so labelled must not be administered.
- Non prescription medication such as analgesics (Paracetamol) will not be administered by College staff unless the designated member of staff holds a First Aid Qualification. Parents may be phoned to authorise student requests for analgesics. Records will be kept.
- All medication is to be kept in a lockable cupboard.
- An official register on the Administration of Drugs to students is to be kept by the designated members of staff.
- The school takes no responsibility to ensure that medication is not out of date or that sufficient quantities of the medication are provided.
- Epipens MUST be provided.
- The designated members of staff are to return all unused medication to parents when the parents inform the College **in writing** that medication is no longer needed or is past the use-by date.
- If a member of the College staff becomes aware that a student has possession of a medication without written advice from a parent, or the parent's advice is inconsistent with the medical instructions provided, he/she will secure the medication, store it securely and notify the Principal. The Principal or designated members of staff will contact the parents.

EMERGENCY SITUATIONS

Does your child require medication?	<input type="checkbox"/> Yes	If yes, please continue to complete this page advising of all details of symptoms and treatments, and providing a treatment management plan from your GP if necessary.
Could your child have an emergency situation as a result of any of the conditions ticked for them on the previous page?	<input type="checkbox"/> No	If no, you do not need to complete the remainder of this form.

STAFF TO ADMINISTER MEDICATION

My child will require staff to help administer medication	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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MEDICAL ALERT PLAN

This section must be completed for all students who may require medication.

Name of student		Year Level	
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Diagnosis/condition requiring medication:			
Allied Health Professional Diagnosis?	<input type="checkbox"/> Yes (Please supply a copy of report)	<input type="checkbox"/> No	

Prescribed medication and dosage:	
Symptoms / signs to watch for?	
Action steps to be followed:	

Signature:		Parent/Guardian Name:		Date:	___/___/___
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DATA COLLECTION FORM

As part of a national agreement reached by Ministers for education in each state and territory, to report on progress towards the achievement of the **National Goals for Schooling**, all schools in Australia are asked to collect a range of information on students' backgrounds using nationally agreed definitions.

Some of the data involves collecting information about the background of students' parents/guardians. We require you to complete separate forms for each child and we apologise for the repetitive nature, however it is part of the government requirements.

First Name		Surname	
Home Address		Suburb & P/Code	

Does the student identify as Aboriginal/Torres Strait Islander or both?	
<input type="checkbox"/> No	
<input type="checkbox"/> Yes, Aboriginal	
<input type="checkbox"/> Yes, Torres Strait Islander	
<input type="checkbox"/> Yes, Both Aboriginal and Torres Strait Islander	

In which country was the student born?		<input type="checkbox"/> Australia <input type="checkbox"/> Other (please state)	
Does the student or their mother / father / guardian speak a language other than English at home?			
	Student	Mother/Guardian 1	Father/Guardian 2
No – English only			
Yes – please list ALL other languages spoken	<input type="checkbox"/> Aboriginal English	<input type="checkbox"/> Aboriginal English	<input type="checkbox"/> Aboriginal English
	<input type="checkbox"/> Normanton Lingo	<input type="checkbox"/> Normanton Lingo	<input type="checkbox"/> Normanton Lingo
	<input type="checkbox"/> Aboriginal Kreol	<input type="checkbox"/> Aboriginal Kreol	<input type="checkbox"/> Aboriginal Kreol
	<input type="checkbox"/> Another Aboriginal language	<input type="checkbox"/> Another Aboriginal language:	<input type="checkbox"/> Another Aboriginal language:
	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____

What is the highest year of Primary or Secondary School the parents/guardians have completed?		
	Mother/Guardian 1	Father/Guardian 2
Year 12 or equivalent		
Year 11 or equivalent		
Year 10 or equivalent		
Year 9 or equivalent or below		

What is the highest qualification the parents/guardians have completed?		
	Mother/Guardian 1	Father/Guardian 2
Bachelor degree or above		
Advanced diploma / Diploma		
Certificate I to IV (including trade certification)		
No non-school qualification		

What is the occupation group of the mother/guardian?		see over for parental occupation groups
What is the occupation group of the father/guardian?		see over for parental occupation groups

- if the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation
- if the person has not been in paid work in the last 12 months, enter '8' in the box above.

LIST OF PARENTAL OCCUPATION GROUPS

Group 1:

Senior management in large business organisation, government administration and defence, and qualified professionals

Senior executive/manager/department head in industry, commerce, media or other large organisation.

Public service manager (Section head or above), regional director, health/education/police/fire services administrator

Other administrator [school principal, faculty head/dean, library/museum/gallery director, research facility director]

Defence Forces Commissioned Officer

Professionals generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.

Health, Education, Law, Social Welfare, Engineering, Science, Computing professional

Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]

Air/sea transport [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller]

Group 2:

Other business managers, arts/media/sportspersons and associate professionals

Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business

Specialist manager [finance/engineering/production/personnel/industrial relations/sales/marketing]

Financial services manager [bank branch manager, finance/investment/insurance broker, credit/loans officer]

Retail sales/services manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]

Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official]

Associate professionals generally have diploma/technical qualifications and support managers and professionals.

Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional

Business/administration [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]

Defence Forces senior Non-Commissioned Officer

Group 3:

Tradesmen/women, clerks and skilled office, sales and service staff

Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.

Clerks [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]

Skilled office, sales and service staff.

Office [secretary, personal assistant, desktop publishing operator, switchboard operator]

Sales [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]

Service [aged/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

Group 4:

Machine operators, hospitality staff, assistants, labourers and related workers

Drivers, mobile plant, production/processing machinery and other machinery operators.

Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper]

Office assistants, sales assistants and other assistants.

Office [typist, word processing/data entry/business machine operator, receptionist, office assistant]

Sales [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]

Assistant/aide [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]

Labourers and related workers

Defence Forces ranks below senior NCO not included above

Agriculture, horticulture, forestry, fishing, mining worker [farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]

Other worker [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]



ENROLMENT CONTRACT

Please read the following contract before signing and returning to the College Reception.

Surname		First name/s	
Year Level		Commencement year	

I, the undersigned, being the parent/legal guardian of the above named student accept the offer made by Gulf Christian College. I accept the following conditions upon which the offer was made:

- I understand that the College is founded on the basis of biblical Christian values and that the bible is the inerrant word of God.
- In accepting the offer of enrolment made to my child, I understand that I am seeking a Christian biblical education for them and will support the College in these faith endeavours.
- I also accept that they are admitted to the College on the condition that they will abide by the College rules and policies regarding commitment to studies, discipline, dress and conduct and that I will support the College expectations and policies in these matters, as they are now and as they may be changed from time to time.
- It is accepted that during my child's enrolment, except in certain circumstances, the student will live in the care and control of her/his family. This does not apply to overseas students.
- I will work in partnership with the College in the best interests of my child and all other students and will be guided by the College in the best way to develop the student's potential academically and in other aspects of their personal development. This may include recommendations to seek professional intervention.
- I will support my child in complying with the College rules, codes of behaviour and policies in force and that I will keep the College indemnified against any loss or damage caused by any failure of my child to observe the aforesaid. I also understand that my child is expected to act at all times in accordance with the values and rules of the College and that serious breaches in this regard could lead to a cancellation of enrolment.
- I agree that the College rules, code of behavior and policies may be altered or added to at any time.
- Fees and levies will be paid and will remain payable during any period of absence of my child from the College. I acknowledge that a minimum of 14 day's notice of withdrawal of my child from the College is required or 14 days fees in lieu of notice may be charged. Notice to withdraw will be in writing to the College at the earliest opportunity. I agree to pay all fees and levies in full by the specified due date or by automatic payment arrangements organised with the College or by formal payment schedule submitted to and accepted by the College.
- I acknowledge that, unless otherwise agreed in writing with the College, I as parent/guardian am and will remain jointly and severally liable for the payment of fees and levies. Should any fees or levies not be paid by the due date and no alternative plan agreed, the College may, in its sole discretion, suspend or terminate my child's enrolment at the College and take legal action to recover outstanding fees and levies, including the costs and commissions associated with the collection of outstanding monies.
- In the event of any medical or other emergency arising in which the College considers it impossible or impracticable to communicate with the undersigned parent/guardian, the College will take all reasonable care of my child but will not be responsible for the costs of any medical or dental attention or treatment administered to my child in such event, nor will it be responsible directly or indirectly for any act or omission of any medical or dental practitioner or medical officer attending or treating my child including attention provided at the College sick bay.
- In this contract, the expression College Principal includes any person from time to time acting as College Principal or other staff members for the time being carrying out the duties or exercising the authority of the College Principal.
- The College Principal has authority to apply whatever disciplinary measures are appropriate or necessary in relation to the conduct for my child both inside the College and at outside College related events. This includes behaviour whether inside or outside the College that might bring the good name of the College into disrepute and may include the decision to suspend/exclude/expel my child for any cause judged to be sufficient.
- The College does not insure my child's property of any description.
- I will make every effort to ensure that my child will not be absent from school without leave of absence being granted by the College and that term dates, as advertised, will be adhered to. Frequent absenteeism without excuse may amount to a breach of contract and have academic consequences.
- I agree to my child taking part in all reasonable College activities, be they curriculum based or those designed to enrich and develop their skills.
- I agree to demonstrate my support for the College, by attending (where possible) the functions outlined below, whilst my child is enrolled at the College:
 - end of semester and end of year events (whichever is applicable to my child's year level)
 - Parent/Teacher interviews
 - Parent Information evenings
- I agree to abide by the College Credit and Collection Policy and have indicated below my payment method for school fees owed to the College.
- While on College grounds and when attending any College functions, I will be supportive of the College while maintaining a polite manner. I agree that the College rules, code of behaviour and policies may be altered or added to at any time.

STUDENT AGREEMENT - TO UPHOLD COLLEGE EXPECTATIONS RELATING TO:

- Student Behaviour Policy
- Drugs and Substance Abuse Policy and;
- Technology User Policy

The following are excerpts from the above policies. Full copies of our policies are available on the College website www.gulfcc.qld.edu.au

a) BEHAVIOUR MANAGEMENT STATEMENT

POLICY STATEMENT

Gulf Christian College expects all students to actively participate in the Christian life of the College and in doing so:

- uphold the value of respecting myself and other members of the College community;
- be respectful of others' property and equipment, including the College grounds and buildings
- willingly contribute my personal gifts and talents to the College community, in curricula, co-curricular activities and sporting events.

DECLARATION

I acknowledge the importance of my education and the right of others to their education and in doing so:

- acknowledge the importance of class work, homework tasks and assessment items, and be dedicated to the suitable organisation and completion of these tasks;
- attend school and all classes regularly, punctually and well prepared;
- recognise and accept the College guidelines and policies, as being necessary for the safety and well-being of all students, including myself;
- to especially take no part in the bullying of others whether to their face, verbally or physically or by mobile phone or other technology;
- take part in all excursions, camps etc. that contribute to my holistic education;
- be neatly and appropriately dressed on school days in complete academic uniform with the exception of full sports uniform for sport, College swimming and athletics carnivals.

b) DRUGS AND SUBSTANCE ABUSE POLICY

POLICY STATEMENT

Gulf Christian College prohibits the unlawful manufacture, distribution, dispensing, possession and use of controlled substances. Controlled substances include, but are not limited to, narcotics, barbiturates, amphetamines, cocaine, marijuana, anabolic steroids and misused prescription or legal drugs or alcohol.

Compliance with this policy is a condition of enrolment and/or employment at the College. All members of the Gulf Christian College community are expected to be familiar with and abide by the principles and details of this policy.

A student shall not:

- knowingly have in her/his possession a drug of dependence other than that for which she/he holds a current prescription given by a registered medical practitioner, nor a prohibited/harmful substance and/or administer/supply to her/himself; or permit another person to administer/supply to her/himself a drug of dependence or a prohibited/harmful substance, and/or
- have in her/his possession any piece of equipment for use in connection with the smoking, consumption, sniffing or administration of such a drug or substance or the preparation of such a drug or substance, for smoking, consumption, sniffing or administration.

DECLARATION

I agree to comply with the College's policy in respect to drugs within the College context as defined above. I further agree that should I be involved in a breach of this agreement, I will undertake to assist the College in its response to the breach and further to comply with any pastoral support program and discipline responses as may be decided as appropriate by the College in the circumstances. Further, I understand that there may also be consequences from the Law.

I accept that searches of my property may be required where there is a reasonable suspicion of breach of the College rules

and policies. I have read the agreement and understood my obligations under the Policy.

c) TECHNOLOGY POLICY

POLICY STATEMENT

We believe that the benefits to users from access to computers and the Internet, in the form of learning, information resources and opportunities for collaboration, exceed any disadvantages. This policy makes clear the expectations of the College. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards of behaviour that their students should follow when using media and information sources. Breaches of this policy may result in College penalties in addition to any that may arise under law.

DECLARATION

I am aware that I must not use College technology for any improper purpose (including bullying, looking up inappropriate sites, etc.) This covers misuse of any personal mobile phones at the College.

I am also aware that I may not use any technology at any time to film, identify, comment upon or make derogatory comments about other students, teachers, the College Principal or the Christian basis of the College. I am aware that if found to be in any way connected to such behaviour this will result in severe discipline and a show cause why I should remain at the College.

CREDIT POLICY - FEE COLLECTION

The College requires all fees to be paid in a timely manner to assist with budgeting and operational aspects. The College is a non-profit organisation and therefore payment of fees on time is critical to the effective provision of educational services.

The Strategic Plan for Gulf Christian College identifies that:

- the College be good stewards of the finances and resources in its charge. We are committed to use our finances and resources wisely in managing the College affairs while at the same time ensuring accessibility to all families who genuinely desire a Christian education for their students.
- the College seeks to develop and maintain the physical resources and facilities in order to maximize the education experience and outcomes for its students.
- The College seeks to conduct its relationships, programs and business dealings in a way that will demonstrate Christian values and ethics.
- Parents are likewise accountable to the College for prompt and full payment of fees in recognition of their acceptance of these terms at the time of enrolment of their students into the College.

POLICY STATEMENT

1. Full payment of fees invoiced and due for that term is due within 14 days of commencement of each term unless prior arrangements are approved by the Principal/Business Manager.
2. Each family has three options to pay their account:
 - i. Account must be paid in full by the specified due date; or
 - ii. A regular payment via bank transfer or Centrepay is set up for payment of fees; or
 - iii. A formal payment schedule is submitted to and accepted by the College. The request for payment schedule is a request to extend the notice stipulated in the credit policy and must outline how and when your fees will be paid.
3. Parents who are unable to pay within the specified time will be required to advise the College in writing of a payment schedule to reduce their account in the shortest time possible.
3. When a parent/guardian wishes to withdraw their students from the College, 14 days' notice is required, otherwise two week's fees may be payable.

The law requires that Gulf Christian College Ltd operate with sufficient financial resources for its day-to-day operations. Likewise the law provides the College with avenues to follow-up unpaid fees. This policy will be implemented immediately when a student commences at the College.

The College will at all times be open to negotiate mutual payment arrangements and parents are encouraged to keep the Principal/Business Manager informed of any relevant circumstances.

Families experiencing difficulties making payment are requested to contact the Business Office BEFORE the account becomes overdue. In most situations, an ongoing payment arrangement must be established when there is a debt outstanding beyond the terms outlined in (1) above. This also applies when parents leave the College and fees remain outstanding. Failure to comply may result in the student/s reports being withheld and the College proceeding with collection of outstanding fees through legal channels.

CONSEQUENCES

Overdue accounts where satisfactory payments have not been entered into or adhered to incur late penalty fees.

Continual failure to maintain a suitable payment arrangement may jeopardise the ongoing enrolment of the student.

Failure to come to a suitable payment arrangement may result in the matter being referred to a Debt Collection Agency.

Default payments may result in the account holders being listed with a credit reporting agency. Costs and commissions associated with the collection will be added to the outstanding balance.

CONSENTS

- A) I consent to my child participating in all regular curricular, sporting and extra-curricular activities conducted with the approval of the College, such as day trips, excursions and functions. If my child is unable to participate, I will contact the College. Parents are asked to read the newsletters, website and school social media sites for notice of events and activities. I also agree to my child travelling on the College buses or any form of public or private transport where such transport is necessary or desirable.

I accept that this consent lasts for the period my child is at the College and that no further consent need be sought for activities.

I understand that for all other activities/excursions (see below) where, in the reasonable opinion of the teacher in charge, specific consent is required, that additional consent will be sought.

Examples of such activities include:

- overnight activities
- activities involving distance or extensive travel
- activities which may have higher than average or inherent risk

☐ YES ☐ NO

- B) I consent to my child being identified (filmed, photographed and/or named) in College related publications, including newsletters, web site, social media pages, records of achievement and DVD productions for marketing, end of year events, speech nights and special events.

I consent to the College sharing my personal information (limited to name, address, telephone numbers, and occupation) to its associated supporting groups and my child's details to the College Alumni Association, when she/he leaves the College.

I am also aware that if I do not want these details shared that I will put this in writing to the College.

☐ YES ☐ NO

- C) I understand that sunscreen may from time to time be applied by staff at the College, especially for sporting events or when children need to walk to another town venue for an activity, etc.

I understand that during the wet season mosquitoes can be around the College at break times and before and after school. The College keeps insect repellent in stock to spray on each of the students so that they are not bitten and to aid against the spread of mosquito borne diseases.

If my child has an allergy to sunscreen or insect repellent, I will inform the College of this on the Student Information & Medical Form.

☐ YES ☐ NO

- D) I consent to the authorisation of staff to contact professionals, outside organisations and other entities to discuss reports written by the external party, that you as a parent may provide to the College.

☐ YES ☐ NO

- E) I consent to the terms of the credit policy and advise here the method that school fees will be paid (must tick one):-

- ☐ In full by the due date each term
- ☐ By regular payments into the College's bank account which is shown on the fee statement
- ☐ By regular payments through a Centrepay arrangement
- ☐ By regular payments at the College Reception

Any consent/s I have given is valid at all times while my child is in the custody of the College, including but not limited to, such times as my child is on campus, is present at school camps or is attending or participating in a work experience program, excursions or functions.

I have made full and frank disclosure of all information requested by the College in the Enrolment Application Form and are aware of our continuing obligations to keep the College informed of any changes which may affect my child's wellbeing or progress at the College.

This contract will be binding and remain in force for the duration of my child's enrolment at the College.

I sign, understanding what is expected of me and will commit to the above.

Student Signature Date

Mother/Guardian signature Date

Mother/Guardian Name

Father/Guardian signature Date

Father/Guardian Name



Gulf Christian College Ltd

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