



## **Enrolment Agreement – Ithaca Creek State School**

This enrolment agreement sets out the responsibilities of the student, parents or carers and the school staff about the education of students enrolled at Ithaca Creek State School.

### ***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 as outlined in the school's Responsible Behaviour Plan for Students, including not bringing items to school which could be considered as weapons (e.g. dangerous items such as knives)
- 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
- 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
- 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 the 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 (for example; sports programs)
- 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 departmental procedure, Complaints Management – State Schools
- treat students and parents with respect.
  - Student Code of Conduct - Appropriate Use of Mobiles other Electronic Equipment by Students
  - Student Dress Code
  - Homework Policy
  - Student Attendance /Every Day Counts & Absences - SMS
  - School network usage and access statement requirement of Acceptable Use of the Department's Information, Communication and Technology (ICT) Network and Systems
  - Managing Consent to Use Student Copyright Materials and/or Record,Use or Disclose Student Personal Information
  - Third Party Consent > External providers we supply your child's details to (electronic permission)
  - Department does not provide insurance arrangements and accident cover for students
  - School Charges SRS / voluntary contributions
  - School Excursions / Camps
  - iPad Hire Scheme (Year 3-6)
  - Provide relevant documents > report cards, doctor's reports etc
  - Disclose academic and or medical needs/ adjustments required
  - Prep Transition Statement > sign consent for QCAA> or provide hard copy to school
  - Nut Aware school > Limit nut products in lunch boxes
  - Parent Representative Role > Permission to pass on details  Yes  No

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 Name: .....

Parent/Carer Signature:.....

Date:.....

On behalf of **Ithaca Creek State School**:.....