



ST GREGORY'S COLLEGE CAMPBELLTOWN

CONDITIONS OF ENROLMENT

Parents and students accepting these **Conditions of Enrolment** to St Gregory's College are reminded that in doing so they enter into a contractual agreement with the school authority in the person of the current Principal of the School and the governing body – the Provincial and Council of the Marist Brothers (FMS).

Both parents/carers are required to sign these Conditions of Enrolment. In the case of a Joint Residency Order **both** parents are required to sign these Conditions of Enrolment if a place is offered to their child/ren as their commitment to their child/ren's education at the College. The only exception to this is the case where one parent is deceased or there is a Court Order in place stating other conditions. The College must be provided with copies of any Court Orders pertaining to the application.

In these Conditions, the expression 'College Principal' includes any person from time to time acting as College Principal or other staff members for the time being carrying out the duties or exercising the authority of the College Principal.

Involvement in College Life

1. This College is a Catholic school founded on the traditions of Marist Education and committed to the vision and ethos of St Marcellin Champagnat, Founder of the Marist Brothers. The College sets out to proclaim the Good News of Jesus, and the participation of every student is required in the spiritual and religious life of the College. Exemptions from this vital dimension of the College's life for any reason are unacceptable, even from those enrolments accepted from other than Catholic students and families. It follows that Religious Education classes are a compulsory component of the Kindergarten – Year 12 Curriculum.
2. Regular attendance and punctuality at the College and all classes is required. Parents must provide a note if a student is absent for legitimate reasons. For extended absences the College Principal may require a medical certificate to be provided. If a student in Year 7 to 12 is absent from a formal assessment or examination they must produce a medical certificate to the subject teacher on the first day back at school in line with the student's Academic Handbook. Requests for early leave at the end of a term – except in rare cases where travel may be affected – are discouraged. Students in Years 7 to 12 who take days off school to complete assignments or due work are doing a serious injustice to those students who meet deadlines. This practice is unacceptable and will incur penalties. (See the student's Academic Handbook).
3. The College will be making a full commitment to your child/ren's education. We in turn, would expect your child/ren's and your family's full commitment to the College and all its co-curricular activities. *e.g. all* levels of sport, debating, public speaking, etc.
4. The College expects full participation in events integral to the life of the College including Commencement Mass, Graduation Mass, Champagnat Day and Assumption Day celebrations, St Gregory's Day Mass, Retreats, College Swimming and Athletics Carnivals, camps and excursions as set out in the College Calendar. Apart from legitimate medical reasons supported by a medical certificate or unavoidable family emergencies, attendance is required. No specific consent will be sought from parents to attend regular curricular, sporting and co-curricular activities conducted with the approval of the College. For all other activities/excursions where in the reasonable opinion of the teacher in charge specific consent is required, additional consent will be sought. Overnight camps/extended excursions will require additional consent.
5. It is a condition of enrolment that students must complete all set work. The completion of set assignments, assessment tasks and examinations is mandatory.



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6. Co-curricular activities (sport, creative activities, music) are integral to the curriculum of the College and are important ways in which the gifts of every student can be nurtured and shared. As designated in the College's timetable, and on other occasions arising from our membership of Metropolitan Catholic Schools (MCS) and IPPSO, sport participation is required as part of the life of the College and integral to the growth and development of each student. Participation by all – according to the relative abilities of each student – is mandatory. If a student has ability in sport and this sport is offered at the College, they would be expected to contribute by representing the College. Participation in College teams takes precedence over Club fixtures.
7. Membership of this College community implies specific positive relationships between students, staff and parents. Such relationships are founded on our core Gospel beliefs and the vision of the Founder. This includes the implication that parents will work in partnership with the College in the best interests of their students and other students both academically and in all other areas of development. Acceptance, respect and dignity must, therefore, be accorded to every member of the College community. Bullying, intimidation or threat to other persons is counter to every value we hold dear and will not be tolerated. All issues related to discrimination, harassment, sexual harassment and bullying will be dealt with according to established College Policies are outlined in the Student Diary which will be provided to the Student on their first day at the College.

Communication between Parents and the School

8. Full and frank disclosure of all information requested by the College through the enrolment process (Application Form and/requested documentation and Interview) must be provided and it is a continuing obligation to keep the College informed of changes which may affect the student's wellbeing or progress at the College. This includes any, learning, social or emotional needs, whether past or present. Any test results, previous school reports and any government funding being provided for any Special Needs programs must be fully disclosed. The College Principal must be confident that all relevant information is in the College's possession in order to make an informed offer of a place at the College. All known special needs must be **fully documented** in the Enrolment Application with supporting evidence provided. Failure to provide clear and accurate documentation will render the contract invalid.
9. Parents are required to inform the College as soon as possible about anything that could affect their child's participation in the College's program and activities, including health issues and family circumstances as well as advising the College immediately of any matter which affects their child/ren attending the College including absences from school or reasons including illness or accident.
10. The College will send all communications (such as newsletters and College Reports) to the email address or addresses and/or mailing address or addresses that parents provided on the Enrolment Application Form and as modified from time to time by advising the College Registrar. Parents are required to advise the College of any changes to contact details or residential addresses at their earliest convenience to ensure that the College records are always up to date in the event of emergencies.
11. Under Australian law where this is relevant, both parents must receive information about their child/ren's education unless the courts have indicated otherwise. Parent must agree that where applicable they will provide updated copies of any court orders or such to the College.



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Privacy

12. Parents acknowledge that the College will use the personal information it holds about the enrolled children and their family for any lawful activity and in keeping with the College's privacy policy as updated from time to time. The College will inform parents if there is a data breach in accordance with privacy legislation.

In keeping with the College's Privacy Policy Parent's consent to their child/ren's photo appearing in College related publications including but not limited to the College newsletter, brochures, magazines, College website and social media unless otherwise advised to the College Registrar.

13. Parent's consent to the College sharing their personal information (limited to name, address, telephone numbers, and occupation) to its associated supporting groups (*e.g.* The College Foundation, network, sporting and cultural support groups) and the student's details to the Ex-Student's Association when they leave the College.

Child Safe Environment

14. Parents will support and comply with the College's policy in maintaining a child safe organisation. While the Regulations provide an exemption for parents volunteering in their own child's school from needing a Working with Children Check, to safe guard our students, the College requires ALL volunteers, including parent volunteers to supply the College with their WWCC number for verification before they are eligible to volunteer at the College or College related activities. All volunteers must continue to hold a valid WWCC during their service at the College and supply the College with details of any renewal prior to the expiry of their previous WWCC.

Boarding Enrolment Conditions

15. Membership of the College Boarding community implies that there is a reasonable expectation that students who are boarding are emotionally, psychologically and socially able to benefit from the structures and lifestyle of the boarding program and will not pose a threat to the health, safety and wellbeing of others. Be aware that should a student desire to change from being a boarding student to being a day student, or from being a day student to being a boarding student, there can be no automatic presumption that this can occur. This is entirely a matter for the College Principal.
16. During their enrolment the student will live with the care and control of their family. All Boarding students will live in the care and control of the College approved care arrangements.

College Expectations

17. Parental support of the student's compliance with the College rules, codes of behaviour and College policies, is mandatory. The College will be indemnified by parents against any loss or damage caused by any failure of the student to observe the aforesaid. The student is at all times expected to act in accordance with the values and rules of the College and serious breaches in this regard could lead to a termination of an enrolment.
18. College policy in relation to the use and/or possession of a weapon or any illegal or unsanctioned substances by students at the College will be invoked when necessary. A student at the College, in the vicinity of the College, travelling to and from the College, at College events or events related to, or interpreted as being under College control, shall not knowingly have in their possession a weapon or a drug of dependence (other than that for which they hold a current prescription prescribed by a registered medical practitioner), or a prohibited substance; supply and/or administer to themselves,



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or permit another person to administer/supply to themselves, a drug of dependence or a prohibited substance; and/or have in their possession any piece of equipment for use in connection with the smoking or consumption or administration of such a drug or substance or the preparation of such a drug or substance for smoking, consumption or administration. In the event that a student breaches this prohibition, his or her enrolment may be terminated.

19. Our standards and values are a precious part of our heritage. When appropriate and necessary for the College's values to be protected and to ensure the physical and moral safety of all students and staff, the College reserves the right to confiscate forbidden or dangerous property and to take whatever necessary action such as directing searches in lockers, desks, bags, etc., to deal with those suspected of threatening – by commission or omission – the well-being of the College community. Suspension from the College will be enforced when the behaviour, actions or attitudes of the student demonstrate a threat to:
- the health, welfare and safety of other students or staff;
 - the effective delivery of successful education outcomes for other students; and/or
 - the fair and effective discipline and administration of the student body. (See Student Rights and Responsibilities document).
20. The College Principal, or his nominee, has authority to apply whatever disciplinary measures are appropriate or necessary in relation to the conduct of the students, both inside the College and at outside College related events. This includes behaviour inside or outside the College that might bring the good name of the College into disrepute and may include the decision to suspend/ exclude the student for any cause judged to be sufficient.
21. The College has a clear and required uniform and grooming code, the full acceptance of which must be accepted before enrolment can be validated. The Hair Policy will be provided in the Parent Handbook which will be issued to as part of the Orientation process.

The College uniform is not optional and must be worn completely by all students enrolled.

The uniform includes:

- Clean black leather lace-up shoes and a black leather belt (the belt to be purchased from the Uniform shop) are to be worn, **Predominantly white sporting shoes for sport days.**
 - The official St Gregory's College clean/hats/caps may be worn; if defaced in any way caps/hats cease to be acceptable College uniform;
 - A watch may be worn on the wrist; and a chain with a cross or Holy medal around the neck which hangs out of sight;
 - Earrings or jewellery are not to be worn when in uniform or when attending any College event. (See Student Diary).
22. The driving of cars to and from the College is only permitted for Year 12 Students and only after required documentation is completed by Parents. A College Student Driving Policy will be provided to students at this time. Requests for attendance at driving tests in school hours will be denied. (See Student Driving Agreement).
23. All students at the College are bound to adhere to College policies set out in the Student Diary or included in College documentation: sexual harassment, bullying, acceptable use of computers and the Internet; mobile phones; detention; non-submission of school work; procedure for assessment; attendance; use of the diary; plagiarism; book hire; exam procedures; use of the library; uniform and grooming; participation in College events; co-curricular; driving; behaviour on public transport; conduct at sport and sporting venues.



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24. College policy in relation to the Acceptable Use of Technology must not be breached, most especially in relation to accessing improper sites, bullying behaviours and invasion of privacy which can be committed by the misuse of technology.

Medical Matters

25. In the event of any medical or other emergency arising in which the College considers it impossible or impracticable to communicate with the undersigned parents/guardians, the College will take all reasonable care of the student but will not be responsible for the costs of any medical or dental attention or treatment administered to the student in such event; will not be responsible directly or indirectly for any act or omission of any medical or dental practitioner or medical officer attending or treating the student including attention provided at the College Sick Bay.
26. Parents acknowledge that The NSW Public Health Act 2010 requires Principals to:
- request an immunisation certificate at enrolment that shows the student's immunisation status.
 - maintain an immunisation register that records the immunisation status of students at enrolment.
 - retain immunisation records for 3 years from the date on which each enrolled student ceases to attend the College and provide a copy of a student's immunisation certificate to a new College where the child is due to enrol (upon request).
 - notify their local public health unit if an enrolled student has a vaccine preventable disease; or if an unvaccinated enrolled student has come into contact with a person with a vaccine preventable disease. Principals must provide the name of students in these circumstances as specified in the Public Health Act 2010 and this overrides any privacy concerns.
 - Children can still be enrolled if an immunisation certificate is not provided OR if they are listed on the immunisation certificate as not fully immunised. However, these children will be considered unimmunised and may be excluded from College if there is an outbreak of a vaccine preventable disease at the College OR if they come into contact with a person with a vaccine preventable disease, even if there is no outbreak at the College.

Matters of Concern and Disputes

27. Parents will support the College's policies processes and procedures in relation to any concerns or disputes that may arise during their child/s' enrolment. Parents understand that if they are not satisfied with the College's final decision after due process has been followed then they may raise their concerns with MSA.

College Fees

28. The College fees are determined each year by the Provincial and Council of the Marist Brothers detailing tuition, boarding and other costs plus levies. The College expects that all fees are to be paid promptly by the due date as indicated on each account. In rare cases, which requires evidence of financial over-burden, provision exists for extensions of time for payment or some consideration of amounts, but only when the College Principal is accorded the courtesy of immediate contact from parents to explain circumstances in detail and to make alternative arrangements.

Compassion for, and support of families in special circumstances will always be a priority. It is unreasonable and unjust to other families, however, to ignore fee accounts or to fail to contact the College promptly when problems affecting payment may arise. Enrolment may be terminated in the face of ongoing discourtesy or without the development of a sustainable repayment plan.



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29. The capital levy payable in the Junior School is a compulsory levy paid directly to the College as part of the Junior School fees. This levy is used directly in the Junior School towards the capital projects that are necessary in relation to this relatively new section of the College. As this levy is compulsory it is not tax deductible.
30. Foundation Building Fund.
- The Foundation Building Fund supports the building of major capital works at the College by both direct contribution and servicing of loans.
 - Parents in the Senior College are encouraged to make an annual contribution to the Foundation Building Fund of \$750 or more annually if able. The College Foundation is a separate legal entity to the College.
 - Payments can be made weekly, fortnightly, monthly or annually. These donations enable the Foundation Building Fund to continue to contribute to the improvement of facilities at the College.
 - All contributions to the Foundation Building Fund are tax deductible.
31. Both parents in signing the Confirmation and Terms of Enrolment accept joint and several responsibility for paying all College Fees and ancillary charges. 'Joint and Several' responsibility means that both parents are responsible to pay the full College Fees. Accordingly, if one parent fails to pay the College Fees the other parent can be held responsible, irrespective of any arrangement between the parents or with another person (for example, a grandparent) as to who is to pay. The College will not enter into disputes arising from disagreements between parents over responsibility for paying College Fees. In the event that the College needs to engage an external debt collection agency to recover any unpaid College fees, then both parents will be held responsible for any costs associated with the debt recovery.

Withdrawal of a student from the College

32. If a family intends to withdraw a student from The College, they must contact the Registrar on 4629 4130 or by email registrar@stregs.nsw.edu.au to advise both the date the student will be finishing and where they will be continuing their education. Families are required to provide the Registrar with as much notice as possible of their intention to withdraw a student.

From 1 January 2021 the College will be implementing the standard practice in private Colleges of requiring one full term's written notification to be provided prior to the withdrawal of a student. This will also apply to students withdrawing at the end of the year, except for Year 12, and written notice must be provided by the end of Term 3. Students applying for apprenticeships will still be expected to provide one full Term's notice of their intention to leave and this can be withdrawn if their apprenticeship does not go ahead.

Where insufficient notification is given the equivalent of one term's tuition fees will be payable. For students leaving at the end of a year, the one Term's fees in lieu of notice will be based on the following year's tuition fees for the year level they would have progressed into. This amount is a genuine and fair estimate by the College of the loss that it would suffer as a consequence of insufficient notice of termination of the student's enrolment.