



ANDERGROVE STATE SCHOOL

Phone: (07) 4998 9333

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Enrolment Agreement

This enrolment agreement sets out the responsibilities of the student, parents or carers and the school staff about the education of students enrolled at Andergrove State School.

Your signature as the parent or carer is ...

- **an indication of your understanding & acceptance of these responsibilities,**
- **an acknowledgement of receipt of school policies & expectations and**
- **a confirmation that relevant discussions have taken place prior to the enrolment of your child.**

During this enrolment discussion, our Principal, Deputy Principal or delegate, will provide you with a copy of our school's Responsible Behaviour Plan for Students which outlines our school's strategies for implementing the Queensland Code of School Behaviour.

Responsibility of student to:

- attend school on every school day for the educational program in which they are enrolled, on time, ready to learn and take part in school activities
- act at all times with respect and show tolerance towards other students and staff
- work hard and comply with requests or directions from the teacher and principal
- abide by school rules as outlined in the school's Responsible Behaviour Plan for Students, including not bringing items to school which could be considered as weapons (e.g. dangerous items such as knives)
- meet homework requirements and wear our Andergrove State School uniform
- respect the school property.

Responsibility of parents to:

- ensure your child attends school on every school day for the educational program in which they are enrolled
- attend open meetings for parents
- let the school know if there are any problems that may affect your child's ability to learn
- ensure your child completes homework regularly in keeping with the school's homework policy
- inform school of student absences and reasons for absences in a timely manner
- treat school staff with respect
- support the authority of school staff thereby supporting their efforts to educate your child and assist your child to achieve maturity, self discipline and self control
- not allow your child to bring dangerous or inappropriate items to school
- abide by school's instructions regarding access to school grounds before, during and after school hours
- advise Principal if your student is in the care of the State
- keep school informed of any changes to student's details, such as student's home address and phone number.

Responsibility of school staff to:

- design and implement engaging and flexible learning experiences for individuals and groups
- inform parents and carers regularly about how their children are progressing
- design and implement intellectually challenging learning experiences which develop language, literacy and numeracy
- create and maintain safe and supportive learning environments
- support personal development and participation in society
- foster positive and productive relationships with families and the community
- inform students, parents and carers about what the teachers aim to teach the students each term
- teach effectively and to set the highest standards in work and behaviour
- clearly articulate the school's expectations regarding the Responsible Behaviour Plan for Students and the school's Dress Code policy
- ensure that parents and carers are aware that the school does not have personal accident insurance cover for students
- advise parents and carers of extra-curricular activities operating at the school in which their child may become involved (for example Program of Chaplaincy Services, sports programs)
- set, mark and monitor homework regularly in keeping with the school's homework policy
- contact parents and carers as soon as is possible if the school is concerned about the child's school work, behaviour, attendance or punctuality
- deal with complaints in an open, fair and transparent manner in accordance with departmental procedure, Complaints Management – State Schools
- treat students and parents with respect .

Parental Agreement

ENROLMENT DISCUSSION:

Has your child ever been known by another name? YES NO

Is there any reason why your child might be considered a danger to themselves or others? YES NO

Does your child have a disability (Intellectual Impairment, Physical Impairment, Hearing Impairment, Visual Impairment, Speech Impairment, Autism or Asperger's Syndrome) ? YES NO

PARENT AGREEMENT:

I accept the rules and regulations of the Andergrove State School as outlined during an enrolment discussion and stated in the school policies that have been provided to me in this school's Parent Information Handbook, including:

- Responsible Behaviour Plan for Students
- Student Dress Code
- Homework Policy
- School Charges and voluntary contributions
- School network usage and access statement requirement of Acceptable Use of the Department's Information, Communication and Technology (ICT) Network and Systems
- Absences
- School Excursions
- Complaints management
- Parent Notice for Religious Instruction in School Hours
- Parent / Guardian Consent form for *Voluntary Student Participation in Program of Chaplaincy Services*
- Department insurance arrangements and accident cover for students
- Managing Consent to Use Student/Volunteer Copyright Materials and/or to Record, Use or Disclose Student Personal Information
- Appropriate Use of Mobile Telephones and other Electronic Equipment by Students
- School instructions for school access

I acknowledge:

- That I have read and understood the responsibilities of the student, parents or carers and the school staff outlined above; and
- That information about the school's current rules, policies, programs and services, as outlined above has been provided and explained to me.

.....
(Parent/Carer)

.....
(Date)

PRINCIPAL'S ACCEPTANCE OF ENROLMENT: This enrolment agreement has been accepted by the enrolling parent/carers and information about school policies has been provided. Enrolment is approved. Student/s commencement date & class:

.....
(Principal or Delegate)

.....
(Date)