



# **SCHOOL ENROLMENT AGREEMENT**

## **Appendix to Admissions, Enrolment and Attendance Policy**

### **Kingsbury Primary School**

#### **PURPOSE**

To explain to parents/carers, students and staff of Kingsbury Primary School expectations and responsibilities for the education of students enrolled at Kingsbury Primary School.

#### **SCOPE**

For Kingsbury Primary School to request, a signed agreement to confirm the provision and understanding of information on expected educational responsibilities between Kingsbury Primary School, parents/carers and students, as set out below.

#### **Responsibility of the student:**

- Attend on school days for the educational program in which they are enrolled.
- Present on time, prepared to be 'ready to learn' and take part in scheduled classroom and school activities.
- Present in clean and tidy approved school uniform each day, including suitable footwear.
- Ensure mobile phones are handed in at the school office before the start of the school day.
- Act safely and respectfully when engaging in any academic and social activities with other students, staff and other members of the school community when at school or out of school.
- Work to the best of ability and follow requests or directions from staff and the Principal.
- Be aware of and follow Kingsbury Primary School rules and values as outlined and taught in the classroom.
- Meet and manage homework expectations to the best of ability as set by the classroom teacher.
- Respect all school resources, amenities and property.
- Do not bring items to school which could be considered as a weapon or impose danger to others.
- Understand staff can be approached with issues or concerns and students will be listened to.

### **Responsibility of the parents/carers:**

- Ensure your child attends school on school days for the educational program in which they are enrolled.
- Ensure notification of student absence and reason for same as soon as reasonably practicable, via Compass, phone call or email.
- Inform the school of any issues and/or conditions (including medical) that may affect your child's ability to learn and/or participate.
- Advise the school immediately of any changes to student details, this includes change of residence or parents/carers/emergency contact telephone numbers.
- Advise the Principal if your student is in the care of the State of Victoria.
- Support all school staff in their efforts to educate your child through supporting actions and decisions made to assist your child to achieve maturity, self-discipline and self-regulation.
- Attend meetings for your child and/or their cohort in relation to reporting and/or information sessions, where reasonably practical.
- Support your child by monitoring completion of homework tasks in line with Kingsbury Primary School's Homework Policy.
- Do not allow items to be brought school which could be considered as a weapon or impose danger to others.
- Ensure engagement with staff is carried out in a respectful manner.
- Do not use the school car park for pick-up or drop-off unless accessing the Out of School Hours Care program.

### **Responsibility of school staff:**

- Design and deliver a whole school curriculum plan.
- Design and implement academically challenging programs to further develop language, literacy and numeracy.
- Design and implement engaging and flexible learning experiences for individuals and groups.
- Create and maintain safe and supportive learning environments.
- Support student's personal development and participation within the Kingsbury Primary School community and wider society.
- Teach effectively, modelling and setting high standards in relation to work ethos and behaviour.
- Undertake professional development to improve teaching practise.
- Inform students and parents/carers of the curriculum overview to be taught each term.
- Monitor, review and correct homework tasks. See Homework Policy.
- Initiate contact with parents/carers in relation to issues and/or concerns about a student's schoolwork, behaviour, punctuality or attendance record; as soon as practicable.
- Clearly communicate Kingsbury Primary School's expectations in relation to Student Behaviour Plans and Dress Code Policy.
- Inform parents/carers of school based extra-curricular activities that their child may participate in.

- Respond to parent concerns and complaints in an effectively and timely manner balancing the rights and responsibilities of all parties and seeking to achieve an outcome acceptable to all parties, in accordance with department policy. See [parent complaints](#)
- Engage with students and parents/carers respectfully.
- Inform parent/carers that Kingsbury Primary School does not have personal accident insurance coverage for students.

**I acknowledge:**

- i. That I, the parent/carer, have read and understood the expectations and responsibilities for the students, parents/carers and the staff of Kingsbury Primary School as stated above, and
- ii. Kingsbury Primary School has informed and/or explained further information and/or supplied access to documentation for Kingsbury Primary School's policies, programs and services in relation to student enrolment.

Student Name: \_\_\_\_\_ Year Level: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_  
(Please Print)

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**RELATED POLICIES AND RESOURCES**

- [Student Engagement and Wellbeing Policy](#)
- [Bullying Prevention Policy](#)
- [Statement of Values](#)
- [Mobile Phones – Department Policy](#)
- [Homework Policy](#)

The below are optional references to Department policy:

- [Ban, Search and Seize Harmful Items](#)
- [Personal Goods – Department policy](#)
- [parentcomplaints](#)