



# Smithfield State High School

## Year 11 and 12 Enrolment Agreement

The Tropical North Learning Academy - Smithfield State High School, students and parents/carers must work in partnership to ensure students achieve to their potential and attain a Queensland Certificate of Education (QCE) or Queensland Certificate of Individual Achievement (QCIA) by the end of Year 12. The Smithfield State High School Year 11 and 12 Enrolment Agreement outlines the commitments students, parents/carers and the school must make to achieve this goal.

### ***Expectations of Students***

#### **QCE eligibility**

As a student of Smithfield State High School, I am committed to:

- Selecting subjects/vocational qualifications aligned with my interests, ability level and recommendations from the Heads of Department based on evidence of my achievement, engagement and attendance.
- Limiting subject changes to ensure my eligibility for the Queensland Certificate of Education is maintained.

#### **Classwork and assessment**

As a student of Smithfield State High School, I am committed to:

- Completing all classwork, homework, assignments and exams to the best of my ability in order to achieve a Queensland Certificate of Education by the end of Year 12.
- Ensuring all drafts are completed to the highest possible standard to maximise the benefit of my teachers' feedback and responding to this feedback prior to submitting a final copy.
- Requesting assistance from class teachers when learning is unclear.
- Designating time at home daily to complete homework, revision and assessment drafting.
- Following the Smithfield State High School *Secondary Assessment Policy*, including:
  - Completing all summative assessment requirements for the subjects/qualifications I enrol in, including practical and theory components.
  - Meeting deadlines for all assessment checkpoints, drafts and final copies.
  - Applying for a Variation to Assessment Date via the Deputy Principal prior to the assessment due date / exam date if there are exceptional circumstances that will impact on my ability to meet the required timelines.
- Attending mandatory assessment catch up sessions if required as per directives provided by my class teachers, the Head of Department Senior Secondary or the Deputy Principal.
- Ensuring my work or personal commitments do not interfere with my school work.

#### **Attendance**

As a student of Smithfield State High School, I am committed to:

- Maintaining a 95% attendance rate. This means no more than 10 days absent per year.
- Being punctual to school daily and to all timetabled classes.
- If you are late to school, authorisation is required in advance by a parent/carer, not retrospectively.
- Providing evidence of any legitimate absences. For absences of three or more consecutive days due to illness, I will provide a medical certificate.

**Behaviour**

As a student of Smithfield State High School, I am committed to:

- Meeting the expectations of the Smithfield State High School *Student Code of Conduct*, including following the school rules:
  - We are learners;
  - We are respectful;
  - We are safe;
  - Compliance with the 'Phones away for the day' policy

**Uniform**

As a student of Smithfield State High School, I am committed to:

- Wearing the school uniform correctly at all times.
- Adhering to Occupational Workplace Health and Safety requirements in terms of approved footwear, jewellery and personal protective equipment (e.g. safety glasses, gloves).

**Extra-curricular activities**

As a student of Smithfield State High School, I am committed to:

- Meeting school expectations in relation to classwork and assessment, attendance, behaviour and uniform to meet representative eligibility requirements for extra-curricular activities.
- Being proactive in speaking with teachers to catch up on classwork missed due to extra-curricular activities (e.g. TAFE, school-based traineeship or apprenticeship, representative sport, excursions and camps).
- Being responsible for my learning and understanding that involvement in extra-curricular activities does not provide justifiable grounds for assignment extensions/variation to exam dates under directives provided to the school by the Queensland Curriculum and Assessment Authority.

**Requirements of Parents / Carers****Access to resources**

I will support my student to achieve to their potential at Smithfield State High School by:

- Ensuring my student has the equipment required to engage in learning (e.g. laptop, stationery, calculator).
- Making arrangements to pay the Student Resource Scheme (SRS) fees and subject fees so that my student can access all materials and learning experiences provided by the school.
- All Students have access to a BYOD

**Attendance**

I will support my student to achieve to their potential by:

- Ensuring they are punctual to school daily and in appropriate uniform.
- Providing documentation to explain legitimate absences, including medical certificates for absences of three or more consecutive days.
- Minimising disruptions to my student's education by scheduling non-urgent appointments and family holidays during school holiday periods. I understand that family holidays do not provide justifiable grounds for assignment extensions/variation to exam dates under directives provided to the school by the Queensland Curriculum and Assessment Authority. I understand that by taking my student on a family holiday during school time, they may become QCE or ATAR ineligible if assessments are not completed prior to our departure. I also understand that any absences from school have a significant detrimental impact on student learning and can negatively impact on achievement.



**Engagement with learning**

I will support my student to achieve to their potential at Smithfield State High School by:

- Monitoring assessment due dates emailed at the start of each unit and ensuring that homework, study or assignment work is occurring regularly at home and on QParents.
- Providing a quiet, distraction-free homework / study space at home.

**Communication**

I will support my student to achieve to their potential at Smithfield State High School by:

- Advising the Deputy Principal or Head of Department Senior Secondary of issues (e.g. school-related challenges, health and wellbeing concerns, family issues, bereavement) that may impact on my student's achievement, participation or attendance as early as possible.
- Maintaining contact with teachers regarding my student's progress by attending student progress conferences, engaging with teachers via phone calls, emails etc.

***Smithfield State High School Commitments*****QCE eligibility**

The staff of Smithfield State High School are committed to:

- Providing recommendations for selection of subjects/vocational qualifications based on evidence of student achievement, engagement and attendance.
- Tracking QCE eligibility and projected QCE credits based on mid-unit feedback from teachers and reported unit results.
- Maintaining partnerships with external training providers to monitor student progress in qualifications delivered off-site (e.g. school-based traineeships or apprenticeships, TAFE VET in Schools program).
- Conducting QCE progress meetings at least once per term for all students at risk of not achieving a QCE.
- Conducting QCE progress meetings at least annually for all students who are on track to achieve a QCE.

**Classwork and assessment**

The staff of Smithfield State High School are committed to:

- Distributing course planners at the beginning of each unit outlining the work to be covered, check points, draft due dates, assignment due dates and exam dates.
- Following up promptly with students who miss/do not meet the requirements of assessment check points and draft due dates to provide support to meet course requirements.
- Providing students with high-quality feedback on their classwork and assessment items.
- Support provision of Access Arrangements and Reasonable Adjustments in line with directives from the Queensland Curriculum and Assessment Authority to ensure equity for all students.

**Attendance**

The staff of Smithfield State High School are committed to:

- Providing SMS notification daily of student absences.
- Contacting parents/carers by phone or requesting a meeting regarding ongoing attendance concerns.



### **Requirements of the Compulsory Participation Phase**

The Compulsory Schooling Phase in Queensland ends when a student turns 16 years of age, or has completed Year 10, whichever occurs first. Students then enter the Compulsory Participation Phase, meaning they must be “learning or earning”. During the Compulsory Participation Phase young people must be:

- Enrolled at and attending school, or
- Completing an apprenticeship or traineeship, or
- Completing other full-time training through a Registered Training Organisation (e.g. TAFE), or
- Working full-time (minimum of 25 permanent hours per week).

Once students have completed their compulsory schooling, the school Principal may cancel their enrolment if they fail to participate in the program of instruction offered at the school. Grounds for cancellation of enrolment include:

- Frequent absenteeism;
- Truancy;
- Failure to complete assessment;
- Refusal to engage in classwork;
- Frequent unauthorised lateness.

### **Student Agreement**

I understand that my post-compulsory education at Smithfield State High School is provisional upon my acceptance of and adherence to the rules and conditions set down by Education Queensland, Smithfield State High School and the Queensland Curriculum and Assessment Authority. As a student of Smithfield State High School, I will uphold the high standards of this school by adhering to the *Expectations of Students* outlined in the *Year 11 and 12 Enrolment Agreement*. I understand that failure to participate fully my learning puts my enrolment at Smithfield State High School at risk of being cancelled.

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Print name: \_\_\_\_\_

### **Parent / Carer Agreement**

I commit to supporting my student to successfully complete their senior studies at Smithfield State High School by meeting the *Requirements of Parents/Carers* outlined in the *Year 11 and 12 Enrolment Agreement*.

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Print name: \_\_\_\_\_

