WA PUBLIC SCHOOL STUDENT ENROLMENT FORM

Please complete the *Student Enrolment Form* and return it to the school for confirmation of this student's enrolment. Family details should include details of parents or carers residing at the same address as the student being enrolled. Any details relating to parents not residing with the student may be included in the Parent/responsible person details section of this form. Please place X in \square provided.

When you enrol your child at this school, please check that you have the following:

•	Birth certificate	
•	Identity documents (if applicable)	
•	Immunisation certificate	
•	Court order (if applicable)	
•	Proof of address	

If your child was not born in Australia, you must provide:

- Evidence of the date of entry into Australia:
- Passport or travel documents; and
- Current visa and previous visas (if applicable).

In addition, if your child is a temporary visa holder you must provide:

- Confirmation of enrolment or evidence of permission to transfer provided by Education International (if holding an International full fee student visa, sub class 571); or
- Evidence of the visitor and temporary resident visa (other than sub class 571 referred to above); or
- Evidence of the visa for which the student has applied (if the student holds a bridging visa).

INFORMATION TO BE PROVIDED

Where an item is marked with an asterisk (*) the information must be provided. This information is required by the Western Australian Department of Education to meet legal obligations. All other information is needed to meet the purposes outlined below.

While it is not a legal requirement to provide all of the details requested in the *Enrolment Form*, the information is sought to enable the Department to:

- Undertake administrative and child/student care responsibilities including maintaining emergency contact information;
- Communicate with you about important matters;
- Provide first aid and plan for student health support requirements. For a student with a disability who
 has significant and complex support needs the principal will negotiate to delay the first day of
 attendance with the parent/responsible person if the necessary teaching and learning adjustments are
 not currently available at the school;
- Collect necessary statistical information and undertake analysis of the composition and performance of the student population; and
- Meet State and National reporting requirements.

It is compulsory to advise of change of details in relation to student's name, usual place of residence and/or name and usual place of residence of Parent/responsible person.

SECURITY AND CONFIDENTIALITY

The information provided in *Enrolment Forms* is stored securely in local school and Departmental databases. The management of these databases is governed by State and Departmental policies to ensure security, privacy and confidentiality.

ASSISTANCE WITH COMPLETING THIS FORM

If you require assistance completing this form, including translation services, please contact your school.

STUDENT DETAILS

BROOM
EMOR HICH SCHOOL
Perseverance & Integrity

	YEAR LEVEL FORM HOU	SE Perseverance & Integrity
	*SURNAME	*POSTAL ADDRESS
	*LEGAL SURNAME:	P/CODE
	*1st NAME	*RESIDENTIAL ADDRESS,
	*2nd NAME	P/CODE
	PREFERRED NAME	HOME TELEPHONE NUMBER
		Names of siblings attending this school:
FIRST NAME	*Is this student in the care of the Dept for child Protection	n (DCP)? YES () NO ()
FIR	Name of the DCP Case Manager	DCP District Contact phone number
	*Is this student subject to any court orders in respect of YES NO If YES, please specify and a	
	*Child lives with Parent 1 () Parent 2 () Both Parents () Neither Parent ()
	*Access Restrictions YES () NO ()	If yes, please attach details
		() YES, Torres Strait Islander YES () NO () t home? NO () English only often) YES () Other - please specify
AME	Out of school intake area: YES () NO ()	Health Card YES () NO ()
SURNAME	*Permanent Resident YES () NO ()	*Temporary Resident YES () NO ()
	Visa Sub Class Number Visa Expiry Date	Visa Sub Class Number
	Date Entered Australia	Date Entered Australia
	In receipt of Allowance: Secondary Assistance () Assistance for Isolated Children	Abstudy () Youth Allowance ()
	*Country of Birth - Australia () Other - please specify	
		ucation District
	Movement reason (if applicable)	
	NAME OF PERSON ENROLLING STUDENT	
	SIGNATURE	

In the event of an emergency, please indicate the order in which the people listed below should be contacted. (3) Other contact (2) Parent 2 eg: (1) Parent 1 PARENT / RESPONSIBLE PERSON 1 - Details (this should be the most available SMS contact) *Surname___ Title *First Name *Please indicate relationship to student: _____ Would you like the Newsletter emailed YES () NO () Email Occupation/Workplace____ *Phone____ *Mobile *Phone_ *Home Address (if different from student)_____ *Postal Address (if different from student)____ Do you mainly speak English at home? YES () NO () Do you 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___ () PARENT / RESPONSIBLE PERSON 2 - Details *Surname_ Title _____*First Name____ *Please indicate relationship to student: ___ __Would you like the Newsletter emailed YES () NO () Email __ *Mobile *Phone__ Occupation/Workplace___ *Home Address (if different from student)___ *Phone__ *Postal Address (if different from student)___ Do you mainly speak English at home? YES () NO () Do you 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____ () OTHER CONTACT DETAILS *Surname *First Name___ Please indicate relationship e.g. Friend, Neighbour, Grandparent_ Occupation/Workplace *Phone *Mobile *Address *Phone **OFFICE USE ONLY** Entry Date ____ Birth Certificate sighted YES () NO () (or passport or Travel documents) Date Sighted _____/____ *Publications/Internet Permission Form Completed YES () NO () PG1_____% PG2_____% Other_____% Contributions & charges Billing: Immunisation records provided: YES () NO () Date /___/_ Entered on School Information System by:___ Leave Date / / Re-enrolment Date / / School_ Leave Date ____/____ Re-enrolment Date ____/____ School Leave Date ____/___ Re-enrolment Date ____/___ School

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Office use: Student's name	
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MRN:	
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Medical conditions:		Academic year	7	8	9	10	11	12
		Calendar year				•		
		Form/class			用数			
Particulars of student								
Surname:	First na	me:	7,000					
Preferred name:								
Date of birth:								
Current address:		5 H20 (
Student's mobile:							4	
Current school:		Last schoo	l atte	ende	ed:			
Country of birth:								
Country of birth: Main language spoken at h			req	uirec	d: [] Ye	s [] N
	ome:		req	uired	d: [] Ye	s [] N
Main language spoken at h	ome:		req	uired	d: [] Ye	s [] N
Main language spoken at h Student of Aboriginal origin Parent/guardian contact	ome: ?	Interpreter						
Main language spoken at h Student of Aboriginal origin Parent/guardian contact Surname:	ome:No	Interpreter		Tel:				
Main language spoken at h Student of Aboriginal origin Parent/guardian contact	ome:No	Interpreter						
Main language spoken at h Student of Aboriginal origin Parent/guardian contact Surname: Relationship to student:	ome: No Firs Home:	Interpreter						
Main language spoken at h Student of Aboriginal origin Parent/guardian contact Surname: Relationship to student: Mobile:	ome:PirsFirsHome:	Interpreter t name: Wo	ork:_					
Main language spoken at h Student of Aboriginal origin Parent/guardian contact Surname: Relationship to student: Mobile: Student's brothers and siste	ome:PirsFirsHome:ers:	Interpreter t name: Wo	rk:_	birth	:			
Main language spoken at h Student of Aboriginal origin Parent/guardian contact Surname: Relationship to student: Mobile: Student's brothers and siste 1. Full name:	ome: Firs Home:	t name: Wo	rk:_ r of r of	birth	:			
Main language spoken at h Student of Aboriginal origin Parent/guardian contact Surname: Relationship to student: Mobile: Student's brothers and siste 1. Full name: 2. Full name:	ome:FirsHome:	t name: YeaYeaYea	rk:_ r of r of r of	birth birth birth	:			

The Health Centre at school does not stock or routinely give out medicines for headaches or other pain relief. Parents are advised to supply medicines for their child if needed.

The School Dental Service (SDS) provides free dental health checkups to students attending a Department of Education recognised school from 5 to 16 years of age or to Year 11, which ever comes first. For more information please call 9313 0555 or visit www.dental.wa.gov.au

If you would like assistance completing this form, please contact the Community Health Nurse at your child's school.

High School Health Record

If your child has a health issue that may require support at school, a parent/guardian is required to complete a health care plan which is available from the school administration office. This will inform and prepare the school staff to better manage health care needs and or respond to health emergencies during school hours.

Student health status Tick current health issues Office use only: Anaphylaxis risk Asthma Allergies Diabetes Diagnosed migraine or other headaches **Epilepsy** Hearing impairment Mental health and wellbeing concerns Visual impairment Learning difficulties Other condition/s Please note any other information which would be helpful for the Community Health Nurse: The information on this form remains confidential and is used only by authorised Health Service staff. Consent to provide health care and/or to share personal information will be sought from parent, guardian or student as appropriate. This form was completed by: Relationship to student:_____ Name: Date: / / 20 Signed:____ Office use only: Date Acuity level

Confidential Record



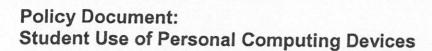
PARENT/RESPONSIBLE PERSON INFORMATION

STUDENT NAME:	
PARENT/RESPONSIBLE PERSON 1 – Details (cont)	
What is the highest year of primary or secondary school you have completed? Year 12 or equivalent [] Year 11 or equivalent [] Year 10 or equivalent [] Year 9 or equivalent or below [] (If you did not attend school, mark "Year 9 or equivalent)	What is the level of the highest qualification you have completed? Bachelor degree or above [] Advanced diploma/Diploma [] Certificate I to IV (including trade certificate [] No non-school qualification [] Int or below")
What is your occupation group? [] (Write 1, 2, 3, 4 or Please select the appropriate parental occupation group fro currently in paid work, but have had a job in the last 12 mor been in paid work in the last 12 months, enter '8' above.	om the list provided (see overleaf). If you are not
PARENT/RESPONSIBLE PERSON 2 – Details (cont)	
What is the highest year of primary or secondary school you have completed? Year 12 or equivalent [] Year 11 or equivalent [] Year 10 or equivalent [] Year 9 or equivalent or below [] (If you did not attend school, mark "Year 9 or equivalent	What is the level of the highest qualification you have completed? Bachelor degree or above [] Advanced diploma/Diploma [] Certificate I to IV (including trade certificate [] No non-school qualification [] t or below")
What is your occupation group? [] (Write 1, 2, 3, 4 or 8 Please select the appropriate parental occupation group from currently in paid work, but have had a job in the last 12 monto been in paid work in the last 12 months, enter '8' above.	i) m the list provided (see overleaf). If you are not

Parent Occupation Groups
(Relates to questions in Parent/Responsible Person 1 and Parent/Responsible Person 2 sections)

GROUP 1	GROUP 2	GROUP 3	GROUP 4
Senior management in large business organisation government administration & defence,	Other business managers, arts/media/sportspersons and associate professionals	Tradesmen/women, clerks and skilled office, sales and service staff	Machine operators, hospitality staff, assistants, labourers and related workers
large business organisation government administration & defence, and qualified professionals 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, ibrary/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	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]	and skilled office, sales	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 [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 not included
	officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager] Defence Forces senior		in other groups Agriculture, horticulture, forestry, fishing, mining worker [farm overseer, shearer, wool/hide classer, farmhand, horse trainer, nurseryman, greenkeeper, gardener,
Those entered to the	Non-Commissioned Officer.	nationally and are des	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]

occupational groupings. All Australian states and territories use the same categories





Broome Senior High School is committed to providing supportive learning environments for all students and is keen to assist students with personal computing devices. In this context a personal computing device is any portable electronic device that can access, create and store digital content.

Clearly, safety and security from both the students' and school's point of view are prime concerns as is the impact on school resources. Consequently, the following policy has been established.

Personal computing devices may be used at school by students based on the following conditions:

- 1. Knowledge and written approval from parent/guardian(s) and the school must be obtained prior to use of any personal computing device.

 The signing and registering of the acknowledgement slip below constitutes such knowledge and approval. A copy of the signed agreement should be placed into the student's school diary.
- 2. The student accepts FULL responsibility for the care and use of their own personal computing devices. In particular, BSHS does not accept responsibility for theft or loss of any device or parts/accessories.
 BSHS provides all students with the option of a locker and key lock, but has no other facilities for secure storage. Personal computing devices should not be left in lockers outside of school hours. Families should check the details of their personal insurance coverage for events such as loss/damage.
- 3. Personal computing devices are to be stand-alone and are unable to have access to internal resources in the BSHS Network; this is Department of Education policy. Students with their own web enabled devices can browse and access Broome SHS's online learning system and any web based resources.

 The integrity of the school network could be severely compromised by the introduction of viruses and this is a risk that cannot be accepted until automated methods of dealing with infected devices is established.
- 4. The use of personal computing devices in individual lessons is, AT ALL TIMES, at the discretion of the class teacher.

 There may be times when the activity is intended to be done without computer assistance or when the attention of the student is required elsewhere.
- 5. It is the student's responsibility to ensure that battery power is sufficient for their use. The school is unable to provide access to a power supply for use in lessons or for recharging. Most rooms do not have sufficient or appropriately placed power points for use and Occupational Health & Safety regulations require that all electrical appliances used in the school be tested every 6 months for electrical safety. BSHS cannot guarantee the integrity of student owned power supplies for personal computing devices.
- 6. The school is unable to provide technical assistance for hardware or software problems that may occur with students' personal computing devices. Such assistance remains the personal responsibility of the student. If a personal computing devices malfunctions during a lesson, the student is required to continue with his/her learning promptly in a conventional manner.

BSHS IT Support Staff have a responsibility to maintain and develop the school's network and associated ICT systems and are unable to respond to private needs. Nor can the school accept responsibility for any loss or damage that might occur as the result of such assistance.

- 7. The student is responsible for ensuring that any software required is already installed on their personal computing devices.
 - The School is unable to supply or install software due to resource constraints and licensing agreements.
- 8. Printing of documents from student personal computing devices may only be done using a personal data-transfer device (disc or flash-drive etc) compatible with the school network. It is the student's responsibility to have a suitable data-transfer device.

 Whilst such data-transfer devices expose the network to some risk of corruption, it is not of the same order as that posed by the laptop itself and is considered minimal considering security systems in place.
- 9. At ALL stages students' access to programs or materials from their personal computing devices must be relevant to their current work/learning. The appropriateness of usage remains at the discretion of the teacher. In the event of students using their personal computing devices inappropriately, the teacher may require the student to close down the device and continue working via other means. Any further consequences would be as prescribed in the BSHS behaviour management policy. Where there is reasonable suspicion that material contrary to the ethos of BSHS is being brought to school on a personal computing device, the school reserves the right to impound the device and institute a search for such material.

'Reasonable suspicion' is at the discretion of school administration, based on the reliability of any evidence collected.

Agreement Document: Student Use of Personal Computing Devices

SECTION FOR STUDENT

I have read the policy regarding the use of personal computing devices and agree to abide by the terms and conditions contained therein.

Further, I understand that if there is a breach of the agreement, I risk having this privilege withdrawn and any further action in line with Broome Senior High School's Behaviour Management Policy.

Name	e of student:		Form Class:
Signa	ature:		Date:
SEC1	TION FOR PARENTS/GUARDIANS		
	e read this agreement and am aware my own use of their personal computing devices.	and my	child's responsibilities in relation to the care
Name	e of parent/guardian:	• • • • • • • • • • • • • • • • • • • •	
Signa	ture:	•••••	Date:
SECT	TION FOR OFFICE USE		
Deput	ty Principal:		Date:
Year l	Leader:		Date:
	Copy to student diary	Copy to	o student file
П	Copy to parent / Guardian	Notifica	ation to teachers

Mobile Phone/Technological Device Policy and Code of Conduct

Rationale:

Mobile Phones, I-Pods and other items of Technology are commonly regarded as essential communication and entertainment tools. To allow our students to develop in their use they are allowed to bring them to school where they will accept responsibility for their appropriate use and the security of these items. To this end any student who wishes to bring or use a mobile phone or technological device at school must have a Mobile Phone/Technological Device Licence. To obtain a licence a student must agree to follow a strict code of conduct which includes use in and out of school.

Times students are allowed to have items turned on (Use Time)

It is not appropriate for students to have devices on during class time or while moving from one class to another. Students are allowed to have the devices on and to use them before the first siren in the morning, after being released from class at recess and lunch up until the siren goes to return to class and after being released from class at the end of the day. These are "use times". During class times and while moving between classes the devices must be turned off and ear pieces etc must not be in ears. These are "non use times".

If students have an item on during "non use times" then, when asked, they are to switch it off and give it to the teacher who will place it in a safe location. In most cases, in the first instant it will be returned at the end of the period, in the second at the end of the day from the Deputy Principal and in the third parents will be asked to come and pick it up from the Deputy and a ban or suspension of the Licence may be put into place. Further episodes could result in suspended and then full suspension and lengthy bans or removal of the Licence.

Students are not to use phones or other devices in the Library or Offices around the school.

Inappropriate Use

Where an item is used in an inappropriate or unlawful way then consequences including suspension, bans and licence suspension will be put in place. The Mobile Phone/Technological Device Code of Conduct outlines to students and parents examples of inappropriate use but obviously cannot allow for the multitude of possibilities. The school Administration will use their professional judgement in deciding if the device has been used inappropriately. For the purpose of guidance in decision making some examples of inappropriate use and the possible consequences are outlined below.

For example, if a student or some one is using their phone to film an incident or other students or staff or community members without their permission then they may be suspended and their phone licence will be suspended for up to a term. A student who uses their phone to film something happening on school grounds then shares that image with others, will be suspended and their phone licence will be suspended for a term. This would be the same for other technological devices.

Another example of inappropriate use is Cyber Bullying. The use of mobile phones to SMS or computers for internet chat rooms, emails or similar technology for the purpose of bullying and harassment or threatening messages to others, is inappropriate use and serious consequences such as In school and out of school suspension and removal of the licence will be activated.

Note: 1. The emphasis is on students taking responsibility for their own property and actions. Use of their phone by others will not be an excuse if the phone is used inappropriately.

2. This policy will be in place for in and out of school incidents. Suspensions may not be used for out of school incidents but suspension of licences at school will be put in place.

3. If the activity is deemed unlawful then the police will be informed and evidence passed to them. Eg Sharing images of people without their permission.

Broome Senior High School Mobile Phone/Technological Device Licence.

Purpose.

Mobile Phones and other technological devices are modern forms of communication and our students need to learn to take responsibility for looking after and using these in appropriate ways. To this end any student who wishes to bring or use a mobile phone or technological device at school must have a Mobile Phone/Technological Device Licence. To obtain a licence a student must agree to follow a strict code of conduct which includes phone and technological device use in and out of school.

Code of Conduct

Use Times. At school I will only have my phone or technological device on and use them during "USE TIMES" unless directed by a staff member to switch it on during "Non-Use Time" or to switch it off because I am under their supervision during the "Use Times". I accept that if I do not follow the "Use Time" clause then my phone or technological device will be confiscated, initially until the end of the period and further episodes will eventually result in the suspension of my licence for a period of time.

USE TIME	NON-USE TIME
Before first siren of the day	On the way to class after siren has sounded
During recess break	During Form
During lunch break	When moving between classes
After school	In class.
	Inside the Library or Offices

Security. I accept that while at school the care and safe keeping of the phone or any technological device is my responsibility. I also accept that if I allow someone to use my phone or technological device then I will accept any consequences which may result from them using it inappropriately.

Appropriate and Lawful Use. I agree to use my phone or technological devices in an appropriate and lawful way at all times, and I understand this includes use in and out of school. I will not use my phone or other technological devices to:

- 1. Take pictures or video of people without their permission. This includes filming incidents of inappropriate and/or unlawful behaviour.
- 2. Share any pictures or videos without permission.

(Parent/Guardian)

- 3. Send messages or images to others which are or can be interpreted as harassment.
- 4. Reply to inappropriate and/or unlawful messages from others in a way that can be interpreted as harassment or inflaming the situation.
- 5. Download inappropriate and/or unlawful images, audio or text.

Student Awareness Statement , agree to the code of conduct and understand that if I break this code then my Licence will be suspended. . This means I will not be allowed to bring my phone or other technological devices to school for that period of time. I understand that if I use my phone or other technological devices in an inappropriate or unlawful manner then I will be suspended and am aware that this Code of Conduct is in place at all times. I agree that if I am suspected of inappropriate use then my phone or technological devices content can be looked at by a member of the School's Senior Executive. Signed __ (Student) Parental/Guardian Awareness Statement. (Optional) , have read the code of conduct and agree to support the school in its implementation. Signed Date



MEDICAL/HE	ALTH DETAILS
STUDENT NAME:	
MEDICARE NUMBER:	
STUDENT DETAILS - ADDITIONAL INFORMATION	
*Does the student have a disability? YES [] NO [
If YES, pleas specify disability:	
*Please indicate where you have documentation about your of documentation will be required for school records.	child's disability in any of the following areas. Copies of this
[] Autism Spectrum Disorder [] Deaf or Hard of Hearing [] Specific Speech Language Impairment [] Intellectual Disability [Severe Mental Disorder Global Developmental Delay (prior to age 6) Vision Impairment Physical Disability
[] Asthma []	Hearing condition (eg otitis media) Mental health or behaviour (eg depression, ADD/ADHD) Intensive Health Care Need (eg tube feeding) Diagnosed migraine/headaches Other need you will also need to complete a separate Health Care
Doctor's Name	Phone
Please provide details of any other information you would like r	
Do you have ambulance cover? [] YES [] NO (If there is a medical emergency, parents or guardians are	expected to meet the cost of the ambulance)
Permission to call: [] Ambulance [] Doctor [] Dentist	[] Administer First Aid
NAME OF PERSON ENROLLING STUDENT	
SIGNATURE	DATE



PUBLICATIONS / INTERNET PERMISSION

It is a legal requirement that the school has parental permission for any photo or video footage of children that appears in the media. As we would like to share children's achievements with the wider community your child may feature in future articles. Articles may feature on GWN, Goolarri Media, WIN, Broome Advertiser, West Australian Newspaper, Sunday Times Newspaper and teacher publications such as School Matters. As your child may feature in such articles during their time at Broome Senior High School, we would like you to complete the permission slip below.

Thanking you.	
12	
SAEED AMIN Principal	
*	
PUBLICATIONS / INTERNE	T PERMISSION SLIP
T.	give permission for my child
	to appear in photos/video footage that
appear in articles on television, for e	ed to Broome Senior High School. I understand that my child may xample: GWN, Goolarri, WIN, or in Newspapers: Broome Advertise teacher publications such as School Matters during his/her time at
Signature	Date

Email: <u>broome.shs@det.wa.edu.au</u>
Website: <u>www.broomeshs.wa.edu.au</u>
ABN: 26 311 726 811