



## SCHOOL ENROLMENT AGREEMENT

**THIS ENROLMENT AGREEMENT OUTLINES THE RESPONSIBILITIES OF  
THE STUDENT, PARENTS & CARERS AND SCHOOL STAFF,  
REGARDING THE EDUCATION OF STUDENTS ENROLLED AT CAPELLA STATE SCHOOL.**

Our school values ***Be a Learner, Be Respectful, Be Responsible Be Safe.***

These core values are embedded in our curriculum and social education programs.

Further information is available in Capella State School's Responsible Behaviour Plan, available on our website.

### **STUDENTS ARE RESPONSIBLE FOR:**

- attending school regularly, on time, ready to learn and take part in school activities
- acting at all times with respect and displaying tolerance towards other students and staff
- working hard and complying with requests or directions from the teacher and principal
- abiding by school rules, meeting homework requirements and wearing the school uniform
- respecting the school environment.

### **PARENTS ARE RESPONSIBLE FOR:**

- attending open evenings for parents
- letting the school know if there are any problems that may affect their child's ability to learn
- informing the school of reason for any absence
- treating school staff with respect and tolerance
- supporting the authority and discipline of the school enabling children to achieve maturity, self discipline and self control
- abiding by the school's policy regarding access to school grounds before, during and after school hours.

### **THE SCHOOL IS RESPONSIBLE FOR:**

- developing each individual student's talent as fully as possible
- informing parents and carers regularly about how their children are progressing
- informing students, parents and carers about what the teachers aim to teach the students each term
- teaching effectively and to set the highest standards in work and behaviour
- taking reasonable steps to ensure the safety, happiness and self-confidence of all students
- being open and welcoming at all reasonable times and offering opportunities for parents and carers to become involved in the school community
- clearly articulating the school's expectations regarding the responsible behaviour plan for students and the school's dress code policy
- ensuring 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
- setting, marking and monitoring homework regularly in keeping with the school's homework policy
- contacting parents and carers as soon as is possible if the school is concerned about the child's school work, behaviour, attendance or punctuality
- dealing with complaints in an open, fair and clear manner
- consulting parents on any major issues affecting students
- treating students and parents with respect and tolerance.

## **CODE OF BEHAVIOUR**

### **We are a Positive Behaviour for Learning School**

#### **BE A LEARNER**

Our school community members strive to do their best at all times. We understand that learning is life long and can be gathered from both inside and outside the classroom. At Capella State School we ensure that all students are enabled to learn and succeed.

#### **BE RESPECTFUL**

Our school community members treat each other with courtesy and consideration at all times, being mindful of the rights and differing responsibilities of each person. Such courtesy is reflected in both action and communication. We show respect for ourselves and others as well as the rights and feelings of each person. We demonstrate respect for personal belongings as well as those of others.

#### **BE RESPONSIBLE**

School community members endeavour at all times to make appropriate behaviour choices and accept accountability for the outcomes of their actions. School community members are mindful of the fact that the primary aim of schooling is student learning. Each member actively fulfils their role in this process to the best of their ability. Each person contributes and demonstrates an interest in the life and activities of this school.

#### **BE SAFE**

Our school community members act in a responsible manner that presents no danger to the physical, social or emotional security of themselves or others. We safely use equipment as appropriate, move safely through the school environment, resolve conflicts peacefully without anger and acknowledge the personal space of others.

## RESPONSIBLE BEHAVIOUR PLAN ACKNOWLEDGEMENT

Capella State School is a Positive Behaviour for Learning School. The Capella State School's Plan for Responsible Behaviour is available to read on our website. It clearly outlines the processes we will follow to ensure your child acts responsibly at this school. Please read the information carefully, as it explains courses of action open to us to acknowledge their good behaviour, as well as corrective measures to guide them back to responsible behaviour. It has been developed by staff and is supported by our P & C Association.

Yes  No I have received and read the Plan for Responsible Behaviour

## DRESS CODE ACKNOWLEDGEMENT

Upon enrolling at Capella State School, parents acknowledge and comply with our uniform policy. Children at Capella State School wear the school uniform. The wearing of our uniform contributes greatly to the development of a positive school image, a pleasant tone and a growing level of school spirit/morale. Maroon shorts worn by girls and boys must be an acceptable length for school wear. Our school shirt is to be worn. Children who arrive at school out of school uniform may be requested to wear a school shirt supplied by the school. This is to be returned clean the following day.

Yes  No Are you aware that by enrolling your child at our school, they are expected to wear our school uniform?

Yes  No I understand that should my child attend school out of uniform, without a valid reason, they may be required to wear a shirt provided by the school. I acknowledge that this shirt will be returned clean the next day.

## GENERAL EXCURSION PERMISSION

Many of our students are involved in a wide range of activities. To encourage and acknowledge their great efforts, there are times that students will participate in different activities around town.

Yes  No I permit my child to participate in general excursions and activities around town. I understand that for more long term excursions and activities eg. camps and out of town excursions, separate permission letters requiring completion will be issued.

**I ACCEPT THE RULES & REGULATIONS OF CAPELLA STATE SCHOOL,  
AS STATED IN THE SCHOOL POLICIES THAT HAVE BEEN PROVIDED TO ME:**

1. *Responsible Behaviour Plan for Students*
2. *Dress Code*
3. *ICT Permission Form*
4. *School Prospectus / Prep Handbook (if applicable)*

**STUDENT UNDERTAKING:**

**I HAVE READ THE SCHOOL COMMUNITY EXPECTATIONS AND AS A STUDENT OF THIS SCHOOL, AM WILLING TO FOLLOW THE GUIDELINES OF THE CODE OF BEHAVIOUR TO THE BEST OF MY ABILITY.**

Signature of Student ..... Date: .....

**PARENT/CARER UNDERSTANDING:**

**I/WE HAVE READ THE SCHOOL COMMUNITY EXPECTATIONS AND AM/ARE WILLING TO FOLLOW AND UPHOLD THE CODE OF BEHAVIOUR IN MY/OUR INTERACTIONS WITH THE SCHOOL.**

Signature of Parent/Carer ..... Date: .....

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**PRINCIPAL/TEACHER COMMITMENT:**

**I AM FAMILIAR WITH THE SCHOOL COMMUNITY'S CODE OF BEHAVIOUR AND WILL STRIVE TO PROMOTE AND MODEL THIS CODE IN MY TEACHING PRACTICE AND AT ANY OTHER TIME WHILE I AM REPRESENTING THE SCHOOL.**

Signature of Principal/Teacher ..... Date: .....