



Oxenford State School

90 Michigan Drive
OXENFORD QLD 4210

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Enrolment Agreement – Oxenford State School

Welcome to Oxenford State School. I welcome you and your children to your new school. I trust that your association with Oxenford State School will be a most rewarding and enjoyable experience.

This enrolment agreement sets out the responsibilities of the student, parents or carers and the school staff about the education of students enrolled at **Oxenford 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 my 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 my 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.

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 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 the Oxenford State School as stated in the school policies that have been provided to me as follows:

- Parent Information Book
- Student Resource Scheme
- Student usage of internet, intranet and extranet
- SMS Absence Message consent

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

.....
Student Signature:

.....
Parent/Carer Signature:

.....
On behalf of Oxenford State School

Year _____

Class _____



Student

I understand that the Internet can connect me to useful information stored on computers around the world.

While I have access to the Internet:

- 1) I will use it only for educational purposes.
- 2) I will not look for anything that is illegal, dangerous or offensive.
- 3) If I accidentally come across something that is illegal, dangerous or offensive, I will:
 - (a) clear any offensive pictures or information from my screen; and
 - (b) immediately, quietly, inform my teacher.
- 4) I will not reveal home addresses or phone numbers - mine or anyone else's.
- 5) I will not use the Internet to annoy or offend anyone else.
- 6) I understand that if the school decides I have broken these rules, appropriate action will be taken. This may include loss of my Internet access for some time.

_____ (Students name)

_____ (Students signature) _____ (Date)

Parent /caregiver

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 _____ (Name of student) 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.

_____ (Parent / caregiver name)

_____ (Parent/Caregiver signature) _____ (Date)



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Dear Parents/Carers

The Department of Education and Oxenford State School are always seeking ways to ensure the safety and wellbeing of your child/ren and with this in mind we have been advised of a new Departmental directive with regard to Unexplained Absences. From January 2017 all schools will be required to contact parents/carers to notify them if their child/ren has/have not arrived at school. Effective immediately we will be introducing the following policies:

- All children **MUST** be present in their classroom for roll marking on the second bell at 9.00am.
- Teachers will mark the roll and close it. Any child not in the classroom will be marked as Absent.
- Children who arrive after the roll has closed will be required to go to the office to collect a LATE SLIP for presentation to their teacher.
- Office staff will check and clear the Absence Line between 9.15-9.30am and a DAILY UNEXPLAINED ABSENCE report will be run.
- A generic SMS message will be sent to parents advising of their child's absence and requesting an explanation.

How you can help us to keep your child/ren safe:

1. Provide consent and a preferred current mobile phone number below. If your number changes, advise us immediately. Families with shared care arrangements will be required to advise the school and provide BOTH parents/carers mobile phone numbers. In the event of an unexplained absence for a child in shared care, both parents will receive an SMS message.
2. Phone the Student Absence Line before 9.15am to advise of any/all occasions when your child/ren will be away from school. This is a 24hr recorded service, you can call it anytime (convenient if your child is up ill during the night!). **The OXENFORD STATE SCHOOL STUDENT ABSENCE LINE number is 07 5585 7660**; we suggest you store this number in your phone.
3. If/when you receive an SMS message, call the Student Absence Line to explain the absence OR if you believe your child/ren is/should be at school contact the school office immediately to notify us.

If you have any queries or concerns regarding this new policy, please feel free to contact the office.

Yours faithfully

Alisha Le Brese
Principal

CONSENT: please return to the Administration Office

I give permission for Oxenford State School to contact me via SMS message in the case of my

Child's absence, on mobile number: _____ Parent's Name: _____

mobile number: _____ Parent's Name: _____

Student's Name: _____ Date: _____