

Albany Creek State School ENROLMENT AGREEMENT

This enrolment agreement sets out the responsibilities of the student, parents/caregivers and the school staff about the education of students enrolled at Albany Creek State School. These responsibilities are explained in more detail in the Albany Creek State School *Responsible Behaviour Plan for Students*.

Responsibility of student to:

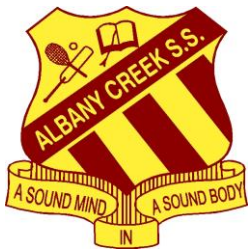
- attend school regularly, on time, ready to learn and take part in school activities
- act at all times with respect and show tolerance towards other students and staff
- work hard and comply with requests or directions from the teacher and principal
- abide by school rules, meet homework requirements and wear school's uniform
- respect the school environment.

Responsibility of parents/caregivers to:

- attend information evenings for parents
- let the school know if there are any problems that may affect my child's ability to learn
- ensure your child completes homework regularly in keeping with the school's homework policy
- inform school of reason for any absence
- treat school staff with respect and tolerance
- support the authority and discipline of the school enabling my child to achieve maturity, self-discipline and self-control
- abide by school policy regarding access to school grounds before, during and after school hours
- advise the principal if your child is in out-of-home care
- keep school informed of any changes to your contact details or your child's details, such as home address, email address and phone number
- ensure the school is aware of any changes to your child's medical details.

Responsibility of school to:

- develop each individual student's talent as fully as possible
- inform parents and carers regularly about how their children are progressing
- 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
- take reasonable steps to ensure the safety, happiness and self-confidence of all students
- be open and welcoming at all reasonable times and offer opportunities for parents and carers to become involved in the school community
- clearly articulate the school's expectations regarding the responsible behaviour plan for students and the school's dress code policy
- ensure that the parent is aware of the school's record-keeping policy including the creation of a transfer note should the student enrol at another school
- 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
- consult parents on any major issues affecting students



Responsibility of school to (Continued):

- treat students and parents with respect and tolerance.
- Ensure that parents and carers are aware that the school does not have personal accident insurance cover for students
- Notify parents of an unexplained absence of their child as soon as practicable on the day of the student's absence (allowing time for parents to respond prior to the end of the school day).

I accept the rules and regulations of Albany Creek State School as stated in the school policies that have been provided to me as follows:

- Student Code of Conduct
- Student Dress Code (*refer to School Uniform Requirements section in Handbook*)

In addition, the following policies are outlined in the Albany Creek State School *Handbook*

- Absences (*refer to Absences section in Handbook*)
- School Charges and voluntary contributions (*refer to Curriculum Activity Books section in Handbook*)
- Homework Policy (*refer to Homework section in Handbook*)
- School Excursions (*refer to Educational Tours and Performances section in Handbook*)
- Appropriate Use of Mobile Telephones and other Electronic Equipment by Students (*refer to Mobile Phone Policy section in Handbook*)

As part of the enrolment process the following agreement has also been discussed and signed.

- Use of internet, intranet and extranet by students (*refer to Internet Access Agreement form in school enrolment folder*)

I acknowledge that information about the school's current programs and services has been explained to me.

Student signature: _____

Parent/Caregiver signature: _____

Parent/Caregiver name (print): _____

On behalf of Albany Creek State School: _____

Date: _____