

Enrolment Procedures

Pre-Kindergarten to Year 12

MLC School seeks to enrol students who are able to make a positive contribution to the life of the School and who will benefit from its academic and pastoral care programs. They should demonstrate a willingness to be involved in the extensive co-curricular opportunities and be sympathetic to the School's Christian ethos.

CONDITIONS OF ENROLMENT

These Conditions are to be agreed to by parents or guardians when they accept an offer of a place for a child at the School.

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 to the School all fees for tuition, 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 Scale of Fees from time to time.
2. All fees are payable in advance and are due within 14 days of the date of the fee statement. If we fail to pay by the 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 percent per annum determined by the School from time to time. It is based on the average rate received by the School on its deposits plus an amount to reflect the administrative costs to the School in collecting outstanding fees. 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 Finance Office.
3. If an account for fees 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 her enrolment.
4. A full term's notice in writing must be given to the Principal before any student is removed. 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 will suffer if we do not provide the required notice.
5. 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.
6. 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.
7. We agree to pay all medical and ambulance expenses incurred on behalf of the student.

EXPECTATIONS AND BEHAVIOUR

8. We understand that our acceptance of the School's offer of a place for the student implies that she will complete her schooling at the School unless unforeseen circumstances arise.
9. 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 place in the School community for sarcasm, derogatory remarks, inappropriate familiarity or offensive comments.
10. 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 Junior School Parent Information Guide, the Senior School Parent Information Guide and the Student Diary as published from time to time at the Principal's discretion. We note that the student must do the same and we agree to encourage her in this. We have noted the School's requirements in relation to discipline, home study, uniform code, attendance and leave.
11. We accept that the School may determine which particular programs, courses and activities are offered and/or provided at any time and which of these programs, courses and activities are compulsory. We agree to obtain for the student the textbooks, technology and learning resources recommended by the School for its compulsory programs, courses and activities and to ensure that the student has these available for use at school.
12. All students must participate in and/or attend the following activities, as determined by the Principal:
 - (a) as the School is a school of the Uniting Church in Australia, Sunday House Chapel Services, end of term Holy Communion Services (partaking of Holy Communion as a sacrament is optional but attendance at the Services is required), and devotional assemblies;
 - (b) co-curricular activities;
 - (c) the School sports program including Junior and Senior swimming and athletics carnival and the school fun run;
 - (d) important School events such as Speech Day, Speech Night, the biennial Opera House Concert for students in Years 3 to Year 12 and other events as required by the Principal, from time to time;
 - (e) various school camps and excursions that occur from time to time as an integral part of the School curriculum.
13. 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 exceptional cases and must be applied for in writing to the Principal.

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14. We accept the School's discipline policy contained in the policy section of the School's community website. We agree to support the administration of the School's discipline policy. In particular, we accept that the Principal may in her absolute discretion, but subject to affording the student procedural fairness, suspend or dismiss the student for breaches of rules or discipline or where we have failed to comply with these conditions of enrolment.
15. We understand that the School requires 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.
16. We agree that the Principal may, by giving us one term's written notice, exclude a student if the Principal considers that a mutually beneficial relationship of trust and cooperation between the School and us has broken down to the extent that it adversely impacts on that relationship.
17. We acknowledge that the Principal 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 Principal's opinion, failed to meet the requirements of the Board of Studies, Teaching and Educational Standards (BOSTES) or has otherwise failed to make satisfactory progress in her academic work.

HEALTH AND SAFETY

18. 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 also agree to complete the student's medical form accurately and provide annual updates for the School Health Centre.
19. 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 Principal or her nominee may search the student's bag, locker, mobile phone or other possessions or electronic devices where there are reasonable grounds to do so. The Principal may also carry out computer surveillance which includes using software or equipment to monitor use of computers, the sending or receiving of emails, the accessing of websites and the use of social media.
20. 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 Principal or, in her absence, a responsible member of the School staff, to give the necessary authority for such treatment.
21. 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.

22. We acknowledge that the student's personal property is not insured by the School, which does not accept any responsibility for loss.

PRIVACY

23. 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 Principal 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.
24. We give permission for photographs of the student to be placed in the School's records, displayed from time to time around the School including footage on the School's CCTV monitors, and published in School publications, including Excelsior, the School's community website and the weekly e-newsletter. For promotional and other marketing material including the School's public website, facebook, video footage and the digital version of Lucis, specific consent would be required if the student's identity could be established within the design framework. No student image and corresponding name would be included in any marketing or promotional material or vehicle.
25. Where relevant, we agree to provide to the School all current Family Court or other court orders or parenting plans relating to the student and us. We note that the School's Privacy Policy deals with the confidentiality of such information.

GENERAL

26. We agree that the School may change these Conditions provided it gives us at one term's notice and that the new Conditions take effect from the beginning of a term.
27. We agree to give the School notice of any change in our contact details. Each of us agrees that our obligations to the School, as set out above, are joint and several.

TERMS AND CONDITIONS

It must be noted that the terms and conditions set out in the Prospectus and on the Application Form and all associated documents, may be altered or amended from time to time by MLC School, and their provisions subject to any such amendments shall continue to apply during the whole period that a student continues to attend MLC School.