

Enrolment Agreement – Capricornia School of Distance Education

This enrolment agreement sets out the responsibilities of the student, parents/carers and the school staff regarding the education of students enrolled at Capricornia School of Distance Education.

Responsibilities of the student:

- Participate fully in the program by complying with attendance requirements (i.e. by completing and returning assigned work), attending scheduled online lessons (if any), engaging with course material, making regular contact with teachers and attending face-to-face school events/activities where possible.
- Act at all times with respect and show tolerance towards other students and staff.
- Work hard and comply with requests or directions from teachers and other school staff members.
- Abide by school rules/expectations as outlined in the Student Code of Conduct, including, for any face-to-face activities at the school, not bringing items which could be considered as weapons (e.g. dangerous items such as knives), following the dress code and respecting the school property.

Responsibilities of parent/carer:

- Provide active on-site support and supervision of your child, ensuring they attend scheduled telephone or online lessons (if any) and that work is completed in the allocated time.
- Provide supervision under exam conditions, as advised by the school for students in P-10.
- Establish and maintain regular contact with the teacher/s and the school.
- Ensure your child has ready access to all necessary learning materials and resources, including an appropriate work area.
- Ensure your child has the necessary equipment (computer hardware and software, and internet connectivity) to be able to fully engage in an online, e-learning environment (if applicable).
- Attend open meetings and participate in induction programs and ongoing home tutor support activities, where possible.
- Let the school know if there are any problems that may affect your child's ability to learn or ability to return school work on time.
- Treat all school staff with respect and comply with the Parent and Community Code of Conduct.
- 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.
- Ensure your child meets the attendance requirements for the educational program in which they are enrolled. There are specific legal obligations for enrolment, attendance and participation that apply to parents/carers of children of compulsory school age and young people in the compulsory participation phase. Refer to the [Managing student absences and enforcing enrolment and attendance at state schools](#) procedure for more information.
- Advise the school as soon as possible if your child is unable to attend any scheduled lessons and the reason/s why (e.g. child is sick).
- Not allow your child to bring dangerous or inappropriate items to school for face-to-face activities (if any).
- Abide by the school's instructions regarding access to school grounds for any activities held at the school.
- Advise the principal if your child enters into care.
- Keep the 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.
- Make payment of all fees and charges associated with the program of distance education.

Responsibilities of school staff:

- Design and implement engaging and flexible learning experiences for individuals and groups of students undertaking a program of distance education.
- Design and implement intellectually challenging learning experiences that develop language, literacy and numeracy.
- Create and maintain safe and supportive learning environments (including e-learning).
- Support personal development and participation in society for students.
- Foster positive and productive relationships with families and the community.
- Inform students, parents/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.
- Advise parents/carers of extra-curricular activities organised by the school in which their child may become involved.
- Inform parent/carer regularly about how their child is progressing.
- Provide quality and timely feedback to students on submitted work and contact parents/carers as soon as possible if the school is concerned about the child's school work or behaviour.
- 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](#)
- ☐ [CSDE Uniform Policy](#)
- ☐ [Parent and Community Code of Conduct](#)
- ☐ [Advice for state schools on acceptable use of ICT facilities and devices](#)
- ☐ [Attendance and Assigned Work Policy](#)
- ☐ School excursions
- ☐ [Complaints management](#)
- ☐ Department insurance arrangements and accident cover for students
- ☐ [Obtaining and managing student and individual consent](#)