

WOREE STATE HIGH SCHOOL

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CHECKLIST FOR PARENT/CARERS of all students enrolling at Woree State High School

STEP 1	Lodge your EOI (Expression of Interest) at the school office	
	An Expression of Interest (EOI) for enrolment form (yellow) along with necessary attachments for Category 1, 2 or 3 MUST be submitted prior to receiving an enrolment application or interview.	
STEP 2	Your EOI (Expression of Interest) will be reviewed and you will be notified by email or phone call of our decision.	
	Woree State High School is governed by an Enrolment Management Plan which sets out the conditions under which a student may be enrolled. If accepted – <ul style="list-style-type: none"> An appointment time will be made for you and your student. You will be required to collect an Enrolment Pack from the office. 	
STEP 3	Collect your ENROLMENT PACKAGE from the school office Included in your package are the following:	
	<ol style="list-style-type: none"> Application for student enrolment form & Enrolment Agreement form [pink booklet] Student Resource Scheme Participation Agreement Form / State School Consent Form / Sporting Activities Consent Form / Acceptable use of ICT Systems / Online Service Consent Survey Enrolment Information [sand booklet] Student Code of Conduct [green booklet] 	<ol style="list-style-type: none"> BYOx Information & FAQ [mauve flyer] Student Resource Scheme Annual Parent Information Letter [Year Level Specific] Stationery List Subject Information Book General Information Book QParents brochure Chaplaincy brochure
STEP 4	Enrolment paperwork that requires reading, completing, signing and returning:	
	<input type="checkbox"/> Application for student enrolment form & Enrolment Agreement form [pink booklet] (please complete all pages) <input type="checkbox"/> Student Resource Scheme Participation Agreement Form / State School Consent Form / Sporting Activities Consent Form / Acceptable use of ICT Systems / Online Service Consent Survey Enrolment Information [sand booklet] (please complete, sign & date all pages where relevant) <input type="checkbox"/> Student Code of Conduct [green booklet] (please sign & date back page) <input type="checkbox"/> Student Resource Scheme Annual Parent Information Letter [Year Level specific] (please complete plan details) <p>ENSURE YOU ALSO HAVE</p> <input type="checkbox"/> \$100 deposit required at enrolment interview (Cash ; EFTPOS/credit card) <input type="checkbox"/> Student's Birth Certificate If Student is not born in Australia – parent & student birth certificates, parent & student passports and relevant visa paperwork is required. <input type="checkbox"/> Most recent Report Card received from previous School & Year 5 NAPLAN test results <input type="checkbox"/> Custody / Legal Orders – if applicable	
STEP 5	PARENT/CARER TO ATTEND INTERVIEW with their STUDENT and bring required ENROLMENT PAPERWORK (Step 4)	
	An enrolment interview with parent/carer and student is a compulsory component of our enrolment process. <ul style="list-style-type: none"> Student and Parent/Carer <u>must</u> attend interview. Please be punctual (Failure to do this may require booking another appointment) Please advise the school 4081 5222 (Option 4) if you are unable to attend appointment time and reschedule another appointment day and time. 	

Enrolment Interview with

Day Date Time