Mount Morgan State High School

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 Mount Morgan State High School. It also provides information regarding support services and curriculum options for students enrolling at Mount Morgan State High 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
- providing resources, including a workable study environment for my child/children to encourage and support their education
- reinforce school values which promote safety, respect and responsibility which included the provision of a full school uniform as per Student Dress Code

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

- Every Day Every Lesson Student Routines (copy in 2017 Diary)
- Student Dress Code (copy provided in Student Handbook & 2017 Diary)
- School Charges and voluntary contributions (Textbook Hire Scheme)
- Student materials for 2017
- Student usage of internet, intranet and extranet
- Administering of Prescribed Medication
- School Excursions
- Complaints management
- Department insurance arrangements and accident cover for students
- Consent to use Copyright Material, Image, Recording or Name including Media Permission
- Recording & Electronic Device Policy
- Student Attendance Policy
- Administering of Prescribed Medication
- Department insurance arrangements and accident cover for students
- Consent to use Copyright Material, Image, Recording or Name including Media Permission
- Recording & Electronic Device Policy
- Student Attendance Policy

The following policies are currently under review and will be provided to parents upon completion however will be similar to the 2013 versions provided:

- Responsible Behaviour Plan for Students (copy provided in enrolment package)

I also acknowledge that written permission must be provided for my student to access the following support services:

- Parent / Guardian Consent form for Voluntary Student Participation in Program of Chaplaincy Services
- Parent / Guardian Consent to Request for Guidance Services
- Parent / Guardian Consent to Request for Nursing Services

The following information is also required from parents upon enrolment in 2016:

- ID Attend Preferred Mobile Telephone number:
  - Parent/Guardian Name: _______________________
  - Mobile Number: _______________________
- Copy of Current Birth Certificate and/or Current Medicare Card
- Preferred email for QParent account nomination: _______________________

**Year 7/8 Enrolments Only:**

The provision of Languages is required in Years 5 to 8 from 2015. Learning an additional language can strengthen general literacy skills and students’ understanding of their first language. It can offer a new beginning and potential success for learners who may have experienced difficulties with English.

Decisions to exempt individual students from the school’s Languages program are made by the principal, when it is identified that this is in the best interest of the student and in consultation with parents.

- Languages in Queensland state school, Department of Education and Training (Accessed November 2015)

Do you wish your child to be considered for an exemption from Languages in 2017?

Students not accessing the 2017 LOTE program at Mount Morgan State High School will be provided with a targeted Literacy/Numeracy Development Program that aims to improve and extend your child’s ability in the areas of Reading, Spelling, Grammar and Punctuation and Numeracy (both with and without the aid of a calculator).

- No. Please enrol my student in the LOTE Program (where available) in 2017.

**Year 10/11/12 Enrolments Only:**

- VET Student Information and Training Agreement (must be completed for all students undertaking a Vocational Education and Training Subject provided by MMSHS)
- SET Plan completed/updated and current timetable attached – recorded in review on OneSchool

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 Mount Morgan SHS .................................. Date ..............................
**Head of Department/Deputy/Principal:**
Forms to collect:
- Copy of birth certificate/Medicare card
- Medical Information
- Media Permission
- Internet Agreement
- Chaplain Consent
- Guidance Officer Request Consent
- Nursing Services Request Consent
- VET Agreement (if required)
- SET Plan (if required)

**Administration Officer:**
- Enrolment Agreement details emailed to: `leadershipteam@mtmorganshs@eq.edu.au`.
  All permissions listed and LOTE exemption details if appropriate.
- Permissions added to OneSchool
- VET Agreement (Scanned to file: `G:\Coredata\Curriculum\1.6 VET\2016\Quality Management System\Standard 5 (Learner Information and Protection)\Student Induction Materials\Training Agreements`)
- SET Plan: Scanned and emailed to Senior Schooling HOD to be uploaded to OneSchool