



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.

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 on time, ready to learn and take part in school activities
- Act always 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
- Wear school uniform correctly and fully
- Respect school property
- Understand that access to the computer network and/or the internet can be removed for breaches and that additional disciplinary action could be necessary.

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.

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.

☐ **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 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. The student needs to ask the teacher to attend. As the event happens outside normal school hours, parental approval needs to be obtained.

☐ **ITD**

A key component of entry into the ITD building students must undertake a safety induction program - OnGuard Safety. A comprehensive array of training resources for machinery, power tools, equipment and procedures. Your student will 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.

☐ **Bus Transportation**

Students may be transported to activities on 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.

I accept the rules and regulations of Charleville State High School as stated in the school policies that have been provided to me in the Enrolment Pack and school website (charlevilleshs.eq.edu.au)

- Student Code of Conduct
- Student Dress Code
- Parent and Community Code of Conduct
- Homework Policy
- Acceptable Use of ICT Facilities and Devices
- Absences
- School Excursions
- Complaints Management
- Chaplaincy and Student Welfare Services
- Department insurance arrangements and accident cover for students
- Obtaining and managing student and individual consent

☐ 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 have been explained to me

Student Signature

Parent/Carer Signature

On behalf of
Charleville State High School

Date