



ROMA STATE COLLEGE

FORMAL ENROLMENT AGREEMENT

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

Student

It is the responsibility of the student to:

- attend school regularly, 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, meet homework and study requirements and expectations.
- wear school's uniform correctly and fully.
- respect the school environment.
- follow the guidelines on the understanding that access to the computer network and/or the internet can be removed for breaches of this policy, and that additional disciplinary action could be necessary including, in some cases, withdrawal from a computer subject.

Parent

Responsibility of parents/carers to:

- attend open evenings for parents
- let the school know if there are any problems that may affect your child's ability to learn
- inform school of reason for any absence
- treat school staff with respect and tolerance
- support the authority and discipline of the school enabling your child to achieve maturity, self discipline and self control
- abide by school's policy regarding access to school grounds before, during and after school hours
- advise Principal/Head of Campus 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 school if your child's living arrangements change and provide details of new home address and phone number
- give at least two (2) days notice to the school should my child transfer from or leave the school. I understand that I must have a clearance form signed by the Head of Campus, and pay all outstanding subject fees and contributions to the Resource and Materials Scheme before a transfer will be issued.

School

Responsibility of school 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 school community
- clearly articulate the school's expectations regarding the responsible behaviour plan for students and the school's dress code policy
- ensure that parents and carers are aware of the school's insurance arrangements and accident 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; religious instruction
- 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
- set, mark and monitor homework regularly 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
- consult parents on any major issues affecting students
- treat students and parents with respect and tolerance.

• I hereby give permission for my student for the duration of his/her enrolment to take part in any **walking excursions for curriculum-based activities** in the immediate school area and any curriculum-based excursions in the local area that are conducted by school personnel. I understand that my specific approval will be sought for other school trips.

☐ Permission

☐ No Permission

• I authorise the teacher in charge of the excursion to **obtain medical attention** for my student at their discretion in the event of an injury unless I have advised the school in writing not to do so.

☐ Permission

☐ No Permission

• I acknowledge that the Department of Education Training and the Arts **does not have Personal Accident Insurance** cover for students, and that **personal accident insurance cover is the responsibility of parents/caregivers**.

I accept the **rules and regulations of the Roma State College** as stated in the Student Code of Conduct and the additional policy documents stated below, which can all be located on our website, www.romasc.eq.edu.au (please tick the boxes to indicate that you have read and accept):

- ☐ School Charges and voluntary contributions
- ☐ Student usage of internet, intranet and extranet
- ☐ Absences
- ☐ School Excursions
- ☐ Complaints management
- ☐ Parent Notice for Religious Instruction in School Hours
- ☐ Parent / Guardian Consent form for Voluntary Student Participation in Program of Chaplaincy Services
- ☐ Department insurance arrangements and accident cover for students
- ☐ 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 school's current programs and services has been explained to me.

Student Signature (MC and SC): _____

Parent/Carer Signature: _____

On behalf of Roma State College: _____

Dated: _____