**Enrolment Agreement – Rollingstone State School**

This enrolment agreement sets out the responsibilities of the student, parents or carers and the school staff about the education of students enrolled at Rollingstone State School.

Rollingstone State School is a small, diverse, vibrant school set in the Rollingstone township, north of Townsville. Students at Rollingstone enjoy a huge range of activities and events throughout the year- some shared with many of the schools in town (camps, sports carnivals, fundraising days), and others unique to our local community (Pineapple Festival preparations, beach clean ups). Rollingstone State School is supported by a dedicated P&C, many volunteers, student teachers, chaplaincy, administrators and educators, committed to bringing the best opportunities to students, and encouraging them to always ‘Aim High’.

Attached to this enrolment agreement are the following:

* Student Code of Conduct,
* Uniform Requirements,
* Behaviour Matrix (see list, p.2).

**Sunbus**

Students may travel to school via Sunbus, servicing the Toomulla, Balgal Beach, Hencamp Creek and the Rollingstone area. This service operates independently of the school, and students are required to abide by the Sunbus code of conduct for transit, for safety and accountability purposes. This can be found on the Sunbus Townsville website, as a PDF document (‘Code of Conduct for School Students Travelling on Buses’ Jan 2021).

Application Form for [Sunbus](https://www.qld.gov.au/transport/public/school/school-transport-assistance/apply-for-school-transport-assistance#types)

When students are required to travel by bus during school hours, e.g., for excursions, a separate permission may be sought through the excursion form provided on School Stream.

***Responsibilities of students are to:***

* attend school on every school day for the educational program in which they are enrolled, on time, ready to learn and take part in school activities
* adhere to our core values – We are Courageous, We are United and We are Responsible
* conduct themselves in line with our behaviour matrix
* work hard and comply with requests or directions from the teacher and principal
* abide by school rules/expectations as outlined in the Student Code of Conduct
* Wear our school’s uniform with pride

***Responsibilities of parents/carers are 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 reason/s why (e.g. child is sick)
* attend open meetings for parents/carers
* let the school know if there are any problems that may affect your child’s ability to learn
* treat all school staff with respect
* abide by school’s instructions regarding access to school grounds before, during and after school hours
* advise 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 and phone number
* ensure the school is aware of any changes to your child's medical details, including supplying a medication management plan, where appropriate.

***Responsibilities of school staff are to:***

* design and implement engaging and flexible learning experiences for individuals and groups of students
* inform parents and carers 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
* 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 to set high standards in work and behaviour
* clearly articulate the school’s expectations regarding the Student Code of Conduct and uniform requirements
* 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 (for example Program of Chaplaincy Services, sports programs)
* 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/carers of an unexplained absence of their child as soon as practicable on the day of the student’s absence (allowing time for parents/carers to respond prior to the end of the school day)
* deal with complaints in an open, fair and transparent manner in accordance with departmental policy
* treat students and parents/carers with respect.

This enrolment package contains:

* Supporting Documents for Enrolment information sheet, p.4
* Chaplaincy Program information and acknowledgement, p.5
* Behaviour Matrix, p.6 & 11
* Media Consent form (particularly for use of photos and videos on school website, in newsletters, and on Facebook), p.9

I acknowledge:

* That I have read and understood the responsibilities of the student, parents or carers and the school staff outlined above; and
* That information about the school’s current rules, policies, programs and services, as outlined above has been provided and explained to me.

Electronic signatures are accepted, if this function is available to you. Right click the signature line and select ‘Sign’ to use this option. Please print and return an original copy if signing manually.

**Supporting documents for enrolment**

**(Internal ref: Department of Education, v 7.1)**

Applicants should provide the following to the school upon enrolment:

* The prospective student’s birth certificate for sighting only (or alternative document such as passport or visa if birth certificate cannot be provided) if enrolling for the first time in a Queensland state school, especially in the Prep Year. The birth certificate requirement does not apply where OneSchool (the department’s student management system) indicates that a birth certificate has been previously sighted.

If not an Australian citizen, provide passport or visa details or other documents as requested by the school.

* Details of any relevant Family Court or other court orders, if applicable.
* If the prospective student is identified as residing in out-of-home care (OOHC), schools should be provided legal documents relating to a prospective student being placed in OOHC, such as a court order or a letter from Department of Child Safety, Youth and Women.
* Copy of a *Student transfer note*, if received from previous school.
* Where relevant, details of any medical conditions, symptoms, management, medications or disabilities the child may have. Medical conditions may include (but are not limited to) seizures/epilepsy, fainting, diabetes, asthma, heart problems, anaphylaxis and allergies (e.g., food or insect stings). A Medication Management Plan is required for students prescribed medication (whether tablet, inhaler, or other) during school hours, or who may reasonably expect to take medication while on school grounds. This plan is to be lodged with the school’s administration, and reviewed regularly.

I certify that the above documents have been sighted or scanned to record, according to Department of Education policies and procedures.

**Parental/Guardian Consent for Voluntary Student Participation in Chaplaincy Program at Rollingstone State School**

Parent/Guardian Name/s:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name/s (in full), and class/es:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This school community provides a chaplaincy program endorsed by the school’s Parents and Citizens’ Association and available on a voluntary basis to all students. The chaplain is involved in a range of activities at this school that are free of religious, spiritual and/or ethical content. These activities can include mentoring, coaching, involvement in sports/games, reading/learning support, conflict resolution, intervention and prevention of bullying and general encouragement that are available to all students on a voluntary basis, unless a parent or guardian requests in writing that this is not to occur for their child/ren.

Please tick one of the boxes below (click to select on device):

[ ]  I give my consent for my child/ren to participate in these activities.

[ ]  I do not give my consent for my child/ren to participate in these activities.

Chaplains may also be involved in activities with religious, spiritual and/or ethical content, and additional consent is sought from parent/guardians for these specific activities.

Information about the school’s chaplaincy program is on the school’s website, and in the ‘Welcome to Rollingstone’ booklet. Prior to commencement of any additional activities with religious, spiritual and/or ethical content in the school, parents/guardians will be advised through the school news items.

Please tick one of the boxes below.

My child/ren (as listed above):

[ ]  has/have my consent to participate on a voluntary basis in activities within the chaplaincy service that have religious, spiritual, and ethical content. I understand that this consent is inclusive of all such activities and remains operational unless I advise the school otherwise in writing.

[ ]  do/does not have my consent to participate on a voluntary basis in activities within the program of chaplaincy services which have religious, spiritual, and ethical content.

I understand that, where I agree that my child/ren may participate in the chaplaincy program, this information will be passed on to the school chaplain.

Parent’s Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

**Office Use:**

Retain original in student’s file and provide a copy of notice to the parent/guardian.

**Behaviour Matrix**

The Behaviour Matrix is a tool used by staff and students at Rollingstone State School to identify, react to, and adapt behaviours inside and outside the classroom, to promote learning, respect for others, and individual responsibility for actions.

All staff take responsibility for making their behavioural expectations clear, for providing supportive instruction about how to meet these expectations, and strive to use behavioural incidents as opportunities to re-teach. Positive Behaviour for Learning (PBL) encourages a contextual approach to behaviour management that prioritises self-respect and self-discipline, as well as teamwork and cooperation with teachers, peers, and other members of our school community.

The full behaviour matrix is included on the last page.

Electronic signatures are accepted, if this function is available to you. Right click the signature line and select ‘Sign’ to use this option. Please print and return an original copy if signing manually.



**Media Consent Form**

This form outlines how we may use your child’s personal information and student materials. It outlines

• what information we record; and

• how we will use student materials created during your child’s enrolment.

Examples of personal information which may be used and disclosed (subject to consent) include part of a person’s name, image/photograph, voice/video recording or year level.

**Purpose of the consent**

The State School Consent Form may provide consent for personal information and student materials to be published online or in other public forums. It also allows your child’s personal information and student materials to be presented in part or alongside other students’ achievements. The school needs to receive consent in writing before it uses or discloses your child’s personal information or student materials in a public forum. The attached form is a record of the consent provided. It should be noted that in some instances the school may be required by the *Education (General Provisions) Act* 2006 (Qld) or by law to record, use or disclose the student’s personal information or materials without consent (e.g. assessment of student materials does not require further consent).

**Voluntary**

There will not be any negative repercussions for not completing the State School Consent Form or for giving limited consent. Consent may be limited or withdrawn at any time by you. If you wish to limit or withdraw consent please notify the school in writing (by email or letter). Due to the nature of the internet and social media (which distributes and copies information), it may not be possible for all copies of information (including images of student materials) once published by consent, to be deleted or restricted from use. The school may take down content that is under its direct control, however, published information and materials may not be deleted.

**Media channels**

Following is a list of online and social media websites and traditional media sources where the school may publish your child’s personal information or student materials subject to your consent.

(Please Tick)

* ***School website* (**[**https://rollingstoness.eq.edu.au/**](https://rollingstoness.eq.edu.au/)**)**
* ***School Stream (https://rollingstonestateschool.myschoolstream.net)***
* ***Facebook* (**[**https://www.facebook.com/RollingstoneStateSchool/**](https://www.facebook.com/RollingstoneStateSchool/)**)**
* ***Townsville Bulletin* (**[**https://www.townsvillebulletin.com.au/**](https://www.townsvillebulletin.com.au/)**)**
* ***Rolly Rag* (**[**https://www.rollingstonecommunityassociation.com/rolly-rag**](https://www.rollingstonecommunityassociation.com/rolly-rag)**)**
* ***School newsletter***
* ***YouTube* (**[**https://www.youtube.com/channel/UCpieBM3OqUzkJThWVQBSxcA/about**](https://www.youtube.com/channel/UCpieBM3OqUzkJThWVQBSxcA/about)**)**

The State School Consent Form does not extend to P&C run social media accounts or activities, or external organisations. Please note the State School Consent Form does extend to school photos. Full names will be used on School Photos in all instances unless specifically detailed in *Section 5 - Limitation of Consent*.

The consent applies for the period of enrolment or another period as stated in the State School Consent Form, or until you decide to limit or withdraw your consent.

To return a consent, express a limited consent or withdraw consent please contact Andrew Stallman, Principal, (Ph) 4770 7313.

Please note that the State School Consent Form does not currently

have interactive options. Please print and fill this form by hand.





Please ensure all forms are signed and dated before returning to the school. Forms can be emailed to the school office at admin@rollingstoness.eq.edu.au or dropped in during school hours (8:30am-3:00pm).

Questions and concerns can be directed through email, or by phone (07) 4770 7313 or mobile 0436813683.

We look forward to welcoming you to Rollingstone State School.

|  |  |  |  |
| --- | --- | --- | --- |
| Area/Time/Groups | Courageous | Responsible | United |
| Every Rolly Student | * **We know OUR and OTHERS’ emotions**
* **We know how to ask questions and use a calm voice**
* **We take safe risks and ‘*Have a go’***
* **We bounce back from our mistakes**
* **We roll with changes**
* **We are confident**
 | * **We know what is safe**
* **We are responsible for our actions and behaviour**
* **We keep our hands/feet to ourselves**
* **We are active/engaged and involved in all activities**
* **We respect our and others’ property**
 | * **We listen to and cooperate with others**
* **We own our environment together**
* **We care and help each other**
* **We value different ideas and opinions**
* **We communicate positively to solve problems**
* **We are proud of our school and community**
* **We acknowledge and value those that help us**
 |
| All Learning Time | * **We recognise our strengths and challenges to set positive learning goals**
* **We understand and accept that new learning can be difficult**
* **We identify new skills to become a flexible learner**
 | * **We are organised, active learners**
* **We act on feedback from teachers to assist our learning**
* **We attempt tasks independently first and then ask for help**
* **We respect others’ right to learn**
 | * **We acknowledge and value those that help us**
* **We find ways to care and help others learn**
* **We recognise the skills of others**
* **We listen to others**
* **We learn together**
 |
| Play Time  | * **We play with different people**
* **We listen to others’ ideas**
* **We try new games**
* **We know it is OK to lose**
 | * **We play by the agreed rules**
* **We care for and return all equipment**
* **We know it is OK to lose**
* **We show good sportsmanship**
 | * **We look and listen to others’ words and bodies to understand their feelings (verbal and non-verbal cues)**
* **We negotiate problems positively that help all involved**
* **We play as a team**
 |
| Toilets |  | * **We practice good hygiene**
* **We respect others’ right to privacy**
* **We use the toilets for their intended purpose**
 | * **We keep our shared space clean**
 |
| Bus |  | * **We stay seated**
* **We enter/exit the bus safely**
* **We follow directions**
* **We use inside actions and inside voices**
 | * **We help the bus driver**
* **We help and care for each other**
 |
| Online | * **We ask before we upload photos or videos**
* **We report any online behaviour that we feel is unsafe**
 | * **We are smart online because we know that once online, always online**
* **We protect our personal information**
* **We respect all ICT equipment and use it the right way**
 | * **We think of others before we post**
 |
| Eating |  | * **We only eat our own food**
* **We leave our area tidy**
 |  |