



## Enrolment Agreement – Brookfield 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 Brookfield 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 staff members
- abide by school values, rules and expectations as outlined in the school's Student Code of Conduct
- meet homework requirements and wear the school 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
- 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 the school's instructions regarding access to school grounds before, during and after school hours, noting that supervision is not provided prior to 8:40am and after 3:15pm
- advise the principal if your child is in out-of-home care
- keep the 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 set high standards in work and behaviour
- clearly articulate the school's expectations regarding the Student Code of Conduct, the Student Dress Code and other school policies and processes
- 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 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 policy, [Customer complaints management](#)
- treat students and parents with respect.

**School Policies and Procedures:**

- [Student Code of Conduct](#) – provided to parent and available on website
- [Student Dress Code](#) – provided to parent and available on website
- [State School Consent Form](#) – provided to parent and available on website
- [ICT Acceptable Use Form](#) – provided to parent and available on website
- Online Services Consent – emailed to parent
- [BYOD Charter](#) – Year 3-6 students participating in BYOD program only - provided to Year 3-6 parents and available on website
- [Policies](#) – provided to parent and available on website
  - Attendance and Absences
  - Before and After School Safety
  - Concerns and Complaints including:
    - Resolving Issues Respectfully at School Factsheet
  - Homework
  - Illnesses
  - Medication
  - Refunds
  - Road Safety and Stop, Kiss, Go Zone Policies
  - Social Media and the School Community
  - SunSmart Policy
- [Religious Instruction](#)
- Department insurance arrangements and accident cover for students - *Please note that the Department of Education does not have personal accident insurance cover for children/students. If your child is injured as a result of an accident or incident while participating in school activities, all costs associated with the injury, including medical costs are the responsibility of the parent/carer. Some incidental medical costs may be covered by Medicare. If you have private health insurance, some costs may also be covered by your provider. Any other costs must be covered by parents/carers. It is up to all parents/carers to decide what types and what level of private insurance they wish to arrange to cover their child. Please take this into consideration in deciding whether or not to allow your child to participate in school activities.*

I acknowledge:

- That I have read and understood the responsibilities of the child/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 Signature (optional):

Parent/Carer Signature:

On behalf of Brookfield State School:

.....

.....

.....