



## Enrolment Agreement

This enrolment agreement outlines the responsibilities of students, parents/carers and school staff at Cannonvale State School.

### **It is the responsibility of the student to:**

- attend school each school day, on time, ready to learn and take part in all school activities
- wear correct school uniform
- act at all times with respect towards students and staff
- follow the expectations outlined in the Student Code of Conduct
- work hard, giving your best to all school tasks
- comply with requests or directions from all staff
- respect school property

### **It is the responsibility of parents to:**

- ensure your child attends school on each school day
- inform school of student absences and reasons for absences in a timely manner
- inform school of any changes to student's contact details, such as home address, phone number and parent's email addresses
- inform school of any changes to family circumstances, including care arrangements
- treat all school staff with respect
- support the expectations outlined in the Student Code of Conduct
- ensure your child keeps personal items at home
- respond to contact from school staff and attend meetings if requested

### **It is the responsibility of school staff to:**

- treat students and parents with respect
- create and maintain safe and supportive learning environments
- design and implement engaging and differentiated learning experiences that develop language, literacy and numeracy
- inform students and parents/carers about the learning that is taking place each term
- teach effectively and set the highest standards in work and behaviour
- set, mark and monitor homework regularly in keeping with the school's homework policy
- support student's personal and social development
- support expectations outlined in the Student Code of Conduct and the Dress Code Policy
- contact parents/carers as soon as possible if concerned about the child's academic progress, behaviour or attendance
- provide parents/carers with regular feedback about their child's progress
- advise parents and carers of extra-curricular activities operating at the school
- foster positive and productive relationships with families and the community
- deal with complaints in an open, fair and transparent manner in accordance with departmental procedures

**The following will be explained at your enrolment interview:**

- School uniform
- Start/Finish/Break Times
- Before school/After school processes
- School Programs/Support/Clubs
- SRS/Swimming/Excursions
- Homework Policy
- Communication (newsletters, reporting, attendance, parent help)
- Student Code of Conduct
- Personal Property (including mobile phones)
- Buddy System
- School Facilities

**To be signed at Enrolment Interview**

I acknowledge:

- That I have read and understood the responsibilities of the student, parents/carers and school staff outlined above; and
- That information about the school's current policies, programs and services, as outlined above, has been explained to me.

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

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

