

PLEASE NOTE:

- You will need to provide a copy of your child's **birth certificate** to school administration before this enrolment can be finalised.
- Also, due to our **Enrolment Management Plan**, you will need to provide 2 forms of **proof of your residential address** to administration. (eg rates notice, rent receipt or electricity bill showing your name and your street address).

PERMISSIONS: The following information is required for administration purposes and permission for activities specific to Emerald State School

Student's Name: _____

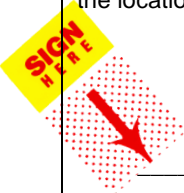
PERMISSION TO WALK TO CENTRAL LOCATIONS AS LISTED

Valid from date of enrolment until your child/ren leave Emerald SS (unless permission is revoked in writing)

Families will be notified by letter or via the newsletter/express when a particular class, or group of students will be visiting one of these locations. However, instead of asking for your written permission for your child to walk to and from the location every time an excursion is planned, we are seeking your permission for your child to walk to and from each of the locations listed below when necessary.

I give permission for my child, to walk to and from the venues listed below:
Emerald Town Hall ~ Emerald Town Library ~ Emerald Police Station ~ Lions Park, Yamala St.,
Rundle Park, Borilla St, ~ Central Highlands Regional Council Emerald Office

_____ Date: _____



STUDENT INTERNET ACCESS AGREEMENT – Years Prep – 6

Valid from date of enrolment until this student leaves Emerald SS (unless permission is revoked in writing)

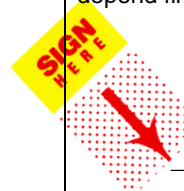
As the Parent/Guardian of the enrolling student, I understand that the Internet can provide students with valuable learning experiences.

I also understand that it gives access to information on computers around the world; that the school cannot control what is on those computers; and that a very small part of that information can be illegal, dangerous or offensive.

I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend finally upon responsible use by students.

I believe my child, as named in this enrolment application, understands this responsibility, and I hereby give my permission for him/her to access the Internet under the school rules. I understand that students breaking these rules will be subject to appropriate action by the school. This may include loss of Internet access for some time.

_____ Date: _____



EMAILED DOCUMENTS

The school newsletter will be emailed to you every second Friday. By reading this publication you will be able to keep up to date with school happenings. Limited paper copies will be kept at the office which you are welcome to pick up. Student Semester Reports will also be emailed to parents, so it is imperative that your email address is kept current on our system.

Preferred Email Address: _____

OFFICE USE ONLY:

Has proof of residential address been sighted and copied by administration per EMP? Yes / No

Have permission details been entered in the School Management System? Yes / No

Does the enrolment fit the guidelines for the Enrolment Management Plan?

**Y
E
S**

Child has older siblings already attending Emerald State School
Child's primary residence is within the Guaranteed Enrolment Boundary
Child's parent/s or carer/s is/are employed at Emerald State School

**N
O**

Potential implications of EMP discussed with enrolling parent / carer? YES / NO

Enrolment Entered on Management System on (date) _____ by (operator) _____



ENROLMENT AGREEMENT

For Student and Parent to read and complete

This enrolment agreement sets out the responsibilities of the student, parents or carers and the school staff about the education of students enrolled at Emerald State School.

Responsibility of student 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 the teacher and principal
- abide by school rules, meet homework requirements and wear school's uniform
- respect the school environment.

Responsibility of parents to:

- attend open evenings for parents
- let the school know if there are any problems that may affect your child's ability to learn
- inform school of reason for any absence
- treat school staff with respect and tolerance
- support the authority and discipline of the school enabling your child to achieve maturity, self discipline and self control
- abide by school's policy regarding access to school grounds before, during and after school hours
- advise Principal if your child is in the care of the state or you are the carer of a child in the care of the state
- inform school if your child's living arrangements change and provide details of new home address and phone number

Responsibility of school to:

- develop each individual student's talent as fully as possible
- inform parents and carers regularly about how their children are progressing
- 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
- 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's expectations regarding the responsible behaviour plan for students and the school's dress code policy
- ensure that parents and carers are aware of the school's insurance arrangements and accident cover for students
- advise parents and carers of extra-curricular activities operating at the school in which their child may become involved, for example, Program of Chaplaincy Services; religious instruction
- ensure that the parent 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 regularly in keeping with the school's homework policy
- contact parents and carers as soon as is 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 Emerald State School as stated in the school policies that have been provided to me as follows:

- Responsible Behaviour Plan for Students (available on the school website www.emeraldss.eq.edu.au or from the office)
- Student Dress Code (refer to the Parent Handbook "School Uniforms" section)
- Homework Policy
- School Charges and voluntary contributions
- Student usage of internet, intranet and extranet
- Absences
- School Excursions
- Complaints management
- Parent Notice for Religious Instruction in School Hours
- Parent / Guardian Consent form for *Voluntary Student Participation in Program of Chaplaincy Services*
- Department insurance arrangements and accident cover for students
- Consent to use Copyright Material, Image, Recording or Name
- Appropriate Use of Mobile Telephones and other Electronic Equipment by Students

ENROLMENT AGREEMENT – State School - Parent to complete

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

Parent/Carer Name: _____ Signature: _____



