Enrolment Agreement

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

The Principal (or the delegate) must discuss with you each of the following:

- The School’s current Responsible Behaviour Plan for Students which outlines the school’s strategies for implementing the Code of School Behaviour.
- Student Dress Code

Copies of these will be made available to you. Please be advised at these documents are regularly revised and updated.

Responsibility of student to:
- attend school regularly, be at the right place at the right time, ready to learn and take part in school activities
- respect the rights of other students
- work hard
- comply with requests or directions from the teacher and principal in a timely and appropriate manner.
- abide by school rules, meet homework requirements and wear the school’s uniform with pride
- respect the school environment; its facilities and grounds
- use respectful language and actions all times, showing tolerance towards other students and staff.
- Not to incite others to inappropriate actions, nor encourage others to do so.

Responsibility of parents to:
- let the school know if there are any problems that may affect your child’s ability to learn
- work collaboratively with the school to support your child’s learning needs.
- inform school of reasons for any absences
- treat school staff with respect and tolerance
- treat other parents and families who are part of the school community with respect and tolerance.
- support the authority and discipline of the school enabling your child to achieve maturity, self discipline and self control
- abide by school’s policy regarding access to school grounds before, during and after school hours
- advise Principal if your child is in the care of the state or you are the carer of a child in the care of the state
- inform school if your child’s living arrangements change and provide details of new home address and phone number
- attend to any issues or concerns by following the correct protocols and procedures.

Responsibility of school to:
- provide learning opportunities to maximise the development of each individual
- inform parents and carers regularly about how their children are progressing
- inform students, parents and carers about what the teachers aim to teach the students each term
- teach effectively
- to set and expect the highest standards in work and behaviour
- take reasonable steps to ensure the safety, happiness and self-confidence of all students
- be open and welcoming at all reasonable times
- offer opportunities for parents and carers to become involved in the school community
- 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 of the school’s insurance arrangements and accident cover for students
• advise parents and carers of extra-curricular activities operating at the school in which their child may become involved, for example, Program of Chaplaincy Services; religious instruction
• ensure that the parent is aware of the school’s record-keeping policy
• 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
• consult parents on any major issues affecting students
• treat students and parents with respect and tolerance.

**Conditions of enrolment:** (tick one)

- Normal enrolment conditions apply.
- Adjusted enrolment conditions apply [and/or ] a negotiated education plan will be enacted.

**Acceptance of Enrolment Conditions:**

I accept the rules and regulations of Swayneville as stated in the school policies* that have been provided to me as follows:

- Responsible Behaviour Plan for Students
- Student Dress Code
- Homework Policy
- School Charges and voluntary contributions
- Student usage of internet, intranet and extranet
- Absences
- School Excursions
- Complaints management
- Parent Notice for Religious Instruction in School Hours
- Parent / Guardian Consent form for *Voluntary Student Participation in Program of Chaplaincy Services*
- Department insurance arrangements and accident cover for students
- Consent to use Copyright Material, Image, Recording or Name
- Appropriate Use of Mobile Telephones and other Electronic Equipment by Students

* = these items are regularly reviewed and adjusted to meet the needs of the school and its community.

I acknowledge that information about the school’s current programs and services has been explained to me.

**Student Signature:** (if appropriate)

**Parent/Carer Signature:**

**Principal Signature:**

**Effective date of enrolment:** ………………………

(This refers to the date when this agreement was signed by all parties)

**Start date at school:** …………………..