



# Albany Hills State School

*A High Performing Independent Public School*

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## Enrolment Agreement – Albany Hills State School

This enrolment agreement sets out the responsibilities of the student, parents or carers and the school staff about the education of students enrolled at Albany Hills State School.

### **Responsibility of students to:**

- 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 from staff
- abide by school rules: Be Safe, Be Respectful, Be a Learner; as outlined in the school's Responsible Behaviour Plan for Students, including not bringing items to school which could be considered as weapons (e.g. dangerous items such as knives)
- meet homework requirements and wear the school's uniform
- respect own, others' and school property.

### **Responsibility of parents and carers to:**

- ensure your child attends school on every school day for the educational program in which they are enrolled
- attend parent information evenings and parent-teacher interviews
- stay informed by reading The Herald each week and accessing the school website and official school social media sites as needed
- let the school know if there are any problems that may affect your child's ability to learn through appropriate communication channels
- ensure your child completes homework regularly in keeping with the school's homework policy
- inform the school of student absences and reasons for absences as early as possible, and at the latest on the morning of the absence
- treat school staff with respect
- support the authority of school staff thereby supporting their efforts to educate your child and assist your child to achieve maturity, self-discipline and self-control
- not allow your child to bring dangerous or inappropriate items to school
- abide by school's instructions regarding access to school grounds before, during and after school hours
- advise the Principal if your child is in the care of the State
- keep the school informed of any changes to student's details, such as student's home address and phone number.

**Responsibility of school staff to:**

- design and implement engaging and flexible learning experiences for individuals and groups
- inform parents and carers regularly about how their children are progressing through parent-teacher interviews and written reports
- inform students, parents and carers about what the teachers aim to teach the students through Year Level Term Newsletters
- 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
- foster positive and productive relationships with families and the community
- teach effectively and to set the highest standards in work and behaviour
- clearly articulate and enforce the school's expectations regarding the Responsible Behaviour Plan for Students and the school's Dress Code policy in the Parent Handbook
- 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 child may become involved (for example Program of Chaplaincy Services, sports programs)
- set homework in keeping with the school's homework policy
- contact parents and carers as soon as is possible if the school is concerned about the child's school work, behaviour, attendance or punctuality
- deal with complaints in an open, fair and transparent manner in accordance with departmental procedure, Complaints Management – State Schools
- treat students and parents with respect.

**Relevant school policies and procedures:**

- Responsible Behaviour Plan for Students
- Student Dress Code
- Homework Policy
- School Charges and voluntary contributions
- School network usage and access statement requirement of Acceptable Use of the Department's Information, Communication and Technology (ICT) Network and Systems
- Absences
- School Excursions
- Complaints management
- Parent Notice for Religious Instruction in School Hours
- Department insurance arrangements and accident cover for students
- Managing Consent to Use Student/Volunteer Copyright Materials and/or to Record, Use or Disclose Student Personal Information
- Appropriate Use of Mobile Telephones and other Electronic Equipment by Students
- School instructions for school access

**I acknowledge:**

- that I have read and understood the responsibilities of the student, parents or carers and the school staff outlined above; and
- that information about the school's current rules, policies, programs and services, as outlined above have been provided to me.

Student Signature:

Parent/Carer Signature:

On behalf of Albany Hills State School:

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