



**SHORE** Sydney Church of England Grammar School

## TERMS & CONDITIONS OF ENROLMENT

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## TERMS & 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 great cooperation within clear boundaries.

### Interpretation

"Parents" includes guardians or any other person who has applied to have a child entered on the waiting list or enrolled at the School and, where the child has only one parent, means that parent.

### Fees

1. We agree to pay the applicable non-refundable Application Fee at the time of lodgement of the Application for Enrolment.
2. We agree to pay the applicable non-refundable Enrolment and Confirmation Fees 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.
3. 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 and as published in the Schedule of Fees and Charges from time to time.
4. All fees are payable in advance and are due on receipt of account. 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 determined by the School from time to time. 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 Bursar's Office.
5. If an account for fees and/or charges is not paid in full by the end of the term in which they were due for payment, 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.
6. 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, we agree to pay a term's fees plus GST. This amount is a genuine pre-estimate by the School of the loss that it would suffer if we do not provide the required notice.
7. 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 or suspension.
8. We authorise the School to incur expenditure on our behalf such as purchases of books, stationery and equipment, and to advance such fares from time to time as the School considers necessary.
9. We agree to pay all medical and ambulance expenses incurred on behalf of the student.
10. Should we need to take the student out for an extended amount of time and wish to hold a position for the student's return we agree to pay the "Holding Fee", currently equivalent to five (5) weeks full fees and one quarter of the annual fees for the time the student will not be at Shore. This fee is payable in one lump sum at the time of leaving the school and guarantees re-entry Day 1, Term 1 of the agreed re-entry year. Should a student require earlier return than the agreed date there is no guarantee that such entry would be possible. Should a student return during an academic year, full fees would be payable for the whole of that academic year.

### Expectations and Behaviour

11. We understand that our acceptance of the School's offer of a position for the student implies that he/she will complete his/her schooling at the School (boys to Year 12 and girls to Year 12) and, where enrolled as a boarder, as a boarder. Where the student is a boarder, we acknowledge that any request for a change to day student status must be in writing and that approval is at the Headmaster's discretion and is unlikely to be granted.
12. We acknowledge that the School is a Christian community and that behaviours and attitudes based on Christian values are encouraged. We agree that all communication between students, parents, visitors and staff members should be conducted in a courteous and respectful manner. We agree to avoid confrontation and criticism in public and accept that there is no position in the School community for sarcasm, derogatory remarks, inappropriate familiarity or offensive comments.



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13. We agree to support the values and to abide by the rules of the School as set out in the appropriate publications such as the relevant SHORE Handbook each year as published from time to time at the Headmaster's discretion. We note that the student must do the same and we agree to encourage him/her in this. We have noted the School's requirements in relation to discipline, home study, uniform, attendance and leave.
14. Boarders are to abide by those rules governing the boarding houses, including leave provisions, as set out in the relevant SHORE Handbook or as published by the School.
15. We accept that 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 and Assemblies;
  - (b) co-curricular activities;
  - (c) the School sports program including required attendance as spectators at events as directed by the School;
  - (d) important School events such as Speech Day and House Functions and other events as required by the Headmaster from time to time;
  - (e) various camps and 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 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 Deputy Headmaster (Senior) or Head of the Preparatory School (Prep).
17. We accept the School's discipline policy contained in the relevant SHORE Handbook. We agree to support the administration of the School's discipline policy. In particular, we accept that the Headmaster may in his absolute discretion suspend, or after consultation with the Chairman of the School Council, dismiss the student for breaches of rules or discipline or where we have failed to comply with these conditions of enrolment.
18. We understand that the School encourages parents 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 from time to time.
19. We agree that the Headmaster may, by giving us one term's written notice, exclude a student if the Headmaster considers that a mutually beneficial relationship of trust and cooperation between us and the School has broken down to the extent that it adversely impacts on that relationship.
20. We acknowledge that the Headmaster may, by giving us reasonable notice, ask us to 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 Board of Studies or has otherwise failed to make satisfactory progress in his or her academic work.

## **Health and Safety**

21. We acknowledge that we have fully disclosed any special 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 and provide annual updates for the School Clinic.
22. We acknowledge that the School seeks to maintain an environment that is safe for all students and in which learning can take place. We also acknowledge 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 so.



23. 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 his absence, a responsible member of the School staff, to give the necessary authority for such treatment.
24. We understand that the School requires parents 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.
25. We acknowledge that the student's personal property is not insured by the School which does not accept any responsibility for loss.

## **Privacy**

26. 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 information in such a manner as the Headmaster may deem appropriate for the purposes of the student's education, health, care, welfare or development. We acknowledge having read the School's Privacy Policy and Standard Collection Notice.
27. 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 website and in other marketing and promotional material.
28. Where relevant, we agree to provide to the School all current Family Court or other court orders relating to us and the student. We note that the School's Privacy Policy deals with the confidentiality of such information.

## **General**

29. 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. We agree to give the School notice of any change in our contact details.