



## RULES, REGULATIONS & CONDITIONS FOR ADMISSION

**Parent Copy** - Compliance with the following regulations of the School is understood to be a condition of the Applicant's admission to the School. Please read the following carefully and seek explanations where necessary prior to signing the Enrolment Form.

### ADMISSION

- i. Students commencing Pre-Kindergarten must be at least 3 years (36 months) on the first day they begin Pre-Kindergarten.
- ii. Students commencing Kindergarten must be 4 years of age or turn 4 years of age by 30 June of the same year they begin Kindergarten. Accordingly, the School reserves the right to determine the commencement year on an individual basis.
- iii. Application for enrolment must be made on the attached form only.
- iv. A preliminary interview with the parents and student is required prior to enrolment.
- v. The Application Form must be completed and signed by the Parents/Guardians.
- vi. Criteria for selection will include amongst other items, the time of the original application, previous school reports, the enrolments of other siblings at the School, willingness of parents to become an active part in the education of their child and the parent's full support of the School's faith, philosophy and objectives.
- vii. A NON-REFUNDABLE Application registration Fee of \$90.00 will be paid with each application for enrolment to cover administrative costs. This payment does not guarantee a placement.
- viii. Once an offer is made for a position, a NON-REFUNDABLE Acceptance Fee of \$1,300.00 will be paid to the School as confirmation and acceptance of the offer. This fee is a one-off payment of which \$250 will be deducted from the initial fees for the year when the student commences at the School.
- ix. All fees must be paid according to the rules relating to fees on the fee schedule. Failure to do so will jeopardise enrolment.
- x. Parents wishing to change the date of entry of a student to the School must give notice to the Principal at least 10 school weeks prior to the originally accepted date otherwise the Enrolment Fee will be forfeited. This change may only occur if a vacancy for the altered date exists.
- xi. The Board retains the right to refuse enrolment and its decision in this respect shall be final.
- xii. It is the duty of the parents to advise the School of any change of particulars shown on the original Application for Enrolment Form.
- xiii. Failure to provide true particulars on the application form or failure to disclose matters that relate to the educational needs of the prospective student may result in the cancellation of the enrolment.
- xiv. Parents and guardians of international students are advised of their obligation to notify the School of a change of address whilst their child is enrolled at the School. This notification must be in writing to the School Administration and must take place within seven (7) days of the change of address. Failure to advise the School may place the child's visa at risk.

### ARRIVAL AND SUPERVISION

- i. All students must arrive punctually in the morning but no earlier than 8.00am.
- ii. Morning supervision will commence 15 minutes prior to the commencement of form. No adequate supervision is available prior to this time. Students should not arrive any earlier and no responsibility can be taken by the School at these times for any mishaps. All students must be collected or leave the School's premises within 30 minutes of the dismissal siren unless attending recognised after school activities.

### ATTENDANCE

- i. Students are to attend the School on all designated school days and compulsory school events.
- ii. A medical certificate will be required for absences exceeding three (3) days, unless approved leave has been granted by the Principal.
- iii. The School is not responsible for a student's failure to attend school. Parents must forward a written explanation on the student's return.
- iv. Special leave may be granted only if a written request is presented to the Principal in advance.
- v. Students will not be permitted to leave school prior to the final day of each term except in exceptional circumstances.
- vi. An early break-up for holiday travel is not acceptable.
- vii. All school fees are valid regardless of extended holiday breaks taken by the student.

## **CONDUCT**

- i. Students are required to abide by rules and regulations of behaviour and discipline as well as special rules specified by the Principal in certain circumstances.
- ii. Respect for clergy, staff, parents, visitors and fellow-pupils is an important requirement of all students.
- iii. Students must act in accordance with all legal directions issued by school staff during lessons or related activities.
- iv. Unlawful and/or immoral activities including gambling, smoking, consumption or distribution of drugs or alcohol will not be tolerated.

## **CURRICULUM**

- i. The School reserves the right to amend its academic or other programmes at any time. This may include the discontinuation of teaching subjects or set activities.
- ii. The School reserves the right to make final decisions on courses and level of studies.
- iii. Students must participate in the academic, religious, sporting, cultural and other programmes determined by the School.
- iv. Greek language lessons are compulsory for all students up to and including Year 9.
- v. All school based excursion and camps are compulsory K – 12.

## **DISCIPLINE**

- i. Disciplinary measures will be taken for misconduct or breach of rules.
- ii. Breaches of discipline within the classroom may be met with appropriate action by the teacher or Principal as outlined in the School's Student Code of Conduct, Behaviour Management Policy and School Rules.
- iii. Detention and other means for discipline may be set by the class teacher or by the Principal.

## **EXCLUSION DUE TO ILLNESS**

- i. The Principal may exclude from school any student suffering from an infectious or contagious disease.
- ii. The Principal may exclude any non-immunised child in the event of an infectious or contagious illness being identified at the School.
- iii. The student may be re-admitted upon recovery accompanied by a medical certificate.

## **FEES**

- i. Each payment of fees are payable in advance.
- ii. In addition to school fees, there will be a necessity for other fees being charged for items such as the Capital, Resource, Technology and Parent Community Levies.
- iii. Permission to commence a new term may be refused until outstanding fees have been paid to date. An administration fee may be charged for late payments.
- iv. No reduction will be made in respect of a student's absence from school for illness or extended holidays.
- v. Withdrawal of a student from the School requires at least a term's notice to be given, in writing to the Principal. Failure to do so will result in one term's tuition fees being invoiced. This notice period is NOT inclusive of vacation breaks.

### **Withdrawal Before Commencing at the School**

If you withdraw the student after paying the Acceptance Fee but before they start at the school, and you do not provide at least one full term's written notice by completing the *Withdrawal of Enrolment* form (available from the Admissions Office). A cancellation fee equal to one term's tuition will be charged.

### **Examples:**

- For students beginning in **Term 1**, notice must be provided **by the end of Term 3** of the previous year.
- For students beginning in **Term 3**, notice must be provided **by the end of Term 1** of the same year.

We understand that if both parents signed the Enrolment Offer, both parents must sign the Notification to withdraw the student from the School.

### **Withdrawal After Commencing at the School**

If you withdraw the student after they have started at the school, whether the withdrawal is initiated by us or by the school, we are required to provide at least one full term's notice by completing the *Withdrawal of Enrolment* form (available from the Admissions Office).

If proper notice is not provided, a cancellation fee equal to one term's tuition will be charged.

### **Examples:**

- For students leaving at the **beginning of Term 1**, notice must be provided **by the end of Term 3** of the previous year.
  - For students leaving at the **beginning of Term 3**, notice must be provided **by the end of Term 1** of the same year.
- vi. Students withdrawing from the School will be refunded tuition fees paid in advance provided that the term's notice is given in writing to the Principal.
- vii. School Fees are set by the Board and are subject to variation without notice.

### **GENERAL PROGRESS**

- i. Promotion to the next class will be determined at the end of each year and will be dependent upon suitable progress (academic, social and behavioural) having been made.
- ii. Parents are encouraged to discuss their child's progress regularly by contacting the teacher responsible for their child.
- iii. Subsequent to discussions with the class teacher, parents may arrange to meet with the Head of Primary, Head of Secondary or the Principal in relation to their child's progress.
- iv. If custody situations arise, the School will not be responsible to either party and must not be involved by either party for their personal gain regarding custody issues. The School will remain impartial with its priority being the welfare of the student in its care. The School will only be bound via documented court orders or parenting plans.

### **HOMEWORK**

- i. All students are expected to complete homework set by the class teacher.
- ii. If circumstances prevent a student from completing homework, their parent must provide written explanation to the teacher.

### **ILLNESS AND INJURY**

- i. In the event of an acute illness or injury to a student during school hours, the School will attempt to contact the parents, or nominated person by telephone or by email.
- ii. Students at school, will, under no circumstances, be allowed to leave during school hours to go to an unattended home.
- iii. If no contact can be made with the student's parents (or guardian) then the School will immediately arrange for medical treatment.
- iv. The School takes no responsibility for payment of medical, hospital, transport or any other expenses that may be incurred.

### **INTERNATIONAL STUDENTS REFUND POLICY**

- i. Non-Attendance- The Enrolment and Acceptance Fees are non-refundable and will not be refunded regardless of the reason for nonattendance.
- ii. Notice of Intention to Withdraw- A full term's notice in writing to the Principal is required of the intention to withdraw a student from the School. Failure to do so will result in the charge of one quarter of the annual tuition fee.
- iii. School fees paid at interview are non-refundable (in lieu of one term's notice) if the student does not attend after interview.
- iv. Withdrawal of Student- Should a student be withdrawn prior to the conclusion of the course no penalty fee will be charged providing the requirement of a term's notice has been met.
- v. Should this notice not be provided a charge of one term's fees, being one quarter of the annual tuition fee will be imposed. Any payment over and above this amount, having been received, will be refunded by the School within four (4) weeks.
- vi. Enforced Departure- Should a student be required to withdraw from the School due to a breach of international student visa conditions, a full term's fees, being one quarter of the annual tuition fee will be imposed and must be paid within six (6) weeks of withdrawal.
- vii. Should a student be required to withdraw from the School due to a breach of the School's rules a full term's fees being one quarter of the annual tuition fee will be imposed and must be paid within six (6) weeks of withdrawal.
- viii. Refunds by the School- The School will refund to the student's family within two weeks, any pre-paid course money that is above and beyond the equivalent of one quarter of the annual tuition fee in the event of a withdrawal without notice.
- ix. The School will refund to the student's family within four (4) weeks all pre-paid course money that was required to be paid less the amount to be withdrawn under the Regulations, as a minimum refund if:
  - the course offered by the School does not start on the agreed starting date; or
  - the School ceases to provide the course during its term; and
  - the student has not withdrawn before the default date.
- x. Refunds are to be claimed by the parents/guardians in writing to the Principal within two (2) weeks if any one of the above three points has occurred. The School will, regardless of receipt of a written request, forward a refund as noted within the conditions listed above.
- xi. Please note that this agreement, and the availability of complaints and appeals processes, does not remove the right of the parents/guardians to take action under Australia's consumer protection laws.

\*\*\*Please feel free to ask for a copy of our Grievance Resolution policy (also in the International Student's Guide Booklet) or our Complaints and Disputes policy brochure.\*\*\*

### **INTERNATIONAL STUDENTS – COMPLYING WITH VISA CONDITIONS**

Full fee overseas students are required to have a current student visa which requires students to comply with a number of visa conditions including:

- i. Maintaining satisfactory attendance
- ii. Achieving satisfactory academic results
- iii. Notifying the school of any change of address; and
- iv. Maintaining medical cover.

Student visa holders must comply with a number of visa conditions, including meeting course requirements. If a student has not achieved satisfactory academic course progress or has poor attendance, the School must notify the Department of Education and the Department of Immigration and Border Protection (DIBP) that the student has breached this visa condition. This may have serious implications for the student visa and future study options in Australia.

### **INTERNATIONAL STUDENTS – OVERSEAS HEALTH COVER**

All international students studying on student visas must have Overseas Health Cover (OSHC). OSHC is an insurance that provides cover of the costs for medical and hospital care which International students may need while in Australia. OSHC will also pay for most prescription drugs and emergency ambulance transport. OSHC provides a safety net for International students, similar to that provided to Australians through Medicare and includes some access to private hospitals, day surgeries, ambulance cover and benefits for pharmaceuticals.

### **INTERNATIONAL STUDENTS - *Deferment, suspension or cancellation of a student's enrolment***

Deferment or suspension can occur due to either compassionate or compelling circumstances such as where a medical certificate states that the student is unable to attend classes or the misbehaviour of a student. The student will be advised that deferring, suspending or cancelling his/her enrolment may affect his/her student visa and DIBP via the Provider Registration and International Student Management System PRISMS, will be notified of the deferment, suspension or cancellation. The School, through the Principal, will inform the student of the School's intention to suspend or cancel the student's enrolment.

### **INTERNATIONAL STUDENTS – ACCOMODATION**

Please note that St. Andrews Grammar School does not provide boarding or other on-campus accommodation facilities and all international students may only attend the School if they reside in a home-stay arrangement or in the full time care of a legal guardian or family member whilst completing their education in Australia.

*Key requirements include:*

- i. The Department of Immigration and Border Protection (DIBP) must be satisfied that appropriate welfare arrangements are in place for under-18 students before a visa is granted,
- ii. An approved and suitably screened home stay 'guardian' or a parent or nominated suitable relative must be responsible for the welfare of younger international students while studying at St. Andrews Grammar School.
- iii. If the student is not residing with a parent or legal custodian the student may be able to reside with a relative who is:
  - A grandparent, brother, sister, aunt, uncle, niece or nephew,
  - Nominated by a parent of the applicant or person who has custody of the applicant
  - Aged at least 21; and
  - Of good character.
  - NOTE that DIBP and the Department of Education have the final say regarding who is considered to be a 'relative'.
- iv. Should neither a home stay arrangement, a parent nor a suitable relative be in Australia to directly provide for the welfare of a student, then the School will be unable to accept the student. The School will be able to indicate non-approval of a student's arrangements for accommodation, support and welfare by using a pro-forma on the Provider Registration and International Student Management System (PRISMS): 'Non-approval of Accommodation Welfare Arrangements'
- v. If the Enrolment is suspended or cancelled the school will continue to approve the welfare arrangements of the student until any of the following applies:
  - The student has alternative welfare arrangements approved by another registered provider
  - Care of the student by a parent or nominated relative is approved by immigration
  - The student leaves Australia
  - The registered provider has notified immigration that it is no longer able to approve the student's welfare arrangements and that it has taken the required action after not being able to contact the student

- vi. Note that it is a requirement under National Standard that families must notify the School immediately if there is a change in their child's residential address or living circumstances. Failure to advise the School of such changes within 20 days of the change taking place will result in the School contacting PRISMS and DIBP and the child's visa may be placed at risk.

### **INTERNATIONAL STUDENTS – ENGLISH LEVEL REQUIRED**

Students from non-English speaking countries should submit a copy of a current AEAS (Australian Education Assessment Services) assessment so that the School is able to determine the student's English language ability and the appropriate academic entry point. To find out further details about AEAS testing, visit the website [www.aeas.com.au](http://www.aeas.com.au)

St. Andrews Grammar School does not offer English as a Second Language (ESL) classes in Years K-10 and all prospective students are expected to have acquired an English level appropriate to learning in an English medium.

### **INFORMATION COMMUNICATION TECHNOLOGIES**

- i. As a member of the School community, students must use the School's Computer Network resources in a manner that supports the educational goals and objectives of the School.
- ii. The School provides each student (Years 2-12) with a user name, password and an individual folder on the student's S-Drive to save material that is for educational purposes. A shared student drive is also available to the students to facilitate group work and other collaborative activities.
- iii. When using the School's Computer Network, students:
  - must not, under any circumstances, disclose their user name or password or allow another student to work on their logon.
    - must not visit unauthorised web sites when using the Internet. If an inappropriate web site is accidentally visited, then students must immediately report this to their teacher.
    - are forbidden, unless directed by their teacher, to enter details into any online application form while using the Internet at school. This ban applies to use of their own name or personal details, names and personal details of other students, teachers, family or friends and fictitious names and details.
    - are forbidden, unless directed by their teacher, from accessing and using web mail, email accounts, newsgroups or chat rooms while using the Internet at school.
    - are forbidden to save text, games, music, media clips and/or images to the School Network or on to memory sticks that do not support the educational goals and objectives of the School.
    - are forbidden to bring to school, personal computers, laptops, iPods, MP3 Players, Palm Tops, PDA's and other electronic storage devices (other than memory sticks/thumb drives) at any time without the express permission of the Principal.
- iv. When saving information from web sites to student folders students:
  - -must include the URL and author/copyright owner when saving information/images etc.
  - -must appropriately acknowledge the source used in an assignment/investigation in order to avoid plagiarism.
- v. When printing text documents students:
  - -must cut and paste the information into a Word document for editing to avoid paper wastage.
  - -must transfer the URL and author/copyright owner to the Word document to ensure acknowledgement and avoid possible plagiarism.
- vi. Breaches of these Appropriate Use guidelines will result in sanctions that include:
  - -a total ban on using computers for a specified period of time, or
  - -for severe breaches suspension; expulsion and/or police notification.

### **SCHOOL RULES**

- i. Upon signing of this Application for Enrolment, parents agree to abide by and support the School Ethos and School Rules as set by the School Board and printed in the School Handbook.
- ii. The School has the right to add, amend, delete or update the School Rules at any time and will advise parents of the change/changes through written publications and/or by electronic means.

### **SCHOOL UNIFORM AND GENERAL APPEARANCE**

- i. All students are required to wear the School uniform as prescribed by the School.
- ii. Each item of the uniform must be kept clean, pressed and in good repair.
- iii. Full School Uniform must be worn at times to and from the School and at all sporting functions, unless otherwise stated.
- iv. The School Rules regarding uniform are clearly stated in the School Diary and School Handbook.

### **SPORT**

- i. All students are required to participate in sport unless a medical certificate is produced justifying exemption.
- ii. Parental consent may be required when participating in certain contact sports.
- iii. Although all care is taken, no responsibility is accepted by the School for accidents during sport.
- iv. Although School Insurance cover exists, parents are advised to insure students appropriately.

### **STUDENT TRANSFER**

- i. Parents/Guardians must complete the attached transfer note and sign this upon acceptance of enrolment at St. Andrew's Grammar. The School will post the document to the previous school for the collection of student records.
- ii. Upon signing of this Application for Enrolment, Parents/Guardians agree to collect copies of all Academic Records, Medical Records and Curriculum Council Data from St. Andrew's Grammar and will forward personally to a new school in the event that the child leaves St. Andrew's Grammar to attend another school.

### **SUSPENSION AND EXCLUSION**

- i. Serious offences will be dealt with by suspension or exclusion from the School as deemed appropriate by the Principal.
- ii. Grounds for suspension or exclusion include, but are not limited to, persistent disobedience, violence, immoral conduct or serious breaches of the rules of conduct.
- iii. Similar measures may be taken when the presence of a student becomes prejudicial to the health or moral welfare of other students or when a student becomes a danger to him or herself or to other students.
- iv. Students whose parents do not comply with the conditions set by the School may be excluded from enrolment.
- v. The Board may discontinue enrolment and its decision in this respect shall be final.

### **TRAFFIC**

- i. Parents are expected to obey the State Traffic Laws and specific traffic directions issued by the School while in the vicinity of the School.
- ii. Students driving themselves to school must follow the School rules pertaining to student drivers.
- iii. Students driving themselves must have written parental permission, and the Principal's approval and will not be permitted to carry a passenger without prior consent from the Principal and both parties' parents.

### **GENERAL**

- i. Reference to the decision of the Board of the School in these Rules, Regulations and Conditions is a reference to the decision making bodies of the School.
- ii. The School reserves the right to vary these rules from time to time as it deems necessary.

### **SCHOOL EXCURSION & ACTIVITIES**

- i. St. Andrew's Grammar students are involved in various excursions and school activities throughout the year that require transport. When such an event arises, the School will inform you through a Parent Note.
- ii. By signing this document, you give permission for your child to travel by bus (or similar form of transport) to and from the excursion/school activity.
- iii. If after receiving information on the activity (parent note), you wish to exclude your child from participating in a particular excursion/activity, please advise the School in writing.

### **PHOTOGRAPH AND VIDEO (IMAGE) DISCLAIMER**

Parents acknowledge and accept that the School and its agents and employees may use photographs and/or audio-visuals of the students and/or their work involved in school-based activities for use in any publication, on display boards, in any electronic form or media or for any school use whatsoever, and I fully understand the contents, meaning and impact of this release.

Parents hereby waive any right to inspect or approve the finished photographs, electronic images or final compositions that may be used in conjunction with them now or in the future, whether those uses is known to them or unknown, and waive any right to royalties or other compensation arising from or relating to the use of photographs or other audio-visual images.

Parents hereby agree to release, defend, and hold harmless St. Andrew's Grammar and its agents or employees, including any firm publishing and/or distributing the finished product in whole or in part, whether on paper or via electronic media, from and against any claims, damages or liability arising from or related to the use of the photographs, including but not limited to any misuse, distortion, blurring, alteration, optical illusion or use in composite form, either intentionally or otherwise, that may occur or be produced in taking, processing, reduction or production of the finished product, its publication or distribution.

### **PRIVACY STATEMENT**

Under the Privacy Act (the Act) St. Andrew's Grammar is required to provide you with certain information as to how we protect your privacy and how we comply with the requirements of the Act and the 13 Australian Privacy Principles (APP's). This information is set out in our Privacy Policy which is available on our public website ([www.sag.wa.edu.au](http://www.sag.wa.edu.au)) and also available upon request in hard copy from the School Administration.

Our Privacy Policy describes:

- Who we collect information from;
- The types of personal information collected and held by us;
- How this information is collected and held;
- The purposes for which your personal information is collected, held, used and disclosed;
- How you can gain access to your personal information and seek its correction;
- How you may complain or enquire out about our collection, handling, use or disclosure of your personal information and how that complaint or inquiry will be handled;

- Whether we are likely to disclose your personal information to any overseas recipients; and
- Permission to use VEVO to check Visa entitlements during period of enrolment.

We strongly recommend that you read our Privacy Policy and if you have any queries with respect to its content you should contact the Principal's Personal Assistant at [enrolments@sag.wa.edu.au](mailto:enrolments@sag.wa.edu.au).

### **AGREEMENT AND ACCEPTANCE OF SCHOOL ETHOS**

**I/We** accept and agree to support the School's Greek Orthodox values, philosophy and objectives and agree to be bound by the Rules of the School as detailed in the School Behaviour Management Policy and other policies of the school including any changes made to them.

**I/We** agree to send our child/children to all required prescribed school events including camps and excursions, religious activities such as worship and liturgical services, extra-curricular activities and graduation ceremonies and to attend parent/carer/guardian interviews as required.

**I/We** agree that our child/children will participate fully in all facets of the School's curriculum program and all School events and activities, including all School religious ceremonies, cultural and sporting events.

**I/We** agree not bring the School's name into disrepute and to speak appropriately to all staff and other parents and to participate appropriately in our child's education and school activities.

**I/We** acknowledge that we have provided all information requested by the School to the best of my/our knowledge and that a failure to disclose all information requested may result in this application or enrolment being refused or cancelled.

**I/We** agree to pay all school fees and charges (as determined each year by the school), other costs (excursions, camps etc.) on time as required and any reasonable costs incurred by the School on behalf of our child/children and acknowledge that all signatories to this document are jointly and severally liable for the payment of all school fees and charges and other costs associated with our child attending the school.

**I/We** understand and agree that I/We must provide a term's notice in writing to the Principal of the intention to withdraw our child/children from the School and that failure to do so requires the payment of one term's fees per child. This payment is a genuine pre-estimate by the School of the loss it would suffer if the parents have not provided a full term's notice of the withdrawal of the child/children.

**I/We** agree to pay all amounts due in school fees within the School's agreed timeframe in any given year by periodic payments (due by end of February, May & August) or direct debit arrangements (of 10 monthly or 20 fortnightly due end of October).

**I/We** agree that if I/We fail to pay in accordance with this clause, the School may:

- a) Charge a late payment fee of 5% on all amounts paid after the due date;
- b) Charge interest on debts at 20% per annum from time to time;
- c) Charge a dishonour handling fee in the amount of \$95.00;
- d) Recover all collections costs and expenses incurred in collecting overdue accounts on an indemnity basis;
- e) Refuse re-entry of my/our child/children into the School if any fee or charges remains unpaid for a period over 30 days from when it is due and there is no agreement, in writing, in place with the School to repay the outstanding fees and charges by instalments;

**I/We** are cognisant of and agree to all of the school rules and conditions listed above.