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## Enrolment Agreement

STUDENTS NAME: \_\_\_\_\_ YEAR LEVEL: \_\_\_\_\_

INTERVIEW DATE: \_\_\_\_\_ CLASS: \_\_\_\_\_

This enrolment agreement sets out the responsibilities of the student, parents or carers and the College staff about the education of students enrolled at Capalaba State College.

### ***Responsibility of student to:***

- attend College regularly, on time, ready to learn and take part in College 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 Staff at the College.
- abide by College rules/expectations as outlined in the Student Code of Conduct, including not bringing items to school which could be considered as weapons.
- respect the College environment

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

- attend open evenings for parents
- let the College know if there are any problems that may affect my child's ability to learn
- inform College of reason for any absence
- treat College staff with respect and tolerance
- support the authority and discipline of the College enabling my child to achieve maturity, self discipline and self control
- abide by College's policy regarding access to College grounds before, during and after College hours
- advise Principal if your child is in the care of the State or you are the carer of a child in the care of the State
- inform College if your child's living arrangements change and provide details of new home address and phone number

## **Responsibility of College to:**

- develop each individual student's talent as fully as possible
- inform parents and carers regularly about how their children are progressing
- 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
- take reasonable steps to ensure the safety, happiness and self-confidence of all students
- be open and welcoming at all reasonable times and offer opportunities for parents and carers to become involved in the College community
- clearly articulate the College's expectations regarding the responsible behaviour plan for students and the College's dress code policy
- ensure that the parent is aware of the College's record-keeping policy including the creation of a transfer note should the student enrol at another College
- set, mark and monitor homework regularly in keeping with the College's homework policy
- contact parents and carers as soon as is possible if the College is concerned about the child's College work, behaviour, attendance or punctuality
- deal with complaints in an open, fair and transparent manner
- consult parents on any major issues affecting students
- treat students and parents with respect and tolerance.

I accept the rules and regulations of Capalaba State College as stated in the College policies that have been provided to me as follows:

- Student Code of Conduct
- Student Dress Code
- Absences
- College Excursions
- Homework Policy
- Department insurance arrangements and accident cover for students
- Administering of medication during College hours
- College Charges and voluntary contributions
- Student usage of internet, intranet and extranet
- Complaints management
- Parent Notice for Religious Instruction in College Hours
- Voluntary participation in Chaplaincy Program (Prep – 12)
- Consent to use Copyright Material, Image, Recording or Name
- Appropriate Use of Mobile Telephones and Other Electronic Equipment by Students

I acknowledge that information about the college's current programs and services has been explained to me.

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Student to sign

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Parent/caregiver to sign

\_\_\_\_\_  
Administration