Enrolment Agreement

Welcome to the School

Norfolk Village State School staff, students and families work together as a team, building relationships as we work towards achieving quality learning outcomes. Respect for self, each other, our school and the wider community are the guiding principles in developing our relationships.

All members of Norfolk Village State School have rights and responsibilities they must undertake to ensure it is a productive environment in which to learn. This Enrolment Agreement sets out the responsibilities of the students, parents and staff associated with NVSS.

It is the STUDENT’S responsibility 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 diligently and comply with requests or directions from teachers and staff members
* Follow school rules, meet all course requirements and wear the school uniform
* Respect the school environment
* After school hours, students in uniform are expected to comply with the school rules and regulations as outlined in the Responsible Behaviour Plan for Students.

It is the PARENT’S/GUARDIAN’S responsibility to:

* Advise the school if there are any problems that may affect their child’s ability to learn
* Inform the school of any reason for absence from school
* Work with school staff in an environment of trust and respect
* Support the behaviour management processes of the school to enable each child to achieve maturity, self-discipline and self-control
* Follow the school’s policy regarding access to school grounds before, during and after school hours
* Attend parent functions where possible
* Any concerns regarding students, staff, other parents and issues pertaining to school operations must be dealt with through the school or Education Queensland (not through the media)
* Ensure that their children comply with the dress code for students
It is the SCHOOL’S responsibility to:

* Clearly articulate the school’s expectations regarding the Responsible Behaviour Plan for students and the school’s Dress Code Policy
* 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
* Inform parents and guardians regularly about how their children are progressing
* Contact parents and guardians as soon as is possible if there are concerns about the child’s school work, behaviour, attendance or punctuality
* Consult with parents/guardians on any major issues affecting students
* Be open and welcoming and offer opportunities for parents and carers to be involved in the school community
* Ensure parents and guardians are aware of the school’s record keeping policy including the use of a transfer note should the child be enrolling at another school
* Deal with complaints in an open, fair and transparent manner
* Treat students and parents with respect

☐ I accept the rules and regulations of Norfolk Village State School as stated in the policies that have been provided to me as follows:
* Responsible Behaviour Plan for Students
* Student Dress Code
* Information and Communication Technology Acceptable Usage Policy

☐ I am aware that if I disregard these rules and regulations, consequences applicable to the behaviour will be put into place.

☐ I acknowledge that information about Norfolk Village State School’s current programs and services has been provided to me.

Student Name: ________________________________________________________

Student Signature (Year 4 to 6 to sign only)________________________________

Parent Signature: _______________________________________________________