



HENLEY
HIGH SCHOOL

International Orientation Guide

This guide is for parents, caregivers and homestay families of international students starting at Henley High School.

Your
Journey 

Your
Journey
////



Henley High School acknowledge and recognise Aboriginal and Torres Strait Islanders as the First Nations people of Australia and that they are the traditional owners and custodians of the land and waterways throughout our country.

Henley High School is on Kurna Land. We pay our respects to the Kurna people, the Elders both past and present and their spiritual relationship with country.

A student's journey through school is one of life's greatest and most important adventures.

School guides, and shapes, and transforms. It allows students to explore – explore new ideas and concepts, new ways of thinking and feeling, new ways of being. It tests students. It pushes them beyond their limits, again and again. It strengthens them, developing their resolve to become the person they are meant to be.

School helps provide purpose, revealing in students passions and pursuits that may remain with them

for the rest of their lives. It gives them direction – a path to follow beyond the voyage of school, where the next great journey awaits.

At Henley High School, our vision is to prepare our students to flourish in an evolving and challenging world. We value the school journey and are dedicated to helping each student grow and become their best self, able to adapt, respond and contribute as a resilient, ambitious and contemplative human being.

Like a boat sailing on the ocean, a core symbol of Henley High School, a student is free to make their own journey. Our students aren't alone as they set out. Just as our boat has four sets of oars, so too do our students:

- /// Our school with its committed teachers and staff
- /// The student's parents and family
- /// Their friends and the local community
- /// The students themselves.

All are driving their oars, helping the student on their journey, to strive, to seek and not to yield.



The Henley High School community is excited to welcome our new international students and families. We understand that joining a new high school is a big milestone and this is even more pronounced for our international students that are also navigating a new country and experiencing different cultures.

This Orientation Guide has been prepared for parents, caregivers and homestay families of international students starting at Henley High School. It contains all the information you need to prepare your student for the start of their high school journey. It includes details about a number of forms that need to be completed before school commences and other important information.

Please pay close attention to information marked as **Important!** to ensure your student's best success for their first weeks of high school.

A handwritten signature in dark ink, appearing to read "Tony Sims".

Tony Sims
Principal



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Checklist

We are excited for your student to continue their learning journey with us, but before they do there are a number of things you need to know and do.

Each is easy and straightforward, but there is a bit to get through. To make it simpler and so you don't miss anything this checklist has been prepared.

It includes all of the tasks that you are required to complete as part of the transition process including the due dates for each.

Between now and when your student starts with us, please work through this checklist, adhering to the due dates.

Topic	Actions	Due	Done
Orientation Day Pg 7	1. Attended Orientation Day. 2. Returned required documents, paid Laptop Program fees in full and collected laptop (see School Enrolment Form on page 8 and Laptop Program on page 9). Important: See Orientation Day on page 7	Orientation Day Orientation Day	
School Enrolment Form Pg 8	3. Completed and signed School Enrolment Important: See School Enrolment Form on page 8 & Annexure 19	Orientation Day	
Laptop Program Pg 9	4. The Laptop Program Contract and Agreement to Pay forms will be sent in Term 4 2025. Payments due before collection in 2026. Important: See Laptop Program on page 9	Orientation Day	
Early Dismissal Pg 10	5. Completed the Early Dismissal Consent Form on EdSmart.	Orientation Day	
Stationery Pg 11	6. My student purchased all stationery items that they will require.	Orientation Day	
School Uniform Pg 12	7. My student purchased all uniform items and is ready to be in full uniform on Orientation Day.	Orientation Day	
Daymap Pg 15	8. Logged in to Daymap for the first time.	Week 1	
Qkr! Pg 16	9. Downloaded the Qkr! app, created an account and set up a profile for my student.	Orientation Day	

Orientation Day

An Orientation Day will take place at Henley High School on the first Tuesday of each term.

Orientation Day is the first official day of school for our new international students and serves as an introduction to Henley High School. It allows students to start building relationships with other students and staff and helps them become familiar with the school grounds and facilities. It also provides students with information on their subject timetables, how to use their laptops and other school life areas.

Details

Who:

All international students that will be commencing at Henley High School.

Orientation Day is for students only.

Where:

Henley High School,
Cudmore Terrace, Henley Beach SA 5022

Students to report to Reception and ask for Ms Maria Georgantas (see page 17 for School Map).

Date:

First Tuesday of each term.

Time:

9.00am to 3.00pm.

Please note, this differs to normal school start and end times (see page 14 for lesson and bell times).

Registration:

There is no need to register, but it is compulsory for all commencing international students to attend Orientation Day.

Schedule:

- ✓ 9.00am: Arrival
- ✓ 10.45am to 11.05am: Recess
- ✓ 1.15pm to 1.55pm: Lunch
- ✓ 3.00pm: Dismissal.

Program:

- ✓ Welcome and introduction
- ✓ Form collection
- ✓ Tour of the school and learning areas
- ✓ ICT workshop including basic laptop use
- ✓ School photos
- ✓ School expectations
- ✓ Dictionaries, diary and calculators
- ✓ Tips for international students.

Important!

It is compulsory for all commencing international students to attend Orientation Day.

Important!

Students must bring their passport along with the Visa Grant notice and the following forms completed and signed to Orientation Day:

- ✓ School Enrolment Form (see page 8)
- ✓ Laptop Program Contract (see page 9).

Students should also pay their laptop fees in full on

Documents:

Students must attend Orientation Day with their passport, their Visa Grant notice and the following forms completed and signed:

- ✓ School Enrolment Form (see page 8)
- ✓ Laptop Program Contract (see page 9).

Fees:

Students should pay their Laptop Program Contract fees in full on Orientation Day. Laptops are only issued to students once the completed and signed contract is received and laptop fees are paid in full.

Dress code:

Students are to wear full school uniform.

Food and stationery:

Recess and lunch can be brought from home or purchased through the school canteen. See [Canteen Menu](#)

Students should also bring a pencil case with pencils/pens and a notebook/notepad.

Transport:

It is recommended that homestay families either travel with the student or have a local student travel with them, especially if they don't have a phone set up yet.

For bus routes, please refer to [Adelaide Metro website](#) Or on the Henley High School [website](#).

If travelling by push bike, there is a bike rack located between the Hall and Arts Centre (see page 17 for School Map). Students are to use their own bike locks.

School Enrolment Form

A Department for Education School Enrolment Form must be completed in order for a student to be enrolled at Henley High School.

The information collected is used for many purposes, including to:

- ✓ Maintain emergency contact information
- ✓ Inform you about matters concerning your student, their school and the education system
- ✓ Provide first aid and support student's health requirements.

Important!

You must complete and return the School Enrolment Form with your student on Orientation day.

Completing the Form

- ✓ You must complete and return the School Enrolment Form with your student on Orientation day.
- ✓ The form for you to complete is attached to this document as Annexure A on page 19.



Laptop Program

Henley High School has a strong focus on Information and Communication Technology (ICT) literacy that will enable students to be successful global citizens in the 21st century.

To support this vision, Henley High School has a 1:1 Laptop Program in place where each student has their own laptop. This initiative utilises a shared-cost model between the school and the parent, where parents make a contribution to the cost in exchange for 24/7 access, IT support, software and licensing, extended warranty and more.

All international students must complete a Laptop Program Contract and pay the laptop fees prior to receiving their laptop. The specific contract and fees are different for students undertaking the Study Abroad or Graduate Program.

Laptop Program for International Study Abroad Students

This Laptop Program cost for International Study Abroad students is \$150 for one semester or less (one or two terms), or \$200 for more than one semester (three or four terms). To complete this laptop contract [click here](#).

Laptop Program for International Graduate Students

This Laptop Program cost for International Graduate students is \$1400. To complete this laptop contract [click here](#).

Completing the contract and paying the laptop fees

- ✓ You must complete and return the Laptop Program Contract on Orientation Day (see page 7).
- ✓ The contract must be signed by BOTH the homestay parent and the student.
- ✓ Students should pay their Laptop Program Contract fees in full on Orientation Day.
- ✓ Our preferred payment method is cash or card at Student Services.

Laptop collection

- ✓ Laptops can be collected by students from Orientation Day.
- ✓ Laptops are unable to be collected prior to this date.
- ✓ Laptops are only issued to students once the Laptop Program Contract is received and the laptop fees are paid in full.

Important!

You must complete the contract specific to the program you are enrolled in and must be signed by:

- ✓ The student
- ✓ The homestay parent.

Important!

The student should pay the Laptop Program Contract fees in full on Orientation Day. Laptops cannot be collected until payment has been received by the school.

Early Dismissal

Occasionally, the school may be required to dismiss students earlier than the normal end of the school day.

For instance, students are dismissed up to one hour earlier on the last school day before the Easter long weekend, sports day, or during extreme heatwaves.

The Early Dismissal Consent Form details the scenarios where an early dismissal may be required, the notice periods provided to you in each scenario, and allows you to provide your consent to the school dismissing your child in these circumstances.

Completing the form

- ✓ You will receive an email from EdSmart with a link to this form
- ✓ Please ensure you complete this form early in the term that your student commences at Henley High School.

Lockers

All newly commencing students will be allocated a locker and provided a padlock to keep their belongings safe and secured while at school.

Students who bring mobile phones and other personal devices to school are to turn them off and place them in their locker at the start of the school day.

All students are required to use a school supplied combination padlock. If a student loses or damages a padlock, a replacement needs to be purchased at Student Services for \$31.50. The padlock remains the property of the school.

Mobile Phones

Access to personal devices during school is managed so that students can be present in their learning and interactions with their teachers and peers.

As per the Department for Education's Mobile Phone Policy, mobile phones and other personal electronic devices are to be off and away for the duration of the school day including during break times, unless they are being used for specific class work with explicit permission given by the teacher.

Students who bring mobile phones (or other devices) to school must accept sole responsibility for their care.

Students are to turn off their mobile phones and personal devices, including smart watches and earbuds and place them in their locker at the start of the school day.

Parents may apply for a mobile phone ban exemption for their student for specific purposes at:

[Mobile phone ban exemption form](#)

To support the school, if a parent has an urgent matter during the school day, then they are asked to contact Students Services who will locate their student.

Please refer to the Henley High School Mobile Phone Policy on our [website](#).

Stationery

Basic stationery items, books and equipment needed for each lesson are provided to the student by the school. Students are required to bring a hard copy bilingual dictionary.

The required bilingual dictionary must be a hard copy as electronic dictionaries are not permitted in exams. Dictionaries can be brought with the student from their home country, or can be purchased by the student from any good book store once they arrive in Australia.

Graduate students undertaking some mathematics subjects will need to purchase a graphics calculator from a shop/store. If your child requires a calculator for their maths lessons, their subject teacher will advise them at the start of the year.

We provide all new students with a basic starter pack. Graduation students are required to supply their own stationery after their 1st year.

For your convenience, the stationery list will be available on the Henley High School [website](#), where you can find additional resources and information.

School Uniform





Flex pants



Skirt



Relaxed shorts



Baggy pants



Baggy shorts

The Henley High School uniform is a symbol of pride and inclusivity for our school community and assists in providing a safe school environment for students.

The standard uniform is to be worn by students at all times when on school grounds, travelling to and from school and at all school organised activities and events, except where the PE, Sports Academy or alternative uniforms are required.

- ✓ Footwear must be plain black, flat-soled, leather, lace up school, sport or t-bar shoes.
- ✓ Socks must be plain white, grey or black.
- ✓ The summer dress and skirt must be worn 10cm above the kneecap or longer.
- ✓ Stockings must be skin-coloured (with the summer dress) or black (with the skirt).
- ✓ Undershirt can be worn provided they cannot be seen.
- ✓ Students should be with minimal makeup and unobtrusive nail polish.

For comprehensive information on the uniform, please refer to the Henley High School Uniform Policy on our [website](#).

Uniform supplier

Our uniform supplier is Devon Clothing.

Uniform orders

Uniform items can be browsed and purchased instore or online.

Address: Shop 5, 516-520 Henley Beach Road, Fulham SA 5024

Opening Hours: Book your uniform fitting appointment now to avoid delays during peak trading from 1st November 2025 until 1st February 2026.

Link: [Book a fitting](#)

Monday 8am -11am, Wednesday 3pm – 6pm and Saturday 10am – 1pm. Closed Public Holidays.

During Week 0 2026 (Monday 19th - Saturday 24th January) extended trading hours will be as follows: Monday 8am -12pm, Tuesday, Wednesday and Thursday 2pm – 6pm and Saturday 10am – 1pm.

Preloved Uniform Shop

Henley High School has a Preloved Uniform Shop that contains a variety of second-hand uniform items donated by current and past students and families. All items in the shop are free. Access is by appointment only from Monday 19th January 2026. Please email: monique.woolman@henleyhs.sa.edu.au

Lesson and Bell Times

On Monday's students are dismissed early and on Wednesday's students start late for staff meetings.

Time	Monday		Time	Tuesday		Wednesday		Thursday		Friday	
Monday only	Lesson	Lines	Tuesday to Friday	Lesson	Lines	Lesson	Lines	Lesson	Lines	Lesson	Lines
8.35am	1	5	8.35am	1	7	No lesson	Staff meeting	1	1	1	2
9.25am	2	1	9.25am	2	6	2	7	2	5	2	4
10.05am	3	1	10.05am	3	6	3	7	3	5	3	4
10.45am	Recess		10.45am	Recess		Recess		Recess		Recess	
11.05am	4	2	11.05am	4	4	4	1	4	2	4	3
11.45am	5	2	11.45am	5	4	5	1	5	2	5	3
12.25pm	6	Care Group	12.25pm	6	3	6	Care Group	6	4	6	Care Group
1.15pm	Lunch 1		1.15pm	Lunch 1		Lunch 1		Lunch 1		Lunch 1	
1.35pm	Lunch 2		1.35pm	Lunch 2		Lunch 2		Lunch 2		Lunch 2	
1.55pm	7	6	1.55pm	7	5	7	3	7	6	7	7
2.45pm	Dismissal	Staff meeting	2.35pm	8	5	8	3	8	6	8	7
			3.15pm	Dismissal		Dismissal		Dismissal		Dismissal	

Each line represents all the lessons of a particular subject. For instance, if Line 3 is English, then English lessons will take place on Tuesday Lesson 6, Wednesday Lesson 7 and 8 and Friday Lesson 4 and 5.

Daymap

Daymap will be available on any modern web browser as well as through its iOS and Android apps.

Daymap includes many different features including the ability to:

- ✓ **Student and Parent Portals:** Access real-time updates on student progress, grades, and attendance. Both students and parents can view detailed information and communicate directly with teachers.
- ✓ **Class Timetables:** Easily view and manage class schedules, including any changes or updates, through a user-friendly interface.
- ✓ **Homework and Assessments:** Track assignments, deadlines, and assessment results. Daymap provides

tools for students to manage their workload effectively.

- ✓ **Communication Tools:** Receive important announcements, messages, and notifications directly from the school. Stay informed about school events and updates.
- ✓ **Calendar Integration:** Sync school events and deadlines with your personal calendar to stay organized and on top of important dates.

Using Daymap

You will receive your login details and instructions on how to download and use the Daymap app at the beginning of Term 1, via email. Until then, important communications will continue through email, post, and phone.

We encourage you to explore Daymap once you gain access, as it will be a primary means of communication between you and the school.

EdSmart

EdSmart is an online tool used to capture parent permissions and responses for a range of student activities.

When we have a consent form for you to complete, in most cases we will send it to you via an EdSmart email. You simply click the link in the email and complete and sign the form digitally from your phone or computer.

It's quick and easy and it means no more crumpled paper at the bottom of your child's school bag. It works for excursions and activities that have a cost too. You can pay through EdSmart when you complete the form.

Where forms cannot be completed through EdSmart, including those where multiple signatures are required or where the payment options are more complex, we will use other methods including Qkr! or PDF/paper forms.

Some of the forms referred to in this guide will be sent to you via EdSmart.

Using EdSmart

- ✓ When you are required to complete an EdSmart form you will receive an email from "Henley High School - EdSmart" (please check your junk/spam folder if you don't see any in your inbox in the next few days)
- ✓ There is a link within the email that provides access to the form
- ✓ You are not required to login
- ✓ Complete and sign the form digitally through your phone or laptop and click submit.

Qkr!

Qkr! is a mobile payment app that enables parents/ caregivers to order and pay for school items including school fees, lunches from the canteen, camps, equipment and resources such as laptops, calculators and study guides.

Some of the payments that are referred to in this document will be available to pay via Qkr!.

Using Qkr!

To use Qkr!, see [Qkr! Guide](#) or follow these steps:

- ✓ Download the *Qkr! by Mastercard App* on your iPhone or Android device
- ✓ Sign in or Register an account
- ✓ Use the magnifying glass to search for Henley High

School and tap to *Select*

- ✓ You will then need to add a profile for your student. Tap *Profiles* and tap *Add Profile*
- ✓ Enter your student's details and tap *Add Profile*
- ✓ Then, from the *Menu* screen, you will be able to select which area you would like to explore (eg school lunches, school payments, camps and excursions and sports) and navigate to the item you want to pay for
- ✓ Once you have found the item, tap *Add to Cart*, then complete any additional information requested
- ✓ You are then able to *Checkout* and pay.





**HENLEY
HIGH SCHOOL**

Gate 3

Map

Gate 4

All SLC Disability Unit staff and students

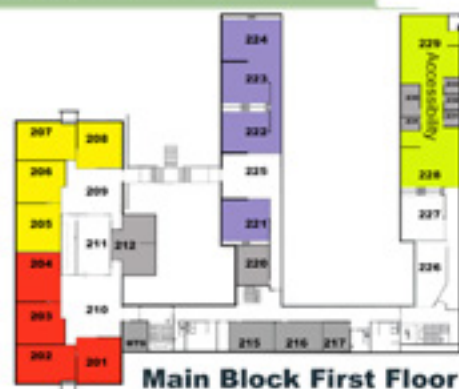
**Work Site
EMERGENCY
ASSEMBLY
AREA**

Main Oval
All non-teaching, ancillary staff,
ISEC classes, Left staff and
students, contractors and visitors

Year levels: 12 11 10 9 8 7

Henley Beach Road

Harvey Street



House Colours

- Florey
- Lowitja
- Mawson
- Mitchell
- Oliphant
- Senior School

Cudmore Tce

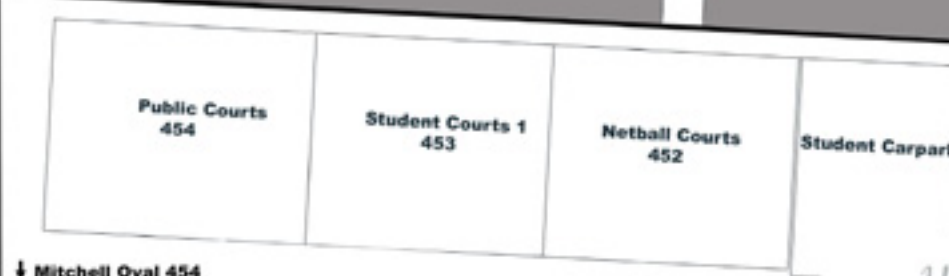
Gate 1

School Crossing

Gate 2

School Crossing

100m



Your
Journey



Annexure A: School Enrolment Form

Name of School: _____



Name of Student: _____

Date of Birth: _____

SCHOOL ENROLMENT FORM

INFORMATION PRIVACY STATEMENT

The Department for Education is committed to respecting the privacy of the information we collect about children, young people and their families. The information we collect from the school enrolment form helps us:

- maintain emergency contact information
- inform you about matters concerning your child, their school and the education system
- provide first aid and support student's health requirements
- provide information for school resource entitlements
- collect data to better understand student performance and to improve the education system
- meet our reporting requirements, including to other government agencies
- give information to contractors completing the Australian Early Development Census (www.aedc.gov.au).

The information you provide on this form can help your child's school make planning and resourcing decisions. **Questions marked * on this form are included to collect information required under the Australian Education Regulations 2013.**

Information from this form is stored securely in local school and department databases and files. The information may be transferred between schools if your child moves schools or locations between levels of education. Transferred information is updated by information provided on the current enrolment form. Data will also be shared with the Australian Government and the Australian Curriculum, Assessment and Reporting Authority (ACARA) where it is required by law for purposes such as NAPLAN testing.

We will collect data about student education and wellbeing from enrolled students, including:

- records of learning progress (including NAPLAN testing)
- absences from school
- behaviour, health and social development reports, observations and assessments.

To make sure our data collection is secure, private and confidential, we are governed by legislation including:

- *Australian Education Act 2013 (Cth)*
- *Education and Children's Services Act 2019 (SA)*
- *State Records Act 1997 (SA)*

Our contracts with any external organisations who need access to data about a child include strict confidentiality and disposal provisions.

The school enrolment form has been designed to ensure a parent or legal guardian complies with their obligation to provide information under the *Education and Children's Services Act 2019 (SA)* and to ensure the department complies with the Information Privacy Principles (IPP) www.dpc.sa.gov.au/resources-and-publications. Section 137 of the *Education and Children's services Act 2019 (SA)* regulates the disclosure of personal information held by the department and is consistent with the IPPs. The department will not disclose personal information to others without your consent, unless required or authorised by a law of the State or Commonwealth, or under the IPPs or the Information Sharing: Guidelines for Promoting Safety and Wellbeing (ISG) www.dpc.sa.gov.au/responsibilities/information-sharing-guidelines (refer below for more information).

INFORMATION SHARING STATEMENT

There are situations when the Department for Education might need to share information externally. For example, when it's important to your child's educational progress, or to manage a risk of serious harm to others. These situations are addressed by the Information Sharing Guidelines for Promoting Safety and Wellbeing (ISG).

Under the ISG, we will seek your consent to share personal information about you or your child unless:

- disclosure is authorised or required by law
- it's unsafe or impossible to gain consent or consent has been refused
- not sharing the information will result in increased risk of serious harm to someone.

Your school may share information about your child's personal needs with specialised department staff, including Student Support Services. This is to help your school provide an appropriate education program and make teaching and learning adjustments for your child if needed.

Your school may also use the information you provide when applying for specialist resources, services or funding to support your child's education. The school will seek your consent before making any formal referrals for additional support.

The aim of information sharing under the ISG is to protect and promote the safety and wellbeing of children, young people and their families. We work with you and other agencies/services to achieve this aim. We strongly encourage you to share all relevant information about your child that can help them enjoy and benefit from education. You can do this by:

- filling in the 'any other information' section of this form
- discussing any concerns with staff when enrolling and in the future.

Where required, your school may need to share key information in relation to your child (their name, date of birth, class and student ID number) with an external service provider engaged by the department to produce a student ID card for your child. External services providers follow strict confidentiality and disposal provisions. By signing below, you consent to this information being shared for this purpose. **If you don't consent to this information being shared, please contact the school directly to discuss options available.**

I have read and agree with the above information privacy statement and information sharing statement.

Parent Signature

Refer to the occupation groups listed below when completing the questions on page 3.

Group 4 Other Occupations	Group 3 Trades and advanced / intermediate clerical, sales and service staff	Group 2 Other business managers, Arts / Media / Sportspersons and associate Professionals	Group 1 Senior management in large business organisation, government administration and defence, and qualified professionals
Drivers Mobile plant, Production / Processing, Machinery, Other machinery Operators. Hospitality staff Hotel service supervisor, Receptionist, Waiter, Bar attendant, Kitchen hand, Porter, Housekeeper. Office assistants Typist, Word processing, Data entry, Business Machine Operator, Receptionist, Office assistant. Sales assistants 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 Trade's 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 Other 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.	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 Staff Secretary, Personal assistant, Desktop publishing operator, Switchboard operator. Skilled Sales Staff Company sales representative, Auctioneer, Insurance agent / Assessor / Loss adjuster, Market researcher. Skilled Service Staff Aged / Disabled / Refuge / Child care worker, Nanny, Meter reader, Parking inspector, Postal worker, Courier, Travel agent, Tour guide, Flight attendant, Fitness instructor, Casino dealer / supervisor.	Owner / manager 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, 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.	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.
Parent's education, qualification and occupation The questions about each parent's education, qualifications and employment group are asked on all school enrolment forms. In South Australia this information is used in determining each school's <i>Index of Educational Disadvantage</i> (IED), which is linked to funding levels and may be used to allocate resources to school services. In the future this information may be used to determine resource allocations to schools. If you are an independent student (living without a parent) please skip page 3 (Enrolling parent details) and complete Page 5 - Student Personal Details.			

Enrolling parent 1

(eg Birth, adoptive parent or guardian)

Mr / Mrs / Ms / Other:

Family Name:

Given Names:

Gender:

☐ Male ☐ Female

Relationship to student:

Employment status:

Occupation:

* What is the occupation group of parent?
Please select the appropriate occupation
group from the list on page 2.

- 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 above.

Work Location:

Work Phone Number:

Mobile Phone:

Email:

* What is the highest year of primary or secondary school the parent has completed? (For persons who never attended school, select 'Year 9 or equivalent or below'.)

- | | |
|--------------------------------|----------------------------|
| Year 12 or equivalent | ☐ 4 |
| Year 11 or equivalent | ☐ 3 |
| Year 10 or equivalent | ☐ 2 |
| Year 9 or equivalent, or below | ☐ 1 |

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

- | | |
|---|----------------------------|
| Bachelor degree or above | ☐ 7 |
| Advanced diploma / Diploma | ☐ 6 |
| Certificate I to IV (including trade certificate) | ☐ 5 |
| No non-school qualification | ☐ 8 |

In which country was the parent born?

If not born in Australia, what was the date the parent arrived in Australia?

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

☐ No, English only
☐ Yes

If **yes**, what is the main language the parent speaks at home?

Does the parent require an interpreter?

☐ No
☐ Yes

Language for translation:

What is the cultural background of the parent?

Enrolling parent 2

(eg Birth, adoptive parent or guardian)

Mr / Mrs / Ms / Other:

Family Name:

Given Names:

Gender:

☐ Male ☐ Female

Relationship to student:

Employment status:

Occupation:

* What is the occupation group of parent?
Please select the appropriate occupation group from the
list on page 2.

- 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 above.

Work Location:

Work Phone Number:

Mobile Phone:

Email:

* What is the highest year of primary or secondary school the parent has completed? (For persons who never attended school, select 'Year 9 or equivalent or below'.)

- | | |
|--------------------------------|----------------------------|
| Year 12 or equivalent | ☐ 4 |
| Year 11 or equivalent | ☐ 3 |
| Year 10 or equivalent | ☐ 2 |
| Year 9 or equivalent, or below | ☐ 1 |

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

- | | |
|---|----------------------------|
| Bachelor degree or above | ☐ 7 |
| Advanced diploma / Diploma | ☐ 6 |
| Certificate I to IV (including trade certificate) | ☐ 5 |
| No non-school qualification | ☐ 8 |

In which country was the parent born?

If not born in Australia, what was the date the parent arrived in Australia?

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

☐ No, English only
☐ Yes

If **yes**, what is the main language the parent speaks at home?

Does the parent require an interpreter?

☐ No
☐ Yes

Language for translation:

What is the cultural background of the parent?

Other person 1 providing care to the student (if applicable)

This section should be completed for any other persons providing some level of care for the student. If the school has established that a person claiming to be a parent has appropriate authority to enrol the student (eg person in loco parentis), they should be recorded as an enrolling parent (page 3). For further details schools should refer to the admission procedure.

Resides at the same address as the student? ☐ Yes ☐ No ☐ Reports ☐ Access ☐ Correspondence

Mr / Mrs / Ms / Other		Gender:	☐ Male	☐ Female
Family Name:				
Given Names:		Phone Number:		
Relationship to student:		Mobile Number:		
Mailing Title:				
Address Line 1:				
Address Line 2:				
Address Line 3:				
Suburb / Locality:		Postcode:		
Country (if not Australia):				
Email Address:				

Other person 2 providing care to the student (if applicable)

Resides at the same address as the student? ☐ Yes ☐ No ☐ Reports ☐ Access ☐ Correspondence

Mr / Mrs / Ms / Other		Gender:	☐ Male	☐ Female
Family Name:				
Given Names:		Phone Number:		
Relationship to student:		Mobile Number:		
Mailing Title:				
Address Line 1:				
Address Line 2:				
Address Line 3:				
Suburb / Locality:		Postcode:		
Country (if not Australia):				
Email Address:				

Student Personal Details (provide proof of identity)

Family Name:

Given Names:

Preferred Name:

Date of Birth: * Gender: ☐ Male ☐ Female ☐ Another term
☐ Non-binary ☐ Not stated ☐ Prefer not to say

Government regulations require the capture of students' gender. The Department for Education recognises the sensitivities of identifying gender for some students. The department is committed to inclusion, and all schools provide an inclusive environment for all students. If you wish to provide additional information about this student's gender identity, please add them to the Comments section (page 9). The school will respond confidentially, inclusively and according to requests made in your comments.

Has this student been approved for School Card Assistance? ☐ No ☐ Yes

* Is the student of Aboriginal or Torres Strait Islander origin? ☐ No
 (For persons of both Aboriginal or Torres Strait Islander origin, tick both 'Yes' responses.) ☐ Yes, Aboriginal
☐ Yes, Torres Strait Islander

* In which country was the student born? ☐ Australia ☐ Other – please specify below

For a student born overseas with a date of arrival in Australia on or after 1/1/2006, a "visa sub-class" must be entered. Refer to visa grant letter or visa entitlement verification online (VEVO) for visa details and conditions. Some temporary residents are required to pay fees and must have a letter of offer / confirmation from International Education Services.

If other, on what date did the student arrive in Australia?

Residence status of student: ☐ Australian Citizen / Permanent Resident

☐ Temporary Resident

☐ Tourist Visa Length of intended enrolment (months):

Visa Sub-Class: Visa grant date:

Passport Number:

What is the student's cultural background?

Religion (optional):

Does the school need to be aware of any cultural and/or religious requirements? Please advise:

* Does the student speak a language other than English at home? ☐ No, English only ☐ Yes

Main language: Other language/s:

Does the student attend an after-hours Ethnic school? ☐ No ☐ Yes

If Yes, which school? Which language is studied?

Is the student in care and subject to a custody or guardianship order under the *Children and Young People (Safety) Act 2017 (SA)*?

☐ No ☐ Yes

If Yes, case workers and schools should ensure their local student support service office has been contacted, and appropriate forms and meetings are completed in relation to the student's educational needs.

Does this student receive Youth Allowance? ☐ No ☐ Yes

Does this student receive ABSTUDY? ☐ No ☐ Yes

School Use Only

Proof of identity provided?

☐ No ☐ Yes

Proof of residence provided?

☐ No ☐ Yes

School No:

ED ID:

Student ID:

School Year Level:

Census Year Level:

Roll Class:

FTE:

Campus:

House:

Enrolment Date:

Permanent Resident:

Origin:

Visa Sub-Class:

NESB:

EALD: ☐ Yes ☐ No

IELP / NAP Transfer: ☐ Yes ☐ No

Family contact details

Family Phone Number:

Family Mobile Phone:

Family Email Address:

Student address details (provide proof of residence)

Mailing Address*

Name to be used for all correspondence:

eg Mr and Mrs Black, Ms B Green

Address Line 1:

Address Line 2:

Suburb / Locality:

Postcode:

Country (if not Australia):

Student Mobile Number:

Hundred (if applicable):

Section:

UHF:

				-		
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Student's Email Address:

Residential Address* (must be the student's primary place of residence, not a commercial, postal or a mailing address)

Name to be used for all correspondence:

eg Mr and Mrs Black, Ms B Green

Address Line 1:

Address Line 2:

Suburb / Locality:

Postcode:

Country (if not Australia):

Hundred (if applicable):

Section:

UHF:

				-		
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* If student under shared care arrangements, provide address details of where the child lives the majority of the school week.

If you have other addresses that need to be documented (B – Billing, H – Holiday, S – SACE Mail, T – Term), note in any other information / comments on page 9.

Emergency Contacts
(If enrolling parents cannot be contacted or unable to collect student)
Note: Includes permission to provide overnight care

Priority 1

Name:

Home Phone:

Relationship:

Mobile Phone:

Work Phone:

Ext:

Priority 2

Name:

Home Phone:

Relationship:

Mobile Phone:

Work Phone:

Ext:

Priority 3

Name:

Home Phone:

Relationship:

Mobile Phone:

Work Phone:

Ext:

Priority 4

Name:

Home Phone:

Relationship:

Mobile Phone:

Work Phone:

Ext:

Medical conditions and health support for student

Does your child have a diagnosed medical condition?

☐ No

☐ Yes

If **Yes**, please tick the relevant conditions:

- ☐ Acquired Brain Injury
- ☐ Asthma
- ☐ Cerebral Palsy
- ☐ Continence
- ☐ Cystic Fibrosis
- ☐ Diabetes

- ☐ Gastrostomy
- ☐ Hearing Impaired / Ear health issues
- ☐ Heart Condition
- ☐ Joint Conditions
- ☐ Medication
- ☐ Mild Allergy

- ☐ Oncology
- ☐ Oral Eating and Drinking
- ☐ Seizures and Epilepsy
- ☐ Severe Allergy Anaphylaxis
- ☐ Transfer and Positioning
- ☐ Visually Impaired

If other, please specify:

Does the student require additional health support or first aid?
(e.g. support with medication management, continence care, psychological issues)

☐ No

☐ Yes

If **Yes**, the school will need a health care plan from the treating doctor / health professional.
Is plan attached?

☐ No

☐ Yes

Court orders (including parenting or intervention orders)

Are there any current Court orders relating to this student?

☐ No

☐ Yes

If **Yes**, a copy of the order must be provided for the school's records.

On what date was the court order issued?

Key details of court orders provided (**School use only**):

Siblings

Full Name

Gender

Date of birth

Attends this school?

☐ Male

☐ Female

☐ No

☐ Yes

☐ Male

☐ Female

☐ No

☐ Yes

☐ Male

☐ Female

☐ No

☐ Yes

☐ Male

☐ Female

☐ No

☐ Yes

☐ Male

☐ Female

☐ No

☐ Yes

Other preschools and schools attended

Is the student currently attending a government school?

☐ No

☐ Yes

If Yes, please specify the current Department for Education school:

If No, please specify the current non-government school they are attending:

If No, have they previously attended a government school? If so, please list the two recent government school attended.

Preschool / School Name

From

To

Any other information / comments

Signatures

By signing this form you are declaring that all information given is true and accurate.

Signature Enrolling parent 1:

Signature Enrolling parent 2:

School use only

Pre enrolment interviewer:

Information sharing statement Enrolling Parent 1

I give consent for key information in relation to my child (their name, date of birth, class and student ID number) to be shared with an external service provider engaged by the department to produce a student ID for my child.

- ☐ Yes, I give consent for this information being shared
- ☐ No, I do not give consent to this information being shared. Please contact me directly to discuss options available.
- ☐ Not Applicable (Primary school)

Information sharing statement Enrolling Parent 2

I give consent for key information in relation to my child (their name, date of birth, class and student ID number) to be shared with an external service provider engaged by the department to produce a student ID for my child.

- ☐ Yes, I give consent for this information being shared
- ☐ No, I do not give consent to this information being shared. Please contact me directly to discuss options available.
- ☐ Not Applicable (Primary School)

Australian Defence Force Indicator

Does the student have an enrolling parent who is a current or previous serving member of the Australian Defence Force (ADF)?

(*ADF Veteran is defined as a person who has served in the Australian Defence Force as a regular/permanent or Reserve or part-time member)

- ☐ No ☐ Yes, current ADF member ☐ Yes, ADF Veteran*
- ☐ Unsure ☐ Not stated

Name of School: _____



Name of Student: _____

Date of Birth: _____

SCHOOL ENROLMENT FORM

INFORMATION PRIVACY STATEMENT

The Department for Education is committed to respecting the privacy of the information we collect about children, young people and their families. The information we collect from the school enrolment form helps us:

- maintain emergency contact information
- inform you about matters concerning your child, their school and the education system
- provide first aid and support student's health requirements
- provide information for school resource entitlements
- collect data to better understand student performance and to improve the education system
- meet our reporting requirements, including to other government agencies
- give information to contractors completing the Australian Early Development Census (www.aedc.gov.au).

The information you provide on this form can help your child's school make planning and resourcing decisions. **Questions marked * on this form are included to collect information required under the Australian Education Regulations 2013.**

Information from this form is stored securely in local school and department databases and files. The information may be transferred between schools if your child moves schools or locations between levels of education. Transferred information is updated by information provided on the current enrolment form. Data will also be shared with the Australian Government and the Australian Curriculum, Assessment and Reporting Authority (ACARA) where it is required by law for purposes such as NAPLAN testing.

We will collect data about student education and wellbeing from enrolled students, including:

- records of learning progress (including NAPLAN testing)
- absences from school
- behaviour, health and social development reports, observations and assessments.

To make sure our data collection is secure, private and confidential, we are governed by legislation including:

- *Australian Education Act 2013 (Cth)*
- *Education and Children's Services Act 2019 (SA)*
- *State Records Act 1997 (SA)*

Our contracts with any external organisations who need access to data about a child include strict confidentiality and disposal provisions.

The school enrolment form has been designed to ensure a parent or legal guardian complies with their obligation to provide information under the *Education and Children's Services Act 2019 (SA)* and to ensure the department complies with the Information Privacy Principles (IPP) www.dpc.sa.gov.au/resources-and-publications. Section 137 of the *Education and Children's services Act 2019 (SA)* regulates the disclosure of personal information held by the department and is consistent with the IPPs. The department will not disclose personal information to others without your consent, unless required or authorised by a law of the State or Commonwealth, or under the IPPs or the Information Sharing: Guidelines for Promoting Safety and Wellbeing (ISG) www.dpc.sa.gov.au/responsibilities/information-sharing-guidelines (refer below for more information).

INFORMATION SHARING STATEMENT

There are situations when the Department for Education might need to share information externally. For example, when it's important to your child's educational progress, or to manage a risk of serious harm to others. These situations are addressed by the Information Sharing Guidelines for Promoting Safety and Wellbeing (ISG).

Under the ISG, we will seek your consent to share personal information about you or your child unless:

- disclosure is authorised or required by law
- it's unsafe or impossible to gain consent or consent has been refused
- not sharing the information will result in increased risk of serious harm to someone.

Your school may share information about your child's personal needs with specialised department staff, including Student Support Services. This is to help your school provide an appropriate education program and make teaching and learning adjustments for your child if needed.

Your school may also use the information you provide when applying for specialist resources, services or funding to support your child's education. The school will seek your consent before making any formal referrals for additional support.

The aim of information sharing under the ISG is to protect and promote the safety and wellbeing of children, young people and their families. We work with you and other agencies/services to achieve this aim. We strongly encourage you to share all relevant information about your child that can help them enjoy and benefit from education. You can do this by:

- filling in the 'any other information' section of this form
- discussing any concerns with staff when enrolling and in the future.

Where required, your school may need to share key information in relation to your child (their name, date of birth, class and student ID number) with an external service provider engaged by the department to produce a student ID card for your child. External services providers follow strict confidentiality and disposal provisions. By signing below, you consent to this information being shared for this purpose. **If you don't consent to this information being shared, please contact the school directly to discuss options available.**

I have read and agree with the above information privacy statement and information sharing statement.

Parent Signature



Name of School: _____

Name of Student: _____

Date of Birth: _____

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I have read and agree with the above information privacy statement and information sharing statement.

Parent Signature



Henley High School

Cudmore Terrace, Henley Beach SA 5022

Monday to Friday

8:00am to 4:00pm

P 08 8355 7000
E info@henleyhs.sa.edu.au
W www.henleyhs.sa.edu.au

Student Services

P 08 8355 7015 (Years 7-9)
P 08 8355 7014 (Years 10-12)
E studentservices@henleyhs.sa.edu.au

Finance

P 08 8355 7008
E finance@henleyhs.sa.edu.au

ICT Services

E ICTservices@henleyhs.sa.edu.au



Government of South Australia
Department for Education

Department for Education T/A South Australian Government Schools CRICOS Provider number: 00018A