



Woodcrest
State College

Prep to Pathways

ENROLMENT INTERVIEW

Interview Date: ___ / ___ / ___ Time: ___ : ___

Interviewed by: _____

Student Name: _____ Class: _____

Enrolment Agreement

Woodcrest State College Primary School is committed to providing a rich range of opportunities and programs for all primary students. We work hard to ensure that students are provided learning experiences relevant to their needs. Students' different learning rates are embraced and supported. A teaching and learning approach in the early years provides students with access to opportunities that enables them to discover learning connected to their own experiences to the real world around them. This then transitions to the middle phase of learning that engages students in experiences that enables them to achieve success through intellectually challenging and connected learning.

Woodcrest State College will:

- challenge students in their educational experiences, support them in setting and attaining realistic academic goals, and energetically promote a commitment to academic excellence at all times
- provide support to all students to create a culture of shared responsibility for educational outcomes amongst students, parents and teachers.
- assist all students in attaining their education goals through informed decision making and targeted intervention using all available student data
- monitor attendance and expect that valid reasons, are provided for all absences (supported by a medical certificate where necessary)
- expect punctuality to all lessons and events. Students are expected to be at school from 9:00am – 2:50pm each day except in cases of genuine illness
- promote health and wellbeing through the creation of safe, healthy and sustainable work and learning environments

In response, primary students will consciously and respectfully contribute to all aspects of school life at Woodcrest State College. All current policy and procedures can be found on the College website www.woodcrstsc.eq.edu.au

I accept the rules and regulations of Woodcrest State College as stated in the school policies that are available to me via our website:

- **Student Dress Code:** We have read and understood the Student Dress Code and agree to abide by these rules
- **Student Code of Conduct:** We have read and understood the Student Code of Conduct including appropriate use of mobile telephones and other electronic devices, and agree to abide by these rules
- **Complaints Management:** We have read and understood the procedures for complaints at Woodcrest State College
- **CCTV Policy:** I have read and understand that CCTV is in place at Woodcrest State College
- **State School Media Content:** We have read, and understood and signed the **Government State School Media Consent** form for Woodcrest State College.

I hereby agree to abide by all school policies and procedures of Woodcrest State College.

Name of Student: _____ Signed: _____ Date: __ / __ / __

I hereby agree to actively support Woodcrest State College's policies and procedures and will ensure my child meets these.

Name of Parent/Carer: _____ Signed: _____ Date: __ / __ / __

Woodcrest State College 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 Woodcrest State College.

Responsibility of student to:

- attend school on every school day for the educational program in which they are enrolled, 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/expectations as outlined in the Student Code of Conduct, including not bringing items to school which could be considered as weapons (e.g. dangerous items such as knives)
- meet homework requirements and wear school's uniform (if applicable)
- respect the school property.

Responsibility of parents/carers to:

- ensure your child attends school on every school day for the educational program in which they are enrolled
- advise the school as soon as possible if your child is unable to attend school and reason/s why (e.g. child is sick)
- attend open meetings for parents/carers
- let the school know if there are any problems that may affect your child's ability to learn
- ensure your child completes homework regularly in keeping with the school's homework policy
- treat all school staff with respect
- support the authority of school staff thereby supporting their efforts to educate your child and assist your child to achieve maturity, self-discipline and self-control
- not allow your child to bring dangerous or inappropriate items to school
- abide by school's instructions regarding access to school grounds before, during and after school hours
- advise principal if your child is in out-of-home care
- keep school informed of any changes to your contact details or your child's details, such as home address, email address and phone number
- ensure the school is aware of any changes to your child's medical details.

Responsibility of school staff to:

- design and implement engaging and flexible learning experiences for individuals and groups of students
- inform parents and carers regularly about how their children are progressing
- design and implement intellectually challenging learning experiences which develop language, literacy and numeracy
- create and maintain safe and supportive learning environments
- support personal development and participation in society for students
- foster positive and productive relationships with families and the community
- inform students, parents and carers about what the teachers aim to teach the students each term
- teach effectively and to set high standards in work and behaviour
- clearly articulate the school's expectations regarding the Student Code of Conduct and the Student Dress Code policy

Woodcrest State College Enrolment Agreement (cont.)

- ensure that parents and carers are aware that the school does not have personal accident insurance 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, sports programs)
- set, mark and monitor homework regularly in keeping with the school's homework policy
- contact parents and carers as soon as possible if the school is concerned about the child's school work, behaviour, attendance or punctuality
- notify parents/carers of an unexplained absence of their child as soon as practicable on the day of the student's absence (allowing time for parents/carers to respond prior to the end of the school day)
- deal with complaints in an open, fair and transparent manner in accordance with [departmental policy](#)
- treat students and parents/carers with respect.

- Student Code of Conduct
- Student Dress Code
- Homework Policy
- SRS
- [Advice for state schools on acceptable use of ICT facilities and devices](#)
- Attendance Policy
- School excursions
- Complaints management
- [Religious instruction policy statement](#)
- [Chaplaincy and student welfare worker services – policy statement](#)
- Department insurance arrangements and accident cover for students
- [Obtaining and managing student and individual consent](#)
- School instructions for school access

I acknowledge:

- That I have read and understood the responsibilities of the student, parents or carers and the school staff outlined above; and
- That information about the school's current rules, policies, programs and services, as outlined above has been provided and explained to me.

Signature	Date
Student:	
Parent/Carer:	
On behalf on Woodcrest State College:	

Woodcrest State College Internet Access Agreement

Student

I understand that the College information and communication technology (ICT) services, facilities and devices provide me with access to a range of essential learning tools, including access to the internet. I understand that the internet can connect me to useful information around the world.

While I have access to College ICT services, facilities and devices:

- I will use it only for educational purposes
- I will not undertake or look for anything that is illegal, dangerous or offensive
- I will not reveal my password or allow anyone else to use my school account

Specifically in relation to internet usage, should any offensive information appear on my screen I will close the window and immediately inform my teacher quietly, or tell my parents/guardians if I am at home.

If I receive any inappropriate emails at school, I will tell my teacher. If I receive any at home I will tell my parents/carers.

When using email or the internet I will not:

- reveal names, home addresses or phone numbers – mine or that of any other person
- use the College ICT service, facilities and devices (including the internet) to annoy or offend anyone else.

I understand that my online behaviours are capable of impacting on the good order and management of the College whether I am using College ICT services, facilities and devices inside or outside of school hours.

I understand that if the College decides I have broken the rules for using its ICT services, facilities and devices, appropriate action may be taken as per the College Student Code of Conduct which may include loss of access to the network (including the internet) for a period of time.

I have read and understood this procedure/policy/statement/guideline and the Student Code of Conduct.

I agree to abide by the above rules/the procedure/policy/statement/guideline.

_____ (Student's name)

_____ (Student's signature)

___/___/___ (Date)

Woodcrest State College Internet Access Agreement (cont)

Parent/Carer

I understand that the College provides my child with access to College information and communication technology (ICT) services, facilities and devices (including the internet) for valuable learning experiences. In regards to internet access, I understand that this will give my child access to information from around the world; that the College cannot control what is available online; and that a 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 upon responsible use by my child. Additionally, I will ensure that my child understands and adheres to College appropriate behaviour requirements and will not engage in inappropriate use of College ICT services, facilities and devices. Furthermore, I will advise the school if any inappropriate material is received by my child that may have come from the school or from other students.

I understand that the College is not responsible for safeguarding information stored by my child on a departmentally-owned student computer or mobile device.

I understand that the College may remotely access the departmentally-owned student computer or mobile device for management purposes.

I understand that the College does not accept liability for any loss or damage suffered to personal mobile devices as a result of using the department's services, facilities and devices. Further, no liability will be accepted by the school in the event of loss, theft or damage to any mobile device unless it can be established that the loss, theft or damage resulted from the school's/department's negligence.

I believe my child understands this responsibility, and I hereby give my permission for him/her to access and use College ICT services, facilities and devices (including the internet) under the College rules. I understand where inappropriate online behaviours negatively affect the good order and management of the College, the College may commence disciplinary actions in line with this user agreement or the Student Code of Conduct. This may include loss of access and usage of College ICT services, facilities and devices for some time.

I have read and understood this procedure/policy/statement/guideline and the Student Code of Conduct and I agree to abide by the above rules / the procedure/policy/statement/guideline.

_____ (Parent/Carer's name)

_____ (Parent/Carer's signature) ____/____/____ (Date)

The Department of Education through its [Information privacy breach and privacy complaints](#) procedure is collecting your personal information in accordance with the [Education \(General Provisions\) Act 2006 \(Qld\)](#) in order to ensure:

- appropriate usage of the school network
- appropriate usage of personal mobile devices within the school network.

The information will only be accessed by authorised school employees to ensure compliance with its [Information privacy breach and privacy complaints](#) procedure. Personal information collected on this form may also be disclosed to third parties where authorised or required by law. Your information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please contact your child's school. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please also contact your child's school.

BYOD Agreement

The Woodcrest State College BYOD program aims to:

- Recognise the demand for seamless movement between school, work, home and play
- Assist students to improve their learning outcomes in a contemporary educational setting
- Assist students to become responsible digital citizens, enhance the teaching learning process, and support the achievement of student outcomes

The following is to be read and completed by both the STUDENT and PARENT/CARER:

- I have read and understood the BYOD Charter and the college Student Code of Conduct
- I agree to abide by the guidelines outlined in both documents
- I am aware that non-compliance or irresponsible behaviour, as per the intent of the BYOD Charter and the Student Code of Conduct, will result in consequences relative to the behaviour.

Student's name:

(Please print)

Student's signature:

Date:

__ / __ / __

Parent/Carer's name:

(Please print)

Parent/Carer's signature:

Date:

__ / __ / __