**ENROLMENT AGREEMENT**

This enrolment agreement sets out the responsibilities of the student, parents or careers and the school staff about the education of the students enrolled at Lake Clarendon.

**Responsibility of the STUDENT is 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 teacher and principal
* abide by school rules, meet homework requirements and wear the school uniform
* respect the school environment

**Responsibility of the PARENT is to:**

* attend open day/evenings for parents
* let the school know if there are any problems that may affect my child’s ability to learn
* inform the school of reason for any absence
* treat school staff with respect and tolerance
* support the authority and discipline of the school enabling my child to achieve maturity, self discipline and self control
* abide by school’s policy regarding access to school grounds before and after school hours

**Responsibility of the SCHOOL is to:**

* develop each individual student’s talent as fully as possible
* inform parents and carers regularly about how their child is progressing
* inform students, parents and carers about what the teacher’s 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 expectations regarding the responsible behaviour plan for students and the school’s dress code policy
* ensure that the parent or carer 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 in keeping with the schools 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
* 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 accept the rules and regulations of the Lake Clarendon Independent Public School as stated in the school parent handboook that have been provided to me as follows:***

* Absenteeism
* Responsible behaviour plan
* School camps & excursions
* Student Sun Safe uniform
* Collection of Money
* Student usage of internet and intranet
* Parent notice for meeting with Chaplin
* Consent to use copyright material, image, recording and name
* Appropriate use of mobile phones and other electric equipment by students
* Complaints management

***I acknowledge that information about the school’s current programs and services has been explained to me.***

***Student Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Parent Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***On behalf of Lake Clarendon:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***