



## A Safe School

1. Recognising that the College is committed to the safety and well-being of all its students, we agree to support the College in its efforts to provide a safe school environment that supports student well-being and effective learning.
2. We acknowledge that the College is a Catholic community in the Good Samaritan Benedictine tradition and that conduct and attitudes based on Catholic values are encouraged.
3. We agree that all communication between students, parents, visitors and staff members should be conducted in a courteous and respectful manner.
4. We agree to avoid confrontation and criticism in public and accept that there is no place in the College community for sarcasm, derogatory remarks, inappropriate familiarity or offensive comments.
5. We agree to support the values and to abide by the rules of the College as set out in the appropriate publications such as the College Mission and Vision and the College Community Code of Conduct 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 her in this. In particular, we have noted the College's requirements in relation to discipline, home study, uniform, attendance, a safe learning and working environment and leave.
6. We acknowledge that the Principal or her 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 computer surveillance which includes using software or equipment to monitor use of computers, the sending or receiving of emails, the accessing of websites and the use of social media.
7. We understand that the College requires parents and others to observe College security procedures for the protection of students from direct contact with those outside the College during school hours and that we are only to make contact through the College reception.

## Participation

8. We accept that the College may determine which particular courses and activities are offered and/or provided at any time and which of these courses and activities are compulsory. All students must participate in and/or attend the following activities, which may involve weekend activities, as determined by the Principal:
  - a) Church Services and Assemblies
  - b) extra-curricular activities
  - c) important College events such as Presentation Night and other events as required by the Principal, from time to time
  - d) various camps, retreats and excursions that occur from time to time as an integral part of the College curriculum.
9. We understand that requests from us for the student to be given leave from College activities, including academic and co-curricular programmes, must be made to the College in writing to the appropriate person noted in the Family Handbook.
10. We understand that requests 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.
11. We understand that the College requires parents to be actively involved in the College through attendance at student learning conferences, parent information evenings and parent forums, participation in courses offered by the College relevant to the student's education and assistance to the College in a voluntary capacity from time to time.

## **Health**

12. 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 College immediately. We also agree to complete the student's medical information accurately and provide annual updates to the College Student Reception.
13. 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 her absence, a responsible member of the College staff, to give the necessary authority for such treatment.

## **Privacy**

14. We acknowledge that the College may from time to time collect personal information about parents and students which is necessary for the College's function or activities. We authorise the College to use and disclose such information in such manner as the Principal deems appropriate for the purposes of the student's education, health, care, welfare or development. We have read the College's Privacy Policy as found on the College's Website and the College's Standard Collection Notice.
15. We give permission for images of the student to be placed in the College's records. At the start of each school year, we will grant permission (or not) for images of the student to be displayed and published in College publications, on its website and in other marketing and promotional material. This will be stated on each permission note for excursions or other activities. We can change these permissions at any time from the College Portal.
16. Where relevant, we agree to provide to the College all current Family Court or other court orders relating to us and the student. We note that the College's Privacy Policy deals with the confidentiality of such information.

## **What We Must Pay**

17. We agree to pay to the College all fees, levies and extra-curricular expenses as determined by the College Board and as published in the annual College Fees notice.
18. Fees and levies are charged annually at the beginning of the year and may be paid in the ways set out in the annual College Fees notice. Additional fees and expenses may be invoiced throughout the year.
19. If an invoice for fees, levies and/or expenses 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 College may subsequently without further notice not allow the student to participate in optional or extra-curricular programs, or refuse entry to the student or terminate her enrolment.
20. We understand and accept that, if the student fee account is overdue, and the College decides to recover the debt using a debt collection agency or legal processes, we must pay the total cost to recover the debt including legal fees.
21. 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.
22. We agree to pay all medical and ambulance expenses incurred on behalf of the student.
23. We acknowledge that the student's personal property is not insured by the College, which does not accept any responsibility for loss.

## **Ending Enrolment**

24. We understand that our acceptance of the College's offer of a place for the student implies that she will complete her schooling at the College unless unforeseen circumstances arise.
25. We accept that, if we wish to withdraw the student, we must give a full term's notice in writing (which may be delivered, posted or emailed) to the College Registrar. 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 a term's fees plus GST. This amount is a genuine pre-estimate by the College of the loss that it would suffer because we have not given the required notice.

26. We agree that the Principal may, by giving us one term's written notice:
  - a) exclude the student if the Principal considers that a mutually beneficial relationship of trust and cooperation between us and the College has broken down to the extent that it adversely impacts on that relationship; or
  - b) ask us to remove the student from the College at the end of an academic school year where the student has, in the Principal's opinion, failed to meet the requirements of the New South Wales Education Standards Authority or has otherwise failed to make satisfactory progress in her academic work.
27. We agree that the Principal may terminate the student's enrolment if:
  - a) we have provided or do provide information to the College before or after our acceptance of the College's offer of a place for the student, which is materially incomplete, incorrect or misleading; or
  - b) we fail to comply with these conditions.
28. We agree that the Principal may in her absolute discretion, but subject to affording the student procedural fairness, suspend or dismiss the student for breaches of College values and/or rules or for ill-discipline.

### **General**

29. We agree that the College 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.
30. We agree to give the College notice of any change in our contact details or circumstances, such as where and with whom the student is living, by advising the College Registrar, or updating details on the College portal.