



Enrolment Agreement – Gin Gin 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 Gin Gin State High School

Principals (or delegates) must discuss and provide a copy of the school's Student Code of Conduct and the Student Dress Code to the parent/carer. The Student Code of Conduct outlines the school's strategies for implementing the Code of School Behaviour.

At Gin Gin State High School we have an expectation that everyone will be treated with **RESPECT**.

Responsibility of student 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 the teacher and principal
- abide by school rules/expectations as outlined in the Student Code of Conduct, including not bringing items to school which could be considered as weapons (e.g. dangerous items such as knives)
- meet homework requirements and wear school's uniform (if applicable)
- respect the school property.

Responsibility of parents/carers to:

- ensure your child attends school on every school day for the educational program in which they are enrolled
- advise the school as soon as possible if your child is unable to attend school and reason/s why (e.g. child is sick)
- attend open meetings for parents/carers
- let the school know if there are any problems that may affect your child's ability to learn
- ensure your child completes homework regularly in keeping with the school's homework policy
- treat all 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 principal if your child is in out-of-home care
- keep school informed of any changes to your contact details or your child's details, such as home address, email address and phone number
- ensure the school is aware of any changes to your child's medical details.

Responsibility of school staff to:

- design and implement engaging and flexible learning experiences for individuals and groups of students
- inform parents and carers regularly about how their children are 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

SCHOOL EXPECTATIONS

| RESPECT SELF | | | | |
|--|---|--|--|---|
| Whole School Setting | Classroom | Travel | Community | Grounds |
| <p>Abide by medication procedures</p> <p>Accept consequences for personal actions</p> <p>Adopt a positive attitude</p> <p>Be honest and trustworthy</p> <p>Be polite and use appropriate language</p> <p>Be reliable</p> <p>Come prepared for work</p> <p>Do your best</p> <p>Follow Dress Code/wear uniform with pride</p> <p>Follow electronic devices policy</p> <p>Keep your body healthy</p> <p>Participate in all activities</p> <p>Leave expensive items with the office staff</p> <p>Sing the National Anthem with pride</p> <p>Use sign out/ movement procedures</p> | <p>Aspire to succeed</p> <p>Be punctual</p> <p>Come prepared to work</p> <p>Complete tasks on time</p> <p>Follow teacher instructions</p> <p>Follow Workplace Health & Safety requirements</p> <p>Use Port racks to store bags and equipment</p> | <p>Follow Code of Conduct for School Students Travelling on Buses</p> <p>Abide by traffic rules</p> <p>Line up appropriately for transport</p> <p>Wait for buses to stop</p> <p>Follow bus driver's instructions</p> <p>Sit properly on a seat</p> <p>Speak quietly</p> <p>Wear seat belts where available</p> <p>Keep body parts inside the window</p> | <p>Engage in community events</p> <p>Ensure your behaviour reflects positively on our school</p> | <p>Be sun safe</p> <p>Enter and Exit the school using designated thoroughfares</p> <p>Leave your eating area tidy</p> <p>Remain in designated areas</p> |

| RESPECT OTHERS | | | | |
|--|---|---|--|---|
| Whole School Setting | Classroom | Travel | Community | Grounds |
| <p>Acknowledge time and place</p> <p>Allow everyone to do their job</p> <p>Be considerate of others and their opinions</p> <p>Be tolerant and cooperative of others</p> <p>Follow instructions</p> <p>Interact in a safe and positive way</p> <p>Respect other's property</p> <p>Respect personal space</p> <p>Show care and concern</p> <p>Speak in a civil and controlled manner</p> | <p>Acknowledge others' viewpoints</p> <p>Allow opportunities for learning</p> <p>Allow others to speak</p> <p>Be part of the team</p> <p>Line up before entering class</p> <p>Listen to others</p> <p>Maintain personal space</p> <p>Voice your thoughts in an appropriate manner</p> | <p>Acknowledge and speak politely to all in the vehicle</p> <p>Assist others with safety needs</p> <p>Embark or disembark in an orderly fashion</p> <p>Follow the instructions of the driver/supervisor</p> <p>Follow designated pathways</p> <p>Keep myself and my belongings in the bus at all times</p> <p>Remain seated while the bus is moving</p> <p>Wait quietly</p> | <p>Greet community members in a friendly manner</p> <p>Guide external personnel when in school grounds</p> <p>Respect others' values beliefs and expectations</p> <p>Show community members courtesy</p> | <p>Acknowledge and respect others' playground space</p> <p>Keep to the left on stair wells/ paths</p> <p>Line up and wait your turn at the tuckshop</p> <p>Respond to and take ownership of inappropriate playground behaviour</p> <p>Share equipment /space</p> <p>Take due care when moving</p> |

RESPECT ENVIRONMENT

| Whole School Setting | Classroom | Travel | Community | Grounds |
|--|--|--|---|--|
| <p>Demonstrate pride in your environment</p> <p>Do the right thing independent of supervision</p> <p>Move safely around the school</p> <p>Place rubbish in bins</p> <p>Promote/foster a clean environment</p> <p>Report damages of equipment & facilities</p> <p>Walk on pathways</p> | <p>Comply with the rules of specialist areas</p> <p>Maintain a damage free learning environment</p> <p>Maintain a graffiti free learning environment</p> <p>Place chairs under desks</p> <p>Remove rubbish before exiting</p> <p>Return desks/chairs to original position</p> <p>Return equipment to designated storage areas</p> | <p>Ensure all forms of transport are left clean and tidy</p> <p>Ensure shoes/clothes are clean and dry prior to entering transport</p> <p>Keep all forms of transport damage free</p> <p>Keep all forms of transport graffiti free</p> <p>Respect bus property, equipment, shelters and signs</p> | <p>Abide by rules and expectations of venues</p> <p>Adhere to the expectations of community groups</p> <p>Ensure venues and equipment are left clean and tidy</p> <p>Use equipment and facilities appropriately and with permission</p> | <p>Keep your own area clean, free from litter</p> <p>Place all litter in bins</p> <p>Preserve the state of the natural environment</p> <p>Report situations needing staff attention</p> <p>Respect the welfare of fauna</p> <p>Respect the boundaries of gardens</p> <p>Use designated areas for sport/activities</p> |

- 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, 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 child's school work, behaviour, attendance or punctuality
- notify parents/carers of an unexplained absence of their child 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](#)
- treat students and parents/carers with respect.

Policies and Programs:

- Student Code of Conduct
- Student Dress Code
- Parent and Community Code of Conduct
- Homework Policy
- School Resource Scheme Policy and Participation Agreement
- School network usage and access statement requirement of Acceptable Use of the Department's Information, Communication and Technology (ICT) Network and Systems
- Social Media Policy
- Complaints management
 - If you have a complaint relating to the conduct of an employee of the department, first make an appointment to discuss your concerns with the officer about whom you have a concern and seek to resolve the issue. If unsuccessful you are requested to contact the Principal. If the complaint is about the Principal you are requested to contact the Assistant Regional Director.
- 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

- All visitors to the school are required to present at the Main Office. Access beyond this point is only with approval of the Principal or a Deputy Principal.
- Compulsory Participation and Exemption from Compulsory Participation

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 has been provided and explained to me.

I agree that I will comply with the policies of the Gin Gin State High School.

Student Name:..... Student Signature..... Date:

Parent/Carer Name:..... Signature:..... Date:

Principal or Deputy Principal
On behalf of Gin Gin State High School Signature: Date: