



## Enrolment Agreement

This enrolment agreement sets out the responsibilities of the student, parents or caregivers and the school staff about the education of students enrolled at Palm Beach Currumbin State High (PBC).

### **Responsibilities of student:**

- Attend school and aim to achieve the school's target of  $\geq 92\%$  attendance
- Arrive for lessons on time, equipped, ready to learn and take part in school activities
- Act at all times with respect and show tolerance towards other students and staff
- Work hard and comply with requests or directions from school staff
- Abide by the School's OPTIMA code for behaviour as outlined in the [PBC Optima Code](#) including the relating to mobile phone use [Communications Device Policy](#)
- Seek help from teachers when you are having problems with your learning
- Meet homework requirements, assessment deadlines
- Wear the school's uniform as outlined in the [Uniform Code](#)
- Respect school property and its IT network
- Use the school's internet, SharePoint and online platforms for school learning
- Use [Stymie](#) or talk to a school staff member when you are aware of bullying
- Check your school email account every day
- Only communicate with school staff using your school email or Education Qld approved online platform

### **Responsibilities of parents/caregivers:**

- Ensure your child attends school on every school day for the educational program in which they are enrolled
- Inform school of student absences and reasons for absences in a timely manner via text
- Attend parent interviews or information nights as invited
- Respond to school emails or rsvps for events as required and in a timely manner
- 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 [Homework Policy](#)
- Work in partnership with school staff to support and develop your child
- Treat school staff with respect in line with the
- Present to the relevant admin office when coming to the school in person
- Advise the Executive Principal if your student is in the care of the State
- Use our [parentsupport@pbc-shs.eq.edu.au](mailto:parentsupport@pbc-shs.eq.edu.au) email when unsure of the appropriate contact
- Allow the school the opportunity to resolve any complaints by following our Complaints Policy and Process [Parent and Community Code of Conduct](#)
- Keep the school informed of any changes to your contact details, parenting agreements or custody orders.



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**Responsibilities of school staff:**

- Design and implement engaging and flexible learning experiences for individuals and groups
- Inform parents/caregivers regularly about how their children are progressing
- Create and maintain safe and supportive learning environments
- Support wellbeing and personal development
- Treat students and parents/caregivers with respect
- Foster productive relationships with the wider school community
- Inform students, parents/caregivers of course topics and assessment each term
- Teach effectively and set high expectations in work and behaviour
- Clearly articulate the school's expectations regarding the PBC Student Code of Conduct and the Uniform Code
- Advise parents/caregivers of extra-curricular activities operating at the school in which their child may become involved (for example sports programs)
- Set, review and monitor homework regularly in keeping with the [Homework Policy](#)
- Contact parents/caregivers as soon as is possible if the school is concerned about the student's school work, behaviour, attendance or punctuality
- Deal with complaints in an open, fair and transparent manner in accordance with the school's [Complaints Policy and Process](#)
- Uphold the Department of Education's Code of Conduct and Student Protection Procedures

More detailed policies, programs and services are available on the school website [www.pbc-shs.eq.edu.au](http://www.pbc-shs.eq.edu.au)