



**Great Lakes  
College**

**ONE COLLEGE . THREE CAMPUSES . UNLIMITED OPPORTUNITIES**

# Enrolment Pack

## Enrolment

- Enrol your child online at <https://glcforster-h.schools.nsw.gov.au/>
- Complete and sign all paperwork in this booklet and return to the front office as soon as possible.

## Additional Required Documents

The following documents are required to complete the enrolment process.

- A copy of your child's birth certificate
- Proof of address  
*(e.g copy of driver's licence, electricity/water/council invoice, property lease agreement)*
- Proof of immunisation
- Enrolment Pack documents completed and signed by

### Checklist

- |                                   |  |
|-----------------------------------|--|
| <input type="checkbox"/> attached | <input type="checkbox"/> uploaded online |
| <input type="checkbox"/> attached | <input type="checkbox"/> uploaded online |
| <input type="checkbox"/> attached | <input type="checkbox"/> uploaded online |
| <input type="checkbox"/> parent   | <input type="checkbox"/> student         |

## Medical

Does your child have a serious medical condition OR allergy?    Yes     No

*(specify).....*

Does the condition require an action plan to be put in place?    Yes     No

### FORSTER CAMPUS

Cape Hawke Drive • PO Box 688 • Forster NSW 2428  
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## ENROLMENT FORM INFORMATION

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Dear Parents/Carers

The Department of Education enrolment process has been updated and is now available to submit on-line.

Each sections' details provide valuable information, which we use directly to contact Parents/Carers in order to keep students safe and well.

Other more general information is collectively used by the Department of Education to determine Great Lakes College, Forster Campus' level of funding, under the Resource Allocation Model (RAM), each year.

I would encourage Parents/Carers to ensure all sections of the enrolment application are correct and all sections are completed to ensure Forster Campus receives all the funds it may be entitled to, which will support the learning opportunities of your child.

If you require assistance with your on-line application, please contact the school.

Thanking you in anticipation.

Yours Sincerely



Scott Brown

**Relieving Principal**

## STUDENT COMMITMENT AGREEMENT

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### SECTION A: Student Commitment

NAME: .....

As a student at Great Lakes College, Forster Campus, I will endeavour to conduct myself in a manner that serves as a positive role model for other students. I will be guided by the School's Welfare and Discipline Code and its vision for its students. I will work to uphold the Campus and College's expectations of me by:

- Developing quality relationships based on mutual respect
- Maintaining high standards in dress and appearance, conduct, behaviour and work ethic
- Pursuing my own personal excellence
- Being an active and contributing team member

#### I will also strive to:

- Conduct myself in a manner that supports my learning, development and progress which does not interrupt or hinder the progress of others
- Complete by the due date; all class work, homework, assessment tasks and work commitments that are required as part of my program of study
- Attend school regularly and explain all absences either with a note or telephone call from my parents/caregivers
- Work to achieve my personal potential in all aspects of school life

#### I also understand it is expected that I will:

- Wear full and correct school uniform at all times when I am at school
- Conduct myself in a manner that brings credit to my family, my school and myself
- Follow the NSW Department of Education Behaviour Code for Students. (printed on the reverse side of this sheet.)

I make these commitments in good faith and understand that if I choose not to work towards their attainment, I may place my enrolment at Great Lakes College, Forster Campus at risk.

.....  
(Student's Signature)

.....  
(Date)

### SECTION B: Parent/Caregiver Undertaking

As a parent/caregiver, I acknowledge the commitment of Great Lakes College, Forster Campus to assist my student in their learning and undertake to work with them to support my student in meeting their commitment to their studies.

.....  
(Parent/Caregiver's Name)

.....  
(Signature)

.....  
(Date)

## BEHAVIOUR CODE FOR STUDENTS

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NSW public schools are committed to providing safe, supportive and responsive learning environments for everyone. We teach and model the behaviours we value in our students.

The *Behaviour Code for Students* has been developed to be explicit in the expectations of all students in all government schools in support of these aims.

The critical role of the parents and care-givers is recognised as the primary influence on each child's character and behaviour and as essential partners in supporting the *Behaviour Code for Students* and the successful education of their children.

The NSW Government and the Department of Education is committed to supporting principals and school staff in the implementation of this *Behaviour Code for Students* through state-wide policies and programs, together with regional support staff, professional learning, and alternative provisions, in order to meet the high standards for respectful, safe and engaged behaviour.

### In NSW public schools students are expected to:

All students in NSW government schools are expected to:

- Respect other students, their teachers and school staff and community members
- Follow school and class rules and follow the directions of their teachers
- Strive for the highest standards in learning
- Respect all members of the school community and show courtesy to all students, teachers and community members
- Resolve conflict respectfully, calmly and fairly
- Comply with the school's uniform policy or dress code
- Attend school every day (unless legally excused)
- Respect all property
- Not be violent or bring weapons, illegal drugs, alcohol or tobacco into our schools
- Not bully, harass, intimidate or discriminate against anyone in our schools

**Schools take strong action in response to behaviour that is detrimental to self or others or to the achievement of high-quality teaching and learning.**

# ACCEPTABLE COMPUTER USE POLICY

The use of computers is essential in a modern society and is part of the curriculum in most subjects. Access to the internet and other programs enables students to explore thousands of databases and websites containing information relevant to their studies. There are precautions that need to be taken, however, to protect valuable equipment and to prevent access to inappropriate internet sites.

The following uses of college computers are considered to be *acceptable*:

- carrying out research that is school-related;
- using email when responding to an international e-pal (for LOTE students only);
- using email to send set tasks to teachers;
- completing set tasks given by teachers, whether classwork, homework or assignments;
- researching any information to do with a future chosen career.

The following uses of college computers are considered to be *unacceptable*:

- accessing pornography or other offensive material;
- using chat rooms;
- using email if it is not class-related;
- using e-commerce, including share trading;
- attempting to access any sites that are blocked by the college;
- attempting to access any sites relating to terrorism, e.g.: making bombs.

In addition, students are not to:

- violate copyright laws
- view, send or display offensive messages or pictures
- waste limited resources such as disk space or printing capacity
- interfere with other students who are using a computer
- alter programs or pre-setting, including screen savers

*Please note that students may not access College computers and internet capabilities until the form listed below is signed and returned.*



## STUDENT AGREEMENT: ACCEPTABLE COMPUTER USE POLICY

I have read the above information and agree to follow the College code of practice for acceptable computer use. I am aware that consequences for unacceptable use of College computers may include, among other things, loss of network privileges. This agreement will remain in force for the duration of my schooling at Great Lakes College.

Student Name: ..... Class:.....

Student Signature:..... Date:.....

Parent Signature:..... Date: .....

[https://schoolsnsw.sharepoint.com/sites/glcforstercampus764-administration/shared documents/administration \(sass\)/students/enrolment/enrolment packs/2024/enrolment documents/7. acceptable computer use policy.docx](https://schoolsnsw.sharepoint.com/sites/glcforstercampus764-administration/shared%20documents/administration%20(sass)/students/enrolment/enrolment%20packs/2024/enrolment%20documents/7.%20acceptable%20computer%20use%20policy.docx)



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## Permission Note

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### Inter Campus Visits

As a College, there are occasions when students are required to attend either the Tuncurry Campus or Senior Campus for organised college events as part of the work being undertaken at school. Travel may be by chartered bus, teacher's car, or other acceptable excursion transport.

I understand these excursions have been approved by the Principal.

I hereby give permission for my child/ward, \_\_\_\_\_ to travel as necessary,  
and under teacher supervision between the Great Lakes College campuses.

### Local Excursions

At times, the school undertakes excursions around the local area which relate to work being undertaken at school. A permission note is needed for children to participate in these activities.

I hereby give permission for my child/ward \_\_\_\_\_ to participate in local  
excursions within walking distance of the school.

I understand these excursions have been approved by the Principal.

### Sport

I hereby consent to my child/ward \_\_\_\_\_ to participate in sporting  
activities at various facilities in Forster/Tuncurry involving travel by foot or bus, while enrolled at Great Lakes College  
Forster Campus.

I understand these excursions have been approved by the Principal.

### Health Care and Medical Needs

I understand that it is my responsibility to notify the school if my child /ward  
develops Health Care Needs or has changes to existing medical conditions.

Parent Name:

Parent Signature:

Date:

# Mums Dads Nans Aunts Uncles Pops FRIENDS



GREAT LAKES COLLEGE FORSTER CAMPUS

Would you like to...

**CANTEEN**

Meet new people?

Do a bit of work but have lots of fun?

Know a little more about how our canteen operates?

**Have your child get special line privileges on your canteen day!**

Great Lakes College Forster Campus Canteen would make you most welcome – don't be afraid of the High School Canteen, come and give it a try. Your kids will love having you at the canteen – please fill in the slip below and join us.

All day attendance is not necessary, a few hours of service in the recess and lunch breaks would be greatly appreciated – even if you can come and serve recess, go and come back to serve lunch. Every bit helps.

If you would like to know more about what your duties would be and the times you are needed then just come in and visit our canteen and talk with our friendly supervisors or ring 6554-5259 or Ros at home on 65548432.

**DO YOU HAVE ONE DAY A MONTH TO SPARE?**

**Name:**

**Phone:**

**Mobile:**

**I could volunteer on:**  
*(circle the day/s that may suit you)*

**MON TUE WED THU FRI**

## Student, Parent/Carer & Plan Details

Student Details	
Student Name	
Age	
School	GLC – Forster Campus
Year / Class	

Primary Contact Parent/ Carer/s		
Name		
Relationship to child		
Contact number and email		

Plan	Student signature	Parent/carers signature	Principal / delegate signature
Plan start			
First review			
Second review			

Individual Behaviour Support Plan - Strictly Confidential

[https://schoolsnsw.sharepoint.com/sites/glcforstercampus764-administration/shared documents/administration \(sass\)/students/enrolment/enrolment packs/2024/enrolment documents/9. individual behaviour support plan.docx](https://schoolsnsw.sharepoint.com/sites/glcforstercampus764-administration/shared%20documents/administration%20(sass)/students/enrolment/enrolment%20packs/2024/enrolment%20documents/9.%20individual%20behaviour%20support%20plan.docx)



\*\* Staff members developing the plan should collaborate with the parent/carer and student.

## IDENTIFY – Student background

What does the school need to know about the student?

What are the student's strengths? (e.g., social, good communicator, resilience, technology etc)

What are the student's interests? (e.g., preferred subjects, cooking, Lego, writing, gaming, technology, sport etc)

Student circumstances and background:

What support network does the student have? (e.g., in the community, family, friendships, school, sporting, online or other network)

Additional information from the student and parent/carer: Is there anything the school needs to consider to assist meeting your child's needs?