



# Enrolment Agreement - Virginia 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 Virginia 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 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 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 schoolwork, 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
- treat students and parents/carers with respect.

### Current school rules, policies, programs and services

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Student Code of Conduct                    | <input type="checkbox"/> Acceptable use of ICT facilities and devices | <input type="checkbox"/> Department insurance arrangements and accident cover for students |
| <input type="checkbox"/> Student Dress Code                         | <input type="checkbox"/> Absences                                     | <input type="checkbox"/> Obtaining and managing student and individual consent             |
| <input type="checkbox"/> Parent-Community Code of Conduct           | <input type="checkbox"/> School excursions                            | <input type="checkbox"/> School instructions for school access                             |
| <input type="checkbox"/> Homework Policy                            | <input type="checkbox"/> Complaints management                        |  |
| <input type="checkbox"/> School charges and voluntary contributions | <input type="checkbox"/> Religious instruction                        |  |
|   | <input type="checkbox"/> Student Welfare Officer services             |  |

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.

Student Signature:

Parent/Carer Signature:

On behalf of Virginia State School:

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