**Enrolment Agreement – Kalamia State School**

T**his enrolment agreement sets out the responsibilities of the student, parents or carers and the school staff about the education of students enrolled at Kalamia State School.**

***Responsibility of student to:***

* attend school on every school day for the educational program in which they are enrolled, on time and ready to learn
* act at all times with respect and show tolerance towards other students and staff
* work hard and comply with requests or directions from all school staff
* abide by school rules as outlined in the school’s Responsible Behaviour Plan for Students
* meet homework requirements and wear school’s 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
* 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 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 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 Complaints Management procedure
* treat students and parents with respect.

**Enrolment Agreement – Kalamia State School**

* Responsible Behaviour Plan for Students
* Student Dress Code
* 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
* Complaints management

***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.

Student Signature: ……………………………….Parent/Carer Signature: ………………….………

Name :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On behalf of Kalamia State School…………………………………………………….……………….

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Uncontrolled copy.** Refer to the Department of Education, Training and Employment Policy and Procedure Register at http://ppr.det.qld.gov.au to ensure you have the most current version of this document. TRIM 10/107994 Page 1 of 1