



HUNTER CHRISTIAN SCHOOL

ENROLMENT TERMS & CONDITIONS

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Date authorised	01/11/2019
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Related Policy	3.62 Enrolments Policy (NESA); AIS Enrolment Procedures and AIS Conditions of Enrolment template
Policy Framework Category	4.3 Social Stewardship – Safe and Supportive Environment

Definitions

- **AIS** – Association of Independent Schools. This is the Advisory Association that Hunter Christian School is a member of.
- **HCS** - Hunter Christian School
- **NESA** - NSW Education and Standards Authority. This is the regulatory authority that NSW schools must be compliant with.
- **Parent/carer** means the parent/carer/guardian(s) who entered into the contract of enrolment with the School
- **School** means Hunter Christian School
- **Student** means the student who is named in the contract of enrolment

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TERMS and CONDITIONS of ENROLMENT

In order that the school may fulfil its role and responsibilities, enrolment at the school is subject to the following terms and conditions.

1. ACCEPTANCE OF OFFER OF ENROLMENT

- 1.1. An offer of enrolment must be accepted by both Parent/carer(s) where appropriate unless the School agrees to waive this requirement. Upon acceptance, all signatories will be jointly and severally liable in respect of the obligations contained in these terms and conditions.
- 1.2. If there has been a change by the Parent/carer(s) and they wish to adjust the entry of a student to a different date to that agreed in the Letter of Enrolment Offer, the School will advise whether it is able to agree to this. If it is unable to agree, the decision will be discussed with the Parent and the student placed on a waiting list, but enrolment cannot be guaranteed.

2. CONDITIONAL ENROLMENT

- 2.1. All enrolments are conditional upon the School being satisfied in its discretion that the Student's needs can be met by the School. The School may cancel the enrolment if it determines, prior to the start of the enrolment, that the Student's needs cannot be met.
- 2.2. The School requires the Parent/carer(s) to provide reports and assessments necessary to determine the particular needs of each Student.
- 2.3. All enrolments are conditional upon the School being satisfied in its discretion that pertinent and relevant information in relation to the Student's needs and custody have been accurately communicated. The School may cancel the enrolment if it determines, that critical information has been withheld or misrepresented to the School.
- 2.4. Competence in English is a prerequisite for enrolment. If the School considers that the English language capabilities of the Student are not sufficient the School may decide that the enrolment should not proceed.

3. FEES and CHARGES

- 3.1. The School Board determines the fees and charges that will be payable from time to time which are set out in a Schedule of Fees. The fees are revised regularly and are amended and advised each year.
- 3.2. The School Fees are charged for all compulsory activities, levies and tuition.
- 3.3. There may be some additional Fees and Charges levied for extra educational activities eg. VET courses, Customised Education Packaging, Mission trips and/or co-curricular activities and some optional sport activities.
- 3.4. Additional costs will be added to the Parent/Carer Account for unreturned equipment, including library books, laptops etc or for unexpected (and unpaid) canteen purchases required to provide a student with a meal.
- 3.5. All medical expenses incurred on behalf of a Student must be reimbursed by the parent/carer(s).
- 3.6. All Fees and Charges must be paid on or before the due date set out in the fees notice.
- 3.7. If fees are not paid within 30 days of the due date an overdue charge may be levied calculated on the amount outstanding from the due date. This charge reflects the loss which may be incurred by the School as a result of the late payment. The charges payable from time to time can be obtained from the School office.
- 3.8. If Fees and Charges are not paid within 60 days of the due date the enrolment of the Student's enrolment may be suspended unless the School agrees in writing to accept other arrangements. Failure to abide by any other agreed arrangements may result in the enrolment of the Student being cancelled without further notice.
- 3.9. Fees will not be remitted in whole or part if the Student is absent due to illness, leave or suspension.
- 3.10. If students are undertaking activities which incur extra fees or charges, not less than six (6) weeks' notice must be given to discontinue these activities or six (6) weeks' fees for these activities will be charged.

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4. PROGRESS of a STUDENT

If the School considers that the progress of a Student is unsatisfactory and that it can no longer meet the Student's needs it may cancel the enrolment of the Student by giving not less than one term's notice.

5. WITHDRAWAL of a STUDENT

- 5.1. Where students leave to enrol at another school, the NSW Education Standards Authority (NESA) requires that parent/carer(s) advise the School in writing of the name of the school the Student will be attending and the grade the Student will be entering at the new school.
- 5.2. If parent/carer(s) wish to withdraw a Student from the School, notice given must be not less 10 School weeks or one term's written notice to the school of the intended termination of the student's enrolment.
- 5.3. If the required notice of withdrawal of a Student is not given the parent/carer(s) must pay a School term's full (non-discounted) fees in lieu.
- 5.4. A refund of unused fees on termination of enrolment for any reason whatsoever will be solely at the discretion of the school, provided that written notice (as per Clause 5.2 above) of the termination has been received by the school prior to the date of termination.

6. OBLIGATIONS of STUDENTS

Students are required to have high standards of behaviour and:

- 6.1. abide by the School Rules and Codes of Conduct as they apply from time-to-time
- 6.2. behave courteously and considerately to each other and to staff at all times
- 6.3. not do anything which may bring the School into disrepute, including in print and electronic media
- 6.4. support the goals and values of the School
- 6.5. attend and, if required, participate in assemblies, the School sports program, important school events such as Presentation Day or other events determined by the Principal, and camps and excursions that are an integral part of the School curriculum
- 6.6. wear the School uniform as prescribed, including when travelling to and from school and follow conventional standards of appearance while at school in accordance with the School's guidelines and the expectation of the School community
- 6.7. attend the School during school hours, except in the case of sickness or where leave has been given or an exemption from attendance has been granted

7. OBLIGATIONS of PARENT/CARER(s)

The parent/carer(s) agree to:

- 7.1. Support the aims, values and activities of the school and understand that the student will be given every opportunity to grow up into Christ, as expressed in the Statement of Faith.
- 7.2. Allow the student to share fully in the life and program of the school, including the Christ-centred curriculum, devotional activities and Christian studies lessons.
- 7.3. Accept and abide by the requirements and directions of the School Board and the Principal relating to the Student or students generally and not interfere in any way with conduct, management and administration of the School,
- 7.4. Encourage the student to uphold the School Rules and Code of Conduct.
- 7.5. Accept the right of the school to employ such discipline as it deems wise and expedient for the student and agree to uphold in every way possible the school's authority and right to administer appropriate punishment in accordance with the policies of the school. Hunter Christian School complies with the Education Reform Amendment (Corporal Punishment) Act 1995. As a result corporal punishment is not a part of our discipline policy.
- 7.6. Subscribe and read the School News blogs and emailed information on a regular basis

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- 7.7. Promptly advise the School, of
 - a. any change of home, mailing, email address or contact details or other information on the Enrolment Application Form. (Offers of enrolment may be cancelled if the School loses contact with the parent)
 - b. their child's absence from the School due to ill health or other reason
 - c. any orders or arrangements that affect the Student concerning custody or access; any change to them or any other orders or arrangements which were relevant to the Student's education and welfare and provide copies of any orders to the School.
- 7.8. Ensure the Student has each item of officially required uniform, clean and in good repair, and that the student is always sent to the school neatly and modestly dressed in the required uniform.
- 7.9. Ensure the student is provided with all other requirements such as textbooks, stationery, and relevant equipment, to enable the student to benefit from the education offered.
- 7.10. Communicate with students, parent/carer(s), visitors and staff members in a courteous manner, and follow the communication guidelines laid down by the School from time-to-time and observe the Parent Code of Conduct,
- 7.11. Use their reasonable endeavours to attend parent-teacher interviews and parent forums and participate in courses offered by the School which are relevant to the Student's education
- 7.12. Not use social media to denigrate the School, staff, students or other members of the School community or to discuss matters via public forum that should/could be discussed in a private manner

8. HEALTH and SAFETY

- 8.1. Parent/carer(s) must advise the School immediately if they become aware of any special needs that the Student may have including, but not limited to, any medical, physical, psychological, academic or behavioural needs, or any changes to these needs
- 8.2. Agree to update or acquire, any reports identified by HCS and acknowledge any reports that may have been previously requested but not pursued. Parents must also agree to grant the school permission, where appropriate, to contact any author of these reports including previous school/s, education and health professionals.
- 8.3. Parent/carer(s) must complete and return to the School the required health forms for the Student prior to the Student commencing at the School and provide updates if circumstances change or as required by the School from time to time.
- 8.4. If the Student is ill or injured, requiring urgent hospital and/or medical treatment (for example injections, blood transfusions, surgery) and parent/carer(s) are not readily available to authorise such treatment, the Principal or, in the Principal's absence, a senior staff member of the School, may give the necessary authority for such treatment. The parent/carer(s) indemnify the School, its employees and agents in respect of all costs and expenses arising directly or indirectly out of such treatment.
- 8.5. Parent/carer(s) must observe School security procedures for the protection of students
- 8.6. Students are responsible for their personal property and the School does not accept any responsibility for the loss of their belongings
- 8.7. The Principal or the Principal's nominee may search the Student's bag, locker or other possessions where there are reasonable grounds to do so, in order to maintain a safe environment for all students.

9. PROGRAMS and ACTIVITIES

- 9.1. The School determines the educational and other programs and activities conducted at the School from time to time in its absolute discretion.
- 9.2. The School may change its programs and activities and the content of these programs and activities without notice.
- 9.3. The Student will be required to participate in all compulsory activities including excursions, camps, chapels, assemblies and outdoor education unless the Principal agrees otherwise.

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10. SCHOOL REPORTS

The School sends an Email with a link and instructions to obtain School reports from the Parent Portal. The email is sent to the email address provided by the Parent/Carer(s) enrolling the student.

- 10.1. It is the enrolling parent/carer's responsibility to ensure that the report is made available to any other person including separated parents, who are not listed for correspondence with the school.
- 10.2. The School will send academic reports to the address or addresses notified by the Parent/carer(s). Where Parent/carer(s) do not live together, reports will be sent to both Parent/carer(s) unless there is an Order of the Court or an agreement that the reports will only be sent to one Parent.

11. LEAVE

If the Parent/carer(s) wish to seek leave for the Student not to attend any School academic or co-curricular program or activity during a term, they must apply to the Principal. Leave will usually only be granted in most extreme circumstances.

12. SUSPENSION & TERMINATION OF ENROLMENT

- 12.1. The School may suspend or terminate the enrolment of a student, either temporarily or permanently at any time for reasons which may include, but are not limited to:
 - a. a serious breach of the School's rules or Code of Conduct
 - b. conduct prejudicial to the reputation of the School or the well-being of its students or staff, and;
 - c. where the Principal or School Board believes that a mutually beneficial relationship of co-operation and trust between the School and the Parent/carer(s) has broken down to the extent that it adversely impacts on that relationship
- 12.2. The School will only exercise its powers under this clause to expel a student if it has provided the Student and their parent/guardian(s) with details of the conduct which may result in a decision to expel the Student and provided them with a reasonable opportunity to respond and where there has been procedural fairness.
- 12.3. The School may terminate the enrolment of the Student without notice if, either before or after the commencement of enrolment, the School finds the relevant particulars of the special needs of the Student have not been provided to the School or the particulars provided are materially incorrect or misleading.

13. PRIVACY

The Parent/Carer(s):

- 13.1. Acknowledge that they have read the School's Privacy policy (located on website) and
- 13.2. Agree to HCS contacting any previous school their child has been enrolled in to confirm the enrolling parent/carers financial capacity and
- 13.3. Agree to the collection and use of personal information about the family as explained in the Privacy Policy Collection Notice.

14. AMENDMENT OF TERMS AND CONDITIONS

The School may alter the terms and conditions of enrolment at any time by giving not less than two (2) term's notice to the Parent/guardian(s) in writing which shall apply to both current and future students and parent/guardian(s) from the date specified in the notice.