Enrolment Agreement

This Pack Contains the Following Documents;

1. Photocopying and Printing at School
2. School Uniform and Dress Code Policy
3. Internet Agreement
4. State School Consent Form
5. Bookwork Expectations
6. Enrolment Responsibility Agreement
Dear Parent/Guardian

RE: Photocopying & Printing at School

The school has purchased technology for printing and photocopying that utilises a proximity card system which is attributed to each student. We are using the ‘Equitrac – Follow Me’ printing system which allows students to print or copy across various machines throughout the school.

Parents/guardians need to be aware that this system has some rules which must be followed. It also provides a way of students controlling their printing and copying. I ask parents/guardians and students be aware of the following and complete the return slip attached:

- Students will be issued with a card which has their name on it and will be given a $10.00 credit to begin the year.
- Once a student has used their $10.00 they are responsible for bringing money to Student Services to add credit. (Minimum top up $2.00)
- The cards issued are expensive to replace as they contain proximity technology, therefore if a student loses a card and wants a replacement – there is a $5.00 replacement fee. Students must take all appropriate care to ensure a card is not taken by another student. They should not loan their card to another student.
- A student must have a 4 digit code, to avoid other students using their credit.
- Cards are issued once at the time of enrolment, not annually at the start of each school year.

NB. Students will not be issued with their card until the return slip is fully completed and returned to the office.

If you have any queries, please don’t hesitate to contact the school.

Yours faithfully,

Leon Proud
Principal
PHOTOCOPYING AND PRINTING CARD AGREEMENT

I _____________________________________________________ (Parent/Guardian Full Name) have read and understood the rules and expectations around the use of the photocopying/printing card to be issued to my son/daughter _______________________________ (Student's Full Name). I understand and agree to the following conditions:

✓ Students will be given an initial balance of $10.00 and will then have to top up credit at Student Services (minimum top up $2.00)
✓ If a card is lost, then the student is responsible for replacement of the card at a cost of $5.00. Students must take all appropriate care to ensure their card is not taken by another student.
✓ Students should not loan their card to another student.
✓ Students should hand in immediately any cards found.
✓ Students must never give out their four digit code.

Please Note: Photocopy Cards are issued once at the time of enrolment.

Student Signature: ___________________________ Date: _____________

Parent Signature: ____________________________ Date: _____________

PLEASE NOTE THAT A CARD WILL NOT BE ISSUED TO YOUR CHILD UNTIL THIS FORM HAS BEEN RETURNED.

Office Use Only

EQID No: __________________________________________
Date of Birth: __________/________/________
Date of Enrolment: __________/________/________
Card Issued: __________/________/________ By: ______________________
Student Signature ____________________________ Date: _____________

Leading & Learning – Today & Tomorrow
SPRINGFIELD CENTRAL STATE HIGH - ACCEPTANCE OF STUDENT DRESS CODE


Uniform expectations for Year 7, 8 & 9
It is an expectation of the school community and the P&C that Springfield Central State High years 7, 8 & 9 students wear the full school sports uniform every day (see the one page overview for details). Student dress should promote the good image of the school within the community, and therefore students should be encouraged to wear the uniform and uphold the image. We are a Sun-safe school and all students should wear a school hat. (No Hat = No Play).

Uniform expectations for Year 10, 11 & 12
It is an expectation of the school community/ P&C that Year 10, 11 & 12 Springfield Central State High students wear the school FORMAL uniform on Monday, Tuesday, Thursday & Friday. Year 10, 11 & 12 students may choose to wear the full sports uniform on Wednesdays. Student dress should promote the good image of the school within the community, and therefore students should be encouraged to wear the uniform and uphold the image. The dress code document provided with this acceptance document, outlines in more detail the expectations around the pants, shorts, skirts, shirts, blouses, ties, belts, socks, plain black stockings etc. that may be worn. This document provides further detail and must be signed off before enrolment into senior schooling is completed.

Footwear/ Shoes
Due to safety regulations, students are required to wear enclosed footwear that adequately protects their feet. It is also critical that shoes have arch support and good protection on the sole as well as protection for the top of the foot.
- When wearing the Formal Uniform students must wear black lace-up school shoes
- When wearing the sports uniform students may choose to wear black lace-up sports or school shoes.
- All shoes must comply with the appendix “Shoes at Springfield Central SHS.”

Winter Wear
The following additions have been included for the winter period
- Scarf – school P&C approved scarves with the school logo are only permitted
- Beanie – no beanies are permitted at any time
- Gloves – students are able to wear plain navy blue (to match the uniform) gloves with no colours, insignias, logos, wording or symbols
- Blankets – no blankets or similar items are permitted (long sleeve polo shirt, tracksuit, jumper and blazer are available as part of the uniform)

Undershirt
The only acceptable undershirt that may be worn is a white collarless T-shirt that may show at the neck only and no other part of the undershirt should be seen. The bottom of the shirt must be tucked in and sleeves should not extend below the sleeve of the uniform.

Hats
Students must wear a school approved dark navy blue hat. There are different styles available for purchase through the school with the school initials printed onto the hat.

Swimming
Girls: One-piece swimming costume or Sun-safe swimming two piece. Bikinis are not acceptable swimwear.
Boys: Speedos or football style short shorts with no pockets or Sun-safe swimming two piece. Underwear, including boxer shorts, or long shorts are not acceptable swimwear.
Jewellery is not to be worn in the swimming pool and must be removed or taped prior to swimming.

During Physical Education, Sporting and Dance Classes
- Students are permitted to wear plain black leggings/ tights/ lycra type shorts
- No noticeable colours, writing, major logos, stitching or panelling
- Must be of suitable length
- Students must be changed during the lesson – on and off in the one lesson

ALL STUDENTS
Students should wear school uniform on all excursions, unless otherwise specifically approved by the principal. The school’s dress code refers to clothing or apparel that would be socially acceptable.
The school does not accept inappropriate dress standards. This includes clothing or apparel that could be deemed to be:
- Offensive
- Likely to disrupt, or negatively influence, the normal operation of the school;
- Unsafe for the student or others; or
- Likely to result in a risk to the health of the students or others.

Nb. This is very important to note for uniform free days which may be used for fundraising purposes.

Uniform Free Days
Generally, one day per term is set aside in the school calendar for a non-uniform day as a fundraiser for a charity or student council project. Students pay a gold coin donation for the privilege of wearing non uniform.
It is expected that students will wear clothing appropriate for an educational environment, adhering to workplace health and safety requirements (enclosed footwear) and refraining from wearing revealing and/or offensive garments.

Bags
Students and/or Parents are expected to purchase and use a P&C endorsed school bag with the school logo on the bag. Exceptions to be negotiated with the Principal.

Hair
All long hair is required to be tied back (girls and boys) with hair ties away from the face. Radical hairstyles are discouraged and parents are requested to consider whether a particular hairstyle is appropriate for school before the child has it done. Hairstyle, as does certain inappropriate dress, can negatively influence student attitudes and behaviour. Respect for the school code of dress and behaviour should reflect the good image of the school. Hair colours must be ‘natural’ in nature and the use of shaving to create distinct patterns or ‘mo-hawks’ is not acceptable.
**Jewellery**
The following guidelines are provided for students and parents
- Small sleepers and small studs only to be worn in ears and a limit of 2 per ear is set
- Only one small/natural coloured nose stud may be worn - No other facial (no spikes, spacers or bars) or tongue piercings at all.
- Watches may be worn
- One signet/small ring per hand and permanent bangles which are not loose fitting
- Students wearing unsuitable jewellery will be advised to remove the items. Failure to comply with this instruction or persistent disregard for uniform policy will lead to lunch detentions. Failure to attend detentions may lead to after school detentions and/or suspension.
- Students who wish to wear commonly accepted religious or cultural artefacts/jewellery which do not comply with the above guidelines may submit a written application through their parent/caregiver to the Principal, requesting approval to wear the said item.

**Make-up & Nail polish**
Students must not wear any overt make-up unless approval has been granted for medical reasons. Only foundation make-up (skin tone) may be worn for sun protection. Nail polish, if worn, should be restricted to natural colours. Students not complying with these guidelines will be required to remove the make-up and parents will be notified. Nail polish should be clear only.

**Resolution of School P & C Association**
The Springfield Central State High P & C Association has passed a resolution about whether to have a student dress code and what that dress code will be. It reads:

The Springfield Central State High P & C Association resolves that it supports a student dress code policy for Springfield Central State High because it believes that a student dress code policy promotes the objectives of the Education (General Provisions) Act 1989, and in particular that it:

a) Promotes a safe environment for learning by enabling ready identification of students and non-students at the school;
b) Promotes an effective teaching and learning environment by eliminating the distraction of competition in dress and fashion at the school;
c) Promotes a supportive environment at the school by fostering a sense of belonging; and

d) Fosters mutual respect among individuals at the school by minimising visible evidence of economic, class or social differences and promotes a supportive environment at the school by fostering a sense of belonging.

The student dress code at Springfield Central State High is part of the school's Code of Behaviour. It will be disseminated to all members of the school community and included in information for newly enrolling students.

**Breaches of the dress code**
In the likelihood of individual cases of conflict with a student dress code, or persistent failure to uphold the code, the school will take the following actions:
- Offer appropriate item/s from the bank of uniforms held at the school and provide a safe, private area for changing
- Inform the student's parents or carers and offer an opportunity to supply appropriate uniform, the student will be given work at the office until this can occur
- Implement a process of conflict resolution or mediation if, after discussions have been held with the students parents or carers, the student persistently wears inappropriate dress.
- Take action that prevents risk to the student and others, or action that maintains the normal operations of the school;
- Apply measures such as detentions and internal suspension (where appropriate) for persistent refusal to comply. Refusal to comply with these measures may result in suspension.

All decisions on the appropriateness of uniform, footwear, hair, jewellery, bags, make-up etc are at the Principal's discretion.

**Uniform Shop**
Location — D Block (Ground Floor) near tuckshop.
Opening Hours: details are available on the school's website on the Facilities page

**AGREEMENT:**

I ACKNOWLEDGE THAT SPRINGFIELD CENTRAL STATE HIGH IS A "UNIFORM SCHOOL"; THAT I HAVE READ THE SCHOOL'S DRESS CODE AND AGREE TO MY CHILD/CHILDREN WEARING SCHOOL UNIFORM AND ABIDING BY THE RESOLUTION OF THE SCHOOL PARENTS AND CITIZENS ASSOCIATION.

SIGNED: ________________________ NAME: ________________________ DATE: ________________________
SPRINGFIELD CENTRAL STATE HIGH
INTERNET AGREEMENT

STUDENT: __________________________

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, harass or offend any individual or to bring the school’s name into disgrace.
6. I am aware that the school monitors both my internet and email use.

I understand that if the school decides I have broken these rules, appropriate action will be taken. For minor breaches loss of my Internet access for some time may occur. For serious or repeated breaches I understand consequences for my actions will be determined through the school Responsible Behaviour Plan which may include suspension or exclusion.

Student’s Name: DOB: RAP: 

Student’s Signature: Date:

PARENT/GUARDIAN

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.

School administration or their delegate will monitor student usage of internet and email resources. 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. For minor breaches loss of Internet access for some time may occur. For serious or repeated breaches consequences for student actions will be determined through the school Behaviour Management Plan which may include suspension or exclusion.

Parent/Guardian’s Name: 

Parent/Guardian’s Signature: Date:

Unless otherwise requested by parents, students who return this form will have access to both the Internet and the EQ E-mail account. It is possible, however, for the student to have access to the Internet at school and have the E-mail facility disabled (and vice versa).

Please indicate by signing below if you wish for your child to have access to BOTH the Internet and E-mail.

By not signing below, I wish for the school to alter the technology privileges for my child, allowing access to the Internet at school only, and have the EQ E-mail disabled.

Parent/Guardian’s Signature: Date:
1. **PARTICULARS – PARENT / CARER TO COMPLETE**

Name to be used in association with the individual's personal information, image, recording or copyright material: (to be completed by parents/carer)

- [ ] Full name
- [ ] First name only
- [ ] No name
- [ ] Other: [ ]

2. **PARTICULARS – SCHOOLS TO COMPLETE**

Description of what is to be created, used, retained or reproduced:

- [ ] Individual’s image
- [ ] Individual’s recording
- [ ] Individual’s copyright material

Description of copyright material, image, recording or other personal information:

- [ ] sound recording
- [ ] artistic work
- [ ] written work
- [ ] film
- [ ] name
- [ ] photograph / image

other:

Where will this information be used (e.g. on the website, newsletter or brochure etc).

- [ ] newsletter (uploaded to the web)
- [ ] printed promotional material
- [ ] advertising
- [ ] website
- [ ] displays
- [ ] competitions
- [ ] year books / annuals
- [ ] local media

other:

What is the timeframe for the individual's consent (e.g. is it for duration of enrolment? What date or dates?):

<table>
<thead>
<tr>
<th>Term of Enrolment</th>
<th>YES</th>
<th>OTHER TERM</th>
</tr>
</thead>
</table>

Which of the websites below will the individual’s personal information or individual work be published on (i.e. permanently published to the public):

- [ ] School websites: www.springfieldcentralshs.eq.edu.au
  The school websites are publicly accessible by all internet users. The school may share information, photographs and videos related to the school’s programs, activities and initiatives with users through its websites.

- [ ] School Facebook page: www.facebook.com/SpringfieldCentralSHS
  The school Facebook page is publicly accessible by all internet users. The school may share information, photographs and videos related to the school’s programs, activities and initiatives with users through its Facebook page.

- [ ] School YouTube Channel:
  The school YouTube channel is publicly accessible by all internet users. The school may share videos related to the school's programs, activities and initiatives with users through its YouTube channel. The school does not permit users to download its videos uploaded to its YouTube channel. However third party applications may be used to overcome the school's settings.

- [ ] School Twitter Profile:
  The school Twitter profile is publicly accessible by all internet users. The school may share information, photographs and videos related to the school’s programs, activities and initiatives with users through its Twitter profile.

- [ ] Other:
  Provide a short description, and the website address, of the other website/s: [Print]

3. **LIMITATIONS ON CONSENT – PARENT/CARER TO COMPLETE**

The Individual or Signatory wishes to limit the consent in the following way:

**IT IS NOT COMPULSORY FOR YOU TO PROVIDE THIS CONSENT** - If you decide not to provide consent, this will not adversely affect academic achievement, or any relationships with teachers or the school.
to use, record or disclose copyright material, image, recording, name or personal information

4. DETAILS

Name of Individual

Address of Individual

Name of School (at which the Individual is enrolled, employed or volunteers)

Signature of the Individual (if over 18 years of age, or if under 18 years of age and capable of understanding and giving this consent)

Date

Signature of the parent or guardian (required if the Individual is under 18 years)

Date

Name of signing parent or guardian

Address of signing parent or guardian

5. CONSENT GIVEN

On behalf of the individual identified in Section 4 of this Consent Form (the Individual), the person or persons signing this Consent Form (the Signatory)* grant consent to the Department of Education and Training (the Department), to a State School and to any other Department or Agency of the State of Queensland (the State) to use, record and disclose the Individual’s:

• name, image, recording and any other identifying information specified in the Particulars section of this Consent Form (personal information); and

• copyright material, including their written, artistic or musical works or video or sound recordings specified in the Particulars section of this Consent Form (Individual work).

*Note: If the Individual is under 18 years of age, the Signatory must be a parent or guardian of the Individual. The Individual must also sign if he or she is under 18 and able to give and understand the consent. If the Individual is 18 or older, the Signatory and the Individual will be the same person.

6. PURPOSE

This consent only applies to any use, recording or disclosure of the Individual’s personal information or Individual work, in connection with the Department or the State, for the following purposes:

• any activities engaged in during the ordinary course of the provision of education and training (including assessment) or other purposes associated with the operation and management of the Department or the Individual’s school;

• public relations, promotion, advertising, media and commercial activities. This only includes via the Internet and Social Media Websites if the relevant website is identified as a permitted website for the purposes of this consent in the Particulars section of this Consent Form (Individual work);

• where the material is uploaded to a Social Media website or other website:
  - any purpose, commercial or otherwise, required by the operators of the website as a condition of uploading the personal information or Individual work; and
  - transfer of the personal information outside of Australia in the course of the operation of the website.

• use by the media in relation to the Individual’s participation in school activities or community events, including, for example, dramatic or musical performances, sporting activities and award ceremonies; and

• any other activities identified in the Particulars section of this Consent Form.

7. DURATION

If the Department, the State or another person permitted by them is using the Individual’s personal information or Individual work, or has entered into contractual obligations in relation to the Department’s material that incorporates the Individual’s personal information or Individual work, the consent will continue in relation to that material until the use is complete or until the contractual obligations come to an end. It is not possible for the Signatory or the Individual to withdraw the Individual’s personal information or Individual work or revoke this consent in relation to such...
existing uses of that material.

If you do wish to revoke or modify this consent in relation to any further new uses of the Individual’s personal information or Individual work, the Individual or the Signatory should send a notice in writing to the person nominated in Section 9 of this Consent Form. After that notice is received, the Department and the State will still be able to continue the existing uses, but will not be able to make any further new use of the Individual’s personal information or Individual work.

The Signatory acknowledges that where material is uploaded to a Social Media website or other website:

- the use and contractual obligations may be perpetual and irrevocable; and
- it may not be possible to ensure that all copies of the material are deleted or cease to be used, and the Department and the State will not be responsible for doing so.

8. DEFINITIONS

- ‘Use’ includes:
  - to create, make copies of, reproduce, modify, adapt or retain in any form, including by camera, video, digital recorder, webcam, mobile phone or any other device; and
  - to distribute, publish or communicate in any form, including in newsletters and other print media, television and the internet and Social Media websites,
  - in whole or in part, and to permit other persons to do so.
- The Department or the State will not pay the Signatory or the Individual for giving this consent or for the use of the Individual's personal information or Individual work.
- This Consent Form revokes and replaces all previous consent forms in relation to the use of the Individual’s personal information or Individual work.
- This Consent Form is a legally binding and enforceable agreement between the Signatory and the Department or the State.
- Nothing in this Consent Form limits the rights that the Department or the State reserve in relation to the use of the Individual’s personal information, Individual work or other intellectual property under any other law.
- The ‘Department’ and the ‘State’ include the officers and employees of the Department and the State engaged in performing services for the Department and the State.
- ‘Social Media Website’ includes any website operated by a third party which facilitates the uploading and sharing of user generated content, including social and professional networking websites, web forums, blogs and wikis.
- This consent extends to the Department and the State:
  - disclosing the Individual's personal information and Individual work to the Department's and the State's agents, contractors and volunteers for the purpose of performing services for the Department and the State; and
  - permitting those persons to use, record and disclose such material to the same extent as the Department and the State are entitled to deal with the Individual's personal information and Individual work.

9. NOTE

The Department will use its best endeavours to ensure the person signing this Consent Form is authorised to do so, but takes no responsibility for circumstances in which it is misled as to the identity or authority or ability of a person to provide consent.

If you require a copy of this signed Consent Form, or if you wish to revoke this consent, please contact the Principal of the school at which the Individual is enrolled or works or send a request in writing to the District Office.

10. INFORMATION

What is this consent for?

This Consent Form authorises the Department and the State to use the Individual’s personal information and copyright material, together with information about the Individual’s participation in Departmental and State initiatives, for any use by the Department and the State associated with the purposes identified in Section 6 of this Consent Form. The consent covers the entire or partial use of the Individual’s personal information and copyright material in conjunction with other words and images.

For example, the Individual’s personal information and copyright material may appear in school newsletters, magazines, websites (including Social Media Websites) and other school, departmental or State publications, as well as in television advertising, videos, brochures, forms, public relations displays, annual reports, press advertising, internal documents such as manuals, websites, certificates and strategic plans, and posters and other promotional material. There may also be occasions on which the Department may approve the media, such as local newspapers and television stations, using information and copyright material in relation to the Individual (for example, where the Individual is involved in dramatic or musical performances, sporting activities or award ceremonies).

Websites

Individuals and Signatories should be aware that publication of an Individual’s personal information and Individual work on Social Media Websites is similar to publication in newsletters, magazines, brochures, etc; however publication on Social Media Websites is publication of that material to the world at large.

Individuals and Signatories should be aware that the publication of an Individual’s personal information and Individual work, by the Department or the State, on a Social Media Website typically constitutes a permanent and publicly available record of that material. This means that anyone may be able to copy and use an Individual’s personal information and Individual work that has been published on a Social Media Website for any purpose and without the consent or knowledge of the Department, the State or the Individual. Individuals or Signatories should not grant their consent to the Department or the State to use an Individual’s personal information or Individual work in connection with a Social Media Website if the Individual or Signatory does not agree to the material being permanently available to the public.

If an Individual’s personal information or Individual work is published on a Social Media Website, that material will be governed by the privacy policy and terms of use of the relevant Social Media Website. The Department or State cannot reasonably control how an Individual’s personal information or Individual work is used by third parties once the material has been published on a Social Media Website.
What is copyright material?

An Individual’s copyright material may include written work (e.g. stories and poems), paintings, pictures, drawings, designs, photographs, videos, films, music, performances, recordings, computer programs, websites, sculptures, fashion, metal- or wood-works made by them or to which they contributed. In the case of students, it includes, but is not limited to, work that they create in the course of their studies during the time they are enrolled at a State school. These materials may form part of their academic assessment or be part of their studies generally and may attract copyright.

The Department understands that students and volunteers generally own the intellectual property rights in the material they create and that this Consent Form is not meant to transfer the Individual’s ownership of the intellectual property in their copyright material.

This Consent Form does not provide for copyright consent in relation to copyright works an Individual creates in the course of employment (whether or not the material is created in normal work hours or using departmental facilities or equipment). Where copyright material is created by a State employee while performing their duties under the terms of their employment, the copyright is owned by the State as the employer (section 35 Copyright Act 1968). There are limited exceptions to this including, for example, where the copyright material is created by an employee pursuant to a prior agreement with the employer.

Generally, the deciding factor is whether the employee is performing their official duties. In addition, section 176 of the Copyright Act 1968 applies where the work was created by or under the direction or control of the State. However, moral rights may still apply to copyright material created by an employee. The Queensland Public Sector Intellectual Property Principles provide further information on intellectual property. If as an employee you have any further queries about the ownership of the intellectual property in respect of the works you create you should contact the Legal and Administrative Law Branch.

What is personal information?

Personal information includes information or opinions, whether true or not, about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion. This includes the Individual’s name, image or video or sound recording. It also includes the Individual’s educational information such as the Individual’s assessment and results, and health information and court orders provided to the Department, where such information may enable the Individual to be identified.

What happens to the Consent Form once it is completed and signed?

The Consent Form is retained by the Department and it will be placed on the Individual’s file and/or the project file. The Individual or Signatory may request a copy of the signed form by contacting the Principal of the school.

What if I give my consent and later change my mind?

This consent will be in effect from the date the Consent Form is signed. The Department and the State will then start using the Individual’s personal information and Individual work to create material incorporating the Individual’s personal information and Individual work and entering into contractual obligations in relation to that material.

If you wish to later modify or revoke this consent, the Individual or the Signatory should send a notice in writing to the person nominated in Section 2 of this Consent Form. After that notice is received, the Department and the State will not make any new additional use of the Individual work, but any existing uses will continue.

Where the Department or another person uploads material to a Social Media Website or other website, it may need to accept contractual obligations that are perpetual and irrevocable. It may not be possible to ensure that all copies of the material are deleted or cease to be used, and the Department and the State cannot take responsibility for doing so.

Privacy

The consent to the recording, use and disclosure of the Individual’s personal information and Individual work is required in accordance with the Copyright Act 1968 (Cth), the Education (General Provisions) Act 2006 and the Information Privacy Act 2009. Personal information will be stored securely. The Department will only disclose the Individual’s personal information in accordance with your consent, except where authorised or required by law. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, or if you have a concern or complaint about the way the Individual’s personal information has been collected, used, stored or disclosed, please contact the school.
Notebook

Your notebook will be collected by the class teacher for review from time to time (at least once a term). To ensure your work meets the **EXPECTED HIGH STANDARD**, use the following list as a guide.

- Your workbook must be brought to every lesson.
- Rule a red margin and write the date and day (eg. Monday 24 Jan. 11) at the beginning of every new lesson’s work.
- Underline headings and rule off underneath at the end of each day’s work after you have completed set homework.
- All sheets / handouts must be glued in.
- Drafting and conferencing must be evident (where applicable)
- **NO** graffiti is allowed, nor work from other subjects.

Equipment Required

To enable work to be completed in a satisfactory manner, the following equipment must be brought to **EVERY LESSON**.

- Notebook
- Student Diary
- Homework set at a previous lesson
- Blue or black pen (for writing)*
- Red pen*
- Ruler*
- Lead pencil*
- Eraser*
- Correction Tape ONLY*
- Scissors and glue*

* To be stored together in a pencil case.

Do expect to be asked by your teacher or Head of Department to redo any work which does not meet these minimum standards. Likewise, do expect to be sent to the House Co-ordinator or Head of Department if you consistently fail to bring required equipment.

In agreement:

Student signature: ____________________________ Date:______________________

Parent signature: ____________________________ Date:______________________
Shared Financial Responsibility Record
For School Payments

Some parents/caregivers share the financial responsibility of costs associated with their child/ren's education. With the release of the OneSchool school management application, our school has the ability to split invoices for all student fees, activities and excursions. With OneSchool, we will be able to identify each person who is responsible for school costs, and record the percentage for which each person is liable. Therefore if you share financial responsibility, each parent/caregiver will only be invoiced for the percentage they are required to contribute.

Please complete the form below if you wish to share financial responsibility between 2 parents/caregivers, indicating the percentage share (eg. 50% per parent).

1st Student’s Name: _________________________________ Class: ______
2nd Student’s Name: _________________________________ Class: ______
3rd Student’s Name: _________________________________ Class: ______
4th Student’s Name: _________________________________ Class: ______

<table>
<thead>
<tr>
<th>Parent/Caregiver’s Full Name</th>
<th>Relationship To Student</th>
<th>%share of costs</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
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<td></td>
<td></td>
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</tr>
</tbody>
</table>

Office Use Only
Date entered in OneSchool:

Officer’s signature:

90 Central Parkland Drive, Springfield Central Qld 4300
P.O. Box 4787, Springfield Qld 4300
Phone: (07) 3470 6222 Fax: (07) 3470 0106
SPRINGFIELD CENTRAL STATE HIGH
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 Springfield Central State High.

Responsibility of student to:
• attend school every day, on time, ready to learn and take part in school activities
• Be on time for each lesson, ready with equipment.
• 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 at all times
• abide by school rules, meet homework requirements and wear school's uniform at all times
• respect the school environment, in particular in regards to ‘no litter’ and ‘no damage to property’

Responsibility of parents to:
• attend open evenings & parent/teacher interview sessions for parents
• let the school know if there are any problems that may affect my child’s ability to learn
• reinforce the importance of attendance every day & 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/teachers to:
• model appropriately to students the importance of punctuality and preparation
• 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.

Agreement
I accept the rules and regulations of the Springfield Central State High as stated in the school policies that have been provided to me in the enrolment pack.

Please initial indicating receipt of the policy.

_____ Responsible Behaviour Plan for Students
_____ Student Dress Code
_____ Homework Policy
_____ School Charges and voluntary contributions
_____ Student usage of internet, intranet and extranet
_____ Absences
_____ School Excursions
_____ Consent to use Copyright Material, Image, Recording or Name
_____ Appropriate Use of Mobile Telephones and other Electronic Equipment by Students (In the Responsible Behaviour Plan)

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

Student Signature: Parent/Carer Signature: On behalf of Springfield Central State High: