

# Newstead Christian School

## ENROLMENT CONDITIONS (2023)

**We accept the School's offer of a place at Newstead Christian School for:**

\_\_\_\_\_ (the student)

**beginning \_\_\_\_\_ and agree to abide by the conditions as listed below.**

### A Christian School

1. We recognise that Newstead Christian School is a Christian school whose Vision is to see its students educated, equipped and empowered for their God-given purpose in the world.
2. We also understand that the School is founded on Biblically based beliefs. We have read the School's Vision and Mission Statements, Core Values and Statement of Faith and accept that they are the basis of all teaching, curricular, co-curricular and extra-curricular activities in the School.
3. We agree to work in partnership with and actively to support the School in fulfilling its Vision and Mission, and we will encourage the student to do the same.
4. We acknowledge that, as the School is a Christian community, conduct and attitudes based on Christian values are the foundation of relationships within the community.

### A Safe School

5. 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.
6. We agree that all communication between students, parents, visitors and staff members should be conducted in a courteous and respectful manner as befits a Christian community.
7. 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.
8. We agree to deal with any issues we have concerning the student or with staff in accordance with the procedures determined by the Principal from time to time, noting that this normally means: consulting the relevant staff member; then, if no satisfactory resolution is reached, with that staff member consulting the Principal or Campus Head; and finally, if still no satisfactory resolution is reached, referring the issue to the School Board and accepting its determination. We agree to keep all discussions in this process confidential.

9. We agree to support the values and to abide by the rules and expectations of the School as set out in the School Rules and the School Handbook 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 the student in this. 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.
10. We acknowledge that both of us are to be involved in decision-making about the student's education (unless a court has indicated otherwise). We agree to work together, and with the School, in making decisions about the student's education that are in the student's best interests.
11. We understand that the School requires parents and others 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.
12. We understand that the Principal may exclude either of us from entering the School premises or from participating in School activities, recognising that the Principal would normally only do this if we were in breach of these conditions or otherwise behaving in a way that put at risk members of the School community, including students, parents and staff, or School property.

### Participation

13. We accept that the School may determine which particular classes, courses and activities are offered and/or provided at any time and which of these classes, courses and activities are compulsory. All students must participate in and/or attend the following activities, which may involve weekend and evening activities, as determined by the Principal:
  - a) prayer and Bible reading in class;
  - b) Daily devotionals and School assemblies;
  - c) Bible classes;
  - d) co-curricular activities;
  - e) the School sports programme;
  - f) important School events such as Presentation Evening and other events as required by the Principal, from time to time;
  - g) various camps and excursions that occur from time to time as an integral part of the School curriculum.
14. We understand that requests for leave from School activities, including academic and co-curricular programmes, and for early departure at the end of a term and/or late return from

breaks are considered only in the most extreme cases. Such requests must be in writing to the Principal.

15. We understand that the School requires parents to be actively involved in the School through attendance at parent-teacher interviews, parent information evenings and parent forums, participation in the Parents' and Friends' and 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 note that the School encourages our feedback, particularly in relation to the student's progress, to facilitate the School and the student's family working together for the benefit of the student. We agree that our communications with the School and its staff will always be in accordance with the procedures determined by the Principal from time to time.

## Health

17. We promise that we have fully disclosed any special needs of the student (including but not limited to any medical, physical, learning or psychological needs). 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.
18. 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 the Principal's absence, a responsible member of the School staff, to give the necessary authority for such treatment.

## Privacy

19. We acknowledge that the School may from time to time collect personal information about parents and students which is necessary for the School's function or activities. We authorise the School to use and disclose such information in such manner as the Principal thinks fit for the purposes of the student's education, health, care, welfare or development. We have read the School's Privacy Policy and Standard Collection Notice as found on the School's website.
20. We agree to advise the Principal immediately of any changed family circumstance that may affect the student's emotional, physical or social well-being. We also agreed to provide to the School all current court orders (if any) relating to us and the student. We note that the School's Privacy Policy deals with the confidentiality of such information. We understand that the School is not responsible for the enforcement of any such orders and agree that we must comply with them.
21. We agree to the School sending communications (such as newsletters and school reports) to us and any parent of the student.
22. We note that the student has been enrolled at the School in the name indicated on the Application for Enrolment which is identical with the name on the student's Birth Certificate. We understand that the School will only change the name on its records upon receipt of a court order or other statutory document authorising this.

23. We acknowledge that the Principal (or Principal's nominee) may search the student's bag, locker, mobile phone and electronic devices or other possessions where there are reasonable grounds to do so. The Principal may also carry out camera surveillance and computer surveillance which includes using software or equipment to monitor the use of computers, the sending or receiving of emails, the accessing of websites and the use of social media.

### What we must pay

24. We agree to pay to the School all fees and charges for tuition, Special Excursions, Special Extra Curriculum Events and activities and the supply of goods and services to the student as determined by the School Board and as published on the School website from time to time. We understand that, by agreeing 'jointly and separately' to pay all fees and charges, both of us are responsible to pay such fees and charges. We further understand that this means that, if one of us fails to pay the fees and charges, the other one of us is fully responsible to pay the fees and charges, irrespective of any arrangement between us or with another person (for example, another family member) as to who is to pay. We accept that the School will not enter into disputes arising from disagreements between us over responsibility for paying the fees and charges.
25. All tuition fees are based on a four-term year and charged annually at the beginning of the year. Fees may be paid in:
- a) one payment at the beginning of the year (within 14 days of receipt of the fee invoice), or
  - b) equal termly instalments (within 14 days of the beginning of each term) provided the instalment amounts would clear the fees owing by the end of that calendar year, or
  - c) equal weekly or fortnightly instalments provided the instalment amounts would clear the fees owing by the end of that calendar year.
26. We agree to set up a Direct Debit payment agreement plan in the FACTS web portal, used by the school to collect fees. We may pay fees by instalments or in full through the payment plans available on the FACTS portal. We agree that returned payments due to insufficient funds will attract a fee payable to FACTS as determined by them from time to time.
27. We agree that all payment for all purchases not related to fees (eg uniforms, non-curriculum excursions, interstate camps, book fairs etc.) are due within 14 days and payable at the office of the School.
28. If we fail to pay an account for fees and/or charges within 14 days of its due date, we agree to pay an overdue charge ("Administration Fee") calculated on the amount outstanding from the due date until the date of payment. The Administration Fee is a rate percent per annum determined by the School from time to time to reflect the administrative costs to the School in collecting outstanding fees. The Administration Fee 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 Business Manager.

29. If an account for fees and/or charges is not paid in full by the end of the term in which they are due, the student's enrolment may be suspended and the School may subsequently without further notice refuse entry to the student or terminate the student's enrolment.
30. 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, or if the education provided by the School is delivered, in part or whole, by online or remote learning.
31. We authorise the School to purchase on our behalf such items (for example, books, software, stationery, materials for major projects and equipment) as the School considers necessary and above our regular supply and to recover the cost from us.
32. We agree to pay all medical and ambulance expenses incurred on behalf of the student.
33. We acknowledge that the student's personal property is not insured by the School, which does not accept any responsibility for loss of, or damage to, personal property.

### Ending enrolment

34. We understand that our acceptance of the School's offer of a place for the student implies that the student will complete the student's schooling at the School unless unforeseen circumstances arise.
35. We accept that, if we wish to withdraw the student and end the student's enrolment, we must give **a full term's notice in writing** to the Principal. 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 half a term's fees plus any applicable GST or, if the student's enrolment ends before the Department of Education, Skills and Employment Non-Government Schools Census Day, the fees for the rest of the calendar year plus any applicable GST. This amount is a genuine pre-estimate by the School of the loss that it would suffer because we have not given the required notice.
36. We agree that the Principal may, by giving us three months' written notice:
  - a) end the student's enrolment 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; or
  - b) end the student's enrolment at the end of an academic school year where the student has, in the Principal's opinion, failed to meet the requirements of The Office of Tasmanian Assessment, Standards and Certification (TASC) or has otherwise failed to make satisfactory progress in the student's academic work.
37. We agree that the Principal may end the student's enrolment if:
  - a) we have provided, or do provide to the School before or after our acceptance of the School's offer of a place for the student, information which is materially incomplete, incorrect or misleading; or

b) we fail to comply with these conditions.

38. We agree that the Principal may, subject to affording the student procedural fairness, suspend or dismiss the student for breaches of rules or ill-discipline even if the offending conduct takes place away from School premises or outside normal School hours.

### General

39. We agree that the School may send notices and fee accounts to us at our email address last notified to the School and/or invoice us through the FACTS portal.

40. 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.

41. We agree to tell the School about anything that could affect the student's ability to participate in the School's program or activities and of any change in our contact details or where or with whom the student is living.

42. We give permission for images of the student to be placed in the School's records.

43. We give the school permission for images (including video) of the student to displayed from time to time in the following circumstances: (cross out those not permitted)

- a. around the School,
- b. in printed School publications,
- c. in printed marketing and promotional material,
- d. in digital marketing and promotional material,
- e. on the School website,
- f. on the School's social media platforms.

*(Where more than one person is signing this form)*

Each of us agrees that our obligations to the School, as set out above, are joint and separate and, subject to the Conditions, may only be ended by one of us at the end of three months after that one gives notice, in writing, to the Principal, of his or her desire to be released from such obligations.

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Signature

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Signature

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Name (please print)

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Name (please print)

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Date

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Date