



Application for Enrolment

| | |
|--------------------------------------|-----------------------------|
| Name of Student: | |
| Current school or Pre School: | |
| Family Mailing Details | |
| Family Surname | |
| Parents Names | Mail to [eg Mr & Mrs Smith] |
| Address | Suburb/City Post Code |
| Family Phone Number | |

| Other Children in Family that are not yet at school | | |
|--|---------------|--------------------------|
| Name | Date of Birth | School Commencement Year |
| | | |
| | | |
| | | |

| Student Details | |
|---|--|
| First Name | Previous School: Year Level: |
| Middle Name | Was the Student born overseas Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Surname | If Yes <input type="checkbox"/> Please complete the section below - |
| Preferred Name | Date Arrived in Australia: __ / __ / ____ |
| Gender <input type="checkbox"/> Male <input type="checkbox"/> Female (please tick one) | Date attended first Australian School: __ / __ / ____ First Australian School Year (eg: 2001): |
| Date of Birth | Religion Lutheran <input type="checkbox"/> Christian <input type="checkbox"/> Other <input type="checkbox"/> |
| Country of Birth | Does the student speak a language(s) other than English at home? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes <input type="checkbox"/> Please list below: |
| Commencement Calendar Year or Date | 1. 2. |
| School Year Start [eg: Prep, Year 6] | |

Indigenous Identifier Aboriginal / Torres Strait Islander: **Yes** **No** (If Yes, please tick one below)
 Aboriginal Torres Strait Islander Both Aboriginal & Torres Strait Islander

Visa Student

1. Is the Student a Visa Student? Yes No If Yes – date of arrival in Australia: __ / __ / ____ 2. If 'no' has the student spent 2 years or more in a non-English speaking country? Yes No 3. If 'yes' what was the date of departure from Australia? __ / __ / ____ Date of return to Australia? __ / __ / ____

Transportation

Travel arrangements (please select):

Tarrington School Bus

Government Bus –Bus name and number (if known) _____

No bus use

Medical / Health Care Details

Are you a current Government Centrelink, Concession, Health Care Card holder or Foster Parent? Yes No

If so, please indicate card type:

Card number or CRN:

Doctor/Medical Centre Name

Phone Number

Student's Medicare Number

Date of Last Tetanus Injection/Booster

Ambulance Subscription Yes Number No

Health Fund

Member Number

**Allergies /
Medical Alert**

Please specify **any allergies / medical alerts, particularly ANAPHYLAXIS**, relating to the student applying for enrolment (example: Allergies to Nuts, Penicillin, Bee Stings, Asthma, Diabètes, Epilepsy management etc).

Immunisations

Has the Immunisation Certificate been submitted? Yes No
 If no, please provide

| First Aid Authorisation | |
|--|--|
| Do you give permission for you child to receive the following First Aid treatments? | |
| Plastic Band Aids Yes <input type="checkbox"/> No <input type="checkbox"/> | Adhesive Tapes Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Antiseptic Creams/Solutions Yes <input type="checkbox"/> No <input type="checkbox"/> | Bite Creams/Gel Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Sunscreen Yes <input type="checkbox"/> No <input type="checkbox"/> | |

| Special Needs | | | | | |
|--|---|---|---|---|---|
| Please indicate whether the student applying for enrolment has any known or suspected special needs (please tick <input type="checkbox"/> Yes or No for each of the following) | | | | | |
| Physical Needs Yes <input type="checkbox"/> No <input type="checkbox"/> | Medical Needs Yes <input type="checkbox"/> No <input type="checkbox"/> | Educational Needs Yes <input type="checkbox"/> No <input type="checkbox"/> | Behavioural Needs Yes <input type="checkbox"/> No <input type="checkbox"/> | Sensory Needs (vision and/or hearing impairment) Yes <input type="checkbox"/> No <input type="checkbox"/> | Any other special needs Yes <input type="checkbox"/> No <input type="checkbox"/> |
| <p>If you have answered yes to any of the above, please provide full details of those needs and any assessment/intervention/ support that he/she may be currently receiving (supporting documentation must be provided).</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p> | | | | | |

| Consent |
|---|
| <p>I give permission for my child to have their photograph and/or name published in any advertising and/or promotional material and media involving Tarrington Lutheran School. Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>-----</p> |
| <p>I give permission for my family to be included in "In Our Prayers" in the newsletter. Yes <input type="checkbox"/> No <input type="checkbox"/></p> |
| <p>I would like our term fees billed:</p> <p><input type="checkbox"/> Annually and receive a 5% discount (if paid by the last Friday in February)</p> <p><input type="checkbox"/> Each term</p> |

| Contact Details | | |
|---|--|--|
| Details | Father/Carer Residing at the Same Address | Mother/Carer Residing at the Same Address |
| Title | | |
| First Name | | |
| Preferred Name for Correspondence | | |
| Surname | | |
| Relationship | | |
| Address – Street | | |
| Suburb & Post Code | | |
| Residential Guardian Y/N? | Yes <input type="checkbox"/> No <input type="checkbox"/> | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Home Phone Number | | |
| Work Phone Number | | |
| Mobile Phone Number | | |
| Email Address | | |
| Working With Children Check Number | | |
| WWCC Expiry Date | | |
| Office Use: WWCC sighted | Yes <input type="checkbox"/> No <input type="checkbox"/> | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Occupation | | |
| Occupational Group (Refer to list of occupations codes attached) | Group 1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Group 3 <input type="checkbox"/> Group 4 <input type="checkbox"/> Group 8 <input type="checkbox"/> | Group 1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Group 3 <input type="checkbox"/> Group 4 <input type="checkbox"/> Group 8 <input type="checkbox"/> |
| Highest Year of School Education: | Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below <input type="checkbox"/> | Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below <input type="checkbox"/> |
| Do you speak a language(s) other than English at home? | Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes <input type="checkbox"/> Please list below: 1. 2. | Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes <input type="checkbox"/> Please list below: 1. 2. |
| Level of Highest Qualification | Bachelor degree or above <input type="checkbox"/> Diploma/Advanced Diploma <input type="checkbox"/> Certificate I to IV (incl trade cert) <input type="checkbox"/> No non-school qualification <input type="checkbox"/> | Bachelor degree or above <input type="checkbox"/> Diploma/Advanced Diploma <input type="checkbox"/> Certificate I to IV (incl trade cert) <input type="checkbox"/> No non-school qualification <input type="checkbox"/> |

| Contact Details | | |
|---|---|---|
| (2) Emergency Contact Details must be completed | | |
| Details | (1) Non Residential Parent (if applicable) | (2) Emergency Contact |
| | Please only complete if there is a Parent who does not reside at the Student's Home Address | Please nominate a person other than a parent who may be contacted in the event of an emergency, if parents cannot be contacted |
| Title | | |
| First Name | | |
| Surname | | |
| Relationship | | |
| Address - Street | | |
| Suburb & Post Code | | |
| Home Phone Number. | | |
| Work Phone Number. | | |
| Mobile Phone Number. | | |
| Email Address | | N/A |
| Occupation | | |
| Occupational Group (Refer to list of occupations codes attached) | Group 1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Group 3 <input type="checkbox"/> Group 4 <input type="checkbox"/> Group 8 <input type="checkbox"/> | |
| Highest Year of School Education: | Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below <input type="checkbox"/> | |
| Do you speak a language(s) other than English at home? | Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes <input type="checkbox"/> Please list below: 1. 2. | N/A |
| Level of Highest Qualification | Bachelor degree or above <input type="checkbox"/> Diploma/Advanced Diploma <input type="checkbox"/> Certificate I to IV(incl trade cert) <input type="checkbox"/> No non-school qualification <input type="checkbox"/> | N/A |
| Are there any Family Court Orders/Parenting Plans that have been issued in relation to the enrolling student? | Yes <input type="checkbox"/> No <input type="checkbox"/> (If Yes Supporting documentation must be provided.) | |

Agreement

1. Please include copies of the following documents with this application for enrolment • Working

With Children Check card/s (where applicable) copy

- Birth Certificate
- Immunisation Certificate
- Citizenship documentation (where applicable)
- Most recent previous school reports and external test results (where applicable)
- Relevant Family Court Orders (where applicable)
- Relevant medical and/or special needs information including clinical/educational assessments (where applicable)

3. I/we understand that if this application is successful the information that I/we have provided must be kept up to date throughout the period of enrolment.

4. I/we agree to honour all financial obligations to the school by the due date unless written application and approval varying payment arrangements have been received.

Declaration

I/we consent to the school gaining access to relevant information about the student to be enrolled held by previous educational institutions, health care professionals or other agencies. I/we understand that the school may approach these bodies directly. The information they request may include information related to any of the questions I have answered in this Application for Enrolment.

I/we have read all of the information in the Enrolment Package and understand the policies that we will need to abide by should this enrolment application be successful. I/we agree to honour all financial obligations to the school by the due date unless written application and approval varying payment arrangements have been received. I/we declare that the information provided in this application to enrol is to the best of my/our knowledge and belief, accurate and complete.

I/we understand that if any misleading information has been provided, or any omission of significant, relevant information made in this application for enrolment, acceptance will not be granted, or if discovered after acceptance the enrolment may be withdrawn.

SIGNED _____ (Father/Carer)

and / or

SIGNED _____ (Mother/Carer)

DATE: ____ / ____ / _____

Parental Occupation is defined as the **main** work undertaken by the parent/guardian. If a parent/guardian has more than one job, report their main job.

Group 1:

Senior management in large business organisation, government administration and defence, and qualified professionals

Senior executive/manager/department head in industry, commerce, media or other large organisation.

Public service manager (Section head or above), regional director, health/education/police/fire services administrator

Other administrator [school principal, faculty head/dean, library/museum/gallery director, research facility director]

Defence Forces Commissioned Officer

Professionals generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.

Health, Education, Law, Social Welfare, Engineering, Science, Computing professional

Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]

Air/sea transport [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller]

Group 2:

Other business managers, arts/media/sportspersons and associate professionals

Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business

Specialist manager [finance/engineering/production/personnel/industrial relations/sales/marketing]

Financial services manager [bank branch manager, finance/investment/insurance broker, credit/loans officer]

Retail sales/services manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]

Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official]

Associate professionals generally have diploma/technical qualifications and support managers and professionals.

Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional

Business/administration [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]

Defence Forces senior Non-Commissioned Officer

Group 3:

Tradesmen/women, clerks and skilled office, sales and service staff Tradesmen/women

generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.

Clerks [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]

Skilled office, sales and service staff.

Office [secretary, personal assistant, desktop publishing operator, switchboard operator]

Sales [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]

Service [aged/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

Group 4:

Machine operators, hospitality staff, assistants, labourers and related workers Drivers, mobile plant, production/processing machinery and other machinery operators.

Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper]

Office assistants, sales assistants and other assistants.

Office [typist, word processing/data entry/business machine operator, receptionist, office assistant]

Sales [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]

Assistant/aide [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]

Labourers and related workers

Defence Forces ranks below senior NCO not included above

Agriculture, horticulture, forestry, fishing, mining worker [farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]

Other worker [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]

Group 8: Currently not in paid work

If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation.

If the person has not been in paid work in the last 12 months, tick Group '8' in the appropriate box.



Enrolment Terms and Conditions

1. Definitions

1.1 **"Applicant"** means the person/s set out in the Enrolment Agreement being the Parent's and/or Guardian/s of the Student listed in the Agreement and if more than one, each of them jointly and severally.

1.2 **"Enrolment Fee"** means the fee specified in the Fee Schedule, which is payable on acceptance of an enrolment and is non-refundable and non-transferable.

1.3 **"Enrolment Agreement"** means the Agreement formed between the School and the Applicant that consists of these Enrolment Terms and Conditions, the Parent Code of Conduct and the Behaviour Management Policy (and, where the student is in receipt of a scholarship or bursary, any additional terms and conditions applicable to that scholarship or bursary).

1.4 **"Conditions of Enrolment"** means these Terms and Conditions of Enrolment including any subsequent amendments made by the School.

1.5 **"Student"** means the student named in the Enrolment Agreement.

1.6 **"The Principal"** means the Principal of the School, or the Principal's authorised representative.

1.7 **"The School"** means Tarrington Lutheran School Ltd (ABN: 35 650 098 276).

1.8 **"Tuition Fee"** means the fees specified in the Fee Schedule as updated from time to time.

2. Enrolment

2.1 In signing the Enrolment Agreement, the Applicant agrees to the School's policies which may be changed during the period of enrolment at the discretion of the School.

2.2 The School's policies, except for the Parent Code of Conduct and the Student Code of Conduct, do not form part of the Enrolment Agreement.

2.3 If the Applicant wishes to withdraw the Student from the School, the Applicant must give to the Principal one term's written notice.

2.4 Failure to give the required notice will result in a charge of one term's fees.

3. Educational services provided

3.1 The School provides educational services that are within the scope of the School's registration, being:

(a) Foundation (also known as Prep) – Year 6 under the Victorian Curriculum (F – 10).

4. Student achievement

4.1 The School encourages the Student to achieve their personal best in partnership with the Applicant but does not make specific promises or representations of any kind regarding specific academic outcomes or individual student achievement, and no such representations are to be implied on the basis of the School accepting the Student for enrolment including where a Student has been granted a scholarship or bursary.

4.2 Where a Student has been granted a scholarship or bursary:

(a) then the Student's ongoing entitlement to the scholarship or bursary is dependent on the Applicant's compliance with these Conditions of Enrolment and the Student meeting the ongoing terms and conditions of that scholarship or bursary; and

(b) The Applicant agrees to comply with the ongoing terms and conditions of that scholarship or bursary.

5. Fees and charges

5.1 Where there is more than one Applicant, both persons will be equally responsible jointly and severally for the school fees and any other charges.

5.2 All fees are due and payable in full on the date set out in the fee statement unless another arrangement has been pre-agreed in writing between the Applicant and the School.

5.3 The Applicant shall be liable for payment of an Enrolment Fee at the current rate in order to confirm enrolment. This fee is neither refundable nor transferable.

5.4 The Applicant is responsible for providing fees and charges in relation to all excursions and camps, and all other applicable levies, during the enrolment period.

5.5 The Student will not be permitted to enter a new term while any part of the fees or charges for the previous billing period remain unpaid, unless approved by the Administration and Finance Manager. A decision under this clause is at the sole discretion of the Administration and Finance Manager, and any one waiver of this clause does not indicate an on-going waiver.

5.6 Any Applicant enrolling a Student on a scholarship or bursary also agrees to be bound by any terms and conditions of that scholarship or bursary, and, for the avoidance of doubt, those terms and conditions will, in respect of the Student, form part of the Enrolment Agreement.

5.7 If the Student is admitted to the School during a term, tuition fees will be charged on a pro rata basis.

5.8 No refund of fees paid or waiver of any fees outstanding will be made if the Student is withdrawn from the School during a term, or is absent for any reason.

5.9 If the Student is withdrawn at the insistence of the School (e.g. due to the unsatisfactory conduct or behaviour of the Student), the Applicant is liable for all fees and charges to the date of notification of the Student's enrolment at the School being terminated.

5.10 The Administration and Finance Manager is authorised to take such action deemed necessary to recover unpaid fees or charges.

5.11 Any overdue accounts may result in late fees, suspension of enrolment, the exclusion of the Student from certain activities, the permanent exclusion from the School and recovery via legal action which shall involve both payment of the unpaid fees and charges and costs of recovery being charged to the Applicant.

6. Disclosure

6.1 The Applicant acknowledges that the Enrolment Application Form has been completed honestly and correctly, and that the Applicant has made full disclosure in response to the matters and questions raised in the Enrolment Application Form.

6.2 The Enrolment Application Form forms part of the Enrolment Agreement, and failure to complete the Enrolment Application Form honestly and correctly, or to make full disclosure, may result in the immediate termination of the Enrolment Agreement by the School.

6.3 The School reserves the right to obtain further information regarding the Student including all academic information, school reports and all medical and other reports regarding the Student, if applicable.

6.4 The Applicant declares that the Student is either an Australian citizen; has Australian residency status; or, has a Student Visa for entry and stay in Australia that allows education to be provided on the same cost basis as for an Australian citizen.

7. Disciplinary action

7.1 The continued enrolment of students is dependent on their behaviour being in accord with the School's policies, including but not limited to the Student Code of Conduct, rules and regulations, as amended from time to time. Continued enrolment is also dependent on the behaviour of the Applicant being in accord with relevant policies, including but not limited to the Parent Code of Conduct.

7.2 The School reserves the right to discipline the Student, including for out of hours behaviour that may affect other students or staff or unduly damage the reputation or property of the School.

7.3 Disciplinary action may be implemented against the Student (including suspension, detention and up to expulsion from the School) if in the opinion of the Principal the Student is found to have breached the School policies, including but not limited to the Student Code of Conduct, or is found to have engaged in behaviour detrimental to the School, its staff or students.

7.4 If the Principal suspends the Student, the Applicant shall be notified to that effect and the period for which the suspension shall operate.

7.5 If suspended, the Student shall not enter upon any of the School's grounds for any purpose during the period of suspension without the express permission of the Principal and shall be the sole responsibility of the Applicant during such period.

7.6 The Applicant is expected to support the aims, objectives, ethos, rules and policies and discipline of the School. Disciplinary action may be implemented against the Applicant if in the opinion of the Principal the Applicant is found to have breached the parent code of conduct.

8. Health and medical treatment

8.1 The School will notify the Applicant of any injury or illness the Student may suffer at the School, which warrants staff intervention or a visit to the school sick bay.

8.2 If, during the period of enrolment, the physical and/or mental health of the Student changes at any time, the Applicant will notify the School and provide any relevant medical information or reports in a timely manner. The School reserves the right to assess and determine its ability to provide ongoing education to a student, and reserves the right to require the Applicant to provide the School with information as requested.

8.3 In the event the Student is involved in a medical emergency and the Applicant or nominated contact person cannot be reached, the School can take action and incur expenditure as it considers necessary in the best interests of the Student. The Applicant will indemnify the School for the cost of any such treatment or action taken (e.g. Ambulance expenses).

8.4 The Student is permitted to access school specialists including the school nurse and school Chaplain, pastor, counsellor. The Applicant consents to those services being provided to the Student and understand there is confidentiality between the Student and specialist (if the specialist deems that to be appropriate in accordance with his or her obligations).

8.5 It is the responsibility of the Applicant to provide appropriate insurance cover should the Student be injured or taken ill at the School. It is recommended that families take out Ambulance Victoria membership in the event of an emergency situation occurring at school.

8.6 The Applicant will ensure that the Student is appropriately immunised in accordance with the applicable laws. The School reserves its right to exclude a student in certain circumstances if the Student is not appropriately immunised.

9. Personal possessions

9.1 It is the responsibility of the Student and the Applicant to take care of any personal possessions including musical instruments, sporting equipment, electronic devices and clothing, and the School is not liable for any loss or damage to this property.

9.2 The Applicant will indemnify the School for any loss or damage to school property arising from the use or possession of such property by the Student.

10. Attendance

10.1 The Student must attend the School on the dates and between the hours advised by

the School. In addition, the Student, and the Applicant if required, must attend and participate in all co-curricular activities which may be held on the weekend or before or after normal school hours including sporting activities, house sporting carnivals, camps, excursions, religious services, celebrations, debating, open days, drama rehearsals and performances, and musical rehearsals and performances.

10.2 After holiday periods it is expected that the Student will join and return to school on the dates fixed for resuming unless permission is obtained from the Principal.

10.3 The Student is not permitted to leave school at the end of term until the published closing date unless permission is obtained from the Principal.

10.4 It is the responsibility of the Applicant to advise the School as soon as practicable if a Student is to be absent for any reason and the estimated length of absence.

10.5 The Student will not be able to attend school for any period of time during which the Student is suffering from a disease or condition which is contagious through normal social contact or a medical practitioner has recommended the Student not attend.

10.6 The Applicant will encourage the Student to take full advantage of the curricular and co-curricular opportunities provided to further their education.

11. Termination

11.1 The Enrolment Agreement may be terminated:

- (a) in accordance with the provisions of these Enrolment Terms and Conditions,
- (b) in accordance with the Parent Code of Conduct;
- (c) in accordance with the Student Code of Conduct; or
- (d) as permitted by law.

12. Communication and privacy

12.1 The Applicant is required to provide copies of all existing court or parenting orders at the time of enrolment and during the period of enrolment. The School will abide by such orders to the extent that they are a party to the orders.

12.2 The provision of misleading representation in relation to the guardianship of the Student or in relating to living arrangements may result in the School suspending or terminating the enrolment of the Student.

12.3 From time to time the School may wish to include photographs and/or audio/visual of the Student captured with or without their name in print and online for distribution within the school community. The Applicant consents to such use and disclosure of the Student's photographs and/or audio/visual unless such consent is expressly withdrawn via written notification to the School.

12.4 The School will not disclose any information in relation to the Student to any party other than the Applicant, subject to the Privacy Policy and its other legislative obligations.

12.5 In the event the Applicant is not the natural parent/s, copies of supporting documentation evidencing legal guardianship of the Student must be supplied to the

School with the Enrolment Application Form.

12.6 The Applicant consents to the School using their personal information and the Student's personal information for the purposes of receiving marketing communication. The Applicant may at any time opt out of receiving any marketing communication by contacting the Administration and Finance Manager. There is no charge or penalty for opting out from any marketing communication. Marketing material does not include fundamental information, including the School Newsletter delivered to the Applicant whilst the Student is enrolled at the School.

12.7 All information pertaining to the Student and the School will be provided to the Applicant in accordance with the Privacy Policy.

12.8 In order to ensure the ongoing health, wellbeing and enrolment of the Student at the School, the Applicant agrees to keep the School informed and maintain open communication in regard to all relevant information and issues relating to the Student (including relevant court orders).

Date agreed: _____

STUDENT NAME _____

Signature PARENT / GUARDIAN 1

Signature PARENT / GUARDIAN 2

Relationship to student _____

Relationship to student _____

Date accepted: _____

Signature of PRINCIPAL _____

Name of PRINCIPAL _____

The enrolment Agreement requires the signatures of all parties listed as Parents/Caregivers and will not be binding until signed by the Principal of Tarrington Lutheran School or their delegate. All parties will receive a copy of the Enrolment Agreement.

Enclosure:

- Student Application Form
- Enrolment Terms and Conditions
- The Parent Code of Conduct
- The Student Code of Conduct
- Tarrington Lutheran School Fee Schedule



Parent Code of Conduct

1. Introduction

1.1 At Tarrington Lutheran School (**the School**) we aim to provide an open, welcoming, inclusive and safe environment for all.

1.2 All parents, guardians, step-parents, family members, and friends of students enrolled at the School must support and encourage the values, activities and ethos of the School, and are encouraged to read and understand the policies of the School (including this Parent Code of Conduct).

1.3 This Parent Code of Conduct applies to all Parents and/or Guardian/s listed in an Enrolment Agreement in connection to a student enrolled at the School, herein after referred to as "**Parents**".

1.4 We believe that Parents are valuable contributors in our community and we aim to work in partnership with Parents in the care and growth of each student. We have a zero tolerance policy regarding violence of any kind.

1.5 This Parent Code of Conduct outlines the way in which the School requires Parents to conduct themselves when visiting the School campus', participating in School activities and communicating with members of our community (including students, staff and other parents).

2. When visiting the School

2.1 Parents are required to:

- (a) comply with all safety policies and procedures in place at the School;
- (b) comply with relevant legal obligations under the legislation and any court order;
- (c) only enter a classroom or attend a school related activity with permission from a staff member;
- (d) listen respectfully, in the same manner required by students and staff, when attending any kind of School assembly, activity, presentation, class event, or public meeting;
- (e) treat all parents, staff, contractors, volunteers, students (including their own), and visitors to the School with courtesy and respect; and
- (f) when attending a school event in a voluntary capacity, accept the authority of the teacher (or teachers) and comply with any reasonable direction; and
- (g) comply with any reasonable direction given by a staff member of the School.

2.2 Parents and/or guardians must not:

- (a) Use violence of any kind at any time;
- (b) disparage the School's Christian teaching or act otherwise in a manner which is disrespectful or contradictory to the School's Christian ethos;
- (c) interrupt or disrupt a teacher whilst classroom instructions or learning activities are taking place;
- (d) discipline or reprimand a child;
- (e) bully or harass parents, staff, contractors, volunteers, students, and visitors to the School;
- (f) take a photo or video recording of a child if that child is not their own child, unless the parent of the child is present at the time and consents to the photo or video recording being taken; or
- (g) attend the School whilst under the influence of drugs or alcohol.

3. When communicating with staff, contractors and volunteers

3.1 All staff, contractors and volunteers are entitled to a safe and enjoyable work environment.

3.2 If a Parent contacts a staff member, contractor, or volunteer in relation to a query or concern, the recipient will respond within a reasonable period of time.

3.3 In order to most effectively discuss a particular query or concern, Parents wishing to speak to a staff member, contractor, or volunteer (either in person or over the phone) must make an appointment in advance.

3.4 Whilst the School will make reasonable attempts to comply with a court order, the School's priority is the wellbeing of the students and will only comply with court orders to the extent necessary. The School prefers not to become involved in family law proceedings.

3.5 Parents are required to:

- (a) speak to staff, contractors, and volunteers with courtesy and respect;
- (b) communicate with staff, contractors, and volunteers in a clear, friendly and open manner;
- (c) respect staff decisions and follow their directions; and
- (d) respect the privacy of staff, contractors, and volunteers.

3.6 Parents must not:

- (a) Use violence of any kind at any time;

- (b) raise their voice or interrupt whilst a staff member, contractor, or volunteer is trying to speak;
- (c) speak to staff, contractors, or volunteers in a derogatory or offensive manner;
- (d) use profane, insulting, harassing, aggressive or otherwise offensive language;
- (e) take a photo, video recording, or audio recording of a staff member, contractor or volunteer without prior consent;
- (f) post a photo, video recording, or audio recording of a staff member, contractor or volunteer on social media without prior consent;
- (g) attempt to contact staff members at their home or through use of their personal phone number, unless the staff member has permitted such contact;
- (h) assault (sexually or physically) a staff member, contractor or volunteer; or
- (i) intimidate, undermine, threaten, bully or harass staff, contractors, or volunteers.

4. When communicating with other students (not their own) and parents

4.1 Parents are required to:

- (a) speak to other students and parents with courtesy and respect;
- (b) contribute to a positive and friendly culture within the School community;
- (c) support and encourage the values, activities and ethos of the School; and
- (d) respect the privacy of other students and parents.

4.2 Parents must not:

- (a) use violence of any kind at any time;
- (b) raise their voice when speaking to other students and parents;
- (c) use profane, insulting, harassing, aggressive or otherwise offensive language;
- (d) deliberately exclude a student or parent or treat a student or parent differently to other students or parents;
- (e) speak to other students or parents in a derogatory or offensive manner;
- (f) take a photo or video recording of another student or parent without their consent;
- (g) post a photo or video recording of another student or parent on social media

without consent;

- (h) post a photo or video recording of a child that is not their own on social media without obtaining consent from the child's parent beforehand;
- (i) intimidate, undermine, threaten, bully or harass other students or parents; or
- (j) disclose the personal details of a student or parent to another person without consent.

5. When using social media

5.1 Parents recognise the potential for damage to be caused, directly or indirectly, to the School and others as a result of their personal use of social media especially in circumstances when they can be identified as a Parent of the School.

5.2 When using social media, Parents must:

- (a) respect a person's professional and personal environment and must not harass other people online;
- (b) act with integrity;
- (c) not use social media to voice grievances about the School;
- (d) make reasonable efforts to ensure that their children comply with the School's Social Media Policy;
- (e) be respectful to staff, contractors, volunteers, other parents, and/or students; and
- (f) never reveal confidential information relating to the School, staff members, contractors, volunteers, other parents, and/or students at the School.

5.3 Parents and/or guardians must not post on social media defamatory, offensive, sexually inappropriate, or other material that may damage the reputation of the School. This includes not disparaging the School's Christian teaching or acting otherwise in a manner which is disrespectful or contradictory to the School's Christian ethos. Parents understand that the School may remove posts on social media that breach this requirement.

6. When making a complaint

6.1 Parents have the right to raise issues and concerns related to the education of their child or other matters relating to the School.

6.2 Parents should ensure that they raise their issues and concerns with the right person and follow the correct communication channels according to our policies and procedures including the School's Grievance Procedure.

6.3 When making a complaint to the School, Parents are required to act in a manner consistent to the Parent Code of Conduct.

7. Consequences of a breach

7.1 Any person may notify the Principal of a possible breach of the Parent Code of conduct.

7.2 The Principal or their representative will investigate the complaint to determine whether there has been a breach of the Parent Code of Conduct or other policy.

7.3 If satisfied that a breach has occurred, the Principal or their representative may implement disciplinary action against the respondent such as a warning, direction to provide an apology, direction not to enter School grounds for a period of time, or termination of enrolment.

7.4 If a parent is unhappy in the application of this Code, they must raise the issue in accordance with the procedure set out in the School's Grievance Procedure.

8. Related policies and procedures

8.1 Privacy Policy;

8.2 Enrolment Agreement, including the Enrolment Terms and Conditions;

8.3 Grievance Procedure.

This policy was last updated on 17 September 2020.

If you have any questions in relation to this policy, you can contact the Principal.



Student Code of Conduct

1. Introduction

Tarrington Lutheran School (**the School**) is committed ensuring a safe and harmonious environment of learning and community. We aim to provide an open, welcoming, inclusive and safe environment for all members of the School Community.

Students should understand that there are consequences which flow from all behaviours. Consequences of student behaviours which are unacceptable to the well-being of the School community can include verbal reminders, warnings, additional duties, detentions, suspension and expulsion. In addition, consultation with parents and student counselling may be required. A breach of this Student Code of Conduct may require the School to implement its Behaviour Management Policy. When considering a breach of the Code of Conduct, the School aims at all times to be fair and consistent whilst appreciating that every situation also needs to be judged on its own merits.

All members of the School community are encouraged to accept responsibility for their own actions, consider their behaviour towards others, and respect authority. The School community's expectations about standards of behaviour are drawn from the Lutheran teachings on which the School is founded.

This Code of Conduct is intended to provide a set of general principles and guidelines to guide students in their interaction with staff, other students, parents and the wider School community. It applies to all students currently enrolled at the School, herein after referred to as "**Students**".

1.1 This Student Code of Conduct outlines the way in which the School requires Students to conduct themselves when attending the School campus, participating in School activities and communicating with members of our community (including staff, parents and other Students).

2. Acceptable conduct

2.1 Students are required to:

- (a) treat all Students, staff, contractors, volunteers, parents and visitors to the School with courtesy and respect;
- (b) express themselves in a virtuous and responsible manner;
- (c) value the individual differences of others;
- (d) listen and be open to other peoples' point of view;

- (e) utilise services available at the School in an appropriate manner;
- (f) take advantage of learning opportunities
- (g) cooperate with the teaching processes inside the classroom;
- (h) seek assistance from others as required;
- (i) listen to and act on progress reports from teachers and other staff members;
- (j) comply with any reasonable direction given by a staff member of the School;
- (k) meet assessment criteria to the best of their ability;
- (l) take advantage of decision making opportunities;
- (m) wear the school uniform at School and at all School events when required;
- (n) uphold the reputation of the School by observing an appropriate standard of behaviour when wearing School uniform and observe appropriate personal hygiene standards;
- (o) respect the property of other Students, staff and of the School;
- (p) be punctual and attend all classes;
- (q) comply with all safety policies and procedures in place at the School;
- (r) uphold the School's core values at all times;
- (s) speak to other Students, staff, contractors, and volunteers with courtesy and respect;
- (t) communicate with other Students, staff, contractors, and volunteers in a clear, friendly and open manner;
- (u) respect the privacy of other Students, staff, contractors, and volunteers;
- (v) listen respectfully in the classroom and when attending any kind of School assembly, activity, presentation, class event, or public meeting; and
- (w) behave in an inclusive manner with other students.

2.2 Students must not:

- (a) use violence of any kind at any time;
- (b) interrupt or disrupt a teacher, staff member or volunteer whilst classroom instructions or learning activities are taking place;
- (c) raise their voice when speaking to other Students and staff;

- (d) discipline or reprimand another Student;
- (e) bully or harass Students, staff, contractors, volunteers, and visitors to the School;
- (f) take a photo or video recording of another Student unless the parent of the Student is present at the time and consents to the photo or video recording being taken;
- (g) smoke cigarettes or attend the School whilst under the influence of alcohol or illicit drugs;
- (h) deliberately exclude another Student or treat a Student differently to other Students;
- (i) speak to other Students in a derogatory or offensive manner;
- (j) post a photo or video recording of staff on social media without the individuals' consent;
- (k) post a photo or video recording of a Student on social media without obtaining consent from the Student's parent beforehand;
- (l) intimidate, undermine, threaten, bully or harass other Students;
- (m) disclose the personal details of a Student to another person without consent; or
- (n) bring weapons or unsafe, dangerous or inappropriate equipment, materials or tools to the School.

3. When using social media

3.1 Students recognise the potential for damage to be caused, directly or indirectly, to the School and others as a result of their personal use of social media especially in circumstances when they can be identified as a Student of the School.

3.2 When using social media, Students must:

- (a) respect a person's personal environment and must not harass other people online;
- (b) act with integrity;
- (c) not use social media to voice grievances about the School;
- (d) make reasonable efforts to ensure that they comply with the School's Social Media Policy;
- (e) be respectful to Students, staff, contractors, volunteers and parents;
- (f) not create accounts that hold themselves out to be affiliated with the School;

and

(g) never reveal confidential information relating to the School, staff members, contractors, volunteers, other parents, and/or Students at the School.

Students must not post on social media defamatory, offensive, inappropriate or other material that may damage the reputation of the School. This includes not disparaging the School's Christian teaching or acting in a manner which is disrespectful or contradictory to the School's Christian ethos. Students understand that the School may remove or report to the eSafety Commissioner any post on social media that breaches this requirement.

4. Making a complaint

4.1 When making a complaint to the School, Students are required to act in a manner consistent to the Student Code of Conduct.

Disputes between Students and the School are dealt with on an individual case basis. The normal procedure is to follow the School's Complaints Handling Policy. If a Student is unable to resolve a grievance he or she may seek resolution through discussion with the Pastoral Care Coordinator, Principal or their representative.

5. Breaches

5.1 Students should report any cases of behaviour in breach of the Student Code of Conduct to a teacher or staff member in confidence.

5.2 Any person may notify the Principal of a possible breach of the Student Code of Conduct.

5.3 The Pastoral Care Coordinator or their representative will investigate the complaint to determine whether there has been a breach of the Student Code of Conduct or other policy.

5.4 If satisfied that a breach has occurred, the Pastoral Care Coordinator or their representative may implement disciplinary action against the respondent such as a warning, direction to provide an apology, exclusion from extra-curricular programs, suspension from the School grounds for a period of time, or termination of enrolment. Any decision made under this clause will be made in line with the School's Behaviour Management Policy.

The School reserves the right to vary disciplinary procedures for a particular misdemeanour by weighing the interests of individual Students against those of the wider School community.

If a respondent or their parents are unhappy in the application of this Code, they should raise the issue in accordance with the procedure set out in the School's Grievance Policy.

5.5 In accordance with applicable legislation, the Police or Department of Human and Health Services will be informed of any unlawful breaches of the Student Code of Conduct.