



Murrumba State Secondary College Enrolment Agreement

This enrolment agreement sets out the responsibilities of the student, parents/caregivers and the College staff about the education of students enrolled at Murrumba State Secondary College

Responsibility of student to:

- attend the College on every school day for the educational program in which they are enrolled, on time, ready to learn and take part in College 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 the College rules as outlined in the College's Responsible Behaviour Plan for Students, including not bringing items to the College which could be considered as dangerous items
- meet homework requirements and wear the correct College uniform
- proudly respect the College environment

Responsibility of parents to:

- ensure your child attends the College on every school day for the educational program in which they are enrolled
- attend open meetings for parents
- let the College 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 College's homework policy
- inform the College of student absences and reasons for absences in a timely manner
- treat all College staff with respect and tolerance
- support the authority of the College 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 the College
- abide by the College'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 the College informed of any changes to student's details, such as student's home address and phone number
- ensure the College is aware of any changes to your child's medical details

Responsibility of College staff to:

- design and implement engaging and flexible learning experiences for individuals and groups
- inform parents and caregivers 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
- foster positive and productive relationships with families and the community

PLEASE NOTE: Once all information on these attached forms has been filled out please *EMAIL* or *PRINT AND POST* back to the College. You can save the file at any time. Thank you

SAVE

PRINT

EMAIL





- inform students, parents and caregivers about what the teachers aim to teach the students each term
- teach effectively and to set the highest standards in work and behaviour
- clearly articulate the College's expectations regarding the Responsible Behaviour Plan for Students and the College's Dress Code policy
- notify parents of an unexplained absence of their child as soon as practicable on the day of the student's absence (allowing time for parents to respond prior to the end of the school day)
- ensure that parents and caregivers are aware that the College does not have personal accident insurance cover for students
- advise parents and caregivers of extra-curricular activities operating at the College 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 College's homework policy
- contact parents and caregivers as soon as is possible if the College is concerned about the child's school work, behaviour, attendance or punctuality
- deal with complaints in an open, fair and transparent manner in accordance with departmental procedure Complaints Management – State Schools, treat students and parents with respect

College Instructions for School Access

Murrumba State Secondary College values parent communication in relation to their child's education and wellbeing. Ongoing communication between the College and home plays a vital role in your child's learning experience. We encourage you to be involved and to communicate with teachers about your child's progress. It is important to notify us if you have a concern or if you believe your child is experiencing a problem.

Some ways of Communicating are:

1. Parents/Caregivers – Teacher meetings
You are welcome to discuss your child's progress with the teachers concerned. Please organise a mutually agreeable meeting time. Teachers are unable to meet with you while they are responsible for supervising other students. Please telephone or email to coordinate a mutually agreeable time.
2. Student – Parents/Caregivers – Teacher interviews
Parents/Caregivers - teacher interviews are arranged two times per year. These interviews provide an opportunity for teachers to discuss student progress, classroom procedures, issues and teacher student expectations.
3. Messages
Contact with the College can always be made by telephone, email or letter. Letters that contain sensitive information should be sealed and addressed to the intended reader. Phone messages will be relayed to teachers. All class teacher email addresses will be listed on our College website or can be accessed through Compass.

If you have a general issue e.g. having difficulty paying school fees or have concerns about a College staff member you can make contact with the Administration staff to calmly discuss the issue. They will pass any concerns on to the relevant staff member and endeavour to find a workable solution. It is important when communicating with the Administration or College staff that you:

- Remain calm and be respectful when discussing an issue.
- Try to keep an open mind and accept that multiple views reflect different perspectives.
- Deliver your complaint in a non-threatening and non-abusive manner
- Remember schools are busy and complex places, and sometimes it may take time to resolve certain issues





Murrumba State Secondary College follows the department's Code of School Behaviour which outlines expected behaviours for students, staff, parents and other members of the college community. For your information, this document is available on the department's website at the following address:
<https://behaviour.education.qld.gov.au/>

All visitors to the College are required to sign in when they come on site. One of the reasons for this is to ensure we have an accurate list of people who are on site for evacuation purposes. Please see our friendly office staff when you arrive at the College to sign in and where required complete an induction.

The school day starts at 8.35am and finishes at 2.35pm. We open our front gates at 7.45am however there is no supervision available for your child until their first class commences. Our back gates are not open for parents to enter the car park and a boom gate will be operational during term time to ensure only those who are authorised to park in the staff carpark can gain access. This is to ensure your child's safety whilst entering the College via the back entry.

- Responsible Behaviour Plan for Students
- Student Dress Code
- Homework Policy
- College Fees & Charges e.g. Student Resource Scheme by Year Level Flat Fee, Student Resource Scheme Resource Intensive Subject Fee
- School Instructions for School Access
- Complaints management

ICT Documents:

- BYOD Agreement
- Acceptable Use of the Department's Information, Communication and Technology (ICT) Network and Systems
- Consent to use Copyright materials and/or to Record, Use or Disclose Student Personal Information
- Mobile Electronic Device Policy

I acknowledge:

That I have read and understood the responsibilities of the student, parents or caregivers and the College staff outlined above; and

That information about the College's current rules, policies, programs and services, as outlined above has been provided and explained to me.

Student Signature

Parent/Caregiver Signature

On behalf of Murrumba State Secondary College





Murrumba State Secondary College Enrolment Agreement

Murrumba State Secondary College has a College wide computer network that supports effective student learning across the College's curriculum. This network also provides student access to the Internet and email.

It is important that you and your child are familiar with the guidelines as stated in the accompanying Information Communication Technology Acceptable Use Policy. Education Queensland requires that all schools have an ICT Acceptable Use Policy.

In summary these refer to -

1. Purpose of the College's network and Internet access. This gives students the benefit of coordinated networked computers and information technology facilities for educational purposes - their daily classwork as well as for research purposes. The provision of Internet access provides connections to resources world-wide, as well as facilitating local, regional and world- wide communication through email.
2. Types of information available and intellectual ownership. Students may access a range of appropriate information via the Internet as well as use computer software installed on the network. The use of these resources is subject to copyright law.
3. User responsibilities. Students are responsible for all activity carried out on their personal network account.
4. Personal security. Students are not to disclose personal information - their own or other people's, on the Internet.
5. Sanctions. Inappropriate use of the network facilities, including the Internet or email will incur the loss of access to these facilities.

The use of your child's account must be in support of, and consistent with, the educational objectives of the College, the College's Behaviour Management Policy and the Information Communication Technology Acceptable Use Policy and Agreement. Failure to follow these will result in the loss of privilege to use these facilities.

Although we have established Acceptable Use policies, please be aware that there may be unacceptable material or communications on the Internet that your child can access. Education Queensland provides a filtered internet feed to all schools and teachers will always exercise their duty of care, however protection against exposure to harmful information on the Internet must depend finally upon responsible use by students.

Please read and discuss the attached policy with your child. Complete and return the signed Agreement to the College office.

Please contact a member of the Administration should you have any concerns or wish to discuss the matter further.

Regards,

Paul Pengelly
College Principal

