DEPARTMENT OF EDUCATION

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

Nightcliff MIDDLE SCHOOL

Student Enrolment Form

Information and Privacy

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

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

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

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

Section 1 Student Details

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

NORTHERN TERRITORY GOVERNMENT

Date of birth:		
Gender:	☐ Male ☐ Female	
Tribal grouping/clan name: (if applicable)		
Skin name: (if applicable)		
Student's residential address:		
Suburb/town/community:		Postcode:
Student's postal address: (if different from above)		
Suburb/town/community:		Postcode:

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

Section 2 Additional Student Information

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

Section 3 Special Family Circumstances

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

Are supporting legal documents attached?	☐ Yes ☐ No

Section 4 Parent/Guardian Information

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

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

*Tick all boxes that apply

Section 5 Parent/Guardian Background Information

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

Does the parent/guardian speak a language other than English at home?
If more than one language, indicate the one that is spoken most often.

Parent/guardian 1	Parent/guardian 2
☐ No, English only ☐ Yes, other – please specify _____	☐ No, English only ☐ Yes, other – please specify _____

What is the **highest** year of primary or secondary school the parent/guardian has completed?
For persons who have never attended school, mark Year 9 or equivalent or below.

Parent/guardian 1	Parent/guardian 2
☐ Year 12 or equivalent	☐ Year 12 or equivalent
☐ Year 11 or equivalent	☐ Year 11 or equivalent
☐ Year 10 or equivalent	☐ Year 10 or equivalent
☐ Year 9 or equivalent or below	☐ Year 9 or equivalent or below

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

Parent/guardian 1	Parent/guardian 2
☐ Bachelor degree or above ☐ Advanced diploma/Diploma ☐ Certificate I to IV (including trade certificate) ☐ No non-school qualification	☐ Bachelor degree or above ☐ Advanced diploma/Diploma ☐ Certificate I to IV (including trade certificate) ☐ No non-school qualification

What is the occupation group of the parent/guardian?
Please select the appropriate parental occupation group below (for more details refer to Appendix 2).
If the person is not currently in paid work but had a job or retired in the last 12 months, please use the person's last occupation.

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

Section 6 Sibling Information

Does the student have any brothers or sisters **at this school?**	☐ Yes ☐ No If yes, provide details below		
	Sibling's given names	Surname	Date of birth
			/ /
			/ /
			/ /
			/ /

Section 7 Additional Emergency Contacts

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

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

Section 8 Medical Details and Consent

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

☐ Allergies ☐ Asthma ☐ Diabetes

☐ Seizure disorder (e.g. epilepsy) ☐ Hearing impairment ☐ Physical disability

☐ Speech impairment ☐ Visual impairment ☐ Intellectual/learning impairment (e.g. dyslexia)

☐ Acquired brain impairment ☐ Mental health or behaviour issue (e.g. depression, ADHD)

☐ Other, please specify: _____

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

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

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

Section 9 Additional Consents

Consent for publication of a student's Photo and Work

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

Please provide consent for the following:

	Use of Student Photograph	Use of Work by Student	Publishing Student First Name	Publishing Student Surname
School/College Newsletter	☐Yes ☐No	☐Yes ☐No	☐Yes ☐No	☐Yes ☐No
School/College Yearbook	☐Yes ☐No	☐Yes ☐No	☐Yes ☐No	☐Yes ☐No
School/College/Department Website	☐Yes ☐No	☐Yes ☐No	☐Yes ☐No	☐Yes ☐No

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

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

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

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

_____
(Please print)

Relationship to student: _____

Signature: _____ Date: / /

Name of school witness: _____
(Please print)

Signature: _____ Date: / /

APPENDIX 1 Privacy Statement

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

Student Details

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

Student and Parent Background Information

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

Additional Emergency Contacts

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

Special Family Circumstances

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

Medical Details and Consents

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

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

Access to Your Child's Record Held by the School

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

APPENDIX 2
List of Parent or Guardian Occupation Groups

Group 1
Senior management in large business organisation, government administration and defence, and qualified professionals

Senior executives/manager/department head in industry, commerce, media or other large organisation.
Public service manager (Section head or above), regional director, health/education/police/fire services administrator
Other administrator [school principal, faculty head/dean, library/museum/gallery director, research facility director]
Defence Forces Commissioned Officer
Professionals generally have a degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.

- **Health, Education, Law, Social Welfare, Engineering, Science, Computing** professional
- **Business** [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]
- **Air/sea transport** [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller]

Group 2
Other business managers, arts/media/ sportspersons and associate professionals

Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business
Specialist manager [finance/engineering/production/ personnel/industrial relations/sales/marketing]
Financial services manager [bank branch manager, finance/investment/insurance broker, credit/loans officer]
Retail sales/services manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]
Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official]
Associate professionals generally have diploma/ technical qualifications and support managers and professionals.
Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional
Business/administration [recruitment/employment/ industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]
Defence Forces senior Non-Commissioned Officer

Group 3
Tradesmen/ women, clerks and skilled office, sales and service staff

Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/ women are included in this group.
Clerks [bookkeeper, bank clerk/PO clerk, statistical/ actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/ registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/ transport/ shipping clerk, bond clerk, customs agent, customer services desk, admissions clerk]
Skills office, sales and service staff

- **Office** [secretary, personal assistant, desktop publishing operator, switchboard]
- **Sales** [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]
- **Service** [aged/disabled/refuge/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

Group 4
Machine operators, hospitality staff, assistants, labourers and related workers

Drivers, mobile plant, production/processing machinery and other machinery operators.
Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper]
Office assistants, sales assistants and other assistants.

- **Office staff** [typist, word processing/data entry/business machine operator, receptionist, office assistant]
- **Sales** [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]
- **Assistant/aide** [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]

Labourers and related workers

- **Defence Forces** ranks below senior NCO are not included above
- **Agriculture, horticulture, forestry, fishing, mining worker** [farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]
- **Other worker** [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]

Northern Territory Government

DEPARTMENT OF **EDUCATION**

Student Consent Form – Media & Intellectual Property

This document gives the Northern Territory of Australia (NT) and its Department of Education (DoE) permission to use works created by students in the course of their studies for purposes associated with the promotion of DoE or the Northern Territory and in educational resources created or published by DoE or the Northern Territory. This does not mean that you, the student, lose ownership rights over your works—simply that DoE has permission to use your works for the purposes mentioned.

It also gives permission for NT and DoE (and media organisations, but only with DoE permission) to use audio and visual recordings of students in publications, communications and media generally.

Name of Student:

……...

Name of Parent/Guardian:

……..

Address:

……..

1. During the course of my studies with DoE I may produce works that create intellectual property rights, for example, copyright. These works may form part of my academic assessment or my studies generally.

2. These works might include my written work (e.g. stories and poems), paintings, pictures, drawings, designs, photographs, videos, films, music, performance, computer programs, web sites, sculptures, fashion or costume, metal or wood works or any other works I create.

3. DoE may record sound and/or vision of me and my works whilst I am at school or taking part in school-related activities or performances.

4. DoE understands that I own the intellectual property rights in my works and that this Consent Form is not meant to transfer my ownership.

5. I give permission to NT and DoE (and media organisations, but only with DoE permission) to use my works, my sound/vision, and/or my name in publications, communications and media generally.

6. I understand that should I choose to withdraw my permission, I can only do so by notifying DoE in writing, and understand that my withdrawal of permission is not retrospective.

7. DoE understands that I may choose to give permission to other people to also use my works.

8. I understand that by giving this permission, DoE can use my works, my sound and/or my vision in any way it chooses, for the purposes described above. It may be reproduced in any form, in whole or in part, and distributed by any medium including but not limited to Intranet, Internet, CD, DVD, social media, or other multimedia uses.

9. DoE may disclose my works, my sound/vision, and/or my name or permit other people to use and reproduce these on similar terms to this consent. I understand that DoE may not always name me in recordings, images or copies of my work and consent to any uses that might otherwise breach my moral rights (eg the right to be named as the creator of my work).

10. I understand that I will not be paid by DoE for giving this permission or for the use of my works, sound or vision.

11. Wherever possible, the Northern Territory of Australia will remain sensitive to and understanding of cultural, family and personal sensitivities.

    Are you of Indigenous or Torres Strait Islander descent? ☐ Yes ☐ No

12. As the parent/guardian signing this consent form I understand that if I or other members of my family are participants at school events involving my child, that sound or vision of me or other members of my family may also be used by the NT and DoE in publications, communications and media generally.

……	……..
Signature of student:	**Signature of parent/guardian:**
……	……..
Signature of Witness:	**Signature of Witness:**
……	……..
Name of Witness:	**Name of Witness:**
Date: …….. / …….. / ……..	**Date:** …….. / …….. / ……..

Collected on behalf of the Northern Territory of Australia by:

……	……..
Name:	**Signature:**
(Teacher's Name)	

The Northern Territory of Australia is collecting the information in this form to obtain permission to use visual and audio recordings in Northern Territory of Australia publications, communications and media generally. Visual and/or audio recordings, or personal information included in this form may be supplied to contractors or service providers engaged by the Northern Territory of Australia to develop or produce publications, communications and media generally. Visual and/or audio recordings or personal information included in this form may also be provided to media organisations for DoE promotional and news purposes. You are entitled at any time to access and amend the information provided by you on this form. Withdrawal of permission is not retrospective.

Northern Territory Government, GPO Box 4396, Darwin NT 0801, Australia

For more information please contact:

Agency Name: NIGHTCLIFF MIDDLE SCHOOL **Telephone No:** 8983 7677

NIGHTCLIFF MIDDLE SCHOOL

ACCEPTABLE USE AGREEMENT FOR STUDENTS – ICT

Nightcliff Middle School provides all students enrolled at the school with Information Communication and Technology (ICT) facilities to be used for class work, research, the preparation of assignments and communication. Care must be taken to ensure the resources are protected from harm and that no users are exposed to materials considered offensive or illegal.

1. Only software purchased or approved by the school, and installed by the school, can be used on school equipment.
2. Software copyright is to be observed at all times. It is illegal to copy or distribute school software. Illegal software from other sources is not to be copied or installed on the school equipment.
3. Copyright materials from electronic resources is to be observed at all times.
4. Students must follow the rules posted for the use and care of the computer equipment at all times.
5. Students using the ICT facilities may only do so under the supervision of school staff. Any students not following staff instructions may have further access restricted or denied.
6. Privacy and network security is to be observed. Students must not under any circumstances access personal files belonging to others, software or areas of the network which are not designated for their use.
7. The sharing of passwords is a security risk consequently students must not give their password to other students or log in with another users name under any circumstances.
8. All users must log off when leaving a computer.
9. There should be no disruption to class activities by unauthorised broadcast messages across the school network.
10. Virus protection is very important. If students use USB or disk to transfer work between the school network computers and computers outside the network, disks and USB's must be scanned prior to use on the school network. Virus checking software will be made available on the school computers for this purpose.
11. Printing of materials of a personal nature or associated with school activities is not permitted unless approval is sought from a school staff member. This may incur a charge.
12. The use of ICT facilities, specifically the Internet, is for educational, communication and research purposes only:
    - Deliberate attempts to look for or download and use material that is illegal or which would be thought of as offensive is not permitted. Only materials required for school activities as directed by teachers may be downloaded. This includes downloading of MP's, MPEG"S and other large files. If students should unknowingly navigate to a web site that contains material that may be considered offensive, thay must clear the screen immediately and notify the teacher.
    - Students must not use inappropriate language or harass others when communicating online.
    - Privacy and ownership of others' work and materials from web sites must be respected at all times.
    - The use of direct communications such as on-line chat facilities must only be carried out under the supervision of a staff member and must only be as part of education on-line activities.

- This agreement acknowledges that there are times where a student may be required to provide personal details. Such details are not to be provided by the student unless permission is given by a teacher.

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

By signing this agreement and using the equipment and resources of Nightcliff Middle School, the student agrees to abide by these conditions.

Parent

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

I understand that my child may be assessing the internet for educational purposes or in accordance with this agreement.

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

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

Please print (parent / guardian) Name: _____

Address: _____

Signature: _____

Student

I understand the conditions outlined in the school's Acceptable Use Agreement. I have had this document explained to me and am full aware of my responsibilities with regard to the use of ICT facilities in the school.

Please print (student) Name: _____

Signature: _____

Year level: _____

Agreement signed this: _____ day of _____, 20 _____

Nightcliff
MIDDLE SCHOOL

(08) 8983 7677
admin.nightms@ntschools.net
Nightcliff Road, Nightcliff, NT
www.nightcliffmiddle.nt.edu.au

Movies in class

During the year, students may be required to watch movies that are related to the curriculum. If movies are 'M' rated, you will be asked to sign an individual consent letter outlining the movie title and storyline.
If you consent to your child watching PG rated movies.
Please sign below.

My child:_____

has permission to watch PG rated movies at Nightcliff Middle School.

Signature:_____

Date:_____

Additional Emergency Contacts

In the event of an emergency the following alternative contact/contacts have permission to:

- Collect my child from school.
- Consent to the administration of paracetamol.
- And discuss my child's attendance, behaviour and academic progress.

Name:_____ Phone:_____

Name:_____ Phone:_____

Name:_____ Phone:_____

Nightcliff
MIDDLE SCHOOL

(08) 8983 7677
admin.nightms@ntschools.net
Nightcliff Road, Nightcliff, NT
www.nightcliffmiddle.nt.edu.au

Newsletter

I would like to receive the school newsletter ☐ Email
My email address is_____ ☐ Hardcopy

SMS (Attendance)

I would like to receive SMS notifications when my student(s) is not attending ☐ Yes
☐ No

Hiring of mobile device (iPad or Netbook)

Interested in hiring a mobile device ☐ Yes
☐ No

Northern Territory Government

Safe Schools NT
Code of Behaviour

The Safe Schools NT Code of Behaviour assists students, teachers, principals, parents and the wider school community in understanding the role they each play in ensuring our schools are safe. Schools are places where positive behaviour, responsibility, respect, active citizenship and academic excellence are expected.

- **All students have the right to learn**
- **All teachers have the right to teach**
- **All staff have the right to perform their duties**
- **All parents have a right to be informed and involved**
- **All people have the right to be treated with respect and dignity**
- **It is the right of all to be safe.**

What is Expected

Students **have the right to learn and be treated with respect and dignity. Equally they have a responsibility to demonstrate respect for themselves, others and the school environment.**

Students are expected to:

- come to school prepared, on time and ready to learn
- participate actively in their school's education program
- be responsible for their behaviour and learning
- accept school policies
- be tolerant of differences
- inform their parents/carer of educational progress and school activities
- co-operate with other students, teachers and staff
- use digital technologies respectfully for learning purposes and to respect the rights of other users both online and offline
- refrain from bringing anything to school that may compromise safety.

Parents and Carers **play an important role in the education of their children and have a right to expect their children to interact and learn in a safe environment, and be informed and involved in matters regarding their children. In return, they have a responsibility to support the efforts of school staff in maintaining a safe and respectful learning environment for all.**

Parents and Carers are expected to:

- ensure their child attends school regularly, is on time, and is prepared and ready to learn
- support school staff in implementing school policies
- initiate and maintain constructive communication with school staff
- have an active interest in their child's schooling and co-operate with school staff to achieve the best learning, wellbeing and behavioural outcomes for their child.

All School Community Members **are expected to:**

- support the *Safe Schools NT Code of Behaviour* by taking responsibility for their behaviour and actions
- respect the rights and diversity of others and treat others fairly and with dignity
- demonstrate honesty and integrity
- show care and regard for school and other people's property
- take appropriate measures to help those in need
- resolve conflict in a non-threatening manner
- respect and comply with Australian law, especially in relation to unlawful behaviour involving weapons, alcohol, drugs, dangerous acts, vandalism, violence, verbal abuse, digital technology and sexual misconduct.

Our Commitment

Teachers and school staff, **under the leadership of their principals, provide educational programs and a safe environment in a respectful and responsible manner. They have the right to expect the co-operation of students and colleagues and be able to conduct their business in a safe environment.**

Teachers and school staff are expected to:

- provide safe and supportive learning environments
- provide inclusive, engaging and meaningful curriculum and teaching catering for student needs
- initiate and maintain constructive communication and relationships with students and parents/carers
- promote awareness of school policies and guidelines
- apply school codes and policies in a consistent and fair manner
- promote the skills of responsible self-management with students
- comply with mandatory reporting guidelines.

Principals, **under the direction of regional executive staff, and in consultation with the School Council, take a leadership role in the daily operation of a school.**

Principals are expected to:

- provide strong leadership in the development, implementation and communication of policies and guidelines that aim to ensure a safe school environment, inclusive of articulating and communicating the consequences of unacceptable behaviour
- support staff and community members in ensuring compliance with the *Safe Schools NT Code of Behaviour* and the policies that ensure a safe school environment by facilitating professional learning to promote responsible behaviour
- communicate high expectations for individual achievement and behaviour
- review and monitor the effectiveness of school practices and their impact on student learning
- facilitate the collection and analysis of data relating to behaviour, wellbeing and academic outcomes to inform future actions
- engage the support of external agencies when required e.g. Children and Families, Police and non-government organisations
- ensure consistency and fairness in implementing the *School Wellbeing and Behaviour Policy.*

Regional Executive Staff **are expected to:**

- critically evaluate and endorse school policies that ensure a safe school environment
- ensure that school plans and policies are implemented consistently, fairly and reasonably
- support principals in their responsibilities under the *Safe Schools NT Code of Behaviour* and policies that ensure a safe school environment
- facilitate the resolution of grievances.

What is Unacceptable Behaviour

Any behaviour that impacts the safety of students and teachers or disrupts learning is not acceptable. NT schools aim to create learning environments which are free from bullying, aggression and violence in any form.

The following student behaviour will not be tolerated and may lead to suspension and where appropriate, police involvement will occur:

- assault
- verbal abuse
- property offence
- substance use or possession
- weapons offence – possession and/or use
- stealing
- obscene or offensive acts.

The Consequences of Unacceptable Behaviour

Each school has policies and guidelines which set out the range of consequences for unacceptable student behaviour which may include:

- time out strategies
- withdrawal of privileges
- detention
- restorative processes
- reflective thinking rooms
- mediation
- suspension
- police involvement.

Suspending a student is a last resort and the decision to suspend is not taken lightly.

Principals have an obligation to ensure that natural justice has occurred before enforcing suspension and parents have a right to appeal.

The consequences for unacceptable behaviour must:

- provide the opportunity for all students to learn
- ensure the safety of staff and students
- assist students who exhibit unacceptable behaviour to accept responsibility for themselves and their actions.

In applying consequences for unacceptable student behaviour, the individual circumstances, including disabilities, actions of the student and the needs and rights of the school community will be considered.

Access to alternative programs and input from other agencies may be necessary for students who repeatedly behave unacceptably.

At times parents/carers also engage in unacceptable behaviour, such as threats or actual violence. Such behaviour will not be tolerated. While schools should make every effort to listen to the concerns of parents, where staff feel that the safety of themselves or others around them is compromised, then police involvement may occur.