

Enrolment Agreement**Policies and Procedures****ENROLMENT AGREEMENT****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 expectations as outlined in the school's Responsible Behaviour Plan for Students, including not bringing items to school which are banned
- follow school policies eg: Uniform, ICT, Electronic Devices
- respect the school property

Responsibility of parents to:

- ensure your child attends school every school day for the educational program in which they are enrolled
- attend open meetings for parents
- ensure your child wears and complies with the school uniform policy
- 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
- be respectful and support the school staff in their efforts to provide an educational program for your child
- 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
- keep school informed of any changes to student's details, such as changes of home address and phone

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 literacy and numeracy
- create and maintain safe and supportive learning environments
- 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
- 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 uniform policy
- advise parents and carers of extra-curricular activities operating at the school in which their child may become involved
- 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

I acknowledge:

That I have read and understood the responsibilities of the student, parents or carers and the school staff as outlined above and that information about the school's current expectations, policies, programs and services, have been provided and explained.

Student Signature:

Parent/Carer Signature:

On behalf of Earnshaw State College:

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