



Leichhardt State School- Enrolment agreement

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

Responsibility of student to:

- Attend school regularly, on time, ready to learn and partake 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 teachers and Principal.
- Abide by school rules, meet homework requirements and wear school uniform.
- Respect the school environment.

Responsibility of parents to:

- Attend parent/teacher meetings.
- Let the school know if there are any problems that affect my child.
- Inform the school of reason for any absence.
- Treat school staff with respect and tolerance.
- Support the authority and discipline of the school in enabling my child to achieve maturity, self-discipline, and self-control.
- Abide by school's policy regarding access to school grounds before, during and after school hours.

Responsibility of the school to:

- Develop each student's talent as fully as possible.
- Inform parents and carers regularly about how their children are progressing.
- Inform students, parents and carers about what the teachers aim to teach each term.
- Teach effectively and to set the highest standards in work and behaviour.
- Take reasonable steps to ensure the safety, happiness and self-confidence of all students.
- Be open and welcoming at all reasonable times and offer opportunities for parents and carers to become involved in the school community.
- Clearly articulate the school's expectations regarding the responsible behaviour plan for students and the school's dress code policy.
- Ensure that the parent is aware of the school's record keeping policy including the creation of a transfer note should the student enrol at another school.
- 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.
- Deal with complaints in an open, fair and transparent manner.

- Consult with parents on any major issues affecting students.
- Treat students and parents with respect and tolerance.

I accept the rules and regulations of Leichhardt State School as stated in the school policies that have been provided as follows:

- Responsible Behaviour Plan for Students
- Absences
- Medication Policy
- Issue Management Policy
- Student Dress Code
- Homework Policy
- Internet Agreement
- Consent to use Copyright Material, Image Recording or Name

I acknowledge that information about the school's current programs and services has been explained to me.

Student signature:	Parent signature:	School representative signature:
Student name:	Parent name:	School representative name:



Leichhardt State School Medication Policy

The administration of medications to students by school staff is only considered when a prescribing health practitioner has determined that it is necessary.

Medication will only be administered if it:

- is prescribed
- has an accompanying, up to date letter from your child's doctor
- is in the original container
- has an up to date pharmacy label

Our school requires medical authorisation, in writing, from your child's doctor to administer any medication to your child (including over-the-counter medications such as paracetamol or alternative medicines). Parents/caregivers must also complete an Administration of Medication Record Sheet, which is available at our school office.

For asthma and anaphylaxis relieving medications such as Ventolin and EpiPens, parents/caregivers are to notify the school in writing with an accompanying asthma or anaphylaxis action plan, filled out by your child's doctor.

Parents/carers are to notify the school in writing:

- of any requests and/or guidelines provided by the students' prescribing health practitioner or pharmacist concerning medication administration
- when medication is no longer required to be administered at school if changes occur in the dosage requirements for students' routine medication
- and provide an accompanying letter/action plan from the prescribing health practitioner when emergency medication changes occur
- in advance if medication is being transported with the student for purposes other than administration at school (respite, shared parental arrangements, before and after school care).
- when self-administration by student is the preferred method of management (approval at Principal's discretion).

In the event that medication is no longer required (e.g. due to change in medication) a parent/carer must visit the school to personally collect unused medication. Failure to collect will result in the planned disposal of the remaining medication.

In emergency situations, school staff may be required to administer medication to preserve life, safety and health of your child. These emergencies may occur for students with diabetes, epilepsy, anaphylaxis and asthma. Parents **must** notify the school if their child has any of these conditions.

Kind regards,

Maja Bogicevic
Principal



Leichhardt State School Issue Management Policy

At Leichhardt State School we value cooperation and teamwork. We welcome suggestions and feedback from parents and community members and encourage open and honest communication.

There may be occasions when parents or community members are unhappy or unsure about issues and when this happens, it is best to sit and talk things through.

Under our policy issues are to be dealt with in the following way;

- Initially, parents with any concerns are to make an appointment with the class teacher to discuss the issue.
- The class Teacher may then refer parent to the student's corresponding year level Deputy Principal or if the parent is dissatisfied, the parent should then call the school on 3813 3222 to make an appointment with the Deputy Principal.
- The Deputy Principal will work with the parent to achieve a timely resolution that is in accordance with the philosophy of the school community.

Kind regards,

Maja Bogicevic
Principal



Leichhardt State School Student Dress Code

At Leichhardt State School, uniform is expected to be worn as normal attire for attending students as outlined in our Parent Handbook. We encourage parents to cooperate by providing full school uniform for their children. Our school colours are royal blue and maroon. Children who are not in full uniform must provide a note.

We request compliance with the following:

Shirt: Blue and maroon (unisex) - with the Leichhardt State School Badge. *A plain royal blue polo shirt can be worn in lieu of the uniform shirt.*

Shorts/skirts: Maroon skorts, skirt, shorts or culottes.

Shoes: Fully enclosed shoes (white or black) with white socks.

Hat: School bucket hat with logo or school cap with school logo, or plain maroon bucket hat.

Jumper: Plain maroon fleece jumper.

Jewellery: Only a watch and studs or sleepers (maximum of two in each ear lobe) are permitted. Body piercing other than in the ears are not allowed. Religious or cultural icons are at the discretion of the Principal.

Hair & Make Up: Hair is to be tied up if below shoulder length and fringes are to be off the face. Styles and colouring should be appropriate for the school and worn so that a hat can be comfortably worn. Hair bands, clips, headbands and other accessories should be maroon, blue or white. Make-up and nail polish are not to be worn.

Inappropriate Dress: Tank tops, singlets, bike pants, shirts with inappropriate pictures or messages, short shorts, thongs, sandals or high heels are not permitted.

Free Dress Days:

- Clothing must not have offensive language or pictures.
- Closed in shoes with no heel must be worn.
- Clothing must be appropriate and sun safe.
- Shirts must cover midriff and shoulders.
- No underwear to be showing.
- No makeup or jewellery (watch and studs or sleepers (maximum of two in each ear lobe) is permitted).

Excursions and School Photo Day:

Full school uniform will be required for excursions and School Photos unless otherwise stated. Students not wearing their full school uniform may be prevented from participating.

Enforcement:

The enforcement of the uniform policy is to ensure all students are in the correct uniform. This will assist us to ensure that our students are in safe attire for learning and play. Non-compliance with our Dress Code may result in one of the following:

- A detention for a student during lunch or after school (if after school, parents will be notified before the detention occurs); or
- The student being prevented from attending, or participating in any play activities or activities in which the student is representing the school.

Kind regards,

Maja Bogicevic
Principal



Leichhardt State School Homework Policy

Leichhardt State School has a Whole School Homework Policy. The policy states that homework is a parental choice.

If requested by parents, students in years 1-3 will be provided with homework of up to an hour a week (15 minutes, 4 nights a week) and students in years 4-6 will be provided with homework of up to 3 hours a week.

This policy was approved by the P&C Association in August 2006.

If parents with their child to receive homework, please complete the information below and return to the school as soon as possible.

Kind regards,

Maja Bogicevic
Principal

- I wish for my child to receive homework on a weekly basis

- I do not wish for my child to receive homework at all.

- I understand and support the school P&C decision that students who do not complete homework will be required to do this in their play time.

Students Name: _____

Parent signature: _____

Date: _____



Leichhardt State School- Computers and Internet User Agreement

Leichhardt State School provides all students at the school with computer facilities for educational use. The resources provided include computers and peripherals, as well as access to the internet. Care must be taken to ensure our resources are protected from harm and that students are not exposed to materials considered offensive or illegal.

Both the parent and student should carefully read the conditions below and sign where indicated.

Students should abide by the following conditions:

1. To use only the software on the school equipment that is purchased and installed by the school.
2. To respect software copyright- it is illegal to copy or distribute school software.
3. To follow the rules posted for the use and care of the computer equipment at all times.
4. To use the computer facilities outside of class time only under the direction of staff.
5. To observe privacy and network security- students must not under any circumstances access personal files, software or areas of the network which are not designated for their use.
6. To ensure virus protection by not bringing disks or USBs from other computers without arrangements with individual teachers to check them for viruses. Virus checking software will be made available on school computers. Disks and USBs not associated with learning should not be brought to school.
7. To not print materials of a personal nature or not associated with school activities.
8. To observe copyright of materials from the internet.
9. To not seek, send, display or copy and offensive or illegal materials to school computers.
10. To not use inappropriate language or harass others while online.
11. To not give out personal details online unless under direct teacher supervision.
12. To not access the internet unless directly supervised by staff.

Student Name

Student Signature

Date

Parent Name

Parent Signature

Date