



Enter to Learn, Go out to Serve

Terms and Conditions of Enrolment

The Terms and Conditions of Enrolment have been developed in order to make as harmonious as possible the joint work of family and School in the education of a child. One of the features of the School's approach is the importance of cooperation and partnership with mutual understanding.

Interpretation

'Parents' include guardians or any other person who has Registered a child for future enrolment or enrolled a child at the School and, where the child has only one parent, means that parent.

Fees

1. Parents agree to pay:
 - a. the applicable Enrolment Fee, Enrolment Confirmation Fee and Capital Contribution by the due date; and
 - b. all the School fees for Tuition, the Student Activity Fee, additional fees for excursions, camps and the supply of goods and services to the student as determined by the School and as advised by the School from time to time.
2. All fees are due upon receipt of the annual school fees invoice sent to parents in January of each year.
3. Parents agree that:
 - a. if they do not pay the fees in full by the end of week two of Summer Term they must complete and submit to the Accounts Office a Paysmart™ payment form; and
 - b. if the fees are not paid in full by the conclusion of week two of Summer Term and parents have not completed and submitted a Paysmart™ payment form by the same date, the fees account will then be overdue.
4. Where fees are paid by the same person a sibling discount applies to the second, third and subsequent children where these students are enrolled at the School at the same time.

5. If an account for fees and/or charges is overdue the student's enrolment may be suspended and the School may subsequently without further notice refuse entry to the student or terminate his/her enrolment until the overdue fees account is paid.
6. Immediate contact should be made with the Business Manager if parents anticipate any difficulty in the payment of fees.
7. A full term's notice in writing must be given to the Headmaster before any student is removed from the School. The notice must be given no later than one week prior to the end of the preceding term. If this notice is not given, parents agree to pay one term's fees plus GST. This amount is a genuine pre-estimate by the School of the loss that it would suffer due to forward planning if parents do not provide the required notice.
8. No remission of fees, either in whole or in part, will be made if the student is absent due to illness, leave or suspension including attendance at camps, excursions or overnight trips that form part of the compulsory curriculum of the School.
9. Parents authorise the School to incur expenditure on their behalf such as for purchases of books, stationery and equipment, and to advance such fares from time to time as the School considers necessary.
10. Parents agree to pay all medical and ambulance expenses incurred on behalf of the student.

Applications made outside Australia and/or where a student is not a native English speaker

11. Where a student has been educated outside of Australia and/or the student does not speak English as their first language, the applicant understands that an English proficiency test will be required prior to commencement in order to confirm that the student has 'classroom ready' English. The School publishes minimum English requirements annually on the website.

Expectations and Behaviour

12. Parents must support the School and understand that the School is a Christian community and that behaviours and attitudes based on Christian values are encouraged. All communication between students, parents, visitors and staff members should be conducted in a courteous and respectful manner. Confrontation and criticism in public is to be avoided and

parents accept that there is no place in the School community for sarcasm, derogatory remarks, inappropriate familiarity or offensive comments whether in person, in writing or online.

13. The School encourages parents to be actively involved in the School through attendance at parent-teacher interviews and parent events, 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.
14. Parents agree to support the values of the School and to abide by the rules of the School as set out in various publications including the School Diary. Students must do the same and parents agree to encourage students in this. The School has specific requirements in relation to discipline, homework, uniform, attendance and leave, which parents must understand and which they must agree to support.
15. The School may determine which particular courses and activities are offered and/or provided at any time and which of these courses and activities are compulsory. All students must participate in and/or attend the following activities, as determined by the Headmaster:
 - a. Chapel Services, Biblical Studies and Christian Education Programmes and Assemblies;
 - b. co-curricular activities;
 - c. the School sports and music programmes including required attendance as spectators or audience at events as directed by the School;
 - d. important school events such as end of year prize giving assemblies, Speech and Awards Night and House functions and other events as required by the Headmaster from time to time;
 - e. various camps including the annual Outdoor Education Camp for each year group from Years 3 to 12; and
 - f. excursions, including overnight excursions, that occur from time to time as an integral part of the School curriculum.
16. Requests for leave from School activities, including academic and co-curricular programs, and for early departure at the end of a term and/or late return from breaks are considered only in the most extreme cases and must be applied for in writing to the Headmaster.

Exclusion From the School

17. If the Headmaster, or any person deputising for the Headmaster, considers that a student is guilty of a serious breach of the School rules or has

otherwise engaged in conduct that is prejudicial to the School or its students or staff, or where the parent or the student have failed to comply with these conditions of enrolment, the Headmaster or his deputy may exclude the student permanently or temporarily at their absolute discretion.

18. If the School Council or the Headmaster believes that a mutually beneficial relationship of trust and co-operation between a parent and the School has broken down to the extent that it adversely impacts on that relationship, then the School Council or Headmaster may require the parent to remove the student from the School.
19. The Headmaster may, by giving parents reasonable notice, ask that they remove the student from the School at the end of a school year where the student has, in the Headmaster's opinion, failed to meet the requirements of the New South Wales Education Standards Authority (NESA) or has otherwise failed to make satisfactory progress in his or her academic work.
20. The School will only exercise its powers under clause 17 and 18 to exclude a student permanently if it has provided the student and the parents with details of the conduct which may result in a decision to exclude the student and provided them with a reasonable opportunity to respond. No remission of fees will apply in any case of permanent exclusion of a student.

Health, Safety, Welfare and Wellbeing

21. Parents acknowledge and agree that:
 - a. they have supplied to the School all information prior to the enrolment of their child that may impact on the student's full participation in the School's educational, sporting, co-curricular and outdoor education programmes and that they have fully disclosed any special needs (including but not limited to any medical, physical, learning or psychological needs) which the student has;
 - b. they will notify the School immediately where any disclosed special needs change or where any special needs arise, or there are any changes to the information they have supplied and 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; and

- c. they will complete the student's medical form accurately and provide annual updates to the School.

Failure to supply this information may result in the exclusion of the student from the School where parents have chosen not to disclose such information or sought to mislead the School by not providing all relevant information.

- 22. Parents agree to give the School notice of any change in contact details as soon as practicable.
- 23. The School seeks to maintain an environment that is safe for all students and in which learning can take place. Parents agree that to this end the Headmaster or his nominee may search the student's bag, locker or other possessions where there are reasonable grounds to do.
- 24. If the student is ill or injured, necessitating urgent hospital and/or medical treatment (for example injections, blood transfusions, surgery) and if parents are not readily available to authorise such treatment, parents authorise the Headmaster or, in his absence, a responsible member of the School staff, to give the necessary authority for such treatment. Parents agree to indemnify the School, its employees and agents in respect of all costs and expenses arising directly or indirectly out of such treatment.
- 25. The School requires parents to observe School security procedures as they apply from time to time for the protection of students.
- 26. If parents wish to collect their children for early departure or speak in person to them they are to report to the Heads of School Office or the Administration Centre.
- 27. A student's personal property is not insured by the School and the School does not accept any responsibility for loss.

Privacy

- 28. The School may from time to time collect personal information about parents and students which may be necessary for the School's function or activities. Parents authorise the School to use and disclose information in such a manner as the Headmaster may deem appropriate for the purposes of the student's education, health, care, welfare or development. Parents acknowledge they have read the School's Privacy Policy and Standard Collection Notice available for download from the School website.

29. Parents give permission for photographs and videos of the student to be placed in the School's records, displayed from time to time around the School, and published in School publications, on its website, on the School's social media sites, and in other marketing and promotional material.
30. Where relevant, parents agree to provide to the School all current Family Court or other court orders relating to the School and/or the student. The School's Privacy Policy deals with the confidentiality of such information.

For further information parents should consult the following policies on the School's public website: <https://www.macarthur.nsw.edu.au/about-macarthur/school-policies/>

- Information Collection Notice
- Privacy Policy

General

31. The School may change these conditions from time to time and that the new conditions take effect from the beginning of a calendar year.
32. Parents agree to familiarise themselves with the following policies on the school's public website: <https://www.macarthur.nsw.edu.au/about-macarthur/school-policies/>
- Code of Conduct (Parents and Guardians)
 - Parent Communication and Involvement Policy

This policy is reviewed annually. The last textual change to the policy was September 2020.