



## Enrolment Agreement Oakleigh State School

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 Oakleigh 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
- use technology including the internet and email in an appropriate manner

### **Responsibility of parents to:**

- ensure your child attends school on every school day for the educational program in which they are enrolled
- 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
- ensure support for the school and wider school community
- recognise that technology plays a critical role in today's education of every student including the use of internet and email
- understand that the school has a policy which assumes that students will participate in school activities and programs unless the parent advises the school otherwise

### **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
- advise the school's expectations regarding the Responsible Behaviour Plan for Students and the school's Dress Code policy

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- 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 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
- the school will advise parents of school activities and will provide with the opportunity to withdraw their child from this activity if they wish

**Information relating to our school policies, including the Responsible Behaviour Plan, School Information Handbook and Critical Incident Policy, can be found on the school website [www.oakleighss.eq.edu.au](http://www.oakleighss.eq.edu.au) under Policies and Procedures.**

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.

Parent/Carer Signature:

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Date .....

Parent/Carer Signature:

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Date .....

On behalf of Oakleigh State School

Yours sincerely



**Glen O'Halloran**  
*Principal*