



# Murgon State High School

*Per Ardua Ad Augusta*

*"Through Hard Works to the Heights"*

## Senior Enrolment Package Years 11 & 12

**All documents in this package need to be completed and signed.  
Please return with other relevant information to the School Office.**



Phone: (07) 4169 9222 | SMS Absence: 0429 328 457  
Email: [principal@murgonshs.eq.edu.au](mailto:principal@murgonshs.eq.edu.au)  
Website : [www.murgonshs.eq.edu.au](http://www.murgonshs.eq.edu.au)



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## **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 Murgon State High School.

### ***Responsibility of student 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
- 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
- abide by school rules/expectations as outlined in the Student Code of Conduct, including not bringing items to school which could be considered as weapons (e.g. dangerous items such as knives)
- meet homework requirements and wear school's uniform (if applicable)
- respect the school property.

### ***Responsibility of parents/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 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
- 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 or inappropriate items to school
- 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.

### ***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 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 the Student Dress Code 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 (for example Program of Chaplaincy Services, sports programs)
- 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/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.

The following documents below are included in the enrolment package:

- Student Code of Conduct
- Student Uniform Policy
- Positive Behaviour Learning (PBL) Information
- Consent to use Copyright Material, Image, Recording or Name
- Parent and Community Code of Conduct
- Assessment and Homework Policy
- Payment of all School Charges of Resource & Subject Fees
- Student use of ICTs (Computers, Internet etc)
- Absences Procedure
- Attendance Policy
- School excursions
- Complaints management

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.

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Student Signature

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Parent/ Carer Signature

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Principal/ Deputy Principal  
Murgon State High School



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## **Cancellation of Enrolment Process**

The school's principal has the authority to cancel the enrolment of a post compulsory age student. (Section 316 of the Education (General Provisions) Act 2006).

If a student's enrolment is cancelled they can no longer attend that school.

**A student is of post compulsory age** once they turn 16 years of age or complete year 10, whichever comes first.

### **Grounds for Cancelling Enrolment**

The enrolment of a student may be cancelled if the behaviour of the student amounts to a refusal to participate in the educational program at the school.

### **Evidence of Refusal to Participate**

Sources of evidence used at Murgon State High School may include:

- non-compliance with completion of assessment and homework to a reasonable standard, and/or
- lack of participation in or non-completion of in class activities to a reasonable standard (effort) and/or
- persistent failure to bring adequate materials to class, and/or
- attendance at school at or below a benchmark of 85% without written medical evidence. (this can include both explained and unexplained absences)and/or,
- multiple late arrivals to and/or early departures from school without written medical evidence or a reasonable reason.

### **Procedure for the Cancellation of Enrolment**(Example)

- a) Evidence is collected by the Principal (or delegate) eg.Head of Department, Year Level Coordinators and teachers,
- b) Student (and parents/carers if under 18) is made aware of the evidence and positive change sought,
- c) Verbal warning by the Principal (or delegate) to the student of refusal to participate. (Option to provide a written warning notice in OneSchool),
- d) Students and parents/carers meet with Principal (or delegate) eg Guidance Officer to ascertain if extenuating factors may be impacting on the students' capacity to participate. (including written medical evidence)
- e) Evidence considered and a decision made and communicated to the student(and parents/carers if under 18),
- f) Decision notice created in Oneschool and given to the student(and parents/carers if under 18)



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## **Once a student's enrolment is cancelled:**

- they cannot apply to re-enrol at the school at which his/her enrolment was cancelled
- an enrolment can only be cancelled for up to 12 months
- a student is entitled to apply to enrol at another school
- they must continue to participate in education and training until they:
  - ~ gain a Queensland Certificate of Education(QCE) or
  - ~ gain a certificate III level vocational qualification or
  - ~ turn 17 years of age

For more information please contact the school.

I have read the document on Cancellation of Enrolment. I understand that this document applies to senior students of Murgon State High School & the school has higher expectations of senior students.

<b>Principal/Delegate</b>	<b>Parent/Carer</b>	<b>Student</b>
Signature:	Signature:	Signature:
Name: _____	Name: _____	Name: _____
Date:    /    /	Date:    /    /	Date:    /    /