



Attachment 3: Enrolment Agreement

ENROLMENT CONTRACT

Student (full name) (*“student”*)

Parent/ Carer 1 (full name)

Parent/ Carer 2 (full name)

(Parents/Carers 1 and 2 are referred to as “you”)

Education

We will educate the student with due care and skill. You will encourage the student to take full advantage of the curricular and co-curricular opportunities.

We do not guarantee a particular level of achievement for each student. Achievement depends greatly on the individual attributes of the student and the student’s willingness to work for their own education.

We will act in the best interests of the student and the student body generally. This may mean we do not always act in accordance with your requests.

Health

You assure us that you have given us full information about the health of the student and any physical disabilities when applying for enrolment. You will let us know if there is any improvement or deterioration in the health or physical abilities of the student while the student is at the school. If something happens to the student in any medical or other emergency and if it is impossible or impractical to communicate with you, the school may take action and incur expenditure as it considers necessary in the best interests of the student. You must pay to us any expenditure we incur protecting the student.

Communication

The school will provide information about the student to both natural parents of the student and to any other person signing this enrolment contract. Under the Australian Education Act 2013 s77(2)(f) and the Australian Education Regulation 2013 s59, the school will provide reports to "persons having responsibility" for the student. In the absence of a court order, the school will provide these reports to the student's natural parents. The people signing this enrolment contract may request other arrangements relating to the provision of information about the student by giving notice in writing to us.

To communicate efficiently with parents, we will communicate with parents at the email addresses they provide to us. If you do not provide an email address or if you request in writing that we provide information other than by electronic means, we will communicate by the other means reasonably requested.

Where communication is to be with the entire school community or with identifiable sections of the school community, the communication may be affected through the school website. We will display on our website the policies and rules with which you and the student are expected to comply.

Fees

We will determine the fees for each term before the commencement of the term to which the fees apply.

You must pay the fees in advance of the term to which they apply and not later than fourteen (14) days after the date of invoice for the fees.

If we increase the fees for a term by more than 10% of the fees payable for the preceding term, you may terminate this enrolment contract by notice in writing to us given within fourteen (14) days of the date on which we notify you of the increase. If you terminate this enrolment contract for any reason other than for:

- our breach; or
- because of an increase in fees within the time limited by this contract

you must provide us with at least one term's notice.

If you do not provide us with one term's notice, you must nevertheless pay to us one full term's fees. The school commits resources based on confirmed enrolments and will most likely suffer loss from early termination. It may have difficulty filling the student's position at short notice.

If we expel the student, you must pay fees for the whole of the term during which the student is expelled.

Discipline

You must comply with policies, codes of conduct and rules we adopt from time to time. You must ensure, as far as practicable, that the student complies with those policies, codes of conduct and rules. The policies, codes of conduct and rules do not form part of this contract.

We may discipline the student for failure to comply with directions given by a person in authority or for failure to comply with the school policies and rules. These failures may occur on or off the school campus. The Principal or acting Principal may expel the student from the school for misconduct considered by the Principal or acting Principal to be serious enough to warrant expulsion.

Where discipline may involve expulsion of the student, the Principal or acting Principal will not expel the student until the allegations of misconduct have been put to the student or the student's representative and the student has been allowed an adequate opportunity to respond.

We may search lockers, bags and property of the student where it is reasonable for us to do so or as part of a general or random search of a place where we conduct our activities. We may confiscate forbidden or dangerous property.

Indemnity

You indemnify the school against any loss or damage caused by any failure by you or the student to comply with our rules and policies. You also indemnify us against any loss or damage caused by the wilful disobedience or reckless behaviour of the student.

Excursions

We will arrange excursions from time to time. We will inform you of intended excursions involving the student. You consent to the student attending excursions with the school. We will obtain your consent to any excursions where the student will be away for one or more nights.

Privacy

We collect personal information about students at the school, their parents and people who care for them. The primary purpose of collecting the information is to enable us to use the information for all actions connected with educating our students. You consent to the personal information being used for educational and ancillary purposes including the marketing of the school.

Any medical information will be used discretely and in accordance with the school's privacy policy. The privacy policy may be viewed on our website. We will provide a hard copy of the privacy policy to anyone who requests it.

Contract

Your obligations under this contract are joint and several. You authorise us to act on the direction of any one of you.

Termination

We may terminate this contract if:

- we dismiss the student from the school
- we decide at the end of a school year that we do not wish to continue the contract for the following school year for any reason
- mutual trust and co-operation between us breaks down
- you are in breach of this contract and you fail to remedy the breach within a reasonable time after notice from us requiring you to do so.

You may terminate this contract at any time, for any reason, with one clear term's notice to us in writing. You may also terminate the contract when:

- we are in breach of the contract and we fail to remedy the breach within a reasonable time after notice from you requiring us to do so
- there is an increase in fees of the kind referred to in an earlier clause of this contract and you give us notice as required by the earlier clause.

Special Conditions

This section records all the special conditions of your enrolment that have been arranged for the student.

Student Responsibility

- attend school regularly, on time, ready to learn and take part in school activities
- act at all times with respect and show tolerance towards other students and staff
- work hard and comply with requests or directions from all staff of the school
- abide by school rules, meet homework requirements and wear school uniform
- respect the school environment

Families Responsibility

- attend open evenings for families
- let the school know if there are any problems that may affect your student/s ability to learn
- inform school of reason for any absence
- treat school staff with respect and tolerance
- support the authority and discipline of the school enabling my child to achieve maturity, self-discipline and self-control
- abide by school's policy regarding access to school ground before, during and after
- pay all fees and charges as occurred

I accept the rules and regulations of Y Vocational School as stated in the school policies that have been provided to me as follows:

- Behaviour Management Policy – Knowledge, Culture, Respect
- Student Dress Code
- Absences
- School Excursions
- I consent to allow the school to use my child's copyright material, image, recording or name (Media Release) in any appropriate publications
- I agree to ensure Appropriate Use of Mobile Phone and other Electronic Equipment by my child's usage of the internet.
- I acknowledge that the preferred method of general communication will be done through email and text messages.

This enrolment contract may be reviewed at week 9 of each term. Upon review this enrolment contract will be amended to suit the individual needs of the school and student.

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Gurdian/Carer

Student

Date:

Date:

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Principal

Date:

STUDENT CONSENT FORM

I _____ (parent/carer) hereby give permission, and understand that, the Y Vocational School may need to collect and/or disclose personal information to and/or from third parties (as required) in order to provide an improved level of service for me

- Department of Education (Regional Office/s and/or State and Independent Schools)
- Department of Youth Justice
- Department of Child Safety, youth and women
- Department of Human Services
- Victoria Police – including the Child Protection Investigation Unit
- Professional Services (Health Services, Law Services and Community Organisations)

With the Privacy Act now in place parental permission is needed to use students photograph in different publications.

Please place a tick in the boxes below indicating what areas you are happy or not happy to have your child/children's photography used and being in video/powerpoints.

Newsletters will not only be issued to students but also put on the website.

	Yes	No
Newsletter		
Publications		
Website		
School Handbook/s		
Class Publications		
Media Publications/Promotional displays both inside and outside the school		

I _____ (parent/Carer) give my permission for
_____ (previous school) to forward any documents suggested below
related to _____ (student name) that may assist in gaining enrolment
to Y Vocational School

- Student Plan/s
- Student Profile
- Behavioural Records (from January 2019)
- Student Report Cards (from January 2019)
- Attendance Report (from January 2019)
- Medical Reports

Parent/Carer Signature

Parent Name:

Date: