



Dear Parents/Caregivers,

On behalf of the Clontarf Academy staff at Trinity Bay State High School, I would like to invite your son to be a part of the Clontarf program. This program is designed specifically for Aboriginal and Torres Strait Islander males, and we provide full time, in school support.

The Clontarf program offers:

- A fun, safe and enjoyable room for our members to utilise during specified times
- In and out of class support
- Health and well-being sessions
- Fun morning training sessions
- Engaging after school activities
- Camps
- Sporting games and carnivals
- Community activities
- Assistance in gathering a tax file number, bank account, drivers' licence and other work documents.
- Employment visits and exposure to potential employers and ongoing support from our Employment Officer

The program is fully funded, and all of the activities will be free of charge to the families. Each student will receive a registration form at the beginning of every year to complete. On the front page are nine guidelines we ask all of our members to follow so please sit with and read through carefully before both parents/guardians and potential Academy members' sign. You will also find attached a form for a free Health Check.

Although we will encourage everyone to participate in all the activities, it is completely up to the individual which activities they choose to take part in, however, some will be essential. If any members aren't following our guidelines or are not engaging with the program, their spot will be reviewed and can be withdrawn.

Below is a sample of the weekly schedule.

Year 7, 8 & 9 Weekly Planner					
	Monday	Tuesday	Wednesday	Thursday	Friday
Morning Training 7:00am Start		Morning Training			Morning Training
1st Lunch	Monday Much	Academy Time	Academy Time	Academy Time	Top Attender Lunch
2nd Lunch	Academy Time	Academy Time	Academy Time	Academy Time	Academy Time
Afterschool 3:00 – 4:30pm	Afternoon Activity				

Kind Regards,

Mark Harland
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 W: www.clontarf.org.au



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REGISTRATION FORM & ACADEMY MEMBER CONTRACT

(To be completed by student)



The Clontarf Foundation exists to improve the education, discipline, self-esteem, life skills and employment prospects of young Aboriginal and Torres Strait Islander men and by doing so equips them to participate meaningfully in society.

Surname: _____ First Name: _____

Date of Birth: _____ Year Level: _____ Mobile Phone: _____

Address: _____

Parent/Guardian Names: _____

Email: _____

Home Phone: _____ Mobile Phone: _____

ACADEMY CODE OF CONDUCT

- ✓ Respect for all Academy and school staff and peers
- ✓ Respect for Academy and school premises and equipment
- ✓ Attending school and participating appropriately and honestly in all class activities
- ✓ Maintaining a good behaviour record at school
- ✓ Displaying a real commitment to your timetable and school work
- ✓ Attaining agreed benchmarks for all camps/tours and activities
- ✓ Completing allocated tasks and sharing the workload
- ✓ Upholding and displaying the values of the Academy at all times
- ✓ If this contract is broken at any stage, members may be withdrawn from the Academy for a short time until they reassess and re-sign their contract

I, _____ accept the responsibility of being a member of the Academy.

Signed: _____ Date: _____



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CAREGIVERS' CONSENT FORM

ACADEMY MEMBER



Academy members participate in a range of activities and events within the local area, both before, during and after school, and on weekends.

The activities include sports matches, tournaments, clinics, community activities, leadership activities, worksite visits, and day excursions.

We require your permission/consent for the following before your son can become a member of the Academy.

Please circle

The student identifies as being of Aboriginal and/or Torres Strait Islander descent and is enrolled in the school as such.

YES NO

I give permission for my son to become a member of the Academy.

YES NO

I give permission for my son to attend excursions, training, activities and games before, during and after school and at weekends.

YES NO

I give permission for my son to travel in a team bus, Academy vehicle or Academy staff private vehicle to attend the above or any other Clontarf Academy related visit.

YES NO

I give authority and permission for Clontarf Foundation staff to access my son's enrolment details, school attendance data and wellbeing/ behaviour records, which are collected and stored by the school, for the express purpose of supporting my child.

YES NO

Student's name: _____

Signed: _____ Date: _____



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CAREGIVERS' CONSENT FORM

PERMISSION TO PUBLISH



Members of the Academy are often photographed and videoed whilst taking part in activities that focus on the learning areas of Education, Employment, Leadership, Partners, Sport and Well-Being. We require your permission to take and publish these photographs and use the video.

Please note:

- Photographs and video are used by the Foundation to showcase the achievements of Academy members.
- Appropriate photographs and video are carefully selected and approved by Foundation staff prior to publication.
- Photographs and videos will be stored and disposed of securely.
- Should you choose to change your consent or have any queries regarding photographs or videos please speak to your Academy Director.

Please circle

I give permission for photographs of my son to be taken during Clontarf Foundation activities.

YES NO

I give permission for my son to be identified by name in publications, newsletters, websites and social media channels.

YES NO

I give permission for my son's photograph to be used in Clontarf approved internal publications, newsletters, websites and social media channels.

YES NO

I give permission for my son's photograph to be used in Clontarf approved external publications, websites, newsletters and social media channels. This includes use by the Foundation's corporate and government partners.

YES NO

Student's name: _____

Academy: _____ Date: _____

Parent/Guardian/Caregiver's Name: _____

Signed: _____ Date: _____



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CAREGIVERS' CONSENT FORM

PERMISSION TO CREATE AND UPDATE STUDENT RECORD



The Clontarf Foundation uses a very safe and secure database called the Clontarf Information Management System (CIMS) to maintain a record of each student. CIMS records the personal details of the students and their Academy activity. Please indicate your consent for this record to be created and updated.

Please circle

I give permission for the Foundation to create a student record of my son

 YES NO

Student's name: _____

Academy: _____ Date: _____

Parent/Guardian/Caregiver's Name: _____

Signed: _____ Date: _____

What is recorded?

- Student name
- Parent/ caregiver contact information
- Address
- Date of birth
- Resume
- Drivers licence
- Birth certificate
- Attendance at school
- Participation in Clontarf activities, such as work site visits, camps, and excursions
- Employer information
- Alumni activity record
- Life outcome

What is the information collected for?

- Internal purposes to assess and evaluate the effectiveness of the program
- To measure retention, attendance, Year 12 completion, and employment outcomes
- To manage the Foundation's business, such as for budgeting and planning purposes
- For reporting purposes to government partners



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SWIMMING ACTIVITIES

Throughout Term 1 and 2, 2025, the Trinity Bay Clontarf academy will undertake a number of water-based activities for students.

These activities will include swimming in numerous locations throughout the Cairns region, in swimming pools, creeks, rivers, dams and beaches, and performed as part of morning training and after-school activities.

All Clontarf Foundation staff hold current Bronze Medallion and Senior First Aid certificates, and swimming activities will be conducted at a staffing ratio of no more than 25 students per 1 supervising staff member.

Clontarf staff will always appraise the conditions to ensure safety.

Locations for swimming in Term 1 will be selected from the following:

- Trinity Bay SHS pool
- Tobruk pool
- Esplanade Lagoon
- Woree pool
- Sugarworld
- Freshwater Creek, Goomboora Park
- Freshwater Creek, Crystal Cascades
- Freshwater Creek, Oasis Swimming Hole
- Freshwater Creek, Stoney's
- Holloways Beach
- Yorkey's Knob
- Trinity Beach
- Palm Cove

Please circle: I give permission for my son to participate in water-based activities with the Clontarf Foundation:

YES

NO

My son is a confident and capable swimmer:

YES

NO

Student's name: _____

Parent/Guardian/Caregiver's Name: _____

Signed: _____

Date: _____



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STATEMENT OF COMMITMENT TO CHILD SAFETY

Clontarf Foundation recognises that every child has the right to be safe and to be protected from acts of neglect or abuse. We have zero tolerance to any form of child abuse or harm and will act quickly and in the best interest of the child should an allegation of harm or abuse occur.

We commit to the safety and wellbeing of every child who participates in our programs by:

- Providing a safe, supportive and empowering environment where they feel safe and secure and have positive experiences. This includes providing a culturally safe environment.
- Actively listening to participants, valuing their input, supporting them when their safety or wellbeing is at risk.
- Empowering them in decision-making processes that affect their lives, ensure their voices are heard, and address any concerns they might raise.
- Ensuring they know who to approach if they feel unsafe or have any safety concerns.

Aligned with our core values of being respectful, accountable and acting with integrity, we commit to:

- Prioritising the safety and wellbeing of our academy members.
- Educating all our employees about what it means to be a child safe organisation, so that we are all equipped with the knowledge, skills and awareness to keep children safe and can quickly respond when an academy member shares their concerns or they feel worried or unsafe.
- Adhering to robust recruitment and human resources practices, employee screening and training to meet our commitment to child safety.
- Role model behaviour and actions documented in our policies and procedures which provides a guide on how Clontarf Foundation is a safe and welcoming place for children.
- Welcoming feedback to continuously improve our child safe policies, procedures and practices.
- Informing and engaging families to support child safety and wellbeing as this is all our responsibility.



Parent Consent Form for student participation in the Clontarf Academy Program

Privacy Statement

The Department of Education and Training (DET) is collecting the personal information requested in this form in order to:

- obtain lawful consent for your child to participate in the Clontarf Academy Program; and
- obtain lawful consent to disclose your child's personal information to the Clontarf Foundation for the purposes of the Clontarf Academy Program

The information collected on this form will only be accessed by authorised DET staff and will be dealt with in accordance with the confidentiality requirements of s.426 of the Education (General Provisions) Act 2006 (Qld) and the Information Privacy Act 2009 (Qld).

The information will not otherwise be disclosed to any other person or agency unless it is for a purpose stated above, the disclosure is authorised or required by law, or you have given DET permission for the information to be disclosed.

Section 1 – The Clontarf Academy Program

The Clontarf Academy Program (the Program) is provided by the Clontarf Foundation, ACN 131 909 405, an Australian Public Company limited by Guarantee (<http://www.clontarf.org.au/about/>). The Program uses Aboriginal and Torres Strait Islander male students' passion for football to help maximise their school attendance and promote positive participation and achievement in school, training and prospective employment. The major goal of the Program is to ensure Program students attend school, engage in learning and behave appropriately at school.

Please Note: Clontarf Foundation staff are not employed by the Department of Education and Training and the Clontarf Foundation is solely responsible for the delivery of the Program.

The Clontarf Foundation and the school determine which students will be allowed to participate in the Program.

There is an expectation Program students will fully participate in their education program, behave in an appropriate manner, contribute to the life of the school, complete year 12, have a positive attitude, be punctual, attend school regularly and be confident and feel part of the community.

Students who fail to meet the expected standards of participation and behaviour may be removed from the Program. Please note also that the school may discontinue the Program.

Students accepted into the Program (Program students) will be mentored and counselled by locally based staff of the Clontarf Foundation on a range of behavioural and lifestyle issues, both during and outside of school hours.

Specifically, whilst the Program is operating at the school, the Program will involve -

Educational and behavioural assistance -

- Clontarf staff will assist Program students with their schooling and transition to training or employment after schooling. This may include Clontarf staff –
 - working with the school to identify appropriate school timetables, classes and year/ term planners for Program students;
 - working with Program students' teachers to provide appropriate education and career guidance to Program students;
 - supporting the school with sports coaching, before and after school sporting competitions and other school based activities for Program students;
 - accessing Program students for one school period per week to deliver a 'life skills/ Clontarf values' class; and
 - supporting the school with vocational education and training and work placements and working with the school to provide support to graduating Program students in transitioning to employment or further vocational training.
- Clontarf staff will work closely with Program students to modify negative behaviours. This may include Clontarf staff -

- attending student management meetings conducted by the school for Program students, including meetings about student behaviour and attendance, where appropriate;
- attending behaviour management induction sessions for Program students where invited; and
- attending strategically selected classes to assist teaching staff with classroom delivery and student management for Program students where invited.
- Clontarf staff will monitor and evaluate the educational and behavioural progress of Program students, including by –
 - attending meetings with Program students' teachers and attending Program students' classes as appropriate; and
 - reviewing data relating to Program students attendance, behaviour and educational progress.

Extra-curriculum activities -

- Program students will –
 - participate in a Program orientation and induction activity organised and supervised by Clontarf staff;
 - participate in a range of extra-curriculum activities organised and supervised by Clontarf staff, including in school sessions, camps, excursions and sporting carnivals; and
 - be picked up from home before school by Clontarf staff for sports training sessions and provided with breakfast.

(NOTE – Program students may be required to travel in Clontarf Foundation vehicles with Clontarf staff when attending extra-curriculum activities).

Please note that the Department of Education and Training does not have personal accident insurance cover for students. If your child is injured as a result of an accident or incident while participating in the Program, all costs associated with the injury, including medical costs are the responsibility of the parent/carer. Some incidental medical costs may be covered by Medicare. If you have private health insurance, some costs may be also be covered by your provider. Any other costs must be covered by parents/carers. It is up to all parents/carers to decide what types and what level of private insurance they wish to arrange to cover their child. Please take this into consideration in deciding whether or not to allow your child to participate in the Program.

Further information on the Program is available from the Academy Director at the school.

Section 2 - Information Sharing

If you wish for your child to participate in the Program, the Department of Education and Training will be required to disclose the following personal information to the Clontarf Foundation and its staff -

- Your name and contact details, including home address and phone number(s).
- Your child's name, date of birth, year level and student ID number;
- Your child's contact details, including home address and phone number(s);
- Your child's school attendance data, including OneSchool attendance records;
- Your child's educational information, including class lists, timetables, year/ term planners, items of assessment, report cards and educational plans;
- Your child's behavioural information, including any individual behaviour plans, behavioural assessments, disciplinary notices and OneSchool disciplinary records;
- Your child's medical information, including any medical conditions that may impact on his education, behaviour or participation in extra-curriculum activities and required treatments for any medical conditions;
- Information on your child's participation in any school sports, extra-curriculum activities, school based activities, vocational education and training, work placements or career counselling.

Section 3 – Parent/ Guardian Consent

By signing this form (below) I/we acknowledge that –

1. I/we are the parent(s) or legal guardian(s) of the child named below;
2. I/we understand that the Clontarf Foundation and the school determines which students will be allowed to participate in the Program and that completing this form does not guarantee that my/our child will be accepted into the Program;
3. I understand the Department of Education and Training does not guarantee that the Program will continue indefinitely;
4. I/we have read Section 1 of this form and understand what the Program involves and that the Clontarf Foundation is solely responsible for delivery of the Program;
5. I/we give permission for my/our child to participate in the Program;
6. I/we have read and understood Section 2 of this form and give permission for the Department of Education and Training to disclose the personal information listed in Section 2 to the Clontarf Foundation and its staff for the purposes of my/our child's application to join, and participation in, the Program.

If at any time you no longer wish for your child to be involved in the Program, please contact the School Principal.

Child details*

First name	Last name	Date of Birth
		/ /
School at which child is enrolled	Grade/Class	

Name of signing parent/guardian 1***Signature of parent/guardian 1*****Date** / /**Name of signing parent/guardian 2****Signature of the parent/guardian 2****Date** / /

*Section must be completed.



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CAREGIVERS' CONSENT FORM

04c – HEALTH CHECK (FOR USE WITH SONIC HEALTH+)



The Clontarf Foundation exists to improve the education, discipline, life skills, self-esteem and employment prospects of young Aboriginal and Torres Strait Islander men. Key to our approach is a focus on the health and the overall wellbeing of the young men in our Academies.

To help support the early detection, diagnosis and intervention for common and treatable conditions, the Clontarf Foundation works with local Health Providers to deliver a FREE annual Health Check to our young men. These Health Checks can provide important information about your son's health and wellbeing, including:

- Kidneys
- Heart & Lungs
- Mind
- Teeth & Gums
- Skin
- Hearing & Vision

A Health Check requires permission from parents/guardians. Please sign the consent below if you would like your son to receive this service.

CONSENT FOR STANDARD HEALTH CHECK

Student name: _____ Date of birth: _____

I give consent for the above-named student to receive a free Health Check YES NO

If NO to above, has your son had a Health Check in the last 9 months? YES NO

Student's usual Doctor (GP) or Health Provider: _____ Phone: _____

Address: _____ Student's Medicare Number: _____

Parent/Guardian name: _____ Signature: _____

Date: _____ Phone: _____

CONSENT FOR BLOOD AND URINE TESTS

In addition to a standard Health Check, to maximise the value of this service there is also an option to include the following:

- A blood and urine sample to test for conditions such as diabetes, anaemia, and some infections like hepatitis and STIs

I give consent for the above-named student to provide a blood sample YES NO

I give consent for the above-named student to provide a urine sample YES NO

Parent/Guardian Name: _____ Signature: _____

CONSENT FOR RELEASE OF INFORMATION TO YOUR USUAL HEALTH PROVIDER

In the interest of your son's good health and wellbeing, it is important that they are followed up with their usual doctor if any issues are identified in the health check:

I give consent for a copy of this health check to be provided to my usual doctor YES NO

Parent/Guardian name: _____ Signature: _____

Student's usual Doctor (GP) or Health Provider _____

Phone: _____