



Conditions of Enrolment

The Conditions of Enrolment as set out by The Friends' School will be provided to the parent(s)/guardian(s) at the time of submitting an enrolment application and when a confirmed place is being offered for a child to commence at the School. The Conditions of Enrolment may be amended from time to time and are approved by The Friends' School Board of Governors.

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

1. A Quaker School

- 1.1 We recognise that The Friends' School operates in accordance with the principles of the world-wide Religious Society of Friends (Quakers).
- 1.2 We have read the School's *Purpose and Concerns* and note that, as a Quaker school, the School is based on fundamental values such as the intrinsic worth of each person, the recognition of 'that of God' in everyone, the desirability of simplicity and the need to establish peace and justice.
- 1.3 We agree to work in partnership with and to actively support the School in fulfilling its *Purpose and Concerns* and we will encourage our child to do the same.
- 1.4 We acknowledge that conduct and attitudes based on Quaker values and practices are the foundation of relationships within the School community.
- 1.5 We agree to act consistently with the School's Learning Partnership Understanding and will encourage our child to do the same.

2. A Safe School

- 2.1 Recognising that the School is committed to the safety and well-being of all its students, we agree to support the School in its efforts to provide a safe school environment that supports student well-being and effective learning.
- 2.2 We agree that all communication between students, parents, visitors and staff members should be conducted in a courteous and respectful manner as befits a Quaker community.
- 2.3 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 in any way or any forum (including in person, by email, social media or any other platform).
- 2.4 We agree to support the values and to abide by the policies, rules, guidelines and expectations of the School as set out in the appropriate publications such as the Student Handbooks as published from time to time. We note that our child must do the same and we agree to encourage our child to do so 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.

- 2.5 We understand that the School requires parents and other visitors to observe School security procedures for the protection of students and staff. We agree that when visiting the School during school hours that we make first contact through the School office.
- 2.6 We agree to accept and fulfil the health and safety obligations and expectations as outlined in legislation and the School's policies and the Student Handbooks.

3. Fees and Financial Obligations

- 3.1 We agree to pay to the School all fees for tuition and boarding, as published in the Fees Schedule from time to time, as well as for extra subjects, excursions, camps and the supply of goods and services to our child as determined by the School.
- 3.2 Fees are due on the date stated in the Fee Account. A discount, in an amount to be determined from time to time by the Board, may be allowed on tuition fees paid within the first two weeks of the first day of term. Any portion of fees which remain unpaid at the end of a term may be referred for collection. We understand that we may be liable for any collection fees incurred.
- 3.3 We agree that if the amount due in a Fee Account is not paid in full by the first day of the next term, our child's enrolment may be suspended and the School may subsequently without further notice refuse entry to our child and/or terminate our child's enrolment.
- 3.4 We agree to pay all medical, hospital and ambulance expenses incurred on behalf of our child.
- 3.5 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.
- 3.6 If the School suspends or expels our child, we agree to pay all fees and other charges for the period of suspension or up to the end of term in which the expulsion occurs.
- 3.7 We understand that we must give a full term's notice in writing to the Principal before our child is removed or our child's status is changed from a boarder to day student. We agree that the notice must be given by the end of the preceding term. If this notice is not given, we agree to pay a term's fees (tuition and boarding) plus GST in lieu of notice.
- 3.8 In any event, where our child is enrolled as a boarder, we acknowledge that any request to change to a day student status must be in writing and approval for this change is at the Principal's discretion.
- 3.9 Recognising that our child should not be absent from School for extended periods of time, when we know that our child is going to be unavoidably absent for more than four days, we agree to request leave in writing from the Principal. In the case of long term illness, we agree to provide a medical certificate covering the period of leave. Where a planned absence of up to four days is unavoidable, we agree to request leave in writing from the School Section Office.
- 3.10 Where the Principal has approved our child's absence from School in writing, we agree that tuition fees and boarding fees (where applicable) will be charged as follows:
 - a. for the first full term our child is absent, the full term's fees will be charged; and
 - b. for each subsequent term, four weeks' fees per term will be charged.
- 3.11 We understand that regular or ongoing absences must be approved by the Principal and that such approval may be contingent on us paying any costs incurred by the School as a result of our child's absence. We acknowledge that the School may be required to report regular, ongoing or long-term absences to the Department of Education, whether or not as part of any requirement for a compulsory conciliation conference.
- 3.12 We understand that our child's personal property is not insured by the School which does not accept any responsibility for loss.

4. Student Withdrawals and Termination of Enrolment

4.1 Termination or Change of Enrolment by Us

- a. To comply with our obligations under the *Education Act 2016*, if we withdraw our child to enrol at another school, we agree to advise the Principal in writing of the name of the school our child will be attending.
- b. If we wish to withdraw our child from the School, we must give a full term's notice in writing to the Principal by the end of the preceding term.

4.2 Termination or Change of Enrolment by the School

We agree that the Principal may end our child's enrolment:

- a. if the Principal 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;
- b. if the Principal considers that our child's living and welfare arrangements may impact on our child's physical and/or mental health and learning ability at the School;
- c. where our child has, in the Principal's opinion, failed to meet the requirements of the Department of Education or has otherwise failed to engage in the School's learning program; and
- d. where our child has, in the Principal's opinion, failed to meet the expectations of the School as outlined in the *Purpose and Concerns*, Learning Partnership Understanding and/or the School's policies and guidelines.
- e. where we have failed to comply with these conditions of enrolment.

4.3 We agree to support the School's student policies and guidelines contained in the relevant student campus Handbooks and the administration of these student policies and guidelines. In particular, we accept that the Principal may in the Principal's absolute discretion, but subject to affording our child procedural fairness in accordance with the School's practices, suspend or expel our child for breaches of rules or discipline.

5. Obligations and Expectations of our child

5.1 We understand that our child is required to, and we will encourage our child to:

- a. have high standards of behaviour and abide by the student policies and guidelines contained in the relevant Student Handbooks;
- 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 electronic/social media.
- d. support the *Purpose and Concerns* of the School;
- e. attend and, if required, participate in weekly Gatherings, the School sports program, important school events such as End of Year Gathering, final assemblies, camps and excursions or other events that are an integral part of the School as determined by the Principal;
- f. 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 Student Handbooks and relevant policies and guidelines;

- g. attend the School during school hours, except in the case of sickness, or where leave from attendance has been given.

6. Our Obligations and Expectations

6.1 We understand that we are required to:

- a. accept and abide by the requirements and directions of the Board and the Principal relating to our child and students generally and not interfere in any way with conduct, management or administration of the School;
- b. regularly read and refer to School newsletters, publications and online learning portals;
- c. promptly advise the School:
 - i. in writing of any change of home, mailing, email address or contact details or other information on the Enrolment Application Form and Pre-enrolment information;
 - ii. if our child is absent from the School due to ill health or any other reason;
 - iii. if there is any change in parent/guardian care, living arrangements or supervision of our child outside of School hours;
- d. maintain and update our child's information profile as needed through the School's online secure portal;

6.2 We understand that acceptance of the School's offer of a confirmed place implies that our child will complete our child's schooling at the School unless unforeseen circumstances arise.

6.3 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.

6.4 We will ensure that our child has each item of officially required uniform, clean and in good repair, and all other requirements such as textbooks and stationery.

6.5 We agree to attend parent-teacher interviews and parent/guardian forums and participate in courses offered by the School which are relevant to our child's education.

7. Health and Safety

7.1 We agree:

- a. to advise the School immediately and in full, when we become aware of any new or changed needs that our child may have including, but not limited to, any medical, physical, psychological needs, or any changes to these needs;
- b. that, if our child 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 the Principal's absence, a responsible member of the School staff, to give the necessary permission for such treatment;
- c. that the Principal or the Principal's nominee may search our child's bags, lockers, mobile phone and electronic devices or other possessions where there are reasonable grounds to do so, in order to maintain a safe environment for all students and staff;
- d. that, where our child is a boarder, the Principal, Director of Residence or the Principal's nominee may search our child's boarding residence room (Walker House) where there

are reasonable grounds to do so, in order to maintain a safe environment for all students and staff;

- e. that the Principal or the Principal's nominee may also carry out computer surveillance which includes using software or equipment to monitor use of computers and other electronic devices, the sending or receiving of emails, the accessing of websites and the use of social media.

8. Overseas Students

- 8.1** We agree to accept and fulfil the full terms within the International Student Policies, Guidelines and Procedures and to encourage our child to do the same.

9. Privacy

- 9.1** 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 our child's education, health, care, welfare or development. We acknowledge having read the School's Privacy Policy and Standard Collection Notice.
- 9.2** We give permission for images and videos of our child to be placed in the School's records and displayed from time to time around the School.
- 9.3** Where relevant, we agree to provide to the School all current Family Court or other court orders relating to us and our child. We note that the School's Privacy Policy deals with the confidentiality of such information.

10. General Conditions

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

11. Signed Agreement

Should the Board of Governors of The Friends' School agree to enrol:

_____ as a student of the School

We _____

and

acknowledge that we have read and understand the following terms and all parts of this Conditions of Enrolment, including the following:

(each section is to be initialled by each parent/guardian)

the School's Enrolment Policy & Guidelines		
the School's Privacy Policy		
the School's Learning Partnership Understanding		

We also acknowledge that we have made full and truthful disclosure of our child's personal, educational, wellbeing and health information.

Each of us agrees that our obligations to the School, as set out above, are joint and several and may only be terminated at the end of three months after we give notice, in writing, to the Principal, of our desire to be released from such obligations.

Signed: _____

Date: _____

Signed: _____

Date: _____