

FAMILY ENROLMENT AGREEMENT POLICY



OPENING STATEMENT

South Melbourne Primary School recognises the importance of the partnership between parents and the school to support student learning, engagement and wellbeing. We share a commitment to, and a responsibility for, ensuring inclusive, safe and orderly environments for children and young people.

As such, it is a requirement that all new parents complete (and sign) the Family Enrolment Agreement checklists before the family interview with the principal at South Melbourne Primary School.

PURPOSE

- To ensure all parents, upon enrolment, understand and support our safe and happy learning environment policies
- To make clear the expectations of the partnership required between home and school for all students to be safe and achieving
- For the school to understand the history of the student and parents so the transition process is enhanced

PARENT REQUIREMENTS PRIOR TO INTERVIEW WITH PRINCIPAL

1. Fill out Official Enrolment Papers and return to Office
2. Read the Statement of Values so you understand your rights and obligations for Safety and Respect as a member of our community
3. Read the Respectful Relations and Safe Behaviour Policy
4. Fill out Appendix 1 (Rating Scale) and Appendix 2 (Parent Agreement) and return to Office along with Official Enrolment Papers
5. Ensure your child and parent is present for the Interview with Principal

Child Name 1 _____

Child Name 2 _____

Child Name 3 _____

Parent Name 1 _____

Parent Name 2 _____

PARENT RATINGS (colour in the box)

Ratings (1 = POOR, 10 = OUTSTANDING)

Rate the degree to which you value your child’s education (e.g. how important you feel it is to your child’s future and the degree you feel you have/will ‘invest’ your time and interest)

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

Rate the health of your relationship with your child’s previous School/Kindergarten (e.g. friendly exchanges and on-the-same-page attitude)

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

Rate your support of your child’s education in the past (e.g. making sure homework is returned, making sure your child reads at least 4 times in a week, practising spelling words, attending information nights)

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

Rate your willingness to support school policies even if you don’t necessarily agree with them (such as discipline, homework, uniform)

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

Rate your commitment in supporting the school when your child faces consequences if they display concerning behaviours (e.g. picking them up if things go badly wrong or turning up to meetings)

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

Agreements

Tick	Agreement
	I have read the SMPS Statement of Values
	I agree to abide by the SMPS Statement of Values and behave in a way that upholds their principles
	I have read the Respectful Relations and Safe Behaviour Policy
	I agree to abide by the policies of the school in good faith and spirit
	I agree to the school contacting my child’s last School/Kindergarten for information and records
	In the event that my child is verbally disrespectful, aggressive, physically violent or refusing to obey direct instructions, I agree, within 1 hour, to have someone at the school to be with my child or possibly escort them home after usual discipline policy avenues have been exhausted
	I have disclosed to the school any learning difficulties or issues of behavioural concerns my child has displayed in previous settings
	I understand that the school uses data in online services such as our Student Management System Compass
	I have provided all health-related information to the school
	I have disclosed any behavioural concerns held by my child’s previous School/Kindergarten (e.g. if you have ever been contacted by your child’s School/Kinder with a concern about behaviour)
	I agree to regularly use and check the online portal (Compass) to ensure I keep up-to-date with school and class events, reports, excursions and payments

Please write any questions or other information you might have in relation to the enrolment of your child to South Melbourne Primary School:

Signatures to Agreements

I agree to support the school and its policies as outlined in the documents presented to me upon enrolment.

Signed by Parent: _____ Date: _____

Signed by Principal: _____ Date: _____