

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 Brisbane School of Distance Education (BrisbaneSDE).

Responsibility of student to:

- participate fully by meeting attendance requirements which are based on return of work as outlined in the subject work rate calendar, participate in scheduled lessons, engage with online course material, make regular contact with teachers and attend at face-to-face school events/activities where possible.
- become familiar with the school's Assessment Policy and to comply with the requirements outlined (refer to BrisbaneSDE website — [Guide to our school](#)).
- act at all times with respect and show tolerance towards other students and staff.
- follow appropriate protocols when engaged in online and teleconference sessions with teachers and other students as outlined in the Information and Communications Technology (ICT) User Agreement.
- check Student Notices on the BrisbaneSDE website at the start of each school day.
- use their EQ assigned webmail address for all communications with the school and take efforts to maintain communication through regular clearing of emails.
- work hard and comply with requests or directions from the teacher and other school staff members.
- abide by school rules as outlined in the school's Responsible Behaviour Plan for Students, including not bringing items to school which could be considered as weapons (e.g. dangerous items such as knives).
- meet homework requirements as outlined in the [Guide to our school](#).
- respect school property, including resources that are on loan.

Responsibility of parents to:

- ensure your child participates fully in the educational program in which they are enrolled by meeting attendance — refer to the [Guide to our school](#) for further information.
- ensure that explanation for temporary absence from scheduled lesson attendance and/or requests for extended absence from scheduled lesson attendance are communicated with the school.
- ensure that you have read and understood the requirements outlined in school's Assessment Policy (refer to the [Guide to our school](#)).
- ensure you comply with your legal obligation regarding compulsory schooling – details are contained within s.176 and s.178 of the **Education (General Provisions) Act 2006 (Qld)** ('the Act'):
 - section 176(1)(b) of 'the Act' provides that each parent of a child of compulsory school age has the obligation to ensure their child is attending school on every school day, for the educational program in which the child is enrolled.
 - 'Compulsory school age' is defined by s.9 of 'the Act' to start in Prep when a child is at least 5 years and 6 months of age and to finish when the child turns 16 years of age or completes Year 10, whichever is sooner.
 - failure to comply with the obligation in s.176(1)(b) 'the Act', without a reasonable excuse, is an offence. If you are prosecuted for an offence, you are liable to a fine of up to \$660.00 (6 penalty units) for the first offence, and up to \$1 320.00 (12 penalty units) for each further offence.
- ensure that 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.
- understand the school may record online lessons.
- regularly check the BrisbaneSDE website for information relevant to school activities.
- attend, where possible, open meetings for parents.
- ensure all assessment conditions are met as outlined in the BrisbaneSDE Student Assessment Policy.
- ensure that student submitted work is their own.
- inform the school of 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 (refer to the [Guide to our school](#)).
- inform school of student absences and reasons for absences in a timely manner.
- treat 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 – all visitors to the school must sign in at the school Reception.
- advise Principal if your student is in the care of the State.
- keep school informed of any changes to student's details, such as student's home address and phone number.
- comply with the BrisbaneSDE Resolving Issues of Concern Policy (refer to the [Guide to our school](#)).
- make payment of all fees and charges associated with enrolment.
- undertake to return all loaned resources in good condition — a refund applies for some resources returned in good condition.

Responsibility of school staff to:

- design and implement engaging and flexible learning experiences for individuals and groups for delivery in an e-learning environment.
- inform parents/carers/home-based supervisors 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 in an e-learning context.
- store recorded lessons in a password protected environment.
- support personal development and participation in society.
- foster positive and productive relationships with families and the community.
- inform students, parents/carers/home-based supervisors 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 school's expectations regarding the Responsible Behaviour Plan for Students.
- ensure that parents and carers are aware that the school does not have personal accident insurance cover for students.
- provide quality and timely feedback to students on submitted work.
- contact parents/carers/home-based supervisors 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 in accordance with departmental procedure, Complaints Management — State Schools.
- treat students and parents with respect.

I acknowledge:

- that I have read and understood the responsibilities of the student, parents or carers and the school staff outlined above;
- that information about the school's current rules, policies, programs and services, as outlined above has been provided and explained to me, and
- I understand that this agreement will be for the duration of enrolment at BrisbaneSDE.

Student information	
Student name	
Student signature	Date
Parent / Guardian name	
Parent / Guardian signature	Date