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 Richmond Hill State School.

Responsibility of student:

- Attend school regularly, on time, ready to participate in learning activities and take part in school activities.
- Act with respect and tolerance towards other students and the staff of the school.
- Work hard and comply with directions and instructions from the teachers and Principal.
- Abide by school rules and meet assigned work requirements.
- Wear the described school uniform as per the school’s Dress Code.
- Respect the environment of the school or where your learning program takes place.

Responsibility of parents/carers:

- Attend meetings of the school that relate to your child.
- Inform the school of any problems that may affect your child’s ability to learn.
- Inform the school of any reason for their absence or inability to complete their work.
- Treat the school’s staff with respect and tolerance.
- Support the school’s authority and discipline assisting your child to achieve maturity, self-discipline and self-control.
- Abide by the school’s policies relating to access to school facilities, activities and staff.

Responsibility of the Richmond Hill State School:

- Develop each child as fully as possible.
- Inform parents/carers regularly about how their children are progressing.
- Inform students and parents/carers about the learning programs students will be involved with.
- Provide effective teaching and learning programs.
- Take reasonable steps to ensure the safety, security and happiness of students.
- Be accessible to parents/students within reasonable boundaries.
- Clearly articulate the school’s expectations regarding student behaviour, the school’s dress code and participation in learning programs.
- Maintain appropriate records of all students (i.e. student files, academic reports, transfer notes, etc.).
- Develop and implement a range of learning programs that reflect approved courses of study.
- Contact parents/carers as soon as possible if the school is concerned about a student’s work, attitude to learning, safety or behaviour.
- Deal with complaints in an open, fair and transparent manner.
- Consult parents in any major issues affecting students.
- Treat students and parents with tolerance and respect.

Richmond Hill State School

Everyone Successful Every Day

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Deputy Principal - Lisa Pitt

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