

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 teacher and principal
- abide by College rules, meet homework requirements and wear College's uniform as per student dress code
- 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:

- Responsible Behaviour Plan for Students
- Student Dress Code
- Prospectus
- 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 (Year 8 – 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.

Student to sign

Parent/caregiver to sign

Administration