



BURPENGARY STATE SECONDARY COLLEGE

RESPECT • COURAGE • EXCELLENCE

Phone: (07) 3481 6333 Website: www.burpengaryssc.eq.edu.au | Email: admin@burpengaryssc.eq.edu.au

Address: Pitt Road Burpengary Qld 4505

CRICOS Provider Number: 00608A

Dear Parent /Carer,

Thank you for considering Burpengary State Secondary College for your child's education. We understand that choosing the right school is one of the most important decisions you can make, and we're honoured that you're exploring our college as a potential home for your student's learning journey.

Burpengary State Secondary College is a supportive and inclusive community, and we look forward to the possibility of welcoming your family and working together for many years to come.

Enrolment Process – Step by Step

Step 1: Check Your Address

Use the online catchment map to confirm your home is within our school's enrolment zone:

- o [Catchment Map](#)

Step 2: Prepare Supporting Documents

- Please gather the following documents:
- Child's Birth Certificate (or Passport and Visa, if applicable)
- Most recent School Report
- Parent/Carer identification – 100 points of ID
- Proof of Residency (2 items):
 - o One must be a rates notice or lease agreement
 - o One must be a recent utility bill (e.g., electricity, gas, or phone)
- Any relevant Court Orders

Step 3: Complete Additional Forms

- These are essential to finalise your application and include:
- State School Consent Form
- Student Code of Conduct agreement form
- Chaplaincy Consent
- Student Resource Scheme Form
- Enrolment Agreement
- USI form

Step 4: Submit Your Application

- Complete the forms and email to enrolments@burpengaryssc.eq.edu.au with all supporting documentation or
- Complete the forms and return to the administration office between the hours of 8.00am and 3.30pm Monday to Friday.

What Happens Next?

Once your application has been reviewed, our Enrolment Officer will contact you with the next steps. Please note:

You and your child will be required to attend an enrolment interview with a member of our Leadership Team before they can commence.

We look forward to supporting your family throughout the enrolment process and welcoming you into our school community.

Kind Regards

Peter Hoehn
Principal

Great state. Great opportunity.





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Student Code of Conduct Agreement form

Burpengary State Secondary College is committed to providing a safe, respectful and disciplined learning environment for all students, staff, parents and visitors.

The Burpengary State Secondary College **Student Code of Conduct** sets out the responsibilities, processes and policies we use in our College

Its purpose is to facilitate high standards of behaviour from all in the College Community, ensuring learning and teaching in our College is prioritised, where all students are able to experience success and staff enjoy a safe workplace.

I accept the responsibilities, processes and policies outlined in the Student Code of Conduct and acknowledge the following policies have been explained to me.

Anti-bullying Policy

Attendance Policy

Senior School Student Engagement Policy

College Dress Code

Complaints Management Policy

Enrolment Agreement

Homework Policy

ICT Acceptable Use Policy

Mobile Electronic Devices Acceptable Use Policy

PBL Expectations

WIO – Working it out

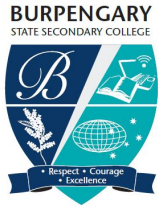
Hostile people on School Premises

Temporary removal of student property

Student Name: _____ Signature: _____

Parent/Carer Name: _____ Signature: _____

Principal/Delegate: _____ Signature: _____



Burpengary State Secondary College

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2026 State School Permission

Introduction to the State School Consent Form for Burpengary State Secondary College

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

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

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

Your child's student materials:

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

Purpose of the consent

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

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

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

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

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

Voluntary

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

Consent may be limited or withdrawn

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

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

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

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

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

Media sources used

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

- School website: <https://burpengaryssc.eq.edu.au/>
- Facebook: <https://www.facebook.com/BurpengarySSC>
- Instagram: https://www.instagram.com/burpengary_state_secondary/
- Other:
 - Electronic Sign
 - Local Newspaper
 - School Newsletter
 - Traditional on online media, printed materials, digital platforms' promotional materials, presentatioins and displays
- Local newspaper
- School newsletter
- Traditional and online media, printed materials, digital platforms' promotional materials, presentations and displays.

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

Duration

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

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

Who to contact

To return consent, express a limited consent, or withdraw consent please contact **Kirsty Wing, Enrolments Officer** using email address enrolments@burpengaryssc.eq.edu.au or phone number **0734816333**.

Kirsty Wing should be contacted if you have any questions regarding consent.

State School Consent Form

1. IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

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

Full name of individual

Date of birth

Name of school: **Burpengary State Secondary College**

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

☐ Full Name ☐ First Name ☐ No Name ☐ Other Name

If other name, please provide the name to be used

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

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

2. PERSONAL INFORMATION AND MATERIALS COVERED BY THIS CONSENT FORM

Personal information that may identify the person in section 1:

- Name (as indicated in section 1), image/photograph, school name, recording (voices and/or video), year level
- Materials created by the person in section 1:

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

3. APPROVED PURPOSE

If consent is given in section 6 of the form:

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

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

4. TIMEFRAME FOR CONSENT

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

5. LIMITATION OF CONSENT

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

6. CONSENT AND AGREEMENT

School name: Burpengary State Secondary College

Form due date: 31/01/2025

CONSENTER - I am: *

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

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

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

Print name of student

Print name of consenter

Signature or mark of consenter

Date

Signature or mark of student

Date

Privacy Notice

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

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

SPECIAL CIRCUMSTANCES

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

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

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

Print name of witness

Signature of witness

Date

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

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

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

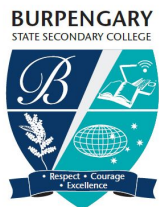
I confirm that the person was given an opportunity to ask questions about the explanatory letter and State School Consent Form, and all the questions asked by the consenter have been answered correctly and to the best of my ability. I confirm that the individual has not been coerced into giving consent,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

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

Print name and role of person taking the consent

Signature of person taking the consent

Date



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2026 Student Resource Scheme

The Student Resource Scheme

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

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

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

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

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

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

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

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

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

Payment

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

Participation

School name: Burpengary State Secondary College

Form due date: 13/02/2026

Please answer *

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

Student name

Parent name

Parent signature

Date

Privacy Notice

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

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

Purpose of the SRS

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

Participation in the SRS

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

Non-Participation in the SRS

15. Parents who choose not to participate in the SRS are responsible for providing their student with all items that would otherwise be provided by the SRS to enable their student to engage with the curriculum.
16. The school will provide non-participating parents with a list of resources the parents are required to supply for their child.
17. All items included in the SRS must be able to be independently sourced, purchased and supplied by parents who choose not to participate in the SRS.
18. As the SRS operates for the benefit of participating parents and is funded from participation fees, SRS resources will not be issued to students whose parents choose not to participate in the SRS. The Resources.
19. SRS funds received by the school will only be expended on student resources outlined in the school's SRS and will not be expended on other items or used to raise funds for other purposes.
20. In return for payment of the participation fee, the SRS will provide the participating student with the entire package of resources for the

specified participation fee. It is not available in parts unless specifically provided for by the school in the fee structure.

21. The resources, as determined and advised by the school may be:
 1. retained by the student and used at their discretion; or
 2. used/consumed by the student in the classroom; or
 3. hired to the student for their personal use for a specified period of time
22. All SRS resources hired to a student for their temporary use remain the property of the school. The resources must be returned by the agreed date or if the student leaves the school.
23. Parents are responsible for ensuring that any hired SRS resources provided for their child's temporary use are kept in good condition.
24. The school administration office must be notified immediately of the loss or damage to any hired item.
25. Where a hired item is lost, not returned, or damaged, parents will be responsible for payment to the school of the value of the item or its repair.
26. The replacement cost of any resource may be up to the maximum value (subject to depreciation where appropriate) of the acquisition cost to the school.
27. Parents may be responsible for supplying their child with other resources not specified in the SRS as advised by the school.

Payment Arrangements

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

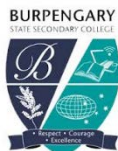
Debt Management

31. Payment of the participation fee is a requirement for continued participation in the SRS.
32. 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 <http://pqr.qed.qld.gov.au/corp/finance/accounts/Pages/Debt-Management.aspx>. Parents' Experiencing Financial Hardship
33. Parents experiencing financial hardship who are currently participating in or wish to participate in the SRS should contact the school to discuss options.
34. Principals may vary payment options, negotiate alternative arrangements and/or waive all or part of the participation fee for parents experiencing financial hardship.
35. The onus of proof of financial hardship is on the parent.
36. The school may require annual proof of continuing financial hardship.
37. 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 directly from the school.
- Parents not participating in the SRS should contact the school directly if they do not automatically receive the payment.



HOW TO CREATE YOUR UNIQUE STUDENT IDENTIFIER (USI)

If you already have a USI? Please write your USI number in the section at the bottom of this page
Please note a USI number is NOT a LUI number

STEP 1 Get at least one form of ID from the list below ready:

- Birth Certificate (Australian) **please note a Birth Certificate extract is not sufficient*
- Australian Passport
- Driver's Licence
- Medicare Card (this includes current family Medicare cards where a student's name is included)
- Non-Australian Passport (with visa) – You must select 'international student' if using this option
- Certificate of Registration By Descent
- Citizenship Certificate
- ImmiCard
-

IMPORTANT: Whichever form of ID you use it must contain your full name exactly how it is shown on your **birth certificate** this is including any middle names, or hyphenated first or surnames. The school will be unable to enter the USI onto the school system unless the form of ID used to create it reflects your birth certificate. Birth certificates are used to enter student details onto our school system, it will recognise a miss match of information even for something as small as a missing hyphen, if the hyphen is on the birth certificate it must be entered like that when applying for the USI. If you have a preferred surname but it is not your surname legally shown on your birth certificate, it cannot be used to create a USI. If you no longer use your middle name but you have a middle name on your birth certificate it **must** be entered when creating a USI.

STEP 2 Go to: <https://www.usi.gov.au/students/create-your-usi>

STEP 3 Click on 'Create your USI'

STEP 4 Agree to the terms and conditions

STEP 5 Fill in your personal and contact details (This is the students details not parent)

STEP 6 Enter the requested details exactly as shown on your form of ID (see list above)

If you are receiving an error stating that your details are already in use and you do not recall creating a USI number this may be because a Training provider has already created one on your behalf, to retrieve the number, go to: https://www.usi.gov.au/system/files/documents/forgotten_usi_fact_sheet_0.pdf

STEP 7 Set your USI account password and questions for security

STEP 8 Your USI will now be displayed on the screen

STEP 9 Write down this number: At the bottom of this page **AND** in a safe place or enter into your phone for safe keeping- You will need to give this number to any future training providers you enrol with. **Please ensure your writing is clear and the letters/numbers are easy to read e.g S and 5 can look similar when hand written**

STEP 10 Complete Form below and return to the front office

Please double check that you have written your USI down correctly on this form before you submit it.

Your USI will also be sent to you by either your email, phone or by mailing address, which ever you choose as your preferred contact method when creating your USI.

FORM

Complete this form and return to front office		
Student's full name: (Exactly as it appears on birth certificate)		USI number (10 numbers and letters):
Date of birth:		
Year Level:		
Access Class:		

I hereby give permission for Queensland Government to verify my USI as indicated above

Student Name _____ Student Signature _____ Date _____

For office use only		
Processed by:	Signature:	Date:
<input type="checkbox"/> USI entered and Verified on ONE SCHOOL		

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Burpengary State Secondary College Chaplaincy Ongoing One on One Consent Form

Parent Name/s	
Student Name (In Full)	
Student Year Level	

This school community provides a chaplaincy service which is endorsed by the school's Parent and Citizens' Association and is made available on a voluntary basis to all students. Information about the service is available on the school's website and through newsletter.

_____ has accessed the chaplain and has indicated interest in meeting individually with them on a regular or ongoing basis. For this to occur, written informed consent is required.

The focus of these meetings will be determined by the students need, however chaplains are not allowed to provide counselling, evangelise or proselytise, advocate for or denigrate a particular worldview or faith. In order to ensure coordinated case management of student support, each referral that a chaplain makes to an external agency requires the explicit approval of the school's principal, deputy principal or guidance officer.

Consent provided on this form will be considered valid for the duration of the chaplain's involvement in supporting the student. Information on this form will be stored securely.

If you would like to discuss this matter, please contact myself, on 3481 6333, or the school chaplain through the school office.

Yours sincerely

Peter Hoehn
Principal

Please indicate whether you consent to these ongoing individual meetings.

- ☐ I consent to _____ meeting with the Chaplain.
- ☐ I **do not** consent to _____ meeting with the Chaplain.

Parent's/Guardian's / Student's Signature: _____ Date: _____

Office Use:			
Retain original in the student's file and provide a copy of notice to the chaplain/student welfare worker.			
Does the student/parent require an interpreter?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Has an interpreter been used to explain this information?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Privacy Notice

The Department of Education is collecting personal information about the student in this form for the purpose of recording consent for participation in one-on-one meetings with the school's chaplain or student welfare worker. This form will be stored securely at school and only be accessed by the Chaplain, the school's student support team and the principal. The personal information collected here will not otherwise be used or disclosed unless you consent, or the use or disclosure is authorised by law.

Great state. Great opportunity.

