

Enrolment Agreement

This enrolment agreement sets out the responsibilities of the student, parents or carers and the school staff around the education of students enrolled at Capricornia School of Distance Education.

Responsibility of student:

- Attend school activities (e.g. telephone lessons, mini schools and clusters) where possible.
- Wear the school uniform and represent the school with pride.
- Complete assigned work as per work return schedule or negotiate extensions with teacher.
- Abide by the Responsible Behaviour Management Plan.
- Respect the environment of the school or where your learning program takes place.
- Take care of and respect the learning resources provided to me.

Responsibility of parents/carers:

- Maintain regular contact with your child's Teacher/s.
- Be informed of the study and assessment requirements for each Secondary subject.
- Attend meetings of the school that relate to your child ie. Home Tutor Sessions, Parent/Teacher Interviews.
- Inform the school of any problems that may affect your child's ability to learn.
- Inform the school of any reason for their absence or inability to complete their work.
- Treat the school staff with respect and tolerance.
- Support the school's authority and discipline assisting your child to achieve maturity, self discipline and self control.
- Abide by the school's policies relating to access to school facilities, activities and staff.
- Accept responsibility for the general care and safe keeping of any resources supplied by the school and promptly return these when required (You will be invoiced for damaged, lost or unreturned resources).
- Inform school if your child's living arrangements change and provide details of new home address and phone numbers immediately.
- Communicate absences for all school events ie. all field events and telephone lessons.

Responsibility of the School

- Inform parents/carers regularly about their children/s progress.
- Inform students and parents/carers about the learning programs students will be involved with.
- Provide effective teaching and learning programs.
- Provide opportunities for the development of home teacher skills and knowledge.
- Be accessible to parents/students within reasonable boundaries.
- Clearly articulate the school's expectations as per Responsible Behaviour Management Plan.
- Maintain appropriate records of all students (i.e. student files, academic reports, transfer notes, etc.).
- Develop and implement a range of learning programs that reflect approved courses of study.
- Contact parents/carers as soon as possible if the school is concerned about a student's work, attitude to learning, safety or behaviour.
- Deal with concerns in an open, fair and transparent manner.
- Consult parents in any major issues affecting students.
- Treat student and parents with tolerance and respect.
- Ensure that parents and carers are aware of the school's insurance arrangements and accident cover for the students.
- Advise parents and carers of extra-curricular activities operating at the school in which their child may become involved.
- Ensure that the parent is aware of the school's record-keeping policy including the creation of a transfer note should the student enrol at another school.

Parent Declaration

I accept the conditions of enrolment of the Capricornia School of Distance Education as stated in the school policies and procedures as provided in the School’s Handbook and found at its website <http://capricorniasde.eq.edu.au/>

I understand and am aware that the following school policies and procedures may impact on my child’s enrolment and activities within this school:

- Responsible Behaviour Management Plan - **See School website**
- Student Dress Code - **See School website**
- Attendance and Assessment Policy - **See School website**
- Student usage of Internet, Intranet
- Grievance Management
- Consent to use Copyright Materials, Image, Recording and Name
- Communication Charter
- Field Events

I acknowledge that information about the school’s current learning programs and services have been made available to me through the School’s website <http://capricorniasde.eq.edu.au/> and I have the opportunity to discuss these areas with school personnel.

This agreement will remain on the respective student’s file whilst enrolled at Capricornia School of Distance Education.

<u>Signature:</u>	Name	Signature	Date
Parent / Carer 1			
Parent / Carer 2			
Student			
CSDE Representative			