

## **Enrolment Terms & Conditions**

**The following terms and conditions apply to both new and existing enrolments and are effective from 1 Jan 2024.**

### **1. Acceptance of offer of Enrolment**

- 1.1. An offer of enrolment must be accepted by both Parent/carer(s) where appropriate unless the School agrees to waive this requirement. Upon acceptance, all signatories to the terms and conditions will be jointly and severally liable in respect of the obligations contained in these terms and conditions.
- 1.2. Within 14 days of the acceptance of the offer, a non-refundable entrance fee of \$1,000 for the first child and \$500 for additional children is payable.
- 1.3. If Parent/carer(s) wish to defer the entry of a student to a different calendar year to the initial request, the School will advise whether it is able to agree to this. If it is unable to agree, the Student will be placed on a waiting list for the requested year but enrolment cannot be guaranteed.
- 1.4. Enrolment is dependent on the School receiving payment of the first term fees within one month of the start of term or an authorisation for direct debit. If the fees for any term remains outstanding at the end of each term, the School reserves the right to terminate the enrolment.

### **2. Conditional Enrolment**

- 2.1. All enrolments are conditional upon the School being satisfied in its discretion that the Student's needs can be met by the School. The School may cancel the enrolment if it determines prior to the start of the enrolment that the Student's needs cannot be met. The entrance fee of \$1,000 or \$500 will be refunded in these cases.
- 2.2. The School may require parent/carer(s) to provide reports and assessments necessary to determine the particular needs of the Student.
- 2.3. Competence in English is a prerequisite for enrolment. If the School considers that the English language capabilities of the student are not sufficient, it may require the Student to undergo an intensive English language course. If the required language level is not reached, the School may decide that the enrolment should be cancelled.

### **3. Progress of Student**

If the School considers that, the progress of a student is unsatisfactory and that it can no longer meet the student's needs it may cancel the enrolment of the Student by giving not less than term's notice.

#### 4. Fees and Charges

- 4.1. The Hartford Board determines the fees and charges that will be payable from time to time, which are set out in a Schedule of Fees. The fees are revised regularly and may be amended each year.
- 4.2. Fees and charges are also levied for co-curricular activities, elective subjects and sport.
- 4.3. The School may also incur expenditure for the Student's needs on behalf of the parent/carer(s) as it reasonably considers necessary, which may be added to the parent/carer(s)'s school account.
- 4.4. All medical expenses incurred on behalf of a student must be reimbursed by the parent/carer(s).
- 4.5. All fees and charges must be paid on or before the due date set out in the fees notice.
- 4.6. If fees are not paid within 30 days of the due date, an overdue charge may be levied at the rate of \$250 per student per month. This charge reflects the loss, which may be incurred by the School as a result of the late payment. The charges payable from time to time can be obtained from the School office.
- 4.7. If fees and charges are not paid within 60 days of the due date, the enrolment of the Student may be suspended, unless the School agrees in writing to accept other arrangements. Failure to abide by any other agreed arrangements may result in the enrolment of the Student being cancelled without further notice.
- 4.8. Fees will not be waived in whole or part if the Student is absent due to illness, leave or suspension.
- 4.9. If students are undertaking activities which incur extra fees or charges, not less than six (6) weeks' written notice must be given to the school to discontinue these activities, or six (6) weeks' fees for these activities will be charged in lieu of notice.

#### 5. Withdrawal of Students

- 5.1. Where students leave to enrol at another school, the NSW Education Standards Authority (NESA) requires that parent/carer(s) advise the School in writing of the name of the school the Student will be attending and the grade the Student will be entering at the new school.
- 5.2. If parent/carer(s) wish to withdraw a student from the School, not less **than one full term's** written notice should be given to the School.
- 5.3. If the required notice of withdrawal of a student is not given the parent/carer(s) must pay a school term's fees in lieu of notice.

#### 6. Obligations of Students

Students are required to have high standards of behaviour and:

- 6.1. Abide by the School Rules and Codes of Conduct as they apply from time-to time.

- 6.2. Behave courteously and considerately to each other and to staff at all times.
- 6.3. Not do anything which may bring the School into disrepute, including in print and electronic media.
- 6.4. Support the goals and values of the School
- 6.5. Attend and, if required, participate in assemblies, the School sports program, important school events such as Presentation Night, school masses, or other events determined by the Headmaster, and camps and excursions that are an integral part of the School curriculum.
- 6.6. Wear the school uniform as prescribed including when travelling to and from School and follow conventional standards of appearance while at school in accordance with the School's guidelines and the expectation of the school community.
- 6.7. Attend school during school hours, except in the case of sickness or where leave has been given or an exemption from attendance has been granted.

## **7. Obligations of Parent/Carer(s)**

The parent/carer(s)

- 7.1. Must accept and abide by the requirements and directions of the Hartford Board and the Headmaster relating to the student or student's generally and not interfere in any way with conduct, management and administration of the School.
- 7.2. Are required to support the goals, values and activities of the School, and

The parent/carer(s) must promptly advise the School:

- 7.3. In writing of any changes of home, mailing, email address or contact details or other information on the Enrolment Application Form. Offers of enrolment may be cancelled if the School loses contact with the parent or mail is returned.
- 7.4. If the Student is absent from the School due to ill health or other reason.
- 7.5. In writing of any orders or arrangements that affect the Student concerning custody or access, any change to them or any other orders or arrangements which were relevant to the Student's education and welfare and provide copies of any orders to the School.

The Parent/carer(s) also:

- 7.6. Must ensure the Student has each item of officially required uniform, clean and in good repair, and all other requirements such as textbooks and stationery.
- 7.7. Should communicate with students, parent/carer(s), visitors and staff members in a courteous manner, and follow the communication guidelines laid down by the School from time-to-time and observe the Parent Code of Conduct.
- 7.8. Should attend parent-mentor meetings, Key Parent Functions, parent-teacher interviews and participate in courses offered by the School which are relevant to the Student's education.
- 7.9. Must not use social media to denigrate the School, staff, students or other members of the school community.

## **8. Health and safety**

- 8.1. Parent/carer(s) must advise the School immediately if they become aware of any special needs that the Student may have including, but not limited to, any medical, physical, psychological needs, or any changes to these needs.
- 8.2. Parent/carer(s) must complete and return to the School the required health form for the Student prior to the Student commencing at the School and provide updates if circumstances change or as required by the school from time to time.
- 8.3. If the students is ill or injured, requiring urgent hospital and/or medical treatment (for example injections, blood transfusions, surgery) and parent/carer(s) are not really available to authorise such treatment, the Headmaster or, in the Headmaster's absence, a senior staff member of the School, may give the necessary authority for such treatment. The parent/carer(s) indemnify the School, its employees and agents in respect of all costs and expenses arising directly or indirectly out of such treatment.
- 8.4. Parent/carer(s) must observe school security procedures for the protection of students.
- 8.5. Students are responsible for their personal property and the School does not accept any responsibility for the loss of their belongings.
- 8.6. The Headmaster or the Headmaster's nominee may search the Student's bag; locker or other possessions where there are reasonable grounds to do so, in order to maintain a safe environment for all students.

## **9. Programs and Activities**

- 9.1. The School determines the educational and other programs and activities conducted at the School from time to time in its absolute discretion.
- 9.2. The School may change its programs and activities and the content of these programs and activities without notice.
- 9.3. The Student will be required to participate in all compulsory activities including excursions, camps and outdoor education unless the Headmaster agrees otherwise. Charges may be levied for these activities and will be payable unless the Student is unable to attend due to ill health or other reason where it is impossible for the Student to attend

## **10. Reports**

The School will send academic reports to the email address or addresses notified by the parent/carer(s). Where parent/carer(s) do not live together, reports will be sent to both parent/Carer(s) unless there is an Order of the Court or an arrangement that the reports will only be sent to one Parent.

## **11. Leave**

If the parent/carer(s) wish to seek leave for the Student not to attend any School academic or co-curricular program or activity during a term, they must apply to the Headmaster. Leave will usually only be granted in most extreme circumstances.

## **12. Suspension & Termination of Enrolment**

12.1. The School may suspend or terminate the enrolment of a student, either temporarily or permanently at any time for reasons which may include, but are not limited to:

12.1.1. A serious breach of the School's rules

12.1.2. Conduct prejudicial to the reputation of the School or the well-being of its students or staff, and;

12.1.3. Where the Principal or Hartford Board believes that a mutually beneficial relationship of cooperation and trust between the School and the Parent/carer(s) has broken down to extent that it adversely impact on that relationship

12.2. The School will only exercise its power under this clause to terminate the enrolment of a student if it has provided the Student and their parent/carer(s) with details of the conduct which may result in a decision to expel the Student and provide them with a reasonable opportunity to respond and where there has been procedural fairness.

12.3. The School may terminate the enrolment of the Student without notice if, either before or after the commencement of enrolment, the School finds the relevant particulars of the special needs of the Student have not been provided to the School or the particulars provided are materially incorrect or misleading.

## **13. Privacy**

The Parent/carer(s) acknowledge that they have read the School's privacy policy.

## **14. Amendment of Terms and Conditions**

The School may alter the terms and conditions of enrolment at any time by giving not less than two (2) term's notice to the Parent/carer(s) in writing which shall apply to both current and future students and parent/guardian(s) from the date specified on the notice.

## **15. Definitions**

In the terms and conditions:

**Parent/Carer** means the parent/guardian(s) who entered into the contract of enrolment with the School.

**School** means namely Hartford College.

**Student** means the student who is named in the contract of enrolment

**Headmaster** means Head of School.

## Parental Code of Conduct

The School aims to work in partnership with parents to form each child's character, educating for personal and academic excellence. The School is committed to a strong culture of mutual trust and support among parents, teachers, mentors, all staff members and students.

This Code has been developed so that parents and those with parental responsibilities are aware of and meet the School's expectations with regard to their interaction with the School, its teachers, mentors, and all staff members, other parents and students. Adherence to this Code is important to promote positive and productive relationships within the School community.

### **Role of the School Generally**

The School is responsible for establishing and administering the policies, procedures and rules which govern the day to day operations of the school. It is important that parents recognise and respect this, adhere and have their children adhere to the School's requirements, and support these decisions.

### **Discipline**

The School expects students to comply with its rules and not engage in behaviour which is harmful to others or is contrary to the ethos and philosophy of the School. Parents are expected to support the School in relation to its discipline policy and not do anything which undermines its authority. It must be understood that in the case of minor disciplinary matters, the School will be arbiter of what took place and what is a fair punishment - it will not engage in debate about the details of the conduct for the appropriateness of the punishment.

In relation to more serious matters which may result in suspension or expulsion, the School will inform parents of the matter and will deal with it in accordance with the School's disciplinary policy. While parents will be consulted, the final decision will be the School's.

### **Interaction with Staff**

The School conducts regular meetings between staff and parents at which the student's progress can be discussed. There may be other times when a parent or staff member

requests a meeting to discuss particular issues that may arise during the course of a student's schooling.

If a parent wishes to meet with a staff member, they should make an appointment so that a mutually convenient time can be arranged. This can be done through the school office, or by emailing the staff member.

Parents should never attempt to contact a staff member at their home, unless the staff member requests this.

Parents also can make an appointment to see the Headmaster about any particular concerns they may have relating to their son.

It is important that parents show respect for staff and not publicly criticise them or seek to undermine their authority. If a parent has a particular concern about a member of staff, they can raise it with the staff member concerned or with the Headmaster. However when doing so, they should observe the general rules of conduct set out in this code.

The School has a duty of care to protect staff and for this reason any aggressive or abusive behaviour will not be tolerated.

### **Complaints**

If a parent has a complaint about an issue, this should be directed to the Headmaster or to the teacher responsible for the particular area of activity.

If a parent wishes to make a complaint, they should not use rude or abusive language. This is not productive and can make it harder to resolve concerns.



## **Interactions Generally**

Communications whether verbal or in writing with other members of the school community, whether teachers, administration staff, other parents or students should:

- show respect, courtesy and consideration;
- not harass or bully another person;
- not use intemperate language; and
- not be confrontational.

Social media should not be used to criticise or denigrate others in the school community.

## **Sport**

Parents are welcome to attend sporting events, but should exercise restraint when supporting school teams. In particular, they should not abuse, threaten or otherwise seek to intimidate an umpire, a referee, a player, or any school representatives.

The sports coaches at the School pick teams based on their view of the most appropriate selection at the relevant time. It is not appropriate for parents to complain about the failure of their son to be picked for a particular team.

## **Separated parents**

Where students have parents who are separated or divorced, parents should not attempt to involve the School in any parental dispute that may arise. The School is not able to make judgement on the merits of claims made by one parent against another and should not be asked to do so. Nor should it be asked to take any action, which would or is designed to disadvantage one party. The School will of course, observe any orders made by a court in relation to a student or communication with parents.

## **Failure to observe this Code**

If a parent fails to observe this Code after being warned about a breach, the School may:

- limit access to a teacher or teachers;
- limit access to the school premises or sporting or other school events; or
- terminate the enrolment of the student.

