



# Enrolment Agreement

Student Name: \_\_\_\_\_

The Enrolment Agreement sets out the responsibilities of the student, parents/carers and the school staff about the education of students enrolled at Charleville State High School. We believe each and every student can be successful when students, parents and the school work together to increase students' school attendance. The following rules and values which we expect our students to follow:

Rules	Values
Be Respectful	Resilience
Be a Learner	Organisation
Be Responsible	Co-operation
Be Safe	Integrity

By signing this agreement, students, parents and the school are making a commitment to each other that they will fulfil their roles and responsibilities for achieving the best possible learning outcomes for students.

## **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/expectations as outlined in the Student Code of Conduct, including not bringing items to school which could be considered as weapons (eg. dangerous items such as knives)
- Meet homework requirements and wear school's uniform
- Respect school property.

## **Responsibility of parents/carers to:**

- Ensure your child attends school on every school day for the educational program in which they are enrolled
- Advise the school as soon as possible if your child is unable to attend school and reason/s why (eg. child is sick)
- Attend open meetings for parents/carers
- 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
- Treat all 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 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 staff to:**

- Design and implement engaging and flexible learning experiences for individuals and groups of students
- 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 for students
- 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 high standards in work and behaviour
- Clearly articulate the school's expectations regarding the Student Code of Conduct and the Student 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 possible if the school is concerned about the child's school work, behaviour, attendance or punctuality
- Notify parents/carers of an unexplained absence of their child as soon as practicable on the day of the student's absence (allowing time for parents/carers to respond prior to the end of the school day)
- Deal with complaints in an open, fair and transparent manner in accordance with departmental policy
- Treat students and parents/carers with respect.

## Internet Usage:

Today's students live in a digital world and our school is committed to providing educational activities that enable your student to succeed. Education Queensland is committed to integrating use of Information and Communication Technologies (ICTs) into all subject areas and providing a level of access to these technologies throughout schools. To provide this access, the school requires caregiver permission to allow your student to use the school ICT network (including the internet).

It is important that both you and your student understand the responsibilities of student, caregivers, and the school when using the school ICT devices and facilities.

### **Student Responsibilities:**

It is acceptable for students to use school ICT devices and facilities for:

- ⇒ class work and assignments set by teachers;
- ⇒ developing literacy, communication and information skills;
- ⇒ authoring text, artwork, audio and visual material for publication on the Intranet, solely for educational purposes as supervised and approved by the school;
- ⇒ conducting research for school activities and projects;
- ⇒ communicating with other students, teachers, parents or experts in relation to school work;
- ⇒ access to online references such as dictionaries, encyclopaedias, etc.

It is unacceptable for students to:

- ⇒ download, distribute or publish offensive messages or pictures;
- ⇒ use obscene or abusive language to harass, insult or attack others;
- ⇒ deliberately waste printing and Internet resources;
- ⇒ damage or disrupt computers, printers or the network equipment;
- ⇒ violate copyright laws, which includes plagiarism and music;
- ⇒ use unsupervised internet chat or use online e-mail services (e.g. hotmail);
- ⇒ send chain letters or Spam e-mail (junk mail);
- ⇒ divulge personal information (e.g. name, parent's name, address), via the internet or e-mail, to unknown people;
- ⇒ give their username and password to another student;
- ⇒ use another student or staff member's username or password to access the school's network, including trespassing in another person's files, home drive or e-mail;
- ⇒ access non-educational games or activities.

### **Caregiver Responsibilities:**

Caregivers (and students) should:

- ⇒ accept that the Internet gives access to all sorts of information, some good some not good;
- ⇒ accept that the school cannot fully control information accessed through the Internet;
- ⇒ be able to report and discontinue access to harmful Internet and email information.

Caregivers (and students) should be aware that:

- ⇒ access to ICT resources is for learning experiences;
- ⇒ the ICT facilities should be used responsibly and with care;
- ⇒ students breaking these rules will be faced with consequences under the school behaviour management plan;
- ⇒ information may be accidentally displayed that could be illegal, dangerous or offensive, with or without the student's immediate knowledge;
- ⇒ teachers will always exercise their duty of care, but control of access to harmful information requires responsible use by the student.

### **School Responsibilities**

The school will:

- ⇒ provide educational experiences using ICT devices and facilities;
- ⇒ restrict/remove student access to ICT resources if the student does not meet the school's ICT usage standards;
- ⇒ prepare students for the possibility of unanticipated access to harmful information, materials or approaches from unknown persons via the Internet;
- ⇒ ensure that, where possible, Internet use by students is prepared before class, including checks on sites students are directed to visit.

- Students will be issued with a username and password to access the internet
- Students will not be permitted to access Internet until form is returned, signed by student and caregiver
- Students will be notified of their username and password details once their form is returned and their account activated

If you have any questions regarding the use of the Internet at Charleville State High School please do not hesitate to contact the school, telephone 4656 8888.

## **INTERNET – STUDENT ACCEPTABLE USE AGREEMENT**

### **Student:**

- I understand that the school's ICT network provides me with access to a range of essential learning tools, including the internet which connect me to useful information stored on computers from around the world.
- While I have access to the school's ICT network: I will only use it for educational purposes; I will not undertake or look for anything that is illegal, dangerous or offensive; I will not reveal my password or allow anyone else to use my school account; and I will adhere to my responsibilities under the Charleville SHS ICT Acceptable Use policy.
- In relation to e-mail and internet usage, I will: clear any offensive pictures or information from my screen; and immediately quietly inform my teacher. In the same instance I will not: reveal home addresses or phone numbers – mine or that of any other person; or use the school's ICT network (including the internet) to annoy, offend or defame anyone else.
- I understand that my online behaviours are capable of impacting on the good order and management of the school whether I am using the school's ICT facilities and devices inside or outside of school hours.
- I understand that if the school decides I have broken the rules for using its ICT network, appropriate action will be taken in line with the Charleville SHS Behaviour Management Plan, which may include loss of access to the network (including the internet) for some time.

**Student's Name:** \_\_\_\_\_

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **Caregiver:**

- I understand that the school provides my child with access to the school's network (including the internet) for valuable learning experiences. This will give my child access to information on computers from around the world; that the school can not control what is on those computers; and that a small part of that information can be illegal, dangerous or offensive.
- I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend finally upon responsible use by my child. Additionally, I will ensure that my child understands and adheres to the school's appropriate behaviour requirements and will not engage in inappropriate use of the school's ICT network. I will advise the school if any inappropriate material is received by my child that may have come from the school or other students.
- I understand that the school is not responsible for safeguarding information stored by my child on a departmentally-owned device.
- I believe my child understands this responsibility, and I hereby give my permission for them to access and use the school's ICT network (including the internet) under the school rules. I understand that students breaking these rules will be subject to appropriate action by the school. This may include loss of access and usage of the school's ICT network for some time.
- I have read and understood this agreement and the Student Code of Conduct.
- I agree to abide by the above guidelines.

**Caregiver's Name:** \_\_\_\_\_

**Caregiver's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

A wide range of opportunities are offered to students at Charleville State High School. This occurs both in the curriculum, as well as extra-curricular activities associated with sport, culture, school rewards schemes and post school pathways. To limit the number of permission letters, completing this letter will cover your student for the duration of their enrolment.

An information letter will be sent home detailing the activity and any costs involved. Approval for each section is required for your student to participate in the activity. To show approval, tick the box beside each section.

**Class Excursions**

The classroom teacher may wish to include an activity that will involve the students learning outside the classroom, or the school grounds. These activities will undergo a risk assessment to limit the risk of injury by the classroom teacher and the admin of the school. These activities will either be used to reinforce what is learnt in the classroom, or in the case of some classes, include an assessment component for the class. **If permission is not given for your student to participate in these activities, it may impact their final result.**

**Homework Club**

The school offers a Homework Club Thursday afternoons after school. This activity offers the students one-on-one/small group assistance with their classroom teacher. This is used to increase understanding of classroom work, or to assist the students understand their assessment tasks. For this to happen, the student needs to ask the teacher to attend, and in most cases, they will. As the event happens outside normal school hours, parental approval needs to be obtained.

**ITD**

As a key component of entry into the ITD building, students must undertake a safety induction program. The school has decided to implement an industry standard program to cover this. The program is called OnGuard Safety. This provides a comprehensive array of training resources for machinery, power tools, equipment and procedures. Will allow our students to actively engage with safety and ensure they know the most up to date information. Participation in this program involves the storage of student information on an external site. Approval for this to occur is required from the parent/guardian.

**HPE**

This is a compulsory subject for students in Years 7 – 10, while an elective in Years 11 and 12. Each Term consists of a theory and practical component. Practical components consist of sports that are deemed low, medium and high-risk activities. If high-risk, the teacher will send out a letter seeking permission to undertake the activity. Ticking this box states that you give your student permission to participate in low and medium risk activities within the HPE classes. Remember that participation in the practical component of the class often contributes 50% of the total mark.

**Swimming & Athletics Carnival**

Swimming and some Athletics activities (javelin, high jump and discus) are considered to be high risk activities. Ticking this box means you give permission for your student to participate in these events.

**Cross Country**

Annual Cross Country and Colour Run. Your student is encouraged to participate in either one of these activities.

**PBL Rewards Trip**

Every term a Positive Behaviour Reward Trip is organised. Participation is based on the following: displaying the 4 B's & V's, rewarded with a minimum of 10 Starbucks cards, and/or remained in 'green zone' and had 0-1 major referrals for the term.

**NAIDOC March**

To show support for the NAIDOC program our whole school participates in the annual march. All students are transported by our school bus to and from this event.

**Bus Transportation**

Students may be transported to activities on the school's mini-bus, or a contracted bus service. If transportation is required, fully qualified drivers will be operating the vehicle, and all driver fatigue management rules will be followed. This is for both the drivers of the school bus, or hired vehicles.

### **Behaviour at Curricular and Extra-Curricular Activities**

All students are representing Charleville State High School. They will be expected to follow the same values and beliefs of our school. Failure to correctly follow the procedures as laid out in the student diary, and any extra expectations set down by the supervising teacher/s, may impact your student's ability to participate in the event.

If the student's actions are deemed serious the student will be returned to Charleville SHS. If this is your student, you may either organise for your student to be collected from the activity and returned home, or the school will organise for the return of your child on public transportation. Costs incurred will be invoiced to the parent/carer of the student. Any further actions will involve discussions between the school's administration, the student involved and the parent/carer.

**By agreeing for your student to participate in any curricular or extra-curricular event, you agree to the above actions possibly occurring.**

Your child may also nominate for school/district sports. For your student to participate in these sports, permission needs to be obtained from parent/carer.

The following extra-curricular sporting opportunities will be available through the year. Please tick the sporting activities you give permission for your child to be eligible to participate in.

<input type="checkbox"/> After school training	<input type="checkbox"/> Futsal (13-14 year old)	<input type="checkbox"/> Softball
<input type="checkbox"/> Basketball	<input type="checkbox"/> Golf	<input type="checkbox"/> Squash
<input type="checkbox"/> Cricket	<input type="checkbox"/> Netball	<input type="checkbox"/> Touch Football
<input type="checkbox"/> Football (Soccer)	<input type="checkbox"/> Rugby League <sup>@</sup>	<input type="checkbox"/> Volleyball

<sup>@</sup> denotes that a mouthguard is compulsory

Information concerning the activity, training schedule and trial details will be sent home when required. This will include where and when the activity is being held, as well as information on transportation. With the continued COVID pandemic, the information will also detail any procedures put in place for the trials.

**Conditions of Selection:**

Signing/returning the forms **does not** guarantee your child’s participation in each selected sporting or representative event. Selection is dependent on the following points:

- **Performance** – Your child’s performance at selection trials, training **and** academically at school.
- **Behaviour** – Your child **must** remain in the green or yellow of the behaviour pyramid. Those in the red section may have a plan developed to allow for participation if the stated standards are met. Students on suspension are ineligible to attend.
- **Assessment** – All assessment is to be completed and submitted to a satisfactory standard a minimum of one school day prior to the departure of the event.
- **Finances** – Your child’s school fees must be paid up to date (this includes all previous years’ fees), or an approved repayment plan is set in place with the school. For events convened after the First Term, full payment of your child’s fees must also have been finalised. Any costs linked to the excursion must be paid at the office at least seven days prior to departure. **No money will be accepted by staff on the day of departure.**

If you have any queries or concerns about this process, please contact the school on 4656 8888.

- I have read and understood the responsibilities of the student, parents or carers and the school staff outlined above;
- I acknowledge that information about the school’s current rules, policies, programs and services, including the school’s Attendance Policy, Internet Policy and Sporting Policy have been explained to me.

Student Signature

Parent/Carer Signature

On behalf of  
Charleville State High School

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Date



## Authorisation for Consent to Medical Treatment of Minor Child

In the event of a medical emergency, your child's school medical form will accompany them to the hospital. This medical information provided below is confidential and will be used to respond to any injury or medical condition. If your child needs emergency medical care and you are unavailable to provide formal consent to medical authorities, care may be unnecessarily delayed.

### Student Details:

Child's Full Name:			
Year Level:		Date of Birth:	
Medicare Number:		Ref Number:	
Private Health Insurance:		Member Number:	

### Emergency Contacts: *Tick preferred method of contact in each case (please order 1-3 in preference):*

(1) Full Name:		Relationship:
<input type="checkbox"/> Mobile:	<input type="checkbox"/> Tel (work):	<input type="checkbox"/> Tel (home):
(2) Full Name:		Relationship:
<input type="checkbox"/> Mobile:	<input type="checkbox"/> Tel (work):	<input type="checkbox"/> Tel (home):
(3) Full Name:		Relationship:
<input type="checkbox"/> Mobile:	<input type="checkbox"/> Tel (work):	<input type="checkbox"/> Tel (home):

### Medical Details:

Child's Doctor:	Tel:
Address:	
Known Allergies:	
Medications currently taken:	
Important Medical History:	

### Immunisations:

Are immunisations up to date? <input type="checkbox"/> Yes <input type="checkbox"/> No
Date of Last Tetanus Needle:

Do any of the following conditions apply to your child?

Please tick relevant box and provide details (eg. severity, medication, date of operation)

Condition	Yes	No	If yes, provide details
Asthma			
Other Respiratory problems			
Drug Allergies			
Other Allergies			
Diabetes			
Epilepsy			
Anaphylaxis			
Travel sickness			
Heart/Lung problems			
High blood pressure			
Recent operations/injuries/illness			

Dizzy spells			
Disabilities			
Mobility aides or assistance			
Visual or hearing impairment			
Communication limitations or aides			
Migraines			
Sleep walking			
Kidney/bowel problems			
Previous Surgery			
Psychiatric			
Special dietary requirements			
Eating/drinking difficulties			

Please specify any other relevant information:

In the event that your child requires medical care, and you are uncontactable, please state any forms of treatment that you would prefer not to be applied:

**Consent:**

I/we \_\_\_\_\_ (parent/guardian full name/s):

- All medication must be handed to the teacher-in-charge prior to departure, in original packaging, with student’s name, dosage and time to be taken (label from Chemist). If it is necessary for the student to carry own medication, eg. asthma inhaler, it must be with the knowledge and consent of both the parents and the teacher-in-charge.
- Hereby authorise representatives of Charleville State High School to give consent for all medical and/or surgical treatment that may be required for my/our child during my/our absence.
- Acknowledge the above medical information includes all relevant information about any medical limitations they may have.
- Accept liability for all costs incurred in obtaining such medical treatment and undertake to reimburse the State of Queensland (via the Department of Education and Training) the full amount of any costs incurred on my/our child’s behalf.

**Signature of parent/guardian(s):** \_\_\_\_\_ **Name:** \_\_\_\_\_

**Signature of parent/guardian(s):** \_\_\_\_\_ **Name:** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_