



ST GEORGE CHRISTIAN SCHOOL

CONDITIONS OF ENROLMENT

If the School is able to offer an enrolment offer, parents/guardians are required to agree to abide by the conditions as listed below.

These Enrolment Conditions have been developed to make as harmonious as possible the joint work of family and School in the education of each student. One of the features of the School's approach is to seek cooperation with families within clear established boundaries.

"We" means the people signing this document, being the parents, guardians or any other person who has applied to have the student entered on the waiting list or enrolled at the School and, where the student has only one parent, means that parent.

A Christian School

1. We recognise that the School is a Christian school whose mission is to develop each student's character and gifts, for serving God and His people by promoting joy in learning, excellence in teaching, and personal Christian faith and growth towards maturity.
2. We also understand that the School is founded on Biblically based beliefs found in the School's Statement of Faith.
3. We agree to work in partnership with and actively to support the School in fulfilling its mission, vision and values and we will encourage the student to do the same.
4. We acknowledge that, as the School is a Christian community, conduct and attitudes based on Christian values are the foundation of relationships within the community.

A Safe School

5. Recognising that the School is committed to the safety and well-being of all its students, we agree to support the School in its efforts to provide a safe school environment that supports student well-being and effective learning.
6. We agree that all communication between students, parents, visitors and staff members should be conducted in a courteous and respectful manner.
7. We agree to avoid confrontation and criticism in public and accept that there is no place in the School community for sarcasm, derogatory remarks, inappropriate familiarity or offensive comments.
8. We agree to support the values and to abide by the rules and expectations of the School as set out in the appropriate publications such as the Family Handbook and Departmental Handbooks as published from time to time at the Principal's discretion. We note that the student must do the same and we agree to encourage the student in this.

In particular, we have noted the School's requirements in relation to discipline, home study, uniform, attendance, a safe learning and working environment and leave.

9. We acknowledge that both of us are to be involved in decision-making about the student's education (unless a court has indicated otherwise). We agree to work together, and with the School, in making decisions about the student's education that are in the student's best interests. However, we authorise the School to act on instructions from only one of us in relation to the student's participation in day-to-day School activities.
10. We understand that the School requires parents and others to observe School security procedures for the protection of students from direct contact with those outside the School during school hours and that we are only to make contact through the School office.
11. We understand that the Principal may exclude either of us from entering the School premises or from participating in School activities, recognising that the Principal would normally only do this if we were in breach of these conditions or otherwise behaving in a way that put members of the School community, including students, parents and staff, or School property at risk of harm.
12. We acknowledge that the Principal (or the Principal's nominee) may search the student's bag, locker, mobile phone and electronic devices or other possessions where there are reasonable grounds to do so. The Principal may also carry out camera surveillance and computer surveillance which includes using software or equipment to monitor the use of computers, the sending or receiving of emails, the accessing of websites and the use of social media.

Participation

13. We accept that the School may determine which particular classes, courses and activities are offered and/or provided at any time, their mode of delivery, and which of these classes, courses and activities are compulsory. We note that the student must participate in and/or attend such activities (including weekend and evening activities) as determined by the Principal from time to time. These may include:
 - a) Chapel Services and Assemblies;
 - b) co-curricular activities;
 - c) the School sports program;
 - d) important School events such as Presentation Assemblies, and other events as required by the Principal, from time to time;
 - e) various camps and excursions that occur from time to time as an integral part of the School curriculum.
14. We understand that requests for leave from School activities, including academic and co-curricular programmes, and for early departure at the end of a term and/or late return from breaks are considered only in the most extreme cases. Such requests must be in writing to the Principal.

15. We understand that the School requires parents to be actively involved in the School through attendance at parent-teacher interviews, parent information evenings and parent forums, participation in courses offered by the School relevant to the student's education and assistance to the School in a voluntary capacity from time to time.
16. We note that the School encourages our feedback, particularly in relation to the student's progress, to facilitate the School and the student's family working together for the benefit of the student. We agree that our communications with the School and its staff will always be in accordance with the procedures determined by the Principal from time to time.

Health

17. We promise that we have fully disclosed any particular needs of the student (including but not limited to any medical, physical, learning or psychological needs). Where any disclosed special needs change or where any special needs arise, we agree to notify the School immediately. We will, on an ongoing basis, provide to the School copies of medical reports or developmental assessments, such as reports from paediatricians, psychologists, speech therapists, occupational therapists, or other professionals, pertaining to the student's development. We also agree to complete the student's medical form accurately and provide annual updates for the School Sick Bay.
18. If the student is ill or injured, necessitating urgent hospital and/or medical treatment (for example injections, blood transfusions, surgery) and if we are not readily available to authorise such treatment, we authorise the Principal or, in the Principal's absence, a responsible member of the School staff, to give the necessary authority for such treatment.
19. We acknowledge that the School may direct the student not to attend the School premises or any part of them because of:
 - a. disease at the School or in the community;
 - b. the student's immunisation status;
 - c. the immunisation status of a person who lives with the student; or
 - d. the student's ill health.

Privacy

20. We acknowledge that the School may from time to time collect personal information about parents and students which is necessary for the School's function or activities. We authorise the School to use and disclose such information in such manner as the Principal thinks fit for the purposes of the student's education, health, care, welfare or development or as required by the Federal or State government. We have read the School's Privacy Policy and Standard Collection Notice as found on the School's website.
21. We give permission for images of the student to be placed in the School's records, displayed from time to time around the School, and, except where we have specifically requested otherwise, be published in School publications, on its website, on social media and in other marketing and promotional material.

22. We agree to advise the Principal immediately of any changed family circumstance that may affect the student's emotional, physical, psychological or social well-being. We also agree to provide to the School all current court orders (if any) relating to us and the student. We note that the School's Privacy Policy deals with the confidentiality of such information. We understand that the School is not responsible for the enforcement of any such orders and agree that we must comply with them.
23. We agree to the School sending communications (such as newsletters and school reports) to us and any parent of the student.
24. We note that the student has been enrolled at the School in the name indicated on the Application for Enrolment which is identical with the name on the student's Birth Certificate. We understand that the School will only change the name on its records upon receipt of a court order or other statutory document authorising this.
25. We acknowledge that the School uses third-party online services in its operations and that these services require the School to share personal information about the student and us. Noting that the School will inform us of the services being used and the personal information being shared, we consent to the School sharing our personal information and that of the student with these third-party service providers. If required by the School, we agree to provide written consent to the sharing of this personal information with a third-party online service provider.

What we must pay

26. We agree to pay to the School all fees for tuition, extra subjects, excursions, camps and the supply of goods and services to the student as determined by the School and as notified to us. We understand that, by agreeing 'jointly and separately' to pay all fees and charges, both of us are responsible to pay such fees and charges. We further understand that this means that, if one of us fails to pay the fees and charges, the other one of us is fully responsible to pay the fees and charges, irrespective of any arrangement between us or with another person (for example, another family member) as to who is to pay. We accept that the School will not enter into disputes arising from disagreements between us over responsibility for paying the fees and charges.
27. Tuition fees are invoiced each term (except in Year 12 during which tuition fees are only invoiced for the first three terms) and are due and payable by the first Friday of each Term.
28. If we fail to pay an account for fees and/or charges by its due date, we agree to pay an overdue charge ("Overdue Charge") calculated on the amount outstanding from the due date until the date of payment. The Overdue Charge is a rate percent per annum determined by the School from time to time. It is based on the average rate received by the School on its deposits plus an amount to reflect the administrative costs to the School in collecting outstanding fees. The Overdue Charge represents a genuine pre-estimate by the School of the loss that it would suffer if fees were not paid by the due date. We understand that we may obtain the current rate from the Business Manager.

29. If an account for fees and/or charges (including any Overdue Charge) is not paid in full by the end of the term in which they are due, we accept that the student's enrolment may be suspended and the School may subsequently without further notice refuse entry to the student or terminate the student's enrolment. We agree to reimburse the School for all expenses it incurs collecting overdue fees and/or charges from us. For the avoidance of doubt, this may include (but is not limited to) debt collection fees, legal fees and court costs.
30. We understand that no refund of fees, either in whole or in part, will be made if the student is absent due to illness, leave or suspension, or if the education provided by the School is delivered, in part or whole, by online or remote learning.
31. We authorise the School to purchase on our behalf such items for the student as it considers necessary (for example, books, software, stationery and equipment) and to recover the cost from us. We also authorise the School to advance to the student such amount from time to time as the School considers necessary for the student's benefit (for example, an amount to allow the student to travel home in an emergency) and to recover such costs from us.
32. We agree to pay all medical and ambulance expenses incurred on behalf of the student.

Ending enrolment

33. We understand that our acceptance of the School's offer of a place for the student implies that the student will complete the student's schooling at the School unless unforeseen circumstances arise.
34. We agree that, if we wish to withdraw the student thereby ending the student's enrolment, we must give **a full term's notice in writing or, if the student is in Year 6, a full two terms' notice in writing** to the Principal. The notice must be given no later than one week before the start of the term or two terms, as the case may be, constituting the notice period. If this notice is not given, we agree to pay a term's fees or two terms' fees, as the case may be, plus any applicable GST. This amount is a genuine pre-estimate by the School of the loss that it would suffer because we have not given the required notice. The requirement to give notice does not apply where the School gives us notice of an increase in fees, and we notify the Principal in writing within 30 days of receipt of that notice that we wish to remove the student from the School before the start of the next school term.
35. We agree that the Principal may, by giving us three months' written notice:
 - a) end the student's enrolment if the Principal considers that a mutually beneficial relationship of trust and cooperation between us and the School has broken down; or
 - b) end the student's enrolment at the end of an academic school year where the student has, in the Principal's opinion:

- (i) failed to meet the requirements of the NSW Education Standards Authority or has otherwise failed to make satisfactory progress in the student's academic work;
- (ii) habitually failed to attend school without justifiable cause; or
- (iii) habitually failed to participate in the School's compulsory programs and activities; or
- (iv) demonstrated by the student's attitude and behaviour that the student does not want to continue as a student at the School.

We understand that the Principal would not give such written notice without first giving us a written warning that the Principal was contemplating giving that notice and giving us an opportunity to put reasons why the notice should not be given.

36. We agree that the Principal may end the student's enrolment if:
- a) we have provided, or do provide to the School before or after our acceptance of the School's offer of a place for the student, information which is materially incomplete, incorrect or misleading or if we have failed at any time to provide information that pertains to the student's needs;
 - b) we or the student do not comply with government education regulations or orders, including health orders, in relation to us or the student; or
 - c) we fail to comply with these conditions.
37. We agree that the Principal may, in the Principal's absolute discretion, but subject to affording the student procedural fairness, suspend or terminate enrolment of the student for breaches of School rules or ill-discipline, even if the offending conduct takes place away from school premises or outside normal school hours.

General

38. We acknowledge that the student's personal property is not insured by the School, which does not accept any responsibility for loss of, or damage to, personal property.
39. We agree that the School may send notices and fee accounts to us at our email address last notified to the School.
40. We agree that the School may change these Conditions provided it gives us at least two terms' notice and that the new Conditions take effect from the beginning of a calendar year.
41. We agree to tell the School about anything that could affect the student's ability to participate in the School's program or activities and of any change in our contact details or where or with whom the student is living.

(Where more than one person is signing this form)

Each of us agrees that our obligations to the School, as set out above, are joint and separate and, subject to the Conditions, may only be ended by one of us at the end of three months after that one gives notice, in writing, to the Principal, of his or her desire to be released from such obligations. We understand that, if this happens, the School will liaise with the other one of us in relation to the ongoing enrolment of the student.