

Enrolment Agreement

This Enrolment Agreement sets out the responsibilities of the student, parents or carers and Pullenvale State School staff.

*It is the responsibility of **students** to:*

- attend school on every school day for the education program in which you are enrolled, on time, ready to learn and to take part in school activities;
- at all times, act with respect and show tolerance towards other students and staff;
- work hard and comply with requests or directions from School staff;
- abide by school rules, values and expectations as outlined in school documents referred to in this agreement;
- meet homework requirements and wear the Pullenvale State School, School uniform with pride;
- respect the property of the school and respect your own property.

*It is the responsibility of **parents and carers** to:*

- ensure your child attends school on every school day for the educational program in which they are enrolled;
- advise the school as soon as possible, if your child is unable to attend school and the reason/s why;
- attend open meetings for parents (parent information sessions, parent/teacher meetings);
- let the school know if there are 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;
- treat all 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, prohibited or inappropriate items to school;
- abide by School's instructions regarding access to school grounds before, during and after school hours;
- advise the Principal if your child is in out-of-home care;
- keep school informed of any changes to your contact details or your child's details, such as home address, email address, phone numbers and emergency contacts; and
- ensure the School is aware of any changes to your child's medical details.

It is the responsibility of School staff to:

- design and implement engaging and flexible learning experiences for individuals and groups of students;
- inform parents and carers regularly about how their child is progressing;
- design and implement intellectually challenging learning experiences which develop language, literacy and numeracy;
- create and maintain safe and supportive learning environments;
- support personal development and participation in society for students;
- foster positive and productive relationships with families and the community;
- inform students, parents and carers about what the teachers aim to teach the students each term;
- teach effectively and set high standards in work and behaviour;



- clearly articulate the School's expectations regarding the Responsible Behaviour Plan for Students and the Pullenvale Uniform Policy.
- ensure that parents and carers are aware that the school does not have personal accident insurance cover for students;
- advise parents and carers of extra-curricular activities operating at the school in which their child may become involved (eg sports program, chaplaincy program);
- set, mark and monitor homework regularly in keeping with the School's homework policy;
- contact parents and carers as soon as possible if the School is concerned about the child's school work, behaviour, attendance or punctuality;
- notify parents of an unexplained absence of their child as soon as practicable on the day of the student's absence;
- deal with complaints in an open, fair and transparent manner in accordance with departmental policy;
- treat students, parents and carers with respect.

The Enrolment Package for Pullenvale State School includes:

- A summary of the Responsible Behaviour Plan for Students (an option of a hard copy of the full document is available upon request; soft copy is available via the School website);
- Uniform policy;
- Voluntary contribution information;
- Booklist and Resource Scheme information;
- Media consent;
- Acceptable use of ICT facilities and devices (years 2 & 3);
- Cellular Device Policy
- BYOD / CYOD documentation (years 4,5,6);
- Prep Handbook (Prep only).

I acknowledge:

- That I have read and understood the responsibilities of the student, parents and carers, and the School staff as outlined in this document; and
- That information about the School's current rules, policies, program and services, as outlined above, has been provided and explained to me.

x	x	x
Student signature	Parent/Carer signature	On behalf of Pullenvale State School



Behaviour Policy (Summary)

Pullenvale State School is committed to providing a safe, respectful and disciplined learning environment for students and staff, where students have opportunities to engage in quality learning experiences and acquire values supportive of their lifelong wellbeing. All areas of Pullenvale State School are learning and teaching environments.

Our Responsible Behaviour Plan outlines our system for facilitating positive behaviours, preventing problem behaviour and responding to unacceptable behaviours. Through our School plan, shared expectations for student behaviour are evident to everyone, assisting Pullenvale State School to create and maintain a positive and productive learning and teaching environment.

A current copy of the Pullenvale State School Responsible Behaviour Plan is available through our School website: <https://pullenvaless.eq.edu.au> or in hard copy from the office.

Our School community has identified the following School rules to teach and promote our high standards of responsible behaviour. At Pullenvale State School, being responsible is to:

- Be safe
- Be respectful
- Be a learner

Our School rules have been agreed upon and endorsed by all staff and our Pullenvale State School Parents & Citizens Association. They are aligned with the values, principles and expected standards outlined in Education Queensland's Code of School Behaviour.

At Pullenvale State School we make systematic efforts to prevent problem student behaviour by teaching and reinforcing expected behaviours on an ongoing basis. All students are explicitly taught the 'Classroom Behaviour Zones' and 'Zones of Regulation'. We have a range of proactive and preventative processes and strategies to support students to be the best that they can be.



Internet and School Network Access Agreement

Student Name: _____

I have read and understood Pullenvale State School's Computer Network and Internet Acceptable Use Policy and agree to abide by guidelines provided.

While using the Internet, 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.

I will not reveal home addresses or phone numbers – mine or anyone else's.

I will not use another person's username for any reason.

I will not use the internet to annoy or offend anyone else.

I understand that if the school decides I have broken these rules, appropriate action will be taken. This may include the loss of Internet and/or school network access for a period of time.

(Student's name) _____ (Year Level) _____

(Student's signature) _____ (Date) _____

Parent or Guardian

I understand that the use of the school network and 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 will 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 use the school network and 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 the loss of Internet and/or school network access for a period of time.

(Parent's /Carer's name) _____

(Parent's /Carer's signature) _____ (Date) _____



Student Resource Scheme Policy

The Student Resource Scheme (Scheme) is designed to offset the cost to families of the provision of education resources associated with your child's education. These resources enhance your child's educational experience and assist them to fully engage with the curriculum.

The Scheme provides for the needs of all students in the specific year level together with specific goods and services consumed by your child which are related to individual subjects undertaken by your child. The Scheme provides parents with the opportunity to financially benefit from the School's bulk purchasing arrangements. The Scheme also enables teachers to differentiate the materials provided to students on a 'needs' basis.

In the case of Prep for 2024, the Scheme was \$140 per student for the year. This is in the place of the traditional 'booklist'. We anticipate an increase for 2025 (*the Scheme will include registration in web-based programs and art levy – currently invoiced separately). The payment may be paid in a single payment, paid off over an agreed, negotiated period. Please see the Business Manager to make these confidential arrangements.

Parents who choose not to participate in the scheme will be responsible for providing their child with all the items that would otherwise be provided to the student by the scheme to enable their child to engage with the curriculum. As the Scheme operates for the benefit of participating families and is funded solely from participation fees, resources provided by the Scheme will not be issued to students whose parents choose not to participate in the Scheme.

The Scheme includes:	The Scheme <u>does not</u> include:
Stationery (scrap books, exercise books, homework folders etc) Consumables such as glue, pencils, felt pens, whiteboard markers, etc. Art materials Photocopying	Excursions Incursions Camps Extra-curricular activities Uniform Specialist services Web-based licenses (eg Reading Eggs) *2025

Thank you for supporting Pullenvale State School.

Please complete the Participation Agreement Form and return with your enrolment pack at the enrolment interview.

Students in years 1-6 will be issued with a booklist in term 4 for the following school year. The school receives a commission on sales through the provider. These funds are used to replenish materials in our library.



Uniform Policy

Pullenvale State School is committed to providing a safe, respectful and disciplined learning environment for students and staff, where students have opportunities to engage in quality learning experiences and acquire values supportive of their lifelong wellbeing. All areas of Pullenvale State School are learning and teaching environments.

This policy is in line with Section 360 of the *Education (General Provisions) Act 2006*.

Pullenvale State School is a 'uniform' school. All students must wear the correct uniform at all times*. Our School supports the intention of a dress code in providing a safe and supportive teaching and learning environment by:

- *promoting a safe environment for learning by enabling ready identification of students of the school;*
- *promoting an effective teaching and learning environment by eliminating the distraction of competition in dress and fashion at the school;*
- *promoting a supportive environment at the school by fostering a sense of belonging;*
- *fostering mutual respect among individuals at the school by minimising visible evidence of economic, class or social differences; and*
- *assisting students to develop pride in themselves and the school.*

No student is permitted to attend an excursion or represent the School unless the student is in full School uniform. Parental notes do not override this policy. Students who present in items of non-uniform are to remain at school. The only exceptions to this are those excursions, field trips, camps etc that do not require the wearing of a uniform. This information will be explicitly detailed in permission notes.

Persistent non-compliance with the Pullenvale State School uniform code will be managed in line with sanctions outlined in the *Education (General Provisions) Act 2006*.

The School uniform is accepted as normal attire for students attending Pullenvale State School. Parents enrol their child at this school on the understanding that **full School uniform** will be worn at all times.

We care about our students, their safety and their image in the community and believe that their appearance is a very significant visible communicator about our School.

This policy is tabled at the Parents & Citizens Association at the commencement of each school year for review.

On the pages following, it clearly depicts the items of clothing that are the Pullenvale State School – School uniform. All items listed (excluding shoes) are available from the Weareco Uniform Shop, located at our school. The opening times of our uniform shop are detailed on the School website.

*In the event of a student not wearing uniform, a student may be asked by the Principal or Deputy Principal to change into a compliant uniform. A note from a parent is required and the student should proceed to administration where every effort will be made to provide a uniform.



School Hat

The School broad-brimmed hat is deemed to be the only acceptable hat for school wear. Upon purchase, the hat will be sent away for embroidery of the student's surname at the rear of the hat. No other variations are allowed or deemed appropriate.

School Shoes

It is important that students wear protective and appropriate footwear. Students must wear plain black leather or leather 'look' shoes of a conventional design. It is recognised that traditional 'hard sole' leather shoes are not suitable for physical activity. Sports style, black leather joggers or runners are acceptable for both day and sports uniform.

Jewellery and Grooming

Students are expected to take pride in their grooming and hygiene.

- Students are not to wear makeup or fingernail polish.
- Hair must be neat and tidy and of natural hair colouring only.
- Hair below the collar is to be tied back. Only conservative hairstyles (as defined by the Principal) are acceptable.
- Jewellery is restricted to a wrist watch and a single set of plain studs or sleepers worn in ears only. No other jewellery items are accepted.

Students' Day Uniform

- School-specific collared tee-shirt
- School-specific, long-sleeved, collared tee-shirt
- School-specific black drill pants or School-specific black unisex sports shorts
- School-specific school socks or plain white ankle socks
- Plain black (no insignia or badging) leather shoes, formal or sports varieties
- School-specific sports tracksuit top and pants
- School-specific polar fleece top and pants
- School-specific, sun-safe, hat.

Winter Months

Students are expected to take pride in their uniform throughout the entire school year.

- School-specific, long-sleeved collared t-shirt;
- School-specific, sports tracksuit top and pants;
- School-specific polar fleece top and pants;
- Black stockings or footless stockings (un-patterned) may be worn **under** day uniform.

Interschool and Interhouse Sports Uniform

- School-specific 'sports house' collared tee-shirt
- School-specific black unisex sports shorts
- School-specific white sport sock or plain white ankle sock
- Sport-specific shoes / boots.

Note: where applicable, school managed sports uniforms (shirts / jerseys / bibs / tops) will be loaned to students with an associated cost and agreement that includes replacement costs for items lost or not returned (as determined by school administration).

Representative Uniform (Choir, Band, Academic)

- School-specific black drill pants or School-specific black 'skorts'
- Plain black (no insignia or badging) formal leather shoes.

