



Enrolment Agreement – Cairns State Special School

This enrolment agreement sets out the responsibilities of the student, parents or carers and the school staff for students enrolled at Cairns State Special School.

It is the responsibility of the student to:

- attend school regularly and take part in school activities and units of work;
- act with respect and show tolerance and a helping attitude towards other students and staff;
- follow requests and directions from school staff;
- abide by school rules as outlined in the school’s Responsible Behaviour Plan for Students;
- dress in school uniform with a sense of pride in our school;
- respect each other and the school environment; and
- do their best.

It is the responsibility of parents and carers to:

- support your child to attend school regularly and inform the school of student absences and reasons for absences in a timely manner;
- attend school meetings and school events as often as your time allows;
- let the school know if there are any problems that may affect your child’s ability to learn;
- advise the Principal when transport requirements change;
- be an active partner in the development of a respectful and inclusive school/family partnership;
- support discipline and administrative processes of the school that lead to a supportive and productive learning environment;
- abide by school’s instructions regarding access to school grounds before, during and after school hours;
- advise the Principal if your child is in the care of the State; and
- keep school informed of any changes to student’s details, such as student’s home address and phone number

It is the responsibility of school staff to:

- develop each individual students skills and abilities as fully as possible;
- be an active partner in the development of a respectful and inclusive school/family partnership;
- inform parents and carers regularly about how their children are progressing;
- work as part of a team with families to share information regarding what the teaching and learning goals are for students;
- teach effectively and 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 and offer opportunities for parents/carers to become involved in the school community;
- clearly articulate the schools expectations regarding planning and the responsible behaviour procedures of the school;
- ensure that parents and carers are aware that schools do not have personal accident insurance cover for students;
- advise parents and carers of possible extra-curricular activities operating at the school or in the community;
- contact parents and carers as soon as is possible if the school is concerned about the child’s health, school work, behaviour, attendance or punctuality;
- deal with complaints in an open, fair and transparent manner; and
- consult parents on any major issues and develop respectful and productive relationships with students and parents.

ACCEPTANCE:

I have read and understood the responsibilities of the student, parents or carers and the school staff outlined above and I have received information about the school’s current rules, policies, programs and services, as outlined above.

Student Name:	Parent/Carer Signature:	Cairns State Special School	Date
.....