



SHORE

Conditions of Enrolment

Sydney Church of England Grammar School



CONDITIONS OF ENROLMENT

We confirm our acceptance of the School's offer of a place at Sydney Church of England Grammar School (School) for the student and agree to abide by the Conditions as listed below.

These Conditions of 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.

INTERPRETATION

We/us means the people signing this document, being the parents, guardians and carers 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 an Anglican School, conducted in accordance with the doctrines, tenets, beliefs and teachings of the Anglican Church in the Diocese of Sydney.
2. We agree to respect the School's operation in accordance with the doctrines, tenets, beliefs and teachings of the Anglican Church in the Diocese of Sydney. We agree to work in partnership with and actively support the School in its operations. We will encourage the student to do the same.
3. 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

4. Recognising that the School is committed to the safety and well-being of all its students and staff, we agree to support the School in its efforts to provide a safe school environment that supports student and staff well-being and effective learning and teaching.
5. We agree that all our communications with and about students, other parents, visitors and staff members will be conducted in a courteous and respectful manner.
6. We agree to support the rules of the School including its Discipline Policy and abide by the Shore Community Code of Conduct, as determined by the Headmaster from time to time. We note that the student must do the same and we agree to encourage the student in this.
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 note that the student, if a boarder, must abide by those rules governing the boarding houses, including leave provisions, as determined by the Headmaster from time to time.
9. We acknowledge that the Headmaster, or staff authorised by the Headmaster, may search the student's bag, locker, mobile phone and electronic devices or other possessions. The Headmaster or staff authorised by the Headmaster 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.
10. 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.
11. We accept that the School requires parents, guardians and carers and others to observe School security procedures for the protection of students from direct contact with those outside the School during school hours and we agree that we are only to make contact in ways approved by the Headmaster or the School office.

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12. We agree that the Headmaster may on reasonable grounds exclude either of us from entering the School premises or from participating in School activities. We recognise the Headmaster would normally only do this if we were in breach of these conditions or otherwise behaving in a way that put at risk members of the School community, including students, parents and staff, or School property.

PARTICIPATION

13. We accept that the School may, subject to fulfilling the requirements of the NSW Education Standards Authority, determine which particular courses and activities, and the mode of delivery, are offered and/or provided at any time and which of these courses and activities are compulsory. We agree all students must participate in and/or attend such activities as determined by the Headmaster from time to time. These may include:
- (a) Chapel Services and Assemblies;
 - (b) class and other tuition forums;
 - (c) co-curricular activities;
 - (d) the School sports programme including required attendance as spectators at events as directed by the School;
 - (e) important School events such as Speech Day, House Functions and other events;
 - (f) camps and excursions.
14. Requests for leave from School activities, 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 and must be applied for in writing to the School.
15. We understand that the School encourages parents, guardians and carers to be actively involved in the School through attendance at parent-teacher interviews 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.

HEALTH

16. We acknowledge that we have fully disclosed any particular needs (including but not limited to any medical, physical, learning or psychological needs) which the student has. 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 (including up-to-date details of the student's vaccination status) and provide annual updates for the School Medical Centre.
17. If the student is ill or injured, necessitating urgent hospital and/or medical treatment (for example injections, blood transfusions or surgery) and if we are not readily available to authorise such treatment, we authorise the Headmaster or, in his absence, staff authorised by the Headmaster, to give the necessary authority for such treatment.
18. We acknowledge that the student may be prevented from attending the School premises because of disease at the School or in the community and/or the student's immunisation status or if the student is ill.

PRIVACY

19. We acknowledge that 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. We authorise the School to use and disclose such information in such manner as the Headmaster may deem appropriate for the purposes of the student's education, health, care, welfare or development or as required by the Federal or State

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government. We acknowledge that we have read the School's Privacy Policy and Standard Collection Notice, as published on the School's website.

20. We 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 intranet and website, on social media and in other internal and external marketing, advertising and promotional material.
21. We agree to advise the Headmaster immediately of any changed family circumstance that may affect the student's emotional, physical, psychological or social well-being. Where relevant, we also agree to provide to the School all current court orders 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.
22. We agree to the School sending communications (such as newsletters and school reports) to us and any parent of the student.
23. 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 official document authorising this.

WHAT WE MUST PAY

24. We agree to pay all applicable Enrolment and Confirmation Fees, as determined by the School from time to time, within one month of request by the School. We acknowledge that if these Fees are not paid by the due date, the agreement formed by our acceptance of the School's offer of a position for the student automatically terminates.
25. We agree to pay to the School all fees for tuition, boarding, extra subjects, excursions, camps and the supply of goods and services to the student as determined by the School Council from time to time and notified to us, provided that we are notified of any increases to tuition and boarding fees at least 10 weeks before we are required to pay any increase.
26. All fees and charges, in respect of each term are due and payable on the first day of term, unless the School notifies otherwise, including in a Statement of Account. If we fail to pay fees and/or charges by their due date, we agree to pay the 'overdue charge' published in the Fee Schedule and Conditions of Payment on the date the fees and charges were due.
27. If fees and/or charges (including any overdue charge) are not paid in full by the end of the term in which they were due, 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.
28. We understand that no remission of fees, either in whole or in part, will be made if the student is absent for any reason or if the courses and activities provided by the School, or the way they are provided, are changed.
29. We authorise the School to incur expenditure on our behalf such as purchases of books, stationery and equipment, and to advance such costs from time to time as the School considers necessary.
30. We agree to pay all medical and ambulance expenses incurred on behalf of the student.

ENDING ENROLMENT

31. It is our intention that the student will remain at the School until completion of their education, which is ELC for Girls and Year 12 for Boys. Where the student is a boarder, it is our intention that he will remain enrolled as a boarder.
32. We agree that we must give at least a full term's notice in writing to the Headmaster before the student is removed from the School. If such notice is not given, we agree to pay a term's fees and charges plus GST, instead of notice. We agree that this amount is a genuine pre-estimate by the School of the loss that it would suffer if we do not provide the agreed notice. However, we note that the School does not require a full term's notice if we advise the Headmaster in writing within 14 days of the School advising us of:

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- (a) a percentage tuition fee increase for the following year which is more than 3 percentage points above the Consumer Price Index (Education Group) annual percentage increase last published by the Australian Bureau of Statistics; or
 - (b) a change in these Conditions
33. Where the student is a boarder, we acknowledge that any request for a change to day student status must be in writing to the Headmaster who will make a decision after considering both our reasons for making the request and the School's current enrolment situation including the number of boarders, together with any other relevant circumstances.
34. We agree that the Headmaster may, by giving us three months' written notice:
- (a) end the student's enrolment if the Headmaster considers on reasonable grounds 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 Headmaster's opinion on reasonable grounds, 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.
35. We agree that the Headmaster may suspend or terminate the student's enrolment if:
- (a) we have provided, or we 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 and do not remedy such failure within a reasonable period specified by the Headmaster; or
 - (c) we fail to comply with government legislation, regulations or orders related to the operation of the School.
36. We agree that the Headmaster may, subject to affording the student procedural fairness, suspend or, after consultation with the Chairman of the School Council, terminate enrolment of the student for:
- (a) breaches of rules or ill-discipline, even if the offending conduct takes place away from School premises or outside normal School hours; or
 - (b) failure to comply with government legislation, regulations or orders related to the operation of the School.

GENERAL

37. We acknowledge that the student's personal property is not insured by the School and the School does not accept any responsibility for loss.
38. We agree to advise the School in writing about anything that could affect the student's ability to participate in the School's programme or activities and of any change in our contact details or where or with whom the student is living.
39. We agree that the School may change these Conditions provided it gives us at least one term's notice and that the new Conditions take effect from the beginning of a calendar year.
40. We agree that the School may give us notice in writing or other documents by using our last known email address as previously given to the School. We agree that such notice and documents are deemed to have been received by us upon the School sending them to our last known email address.

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 Headmaster, of his or her desire to be released from such obligations and, in such a case, the obligations remain in respect of the other.