



# Ashgrove State School - Enrolment Agreement

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

This enrolment agreement sets out the responsibilities of the student, parents or carers and the school staff about the education of students enrolled at Ashgrove 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/expectations as outlined in the school's Student Code of Conduct, 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 (if applicable)
- 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
- advise the school as soon as possible if your child is unable to attend school and reason/s why (e.g. child is sick)
- 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
- 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 care of the State
- 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
- recognise that technology plays a critical role in today's education of every student.

## ***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 (for example Program of Chaplaincy Services, sports programs)
- 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 of an unexplained absence of their child as soon as practicable on the day of the student's absence (allowing time for parents to respond prior to the end of the school day)
- 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

**A copy of the following documents have been included in the enrolment pack.**

- State School Media Consent Form
- ICT Responsible Use Policy
- School Information Handbook

**The following school policies/documents are available to read online on the school website <https://ashgrove.sq.edu.au>.**

- Student Code of Conduct
- Complaints Management
- Dress Code Policy
- Homework Policy
- Religious Instruction policy statement
- Department insurance arrangements and accident cover for students

**I acknowledge:**

- That I have read and understood the responsibilities of the student, parents/carers and school staff as 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.

Parent/Carer Name	Parent/Carer Signature	Date
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Parent/Carer Name	Parent/Carer Signature	Date
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On behalf of Ashgrove State School



Mr Tom Cameron, A/Principal