

## TERMS & CONDITIONS OF STUDENT ENROLMENT



### Definitions

1. "Agreement" means a Student Enrolment Contract.
2. "College" and "School" mean a Diocese of Lismore Catholic Systemic School or College.
3. "Fees" includes tuition, special or other fees.
4. "Principal" includes any designated appointee who is for the time being carrying out the duties or exercising the authority of the Principal.
5. "Parent/Guardian" is the parent(s) and/or legal guardian named in the application.
6. "Rules" includes regulations and policies designated by the Principal from time to time.

### Parental /Guardian Responsibilities

- 1.1 The Parent/Guardian accepts that he/she is primarily responsible for the conduct, attitudes and general education of the student while the student is enrolled at a Catholic School/College in the Diocese of Lismore.
- 1.2 The Parent/Guardian agrees to support the Catholic ethos of the School/College in the education of the student.
- 1.3 The Parent/Guardian agrees not to engage in social media or allow children to engage in social media that disparages or brings the school or its employees into disrepute. Further the Parent/Guardian acknowledges the right of the school to suspend or terminate an enrolment in the event that social media statements are made that defame or disparage the school, employees or the Roman Catholic Church.
- 1.4 The Parent/Guardian understands that photographs containing other students should not be posted without the express consent without the express consent of the other student/s' parent.
- 1.5 The Parent/Guardian agrees to show proper care and regard for school property, the property of others
- 1.6 The Parent/Guardian agrees to abide to all work, health and safety obligations.
- 1.7 The Parent/Guardian agrees to abide by the rules and regulations of the school including those pertaining to the program of studies, sport, pastoral care, school uniform, discipline and the general operation of the school. The Parent/Guardian further agrees that he/she will undertake to be conversant with the policies, regulations and dress codes in place at the School/College and that all Rules may be altered or added to at any time by announcement at School assembly or in the newsletter or by publication on the School/College website.
- 1.8 The Parent/Guardian agrees to raise any concerns about the School/College in accordance with the School/College and Catholic School Office policy and procedure. The Parent further agrees to not make comments about the School/College or any staff or community member which would bring the school, it's staff or community reputation into disrepute or defame or humiliate individual staff members. Failure to comply may result in the termination of the student/family enrolment.
- 1.9 The Parent/Guardian agrees to refrain from actions and behaviours that constitute bullying, harassment, vilification and discrimination.
- 1.10 The Parent/Guardian agrees to refrain from offensive, insulting or derogatory language or conduct.
- 1.11 The Parent agrees to appropriate behaviour and conduct in relation to standards of dress, and behave lawfully in regards to smoking, consumption of alcohol and use and or possession of illicit substances on school grounds or at authorised school events.
- 1.12 The Parent/Guardian agrees to provide the School/College with all information of a medical, psychological or social nature which may be relevant to the student's welfare and education and that this information is kept up to date throughout the period of enrolment.
- 1.13 The Parent/Guardian will support the pedagogical methodology, including the use of technology in the delivery of the curriculum and other educational outcomes.

### Discipline

- 2.1 The Principal is authorised to initiate whatever reasonable disciplinary measures the Principal deems necessary in relation to the conduct of the student or to suspend the student as a result of any act, omission or behaviour, judged to be sufficiently serious, or to terminate this agreement without notice. This will apply to behaviour on campus, at School/College events and anywhere else where the student's behaviour reflects adversely on the school/college.
- 2.2 The Parent indemnifies the School/College against any loss or damage caused by any failure of the student to comply with the Rules.
- 2.3 The School/College may search lockers, bags and property of the student where it is reasonable and necessary for the School/College to do so or as part of a search of a place where the School/College conducts any activities.
- 2.4 The School/College may confiscate forbidden or dangerous property, including but not limited to illegal substances, alcohol, cigarettes, unauthorised prescription drugs, weapons and other inappropriate material.

#### *Student Activities*

- 3.1 The Parent/Guardian agrees to support the child's participation in the religious life of the school (eg school liturgies, retreat programs) and that the student will participate fully in academic, sporting, pastoral care, religious activities to the required levels, as designated by the Principal from time to time.*
- 3.2 The Parent/Guardian consents to the student attending and participating in excursions and activities during and out of school hours as required, in accordance with the curriculum. The Parent will ensure that the student is available, if requested, to attend certain events, e.g. swimming, athletics and cross country carnivals. The Parent consents to the School/College transporting the student off site as necessary for any school related activity.*

#### *Risk and Insurance*

- 4.1 The School/College accepts no liability for the loss of personal effects while the student is on site or participating in activities off site.*
- 4.2 The School/College does not insure the student's property of any description. It is the responsibility of the Parent to take action in this respect if the Parent considers insurance cover to be desirable.*
- 4.3 The School/College provides limited personal accident insurance for the student (through Catholic Church Insurance CCI) and recommends that where further cover is required, the Parent take out such cover.*

#### *Fees*

- 5.1 The Parent/Guardian agrees to abide by the terms of the Schedule of Fees and Charges and any fee payment policy issued by the School/College or Parish and will pay punctually, as they fall due, all fees and expenses.*
- 5.2 Where more than one Parent/Guardian is a party to this agreement, each parent is aware of the fee billing arrangements nominated in the application and that the parties nominated are liable for payment of all fees and charges levied by the school/college/parish from time to time.*
- 5.3 Appropriate recovery action may commence after default of fee payment.*

#### *Privacy*

- 6.1 The Parent agrees to the Standard Collection Statement as contained in the Enrolment Application and agrees to its terms including alterations made from time to time.*
- 6.2 The Diocesan Privacy Policy is available on our website.*

#### *Miscellaneous*

- 7.1 If the student is unable to attend timetabled lessons through illness or other reasonable excuse, the Parent will inform the school through the appropriate means on the morning of the absence. The Parent will notify the School/College in writing of any extended absences for whatever reason. The School/College reserves the right to mark a student as absent – unaccepted where the reason for the absence is deemed inappropriate.*
- 7.2 If any medical or other emergency arises in which the Principal considers it impossible or impractical to communicate with the Parents/Guardians/Emergency Contacts of the student, the Principal or his designated appointee is authorised to act as he/she may think necessary or expedient having regard to the best interests of the student and the student's health, safety and protection.*
- 7.3 The School/College will promote the best interests of the student at all times and will remain impartial in the event of any matrimonial or custodial disputes. Generally, the School/College has no obligation and is not responsible for enforcing a parenting or other applicable Court order, for example, monitor which Parent is scheduled to collect a child after the conclusion of school. The parent will refrain from asking the School/College to intervene or be involved in any parenting proceedings.*
- 7.4 Where more than one Parent/Guardian is a party to this agreement the School/College may act on the instruction of the residential Parent/Guardian at the time unless a valid order of the Court states otherwise.*
- 7.5 The School/College reserves the right in its sole subjective discretion to place the student in a class which it believes is appropriate.*
- 7.6 The Principal and the Catholic Schools Office each has the right at their discretion to close the School/College during any emergency which affects the school/college, during such time and in such circumstances as the Principal and Catholic Schools Office think fit without creating any right to a refund of any fees paid or payable.*
- 7.7 The Principal/Catholic Schools Office has complete discretion to decline to continue the enrolment of the student at the commencement of any school year or following a serious incident.*
- 7.8 The School/College may survey and interview students and Parents/Guardians for the purpose of its own research in accordance with the Standard Collection Notice.*