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 **Enrolment Agreement – COORPAROO SECONDARY COLLEGE**

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

***Responsibility of student to:***

* follow the expectations of I am safe, I am responsible and I am respectful
* 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 of College staff
* respect the right of your peers to learn and your teachers to teach
* abide by College rules/expectations as outlined in the Student Code of Conduct
* meet homework and assessment requirements
* wear the College uniform and abide by the CSC Student Dress Code and Procedures
* respect the school property

***Responsibility of parents/carers to:***

* to support the expectations of I am safe, I am responsible and I am respectful
* ensure your student attends school on every school day for the educational program/support in which they are enrolled
* advise the College as soon as possible if your student is unable to attend the College and reason/s why (e.g. student is sick)
* attend meetings for parents/carers
* inform the College any circumstances (social, physical, emotional or mental health related) that may affect your student’s ability to learn and/or to meet attendance requirements
* ensure your student completes homework regularly in keeping with the College’s homework policy
* treat all school staff with respect
* support the authority of College staff thereby supporting their efforts to educate your student and assist your student to achieve maturity, self-discipline and self-control
* not allow your student to bring dangerous, inappropriate or prohibited items to the College
* abide by school’s instructions regarding access to College grounds before, during and after College hours
* advise principal if your student is in out-of-home care
* keep College informed of any changes to your contact details or your student's details, such as home address, email address and phone number
* ensure the College is aware of any changes to your student's medical details.

***Responsibility of school staff to:***

* explicitly teach and role model the expectations of I am safe, I am responsible and I am respectful
* design and implement engaging and flexible learning experiences for individuals and groups of students
* inform parents and carers regularly about how their student is 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 student 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 student’s school work, behaviour, attendance or punctuality
* notify parents/carers of an unexplained absence of their student 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](https://ppr.qed.qld.gov.au/pp/customer-complaints-management-procedure)
* treat students and parents/carers with respect.

□ Student Code of Conduct

□ Student Dress Code

□ Homework Policy

□ School charges and voluntary contributions

□ [Advice for state schools on acceptable use of ICT facilities and devices](https://ppr.qed.qld.gov.au/attachment/advice-for-state-schools-on-acceptable-use-of-ict-facilities-and-devices.docx)

□ Absences

□ School excursions

□ [Religious instruction policy statement](https://education.qld.gov.au/parents-and-carers/school-information/school-operations/policy-statement)

□ [Chaplaincy and student welfare worker services – policy statement](https://education.qld.gov.au/student/Documents/chaplaincy-policy-statement.doc)

□ Department insurance arrangements and accident cover for students

□ [Obtaining and managing student and individual consent](https://ppr.qed.qld.gov.au/pp/obtaining-and-managing-student-and-individual-consent-procedure)

□ School instructions for school access

I acknowledge:

* That I have read and understood the responsibilities of the student, parents or carers and the College staff outlined above; and
* That information about the College’s current rules, policies, programs and services, as outlined above has been provided and explained to me.

Student Signature: Parent/Carer Signature:

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On behalf of Coorparoo Secondary College

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