

NRL COWBOYS HOUSE

STUDENT ENROLMENT APPLICATION PACK | 2017

For assistance in completing this application, please contact:

Tel: 07 4773 0767

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Postal address: PO Box 577, Thuringowa Central, Qld 4817



Australian Government



Community
FOUNDATION



Queensland
Government

A. STUDENT INFORMATION

1. STUDENT'S FULL NAME & CONTACT DETAILS

Surname: _____

Given names/s: _____ Preferred name: _____

Home address: _____

Email address: _____

Home phone no: _____ Mobile no: _____

2. WHO DOES THE STUDENT LIVE WITH? (Please tick below)

Parents Grandparents Aunty & Uncle Guardian/Other

Their name and address:

Full name: _____

Home address (if different from above): _____

3. STUDENT'S BIRTH & CULTURAL HERITAGE DETAILS

Date of birth: ____/____/____ Gender: Male Female

Your Cultural Heritage (please tick below):

Aboriginal Torres Strait Islander Aboriginal and Torres Strait Islander

Aboriginal name: _____ Clan: _____

Your birth place: _____

Language(s) spoken at home : _____

Your religion: _____

4. PREVIOUS SCHOOL ATTENDED IN 2016

School name: _____ Location: _____

Year level in 2016 (please tick): 6 7 8 9 10 11 12

5. GOVERNMENT FINANCIAL ASSISTANCE

Is the student eligible for Abstudy? No Yes

Is the student receiving a Centrelink Youth Allowance? No Yes

Does the student have a Tax File Number? No Yes
(Please provide number) _____

6. DOES YOUR CHILD HAVE A CRIMINAL RECORD? (Please tick below)

No Yes – if yes, please give details _____

Please give the name of their Juvenile Justice Case Worker _____

Do you give permission for us to contact their Case Worker? Yes No

B. FAMILY INFORMATION

1. MOTHER / PARENT 1 / GUARDIAN 1

Title (*please circle*): Mrs / Ms / Miss / Mr / Dr

Given names: _____

Surname: _____

Place of birth: _____ Date of birth: _____

Do you speak a language other than English at home? Yes No

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

What is your relationship to the student? (eg birth mother, aunt, grandmother, sister, family friend)

Are you the Student's legal guardian? Yes No

Does the student live with you permanently? Yes No

CONTACT INFORMATION

Mailing address: _____

_____ Postcode: _____

Community address (if different from above): _____

_____ Postcode: _____

Home phone number: _____ Mobile: _____

Work phone number: _____ Email: _____

CULTURAL IDENTITY/ NATIONALITY:

Aboriginal Torres Strait Islander Aboriginal and Torres Strait Islander

Other – please specify: _____

RELIGION: _____

Do you expect the student to access Religious Instruction? Yes No

EMPLOYMENT: Are you currently employed? Yes Yes

If yes, please provide details below:

Name of employer: _____ Occupation: _____

ASSISTANCE: Do you receive any of the following payments? (*please tick*)

Parenting Payment

Family Allowance

Sickness Benefit

Newstart Allowance

Sole Parent Pension

Pension

CEDP Wages

PLEASE NOTIFY US IF YOUR ADDRESS & CONTACT DETAILS CHANGE

2. FATHER / PARENT 2 / GUARDIAN 2

Title (*please circle*): Mr. / Ms. / Miss / Mrs. / Dr

Given names: _____

Surname: _____

Place of birth: _____ Date of birth: _____

Do you speak a language other than English at home? Yes No

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

What is your relationship to the student? (eg father, uncle, grandfather, brother, family friend)

Are you the Student's legal guardian? Yes No

Does the student live with you permanently? Yes No

CONTACT INFORMATION

Mailing address: _____

_____ Postcode: _____

Community address (if different from above): _____

_____ Postcode: _____

Home phone number: _____ Mobile: _____

Work phone number: _____ Email: _____

CULTURAL IDENTITY/ NATIONALITY:

Aboriginal Torres Strait Islander Aboriginal and Torres Strait Islander

Other – please specify: _____

RELIGION: _____

Do you expect the student to access Religious Instruction? Yes No

EMPLOYMENT: Are you currently employed? Yes No

If yes, please provide details below:

Name of employer: _____ Occupation: _____

ASSISTANCE: Do you receive any of the following payments? (*please tick*)

Parenting Payment

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Pension

CEDP Wages

PLEASE NOTIFY US IF YOUR ADDRESS & CONTACT DETAILS CHANGE

3. SPECIAL FAMILY CIRCUMSTANCES

Are there any special family circumstances? (eg single parent custody, dual custody foster care, access restrictions)

No Yes

If yes, supporting legal documents are required – are these attached? No Yes

Are there any other conditions enforced by law? Please provide details: _____

Is the student currently taking medication?

No Yes – *if yes, please list below or on a separate sheet, if necessary*

PRESCRIPTION MEDICATIONS

Please list current prescription medications, their dose and frequency that the student is currently taking:

Name of medication	Dose	Frequency	Duration	By self or needs assistance

NON-PRESCRIPTION MEDICATIONS

Please list specific non-prescription medications to be administered when required (e.g. Panadol, Mylanta etc.)

Name of medication	Dose	Frequency	Duration	By self or needs assistance

ASTHMA HISTORY

Has the student **been to hospital due to asthma** in the past 2 years?

No Yes – *if yes, please provide details:* _____

Has student been treated with **oral cortisone** in the past 12 months?

No Yes – *if yes, please provide details:* _____

Name, dose and device used of **current preventer medication:** _____

What signs/symptoms does student display when their asthma is getting worse? _____

Name, dose and device used of **current reliever medication:** _____

Does student have an asthma action plan? No Yes – *if yes, please provide a copy.*

ALLERGIES/ANAPHYLACTIC REACTIONS

Please provide details of any diagnosed allergies and/or anaphylactic reactions to the following (please attach treatment plan if applicable):

Medications (e.g. Penicillin) _____

Food (e.g. peanuts) _____

Other (e.g. plants, insect bites/stings, etc.) _____

3. IMMUNISATION INFORMATION

Immunisation record attached: Yes No

Please indicate immunisation status in the boxes below using the most appropriate code:

F – Fully immunised **N** – Not immunised **I** – Incomplete immunisation **P** – Personal objections

- | | | | | |
|-------------------------------------|--------------------------------------|--------------------------------------|----------------------------------|------------------------------------|
| <input type="checkbox"/> Measles | <input type="checkbox"/> Mumps | <input type="checkbox"/> Rubella | <input type="checkbox"/> Tetanus | <input type="checkbox"/> Pertussis |
| <input type="checkbox"/> Diphtheria | <input type="checkbox"/> Polio (OPV) | <input type="checkbox"/> Hepatitis B | <input type="checkbox"/> Hib | <input type="checkbox"/> BCG |

**4. EMERGENCY CONTACT DETAILS
(TO BE CONTACTED IF PARENT / GUARDIAN CANNOT BE REACHED)**

Name 1: _____ **Relationship to student:** _____

Address: _____

Home phone: _____ **Work phone:** _____

Mobile: _____

Name 2: _____ **Relationship to student:** _____

Address: _____

Home phone: _____ **Work phone:** _____

Mobile: _____

D. NRL COWBOYS HOUSE POLICIES

1. FEES & CHARGES

Where possible, all costs will be covered by Abstudy if your student is eligible for assistance. However, families need to provide clothing, personal items and spending money for your student throughout the year.

To provide the best leadership and development program for our students some activities will not be funded by Abstudy. We will endeavour to raise money to meet these costs and may also ask parents for a contribution.

2. STUDENT POCKET MONEY & CENTREPAY

NRL Cowboys House Pocket Money System is designed to educate each student about responsible use of their money. It teaches budgeting skills and ensures equality for all students.

The House does not provide students with additional pocket money or personal spending money. This is the responsibility of the family and student.

You can elect to provide pocket money to your son through the Centrepay deductions. Key Cards are prohibited at NRL Cowboys House for all students regardless of age.

The deduction is automatically transferred by Centrelink to each individual student's Centrepay account. Pocket money may cover purchase of uniforms as required and sufficient funds to enable the student to purchase additional clothing if needed throughout the school term.

Parents do not need to provide additional funds unless they wish to do so. If they choose to do so the additional money MUST go through the NRL Cowboys House Pocket Money System.

Students will be taken on supervised shopping trips two times per term if they require additional personal items (clothing). They can request extra money from their Centrepay account if this has been arranged and will be supported by staff to make these purchases.

3. RETURN OF MONEY

If a student discontinues their enrolment with NRL Cowboys House, any surplus funds will be remitted as follows:

- Funds for students under 18 years will be returned to the Parent/Guardian
- Funds for students over 18 years will be returned to the Student

4. MOBILE PHONE POLICY

NRL Cowboys House Students are permitted to have mobile phones. However their use will be restricted in the following manner:

- Junior Students will be required to hand in phones at bedtime each night and are then returned to the student on returning to the House in the afternoons after school.
- Senior Students will be allowed access to their phones at all times as long as they are used within the ICT guidelines of use. Students must also adhere to the mobile phone policy of their respective school.
- If a student uses their phone irresponsibly it may be confiscated and returned to the student at the end of the school term.
- Mobile phones are to be free of inappropriate or offensive content.
- Mobile phones will not be used during study times.
- The camera or video function on mobile phones is not to be used without explicit permission of both a staff member and the subject (s) of the picture/video being taken.

5. PRIVACY AND INFORMATION POLICY

- NRL Cowboys House collects personal information, including sensitive information about students, parents or guardians before and during the course of the pupil's enrolment at the House. The primary purpose of collecting this information is to enable NRL Cowboys House to providing schooling and to exercise our duty of care to your son while they are a student with NRL Cowboys House.
- Certain laws governing or relating to the operation of the boarding facility require that certain information be collected. These include Public Health & Child Protection Laws.
- Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about students when requested.
- NRL Cowboys House occasionally has to disclose personal and sensitive information to others for administrative, educational, health and wellbeing purposes. This includes to schools in which your student is enrolled, government departments, medical practitioners and people providing services to NRL Cowboys House. Including Tutors, coaches, volunteers and counselors.
- If we do not obtain the information referred to above we may not be able to enrol or continue to enrol your son.
- Personal information, including photographs, collected of students will be regularly disclosed to parents or guardians. Information such as academic and sporting achievements, student activities or other news is published in newsletters and on our website.
- Parents may ask for access to personal information collected about them and their son by contacting NRL Cowboys House. Students may also ask for access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, or access may result in breach of NRL Cowboys House duty of care to the students or where students have provided information in confidence.

E. STUDENT AGREEMENT

I, _____ (student name) want to come to NRL Cowboys House for educational reasons and to stay at NRL Cowboys House.

- I will attend school every day unless I have permission from my Boarding Supervisor.
- I will return straight home on the bus from school every day unless there are school activities and/ or I have prior permission from the Boarding Supervisor.
- I will study with Tutors and complete further hours of study as required to finish my homework and to hand in my assignments on time.
- I will follow boarding rules and will do tasks around the NRL Cowboys House as asked.
- I will do my very best to return to The House and school on time after my holidays. If I cannot return on time I will call The House BEFORE I am due to arrive back in Townsville.
- I agree to pay for any damages I cause to NRL Cowboys House property.
- I understand that there will be no relationships of a sexual nature while I am living at NRL Cowboys House.
- I will treat respectfully my fellow students, NRL Cowboys House Staff and all people that I come in contact with during my time at NRL Cowboys House.

I have read and understand these conditions. I accept and will abide by them.

(Student signature)

(Date)

F. PARENTAL CONSENT & AGREEMENTS

1. GENERAL PARENTAL AUTHORITY AND CONSENT

^ I agree for the Boarding Supervisor at NRL Cowboys House to act on my behalf in matters concerning the welfare of my child.

Yes No

2. CONSENT TO WEEKEND VISITS (maximum of 2 weekends per term)

^ In conjunction with the Boarding Rules of NRL Cowboys House, my child has my permission to stay overnight or on weekends with nominated people for a maximum of 2 weekends per term.

Yes No

Name 1: _____ Relationship to student: _____

Address: _____

Phone number: _____

Name 2: _____ Relationship to student: _____

Address: _____

Phone number: _____

3. PRIVACY POLICY

As part of NRL Cowboys House activities there may, on occasion, be a need for The House or invited media to take photographs and /or video footage of your son for publication in newspapers, newsletters, training videos, school/ NRL Cowboys House websites and documentation. Please indicate below if you do/do not wish your son to feature in such publicity. In most circumstances the images will not include any personal information regarding the student's identity.

^ I agree that photographs and /or video footage of my son may be taken and used for these purposes.

Yes No

^ I agree that the information supplied on the Student Information and Family Information sections of this form can be provided to the relevant parties for the stated purposes.

Yes No

4. TRANSPORT POLICY

^ I/We consent to my child travelling under the supervision of NRL Cowboys House staff on the House Bus or on public transport or by private car as required and whenever such travel is necessary in connection with The House activities.

Yes No

5. MEDICAL EMERGENCY AUTHORISATION

^ I authorise NRL Cowboys House to seek medical / dental attention, call an ambulance or to hospitalise my child when considered necessary. I further authorise that, if an emergency occurs requiring surgery, anaesthetic, oxygen, or blood transfusion, medication and I am unable to be contacted within a reasonable time, NRL Cowboys House has the authority to authorise on my behalf treatment as recommend by an accredited medical practitioner.

Yes No

6. AUTHORITY/CONSENT TO SUPPLY MEDICAL INFORMATION

^ I authorise medical information about my child to be released and to be given to NRL Cowboys House and any Medical Practitioners/ Health Authorities so they can look after my child's health and administer standard treatments to ensure optimal health care for my child.

Yes No

7. AUTHORITY/CONSENT FOR VACCINATIONS

^ I also give consent for my child to receive vaccinations and immunisations (eg polio, hepatitis B, rubella, tetanus) as recommended by a registered medical practitioner; to receive medical examination and emergency medical treatment if required as well as attend education sessions on topics deemed relevant or essential by NRL Cowboys House.

Yes No

8. AUTHORITY/CONSENT FOR GENERAL HEALTH SERVICES

Cowboys Community Foundation has partnered with the Townsville Aboriginal and Islander Health Service (TAIHS) to provide comprehensive health services at NRL Cowboys House.

To optimise learning, TAIHS will help each student achieve and maintain their best possible health by offering all students a complete Health Check at the start of Term 1. This Health Check will help ensure that students are ready for learning by identifying or ruling out issues such as hearing and vision problems. The assessment will cover hearing, vision, dental and general health and well-being.

TAIHS will inform parents/guardians of any concerns arising from the Health Check, and will discuss with parents/guardians any follow-up required.

If required, the TAIHS GP will make a referral to the relevant specialist or other health provider for any follow-up. We will only share health-related information with other health providers if we have parental/guardian consent to do so.

In addition to the initial health check, TAIHS can support the ongoing health needs of your child by:

- Working with NRL Cowboys House staff to handle daily health needs of students including medication
- Administration, non-invasive procedures, and care for chronic illness (diabetes, asthma, seizures, life threatening allergies and other concerns)
- Responding to any immediate health concerns, during clinic hours; and
- Providing health information and education to students.

^ I give consent for my child to have a complete Health Check in Term 1, receive ongoing health care from TAIHS and for TAIHS to share health-related information with other health providers for the purpose of making a referral and/or coordinating health care.

Yes No

9. CHECKLIST AND ACKNOWLEDGEMENT

- ⤴ *I/We have completed this application form fully and to the best of my/our knowledge.*
- ⤴ *I/We acknowledge and accept that if it can be demonstrated that I/We have withheld information relevant to this application, especially in relation to this student's individual needs, medical conditions, health care requirements, Parenting Orders or other Court Orders then the application may be refused or enrolment terminated.*
- ⤴ *I/We have included copies of the following documents with this application for enrolment (please tick appropriate boxes):*
 - Birth Certificate
 - Two most recent school reports and NAPLAN test results
 - Relevant Family Court Orders (where applicable)
 - Medical reports and/or special needs information including clinical/educational assessments
 - Immunization Record
 - Tax file number (if applicable)
 - Details of any medications – prescription & non-prescription
 - Details of any allergies
 - Centrepay deduction form from Centrelink if you elect to provide pocket money
- ⤴ *I/We understand that that if this application is successful the information that I/we have provided must be kept up to date throughout the enrolment period at NRL Cowboys House.*
- ⤴ *I/We acknowledge that completion of this form does not necessarily follow that our student will be accepted into NRL Cowboys House and that final selections will be determined in accordance with NRL Cowboys House enrolment criteria.*

10. SIGNATURE OF PARENT(S) / GUARDIAN(S):

Our signature(s) below confirm our agreements, authorisations and consents as recorded above.

_____	_____	_____
Name	Signature	Date
_____	_____	_____
Name	Signature	Date