

# CONDITIONS OF ENROLMENT



The Conditions of Enrolment as set out by Central Coast Grammar School (the School) may be amended from time to time and are approved by the School's Board. The Conditions may change by the time the offer of a place is made.

These Conditions are to be agreed to by the parent(s)/caregiver(s) when they accept an offer of a confirmed place for a child at the School.

## The School's Purpose and Values

1. We acknowledge:

a) the School seeks to provide students with a balanced contemporary education of the highest order, including education in the values of Australian society and the Christian ethos

b) the School also seeks to be a community of respect – self-respect, respect for others and respect for the school – and that all members of the school community are expected to treat one another with kindness, honour and respect as outlined in the Parent Charter

c) the School's core values are; kindness, inclusivity, gratitude, respect, integrity, resilience and responsibility.

2. We agree to work in partnership with and actively support the School in fulfilling its purposes and upholding its values and encourage the student to do the same.

## A Safe School

3. Recognising the School is committed to the safety and wellbeing of all its students, we agree to support the School in its efforts to provide a safe school environment that supports student wellbeing and effective learning.

4. We agree communications between students, parents, visitors and staff members should be conducted in a courteous and respectful manner as befits a community of respect.

5. We agree to avoid confrontation and criticism in public and accept there is no place in the School community for sarcasm, derogatory remarks, inappropriate familiarity or offensive comments in any way or any forum (including in person, by email, social media or any other platform).

6. We understand the student is required to, and we will encourage the student to:

a) have high standards of behaviour and abide by the student policies and guidelines [contained in the School Diary, New Student Information Booklet and Parent Charter]

b) behave respectfully and considerately to other students, staff, community members and visitors at all times

c) not do anything which may bring the School into disrepute, including in print and digital/ social media

d) wear the School uniform as prescribed including when travelling to and from school and follow expected standards of appearance while at school in accordance with the School's expectations, as outlined in the relevant policies and guidelines.

7. We agree to abide by the School's policies and expectations published in the School's information system, MyCCGS, and other School publications. We note the student must do the same and we agree to encourage the student in this and support the School in the administration of the School's discipline policy. 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.

8. We understand 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.

## Participation

9. We accept the School may determine which particular classes, courses and activities are offered and/or provided at any time and which of these classes, courses and activities are compulsory. All students must participate in and/or attend the following activities which may involve weekend and evening activities, as determined by the Headmaster:

a) School Services and Assemblies

b) Studies of Religion which is part of the School curriculum

c) The School sports program

d) Important School events such as Presentation Night and other events as required by the Headmaster, from time to time

f) Camps and excursions that occur from time to time as an integral part of the School curriculum, including the compulsory Outdoor Education Program.

10. We understand requests for leave from School activities, including academic and cocurricular programs, and for early departure at the end of a day or term and/or late return from breaks are considered only in the most extreme cases. Such requests must be in the form of a signed note or an SMS sent to the Headmaster or delegate. We understand that permission to be absent from School for extraordinary reasons must be obtained

beforehand and the granting of permission is always at the Headmaster's discretion.

11. We understand the School requires parents to be actively involved in the School and we agree to attend such parent-student-teacher conferences, parent information evenings, parent forums, and courses offered by the School relevant to the student's education as stipulated by the Headmaster from time to time. We also agree to be involved with the Parents and Friends' Association and to assist the School in a voluntary capacity from time to time.

12. We note 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 our communications with the School and its staff will always be in accordance with the procedures determined by the Headmaster from time to time.

## Health

13. We promise that we have fully disclosed the student's educational history and any health issues or other special 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 also agree to complete the student's medical form accurately and provide annual updates for the School.

14. 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 Headmaster or, in the Headmaster's absence, a responsible member of the School staff, to give the necessary authority for such treatment.

## Privacy

15. We acknowledge 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 Headmaster determines for the purposes of the student's education, health, care, wellbeing or development. We have read the School's Privacy Policy and Standard Collection Notice found on the School's Website. 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 published in School publications, on its website, on social media and in other marketing and promotional material. We will notify the Headmaster immediately if any circumstances arise

that would prevent the School from using such images as outlined above.

16. We agree to advise the Headmaster immediately of any changed family circumstance that may affect the student's emotional, physical or social wellbeing. We also agree to provide to the School all current court orders (if any) relating to us and the student. We note the School's Privacy Policy deals with the confidentiality of such information. We understand the School is not responsible for the enforcement of any such court orders and agree to comply with them. We note the School's Privacy Policy deals with the confidentiality of such information. We understand the School is not responsible for the enforcement of any such court orders and agree to comply with them.

17. We acknowledge the Headmaster (or the Headmaster's nominees, i.e. Deputy Headmaster, Heads of Schools, Deputy Heads of Schools) may search the student's bag, locker, mobile phone and electronic devices or other possessions where there are reasonable grounds to do so. The Headmaster's nominees 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.

## Fees and Financial Obligations

18. We agree to pay to the School all fees and charges for enrolment, tuition, extra subjects, excursions, camps and the supply of goods and services to the student as determined by the School Board from time to time and as published in the Fee Schedule or as otherwise advised. We further agree we will pay all such fees and charges in the way and within the time stipulated in the Fee Schedule or as otherwise advised.

19. We understand School fees are to be paid annually in advance prior to the start of Term 1 or by Direct-Debit on a weekly, fortnightly or monthly basis as determined by the School. All other incidental charges must be paid by Direct-Debit on a weekly, fortnightly or monthly basis as determined by the School.

20. If we fail to pay an invoice for fees and/or charges by its due date, we agree to pay an overdue charge ("Service Fee") calculated on the amount outstanding from the due date until the date of payment. The Service Fee is a rate percent per annum determined by the School from time to time. It is based on the average rate paid by the School on its borrowings plus an amount to reflect the administrative costs to the School in collecting outstanding fees. The Service Fee 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 we may obtain the current rate from the Finance Office.

21. If an account for fees and/or charges is not paid in full within 60 days of its due date, 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 also agree to pay all reasonable costs incurred by the School to recover outstanding fees and charges.

22. We understand that no remission of fees, either in whole or in part, will be made if the student is absent due to illness, leave, suspension or the student's enrolment ends.

23. We understand, in circumstances beyond the School's control (such as the spread of a contagious disease, floods in the community), the School may require the student to stay away from school. We also understand, in such circumstances, the School will take reasonable steps to provide the student with remote access to relevant class material. We accept no remission of fees, either in whole or in part, will be made in such circumstances.

24. We understand the Entrance Fee we have paid is a per student fee and is non-refundable. We also understand that the Entrance Fee is a standalone fee and will not be applied to tuition or any other fee or charge.

25. We authorise the School to purchase on our behalf for the student such items (for example, books, software, stationery and equipment) as the School considers necessary, and to recover the cost from us.

26. We agree to pay all medical and ambulance expenses incurred on behalf of the student.

27. 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.

## Ending enrolment

28. We understand 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.

29. We accept, if we wish to withdraw the student thereby ending the student's enrolment, we must give one full term's notice in writing to the Headmaster. The notice must be given no later than one week prior to the end of the preceding term. If this notice is not given, we agree to pay one quarter of the annual tuition fees plus GST (being one full term's fees). 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.

30. We agree the Headmaster may by giving us three months' written notice:

a) end the student's enrolment if the Headmaster considers that a mutually beneficial relationship of trust and cooperation between us and the School has broken down to the extent it adversely impacts on that relationship

b) end the student's enrolment at the end of an academic school year where the student has, in the Headmaster's opinion, failed to meet the requirements of the New South Wales Education Standards Authority or has otherwise failed to make satisfactory progress in the student's academic work.

31. We agree the Headmaster 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

b) we fail to comply with these conditions.

32. We agree the Headmaster may in their absolute discretion, subject to affording the student procedural fairness, suspend or dismiss the student for breaches of rules or ill-discipline even if the offending conduct takes place away from School premises or outside normal School hours.

33. We understand any request to postpone the date of entry of the student to the School (either to another date in the same year or a later enrolment date) must be made in writing to the School giving at least one term's notice. The School in its absolute discretion may or may not agree to the request. We acknowledge if the School agrees to the request, the student will be placed on a waiting list for that year of enrolment and the student's current enrolment will terminate. If a place is available for the student for a later date of entry, we understand we will be required to sign a further enrolment acceptance and otherwise comply with the School's enrolment requirements applicable at that time. The School may or may not in its absolute discretion require the payment of a further amount in the event of an increase in the Entrance Fee.

## General Conditions

34. We agree the School may change these Conditions of Enrolment provided it gives us at least two terms' notice. Continuing enrolment of the Student at the School following receipt of such notice shall be deemed to constitute acceptance of the revised Conditions of Enrolment.

35. 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.

36. We agree to read MyCCGS notifications and MyCCGS News Digest to ensure we are kept up to date with important information relevant to our child/ren and their cohort/s.