



Durack School

Transition Enrolment Pack



Durack.School@education.nt.gov.au

<https://durackschool.com.au/>

 Durack School

89977555



Durack Transition Enrolment Checklist

Child Name:

DOB:

Suburb of Residence:

Completed and Signed Enrolment Information

- Student Enrolment Form
- Transition Enrolment Attachment
- Environmental Science Agreement
- Talent Release Authorisation
- Sun Smart Agreement
- Acceptable Technology Use Agreement

Copies of Personal Documents

- Proof of residency (Rental agreement, rates notice, etc.)
- Birth Certificate or Passport
- Visa Information (If applicable)
- Immunisation Records
- Diagnosis, NDIS and/or referral to Health Services Information (If applicable)
- Parent Consent Authority (If applicable)

Information for Parents/Carers

- Transition Parent Handbook
- QuickCliq Canteen Information guide
- Class Dojo & Facebook school communication channels

Additional Notes:

| Office use only | |
|---|------------------------------------|
| Student UPN: (please use Student Master Index) | |
| Year: | |
| Form: | |
| Anticipated start date: | |
| Enrolment status: | Full-time Part-time FTE: |

Student Enrolment Form

Information and Privacy

The Department of Education is committed to providing Northern Territory students with quality education services. The department needs to ask for personal information from students, parents and guardians so it can plan, provide and report on its services, and to monitor compliance under the *Education Act*. Personal information will only be disclosed for these purposes as permitted by the *Information Act*.

The *Privacy Statement* attached is for your information. Please take the time to read this as it outlines in greater detail the use and disclosure of the information that you provide.

If you need help completing this form, including translation services, please contact your school.

| | | |
|--|--|-----------------------------|
| School name: | | |
| Has the student ever attended an NT school? | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| What was the last school the student attended? | School name: | |
| | State/Territory: | Country: (if not Australia) |
| | Year/grade/level attained: | Date of leaving: / / |
| Is this student residing in the NT due to a Defence Force posting? | Yes | No |
| Proof of identity attached (e.g. birth certificate, passport) | Yes | No |

| Section 1 Student Details | | |
|--|------------------|---------------------|
| Surname: | | |
| Legal surname on birth certificate: (if different from above) | | |
| Previous surname: (if applicable) | | |
| 1st name: (given name) | | |
| 2nd name: (middle name) | | |
| 3rd name: (if applicable) | | |
| Preferred first name: | | |
| Has the student been known by any other names? (if not listed above) | Other surname/s: | Other first name/s: |

| | |
|---|---|
| Date of birth: | |
| Gender: | <input type="checkbox"/> Male <input type="checkbox"/> Female |
| Tribal grouping/clan name: (if applicable) | |
| Skin name: (if applicable) | |
| Student's residential address: | |
| Suburb/town/community: | Postcode: |
| Student's postal address: (if different from above) | |
| Suburb/town/community: | Postcode: |

| | |
|--|--|
| Senior secondary students only | |
| Student's contact details: | Phone: |
| | Mobile: |
| | Email: |
| Student's car registration number: (if applicable) | |
| Is the student independent? (i.e. living without a parent/guardian) | <input type="checkbox"/> Yes (If yes, all correspondence will be sent to the student). <input type="checkbox"/> No (If no, all correspondence will be sent to the parent/guardian). |

| | |
|---|---|
| Section 2 Additional Student Information | |
| Is the student of Aboriginal or Torres Strait Islander origin? | <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 |
| Does the student speak a language other than English at home? (If more than one language, indicate the one that is spoken most often) | <input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify: _____ |
| Is the student an Australian citizen or permanent resident? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If no, what is the visa subclass number: (e.g. 457, 676) If you have any questions about the visa subclass, contact the department's International Services Branch on 8901 4905. | _____ <input type="checkbox"/> Copy of visa attached? |
| If born overseas, on what date did the student arrive in Australia? | / / |
| In which country was the student born? | <input type="checkbox"/> Australia <input type="checkbox"/> Other – please specify: _____ |

Section 3 Special Family Circumstances

Special family circumstances include a single parent, dual custody, foster care, court orders, access restrictions etc. Please provide details of the circumstances.

Are supporting legal documents attached? Yes No

Section 4 Parent/Guardian Information

If you are an independent student (living without a parent or guardian) please go straight to Section 7

| | Parent/guardian 1 | Parent/guardian 2 |
|--|--|--|
| Title: (Mr/Ms/Mrs/Miss) | | |
| Surname: | | |
| First name: | | |
| Middle name: | | |
| Relationship to student: (e.g. father, grandmother) | | |
| Responsible for parenting* | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Lives with student* | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Receive reports etc* | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Contact this person in an emergency?* | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No (If all the No boxes above are ticked, please ensure Section 3 is completed.) |
| Home phone: | | |
| Other phone: | | |
| Mobile: | | |
| Email: | | |
| Residential address: | | |
| Suburb/town/community: | | |
| Postcode: | | |
| Postal address: (if different from above) | | |
| Suburb/town/community: | | |
| Postcode: | | |

*Tick all boxes that apply

Section 5 Parent/Guardian Background Information

The information requested in this section is collected for national reporting purposes. All parents across Australia are being asked to provide this optional information. It will be used to assist school education authorities in ensuring funding and teaching resources are appropriately allocated to Territory schools as part of the *National Education Agreement*.

Does the parent/guardian speak a language other than English at home?

If more than one language, indicate the one that is spoken most often.

| Parent/guardian 1 | Parent/guardian 2 |
|---|---|
| <input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify | <input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify |

What is the **highest** year of primary or secondary school the parent/guardian has completed?

For persons who have never attended school, mark Year 9 or equivalent or below.

| Parent/guardian 1 | Parent/guardian 2 |
|--|--|
| <input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below | <input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below |

What is the level of the **highest** qualification the parent/guardian has completed?

| Parent/guardian 1 | Parent/guardian 2 |
|--|--|
| <input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Advanced diploma/Diploma <input type="checkbox"/> Certificate I to IV (including trade certificate) <input type="checkbox"/> No non-school qualification | <input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Advanced diploma/Diploma <input type="checkbox"/> Certificate I to IV (including trade certificate) <input type="checkbox"/> No non-school qualification |

What is the occupation group of the parent/guardian?

Please select the appropriate parental occupation group below (for more details refer to Appendix 2).

If the person is not currently in paid work but had a job or retired in the last 12 months, please use the person's last occupation.

| Parent/guardian 1 | Parent/guardian 2 |
|---|---|
| <input type="checkbox"/> Group 1 Senior management in large business organisation, government administration, and qualified professionals | <input type="checkbox"/> Group 1 Senior management in large business organisation, government administration, and qualified professionals |
| <input type="checkbox"/> Group 2 Other business managers, arts/media/sportspersons, and associate professionals | <input type="checkbox"/> Group 2 Other business managers, arts/media/sportspersons, and associate professionals |
| <input type="checkbox"/> Group 3 Tradesmen/women, clerks and skilled office, sales and service staff | <input type="checkbox"/> Group 3 Tradesmen/women, clerks and skilled office, sales and service staff |
| <input type="checkbox"/> Group 4 Machine operators, hospitality staff, assistants, labourers and related workers | <input type="checkbox"/> Group 4 Machine operators, hospitality staff, assistants, labourers and related workers |
| <input type="checkbox"/> Other Not in paid work in the last 12 months | <input type="checkbox"/> Other Not in paid work in the last 12 months |

Section 6 Sibling Information

Does the student have any brothers or sisters at this school?

Yes No If yes, provide details below

| Sibling's given names | Surname | Date of birth |
|-----------------------|---------|---------------|
| | | / / |
| | | / / |
| | | / / |
| | | / / |

Section 7 Additional Emergency Contacts

For an emergency where the parent/guardian/carer cannot be contacted, please provide alternative contacts. For independent students this is the 1st point of contact in an emergency.

| | Contact 1 | Contact 2 |
|-----------------------------------|-----------|-----------|
| Title: (Mr/Ms/Mrs/Miss) | | |
| Name: | | |
| Relationship: (e.g. aunt, friend) | | |
| Phone 1: | | |
| Phone 2: | | |

Section 8 Medical Details and Consent

Does your child suffer from any of the following?
(Tick all the boxes that apply)

- Allergies
 Asthma
 Diabetes
 Seizure disorder (e.g. epilepsy)
 Hearing impairment
 Physical disability
 Speech impairment
 Visual impairment
 Intellectual/learning impairment (e.g. dyslexia)
 Acquired brain impairment
 Mental health or behaviour issue (e.g. depression, ADHD)
 Other, please specify: _____

If you have ticked any of the boxes above please provide further information. Also provide details if the student has any special needs or requires support in school (including details of previous special needs assessments undertaken by a school etc).

NOTE: School staff will administer first aid, seek medical assistance or call an ambulance for the student being enrolled if they judge this to be necessary.

| | |
|---|--|
| <input type="checkbox"/> Medication required. Please supply details of any treatments, care or medication required. (contact school for relevant forms) | |
| Relevant medical consent forms completed and attached: | <input type="checkbox"/> Yes <input type="checkbox"/> No, not required |
| Immunisation certificate/record provided: | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| I give consent to the sharing of health information between schools and Department of Health and Families (DHF) as stated in the privacy statement (for more details see Appendix 1). Health information may be shared with DHF, which offers student health services including nursing, dental, audiology and general health advice. DHF provides feedback to the schools after health checks (e.g. vision or hearing results.) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| I give consent to a school health surveillance check when my child is in Transition and/or Year 1 (if applicable). | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| I give consent to my primary school child having a dental examination (if applicable). Parents/guardians will be notified of the result and asked to give consent for any treatment or referrals. No treatment will be carried out without a current signed consent. Parents/guardians are encouraged to accompany their child to appointments. NB: Eligibility for public oral health services is restricted to defined client groups and excludes some visa subclass numbers. Information regarding eligibility can be found at https://nt.gov.au/wellbeing/pregnancy-birthing-and-child-health/dental-services-for-children | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Section 9 Additional Consents

Consent for publication of a student's Photo and Work

DoE may record sound and/or vision of a student and their work while they are at school or taking part in school related activities or performances. Photographs of students involved in activities, and work by students, are often published to enable the students to share their experiences and to enable parents and others to be informed about the school or college's work. This does not mean that the student loses ownership of the works.

Please provide consent for the following:

| | Use of Student Photograph | Use of Work by Student | Publishing Student First Name | Publishing Student Surname |
|--|--|--|--|--|
| School/College Newsletter | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| School/College Yearbook | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| School/College/Department Website | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |

* Consent for all other media usage should be sought as and when required.

| | |
|--|--|
| <p>Consent for library use I give consent to authorised access of the student's contact details and library borrowings by LINNet (Libraries in the Northern Territory) and associated libraries.</p> <p>School libraries use the contact details to provide library borrowing services to students, and may share this information with LINNet and associated libraries. Only authorised library personnel will have access to this information. Please note failure to provide the information in full or part may result in limiting or preventing the student from borrowing from the school library.</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <p>Consent for attending religious instruction I give consent for the student to attend religious instruction. Name of religious instruction you wish the student to attend:</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No |

It is your responsibility to notify the school in writing of any changes to the information provided on this enrolment form.

Name of parent/guardian/independent student enrolling the student and providing consents:

(Please print)

Relationship to student: _____

Signature: _____ Date: / /

Name of school witness: _____

(Please print)

Signature: _____ Date: / /

APPENDIX 1 Privacy Statement

For more information regarding the Department of Education (DoE) obligations in relation to protecting your privacy, visit <http://www.education.nt.gov.au/about-us/foi> or contact a DoE Information Officer on (08) 8901 4907. We need enrolment details for the following purposes:

Student Details

- This information is required to discuss matters regarding the student's education, for contact in an emergency or for other educational purposes. These other educational purposes may include:
 - the determination of the number of school aged children in a region, allowing DoE to plan resourcing for schools;
 - to assist in the provision of transport to and from schools;
 - to determine whether all school-aged children are enrolled in an educational facility as required by the NT *Education Act*;
 - any requirements under relevant laws of either the Northern Territory or Australian Government; and
 - students' names and demographic information may be verified against health records.

Student and Parent Background Information

- Some of this information is a standard requirement on all enrolment forms Australia wide as part of the National Education Agreement. The information you provide will assist school education authorities in ensuring funding and teaching resources are appropriately allocated to Territory schools. Some of this information will be forwarded to the Australian Government as required under the appropriate legislation.

Additional Emergency Contacts

- This is required in the event that the school is unable to contact parents/guardians. Please ensure that the people named have agreed to their details being provided to the school.

Special Family Circumstances

- Additional information about parents/guardians. This is needed so that we are aware of family arrangements e.g. foster care, dual custody, access restrictions. Please provide any relevant Court Orders including access restrictions and parenting plans, and inform the school as soon as possible about any changes to your family arrangements.
- Contact your school principal if you would like to discuss, in strict confidence, any matters relating to these arrangements.

Medical Details and Consents

- Health information is required so that our staff can properly care for your child. Please ensure this is up-to-date, as incomplete or inaccurate health information may put your child's health at risk.
- Contact information may be shared with staff of the Department of Health and Families (DHF) should nurses, dentists, audiology staff and health workers need to contact parents/ guardians. The school may need to disclose personal and sensitive information to medical practitioners, and people providing services to the school, including specialist visiting teachers and counsellors.
- We require details of student medical conditions and/or disabilities, and medication they may need while at school. If possible, please provide medication to the school in an authorised pharmacy packet.
- Please inform the school if your child develops a medical condition that may require regular or emergency treatment by school staff.
- Medical information will be shared with school staff on a "need to know" basis. Relevant sections of your child's medical records may be held at the school in suitable locations to ensure that appropriate action is taken in emergencies.
- Health information may also be shared with DHF, which offers student health services including nursing, dental, audiology and general health advice. DHF provides feedback to the schools after health checks (e.g. vision or hearing results) to ensure the student is properly cared for at school.
- DHF may provide medical information back to the school to assist in planning appropriate health interventions and to assist in classroom curriculum activities.

Please contact the school if you require further information or clarification regarding the DoE Medications Policy.

Access to Your Child's Record Held by the School

In most circumstances you are able to access your child's records. Please contact the Principal to do so. If you have any concerns about the privacy of this information please contact the Principal.

APPENDIX 2

List of Parent or Guardian Occupation Groups

Group 1

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

Senior executives/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 a 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 clerk/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 desk, admissions clerk]

Skills office, sales and service staff

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

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, kitchenhand, porter, housekeeper]

Office assistants, sales assistants and other assistants.

Office staff [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 are 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]



Transition Enrolment Attachment

If you are enrolling your child in **transition**, please answer the following questions. Your answers will help inform the Department of Education and Training to provide early childhood services (preschool and child care) that suit the needs of parents and families.

| | |
|---------------------|---|
| Student surname: | |
| Student first name: | |
| Date of birth: | |
| Sex: | <input type="checkbox"/> Male <input type="checkbox"/> Female |

| | | | | |
|---|--|---|--------------------------|--------------------------|
| 1. Approximately how long has your child resided in this community? | <input type="checkbox"/> Less than 6 months | <input type="checkbox"/> 6 months to 1 year | | |
| | <input type="checkbox"/> 1 year to 3 years | <input type="checkbox"/> More than 3 years | | |
| 2. Over the past 12 months, was your child in non-parental care on a regular basis and/or attended any other educational programs/classes? | <input type="checkbox"/> Yes - please go to question 3 <input type="checkbox"/> No - please go straight to question 6 | | | |
| 3. What type of care did your child receive? | No | Yes Full-time | Yes Part-time | |
| a) Day care centre - with preschool program | Name: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Day care centre - without preschool program | Name: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c) Day care centre - not sure about preschool program | Name: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d) Preschool - location (suburb/community): _____ | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| e) Family day care | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| f) Grandparent | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| g) Other relative | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| h) Nanny | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| i) Other person (includes friend or neighbour) | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| j) Other - please specify: _____ | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Did your child attend a language program? Please specify: _____ | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Did your child attend religious classes? Please specify: _____ | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. You answered No to question 2 - please tick the reason that applies to your situation: | Tick if applicable | | | |
| a) I preferred my child to stay at home in parental care | <input type="checkbox"/> | | | |
| b) No preschool/centre available in my suburb/community | <input type="checkbox"/> | | | |
| c) No vacancy in the preschool/centre | <input type="checkbox"/> | | | |
| d) No transport available (bus/car) to the preschool/centre | <input type="checkbox"/> | | | |
| e) The preschool/centre was not affordable | <input type="checkbox"/> | | | |
| f) Other reason - please specify: _____ | <input type="checkbox"/> | | | |

Parent Information

Work Contact Details

| PARENT 1 | PARENT 2 |
|---------------------|---------------------|
| Name: | Name: |
| Occupation: | Occupation: |
| Employer: | Employer: |
| Work Place Address: | Work Place Address: |
| Work Phone: | Work Phone: |
| Work Email: | Work Email: |

Talent release authorisation

Permission

I give permission for the Northern Territory Government to use my name and photographs, video or audio recordings of myself/my child for marketing and promotional purposes including but not limited to printed publications, newsletters, posters, advertisements, websites, social media, television commercials, billboards, and cinema and radio advertisements.

The permission will continue until I revoke permission in writing to the Northern Territory Government. In the situation where permission is revoked, every effort will be made to remove the image from future distribution; however this may not be possible or practical in some situations.

I have read and understand the above: Yes / No

| | | | |
|---|--|---------------|---------------------------|
| Name: | | | |
| Guardian name: if under 18 years: | | | |
| Email: | | Phone: | |
| Do you identify as being of Aboriginal or Torres Strait Islander descent? (Wherever possible, the Northern Territory Government will remain sensitive to cultural, family and personal sensitivities. This information is optional and will not be used for any purpose involving discrimination.) | | | Yes / No |
| Signature: | | | Date (dd/mm/yyyy): |
| Notes or special considerations | | | |

| Office use | | Collected on behalf of the Northern Territory Government | |
|---|--|--|--|
| Name: | | | |
| Organisation: | | | |
| Email: | | Phone: | |
| Description of job and person: (i.e. region, location, event name, clothing, hair colour, gender, position in shot) | | | |
| Notes: (sensitivities, exclusions, copyright considerations, original image number, file name) | | | |

Talent – information sheet

The Northern Territory Government (NTG) is collecting your information to obtain permission to use photos, video and/or audio recordings of you in Northern Territory Government advertising, documents, promotional materials, websites and social media accounts. Photos, video (now referred to as images) and/or audio recordings or other personal information described in this form may be supplied to NTG staff, contractors or service providers (i.e. graphic designers) engaged by the Northern Territory Government to produce these materials, but will not be provided to any other person or organisation for purposes other than described. The images or audio recording and a copy of the talent release form may also be stored on the NT Government Image Library.

Before you agree to any images or audio recordings of you being used by the Northern Territory Government, there are some important things you need to know.

What will happen to my images once they are taken?

The Northern Territory Government will store your images digitally in its photographic library database. The talent release form that you signed will be filed with your images. Once stored in the database, your images may be used by any Northern Territory Government department or agency for a wide variety of purposes, ongoing, until advised otherwise by you in writing.

Who can use my images?

Your images cannot be shared with any person, organisation or company outside of the Northern Territory Government, other than those specified, without your express permission. This includes private companies, political parties, and charitable organisations. Images may be shared with a Minister's office in relation to a project, initiative and/or awareness messaging.

Where will my images or audio be used?

Your images may be used in a variety of applications. Some of the typical places could include printed brochures and flyers, newspaper advertising, magazines and journals, television commercials, radio commercials, government events and displays, newsletters, websites and social media channels, outdoor billboards and banners, bus advertising and others as required. Your image may be used in situations that are unrelated to the original purpose for which they were taken.

What if I don't want my photograph to be used somewhere?

It can be quite a surprise to see your photograph blown up two metres tall at a display, or to suddenly find yourself appearing on television. You need to be aware that your photograph may be used in these situations unless you ask for it not to be. If there are circumstances where you do not want your photo used, make sure you write that down on the Talent Release Form you sign.

How do I request my photos to be get it taken off the database?

You should telephone the number on this form or send an email to let us know.

Why do you need to know if I identify as being of Aboriginal or Torres Strait Islander decent?

The NT Government delivers a wide range of services and public information programs specifically designed to reach Territorians who identify as being of Aboriginal or Torres Strait Islander descent and we appreciate that there may be certain cultural sensitivities about using your image.

You are entitled to access and amend the information provided by you.

For more information or to update your records please contact:
Northern Territory Government, Department of (INSERT)

(insert postal address)

P: (insert phone number)

E: (insert email address)

activities as directed by teachers may be downloaded. If students should unknowingly navigate to a web site that contains material that may be considered offensive, they must clear the screen immediately and notify the teacher.

- Inappropriate language or harassing others when communicating online is not permitted.
- Privacy and ownership of others' work and materials from web sites must be respected at all times.
- The use of on-line chat facilities and instant messaging must only be carried out under the supervision of a staff member and must only be as part of educational on-line activities. Safe Internet practises must be applied.
- Personal details of students may only be provided online if permission is given by a teacher.

Note: Deliberate misuse of computer equipment and software or deliberate breaches of the conditions of this agreement may result in access restrictions to ICT facilities by the student (s) involved and result in discipline by school administration.

By signing this agreement and using the equipment and resources of

School, the parent acknowledges the conditions under which their child will use the ICT facilities.

Parent

I understand the conditions under which ICT facilities are made available and agree to those conditions. I further understand that additional explanations have been provided to my child, copies of which can be obtained from the school upon request.

I understand that my child may be accessing the Internet for educational purposes or in accordance with this Agreement.

I understand that any use of facilities contrary to this Agreement, or generally, will be treated as a breach of school discipline and shall be dealt with accordingly.

The school reserves the right to vary the terms of this Agreement to accommodate unforeseen circumstances relating to the use of facilities by students. Variations shall be in writing signed by the school Principal, and shall be distributed to students and shall take effect accordingly.

Please Print (Parent / Guardian) Name:

Student Name:

Address:

Signature: _____

Agreement signed this _____ day of _____, 20_____



DURACK SCHOOL
50 Woodlake Boulevard Durack
PO Box 225 Palmerston NT 0831
Phone: 08 8997 7555
Email: Durack.School@education.nt.gov.au

**OUR SCHOOL
OUR FUTURE**
INCREASING SCHOOL
AUTONOMY
A Northern Territory Government
Independent Public School

Durack School Sun Smart Agreement

I/We are aware that too much exposure to sunlight in the school playground may result in harm to my child, eg. skin damage.

I have read and support Durack Schools Sun Safety Procedures on the Durack School website:
https://durackschool.nt.edu.au/uploads/assets/uploads/Sun_Smart_Policy.pdf

I will apply sunscreen prior to school and provide my child with a sunscreen product to be used at school and on school excursions/camps in accordance with Durack School Sun Smart procedures.

Child Name: _____

Parent Name: _____

Signature: _____

Date: _____



DURACK SCHOOL
 50 Woodlake Boulevard Durack NT 0830
 PO Box 225 Palmerston NT 0831
 Phone ~ 08 8997 7555

Email: durack.school@ntschoools.net
 Website: <http://durackschool.nt.edu.au>

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Environmental Science Animal Permission – Transition, Year 1 and Year 2

Dear Parent/Carer,

As part of our Environmental Science program we will have a variety of small animals that students will have access to, with explicit teaching and supervision. These may include, but are not limited to, chickens and rabbits.

Student safety is of the utmost importance and to maintain a high level of safety awareness and accident prevention.

We require your permission before allowing your child to interact with the animals. Please sign the permission below and return to classroom teachers ASAP.

If you have any questions or concerns, I can be reached at:

Phone: 08 89977555

Email: christine.milne@education.nt.gov.au

Sincerely yours,

Christine Milne
 Environmental Science Teacher

Cindy McLaren
 School Principal

Parent/Guardian Agreement

I give my permission for (student name) _____ in Year
 (please circle year level) Transition/1/2 (class teacher) _____, to interact safely
 with the animals at Durack School.

*** If your child has any known phobias, health issues, allergies to any plants, animals or food please fill in the details below:**

Allergy to: _____

Action to be taken: _____

Emergency Phone Number: _____

*** If there are any cultural or religious considerations required, please fill in the details below:**

Considerations: _____

 Parent/Guardian Printed Name

 Parent/Guardian Signature

 Date



Organisation



Getting Along



Confidence



Persistence



Resilience