**Enrolment Agreement – [INSERT NAME OF STATE PRIMARY, SECONDARY OR SPECIAL SCHOOL] 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 [Insert name of State Primary, Secondary or Special School].

[Schools are able to customise the information contained within the enrolment agreement to better suit each school community.]

[Principals (or delegates) must discuss and provide a copy of the Student Code of Conduct and Student Dress Code to the parent/carer.]

***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 (e.g. dangerous items such as knives)
* meet homework requirements and wear school’s uniform (if applicable)
* respect the 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 (e.g. 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 (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/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](https://ppr.mpe.qed.qld.gov.au/pp/customer-complaints-management-procedure)
* treat students and parents/carers with respect.

[Schools may wish to add other relevant school policies as part of an Enrolment Information package]

□ Student Code of Conduct {must be provided to parent/carer}

□ Student Dress Code {must be provided to parent/carer}

□ Parent and Community Code of Conduct

□ Homework Policy

□ School charges and voluntary contributions

□ [Advice for state schools on acceptable use of ICT facilities and devices](https://ppr.mpe.qed.qld.gov.au/attachment/advice-for-state-schools-on-acceptable-use-of-ict-facilities-and-devices.docx)

□ Absences

□ School excursions

□ Complaints management

□ [Religious instruction policy statement](https://education.qld.gov.au/parents-and-carers/school-information/school-operations/policy-statement)

□ [Chaplaincy and student welfare worker services – policy statement](https://education.qld.gov.au/student/Documents/chaplaincy-policy-statement.doc)

□ Department insurance arrangements and accident cover for students

□ [Obtaining and managing student and individual consent](https://ppr.mpe.qed.qld.gov.au/pp/obtaining-and-managing-student-and-individual-consent-procedure)

□ School instructions for school access

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.

[This document is non-binding. The principal should attempt to have the parent/carer sign the document as acknowledgement of receipt of school policies and expectations. However, if the parent /carer refuses to sign, the principal should make a notation that the enrolment agreement has been discussed with the parent/carer and information on school policies has been provided.]

Student Signature: Parent/Carer Signature: On behalf of <Insert name of school>:

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