



Richmond Hill State School

Everyone Successful Every Day

Principal-Mark Brady
Deputy Principal – Lisa Pitt

Phone: (07) 47562222
Fax: (07) 4787 4646

P.O.Box 317, Charters Towers, Qld, 4820
Email Address: www.richhillss.qld.edu.au

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 [Richmond Hill State School](#)

Responsibility of student:

- Attend school regularly, on time, ready to participate in learning activities and take part in school activities
- Act with respect and tolerance towards other students and the staff of the school
- Work hard and comply with directions and instructions from the teachers and Principal
- Abide by school rules and meet assigned work requirements
- Wear the described school uniform as per the school's Dress Code
- Respect the environment of the school or where your learning program takes place.

Responsibility of parents/carers:

- Attend meetings of the school that relate to your child
- Inform the school of any problems that may affect your child's ability to learn
- Inform the school of any reason for their absence or inability to complete their work
- Treat the school's staff with respect and tolerance
- Support the school's authority and discipline assisting your child to achieve maturity, self discipline and self control
- Abide by the school's policies relating to access to school facilities, activities and staff

Responsibility of the [Richmond Hill State School](#)

- Develop each child as fully as possible
- Inform parents/carers regularly about how their children are progressing
- Inform students and parents/carers about the learning programs students will be involved with
- Provide effective teaching and learning programs
- Take reasonable steps to ensure the safety, security and happiness of students
- Be accessible to parents/students within reasonable boundaries
- Clearly articulate the school's expectations regarding student behaviour, the school's dress code and participation in learning programs
- Maintain appropriate records of all students (i.e. student files, academic reports, transfer notes, etc.)
- Develop and implement a range of learning programs that reflect approved courses of study
- Contact parents/carers as soon as possible if the school is concerned about a student's work, attitude to learning, safety or behaviour
- Deal with complaints in an open, fair and transparent manner
- Consult parents in any major issues affecting students
- Treat students and parents with tolerance and respect