

ST THOMAS AQUINAS CATHOLIC PRIMARY SCHOOL NORLANE



ENROLMENT AGREEMENT and COMMITMENT TO SCHOOL POLICIES – June 2019

I acknowledge that I understand and accept the terms and conditions of enrolment as set out below:

I agree that:

- ❖ I will support school policies in relation to program of studies, sports, school wide positive behaviours, discipline, school uniform and general operations of the school as outlined and available on the school website;
- ❖ I will ensure that the information that I have provided is kept up to date throughout the period of enrolment and that I will notify the school promptly of any changes to that information (e.g. change of contact numbers or residential address, changes to parenting orders, etc)
- ❖ I will support my child's participation in the religious life of the school;
- ❖ I will attend parent – teacher and other information meetings which relate to my child;
- ❖ I will support the school's Student Code of Conduct and support consequences for my child's behaviour; and
- ❖ I will uphold the school's Parent Code of Conduct and accept any sanctions if I transgress that code.

In the event that I have any concerns, I will raise them initially with the relevant teacher as set out in the Student & Parent Grievance Policy.

If in times of emergencies, accidents or serious illness and I cannot be contacted, I give permission for the Principal (or his/her representative) to seek medical attention for my child as required (which may include transportation to the nearest hospital, medical centre or doctor by ambulance or private vehicle). I also understand that the signatories below are required to meet any costs incurred.

I acknowledge that I have read all the information in the enrolment package and understand the policies that the signatories below will need to abide by should the enrolment continue.

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made in the enrolment application, acceptance will not be granted; or if discovered after acceptance, enrolment may be withdrawn.

Parent/Guardian 1 <i>Signature:</i>		Date:	
Parent/Guardian 2 <i>Signature:</i>		Date:	

ST THOMAS AQUINAS CATHOLIC PRIMARY SCHOOL NORLANE



SCHOOL FEES

Catholic Primary schools receive funding from both the Commonwealth and State Governments. This funding is used for employing staff, maintaining the school, learning programs and other activities that support your children, their wellbeing and learning. Whilst substantial, this funding does not cover the costs of all these activities. Consequently, St Thomas Aquinas Primary School requires parents to contribute to the costs of educating their children.

All Catholic Primary schools are required to charge school fees. St Thomas Aquinas School fees are amongst the lowest in Victoria. We aim to keep it that way but require all families to honour their commitment to pay fees.

If you are experiencing financial difficulties and are finding it hard to pay school fees, please see the school as soon as possible. We can make some arrangements to help you meet that commitment.

There are a number of ways to pay school fees, including through Centerpay and by direct debit. You are able to use a credit or debit card and pay in person at the office via EFTPOS. We prefer that fees are not settled by cash, however we will accept cash at the office.

- ❖ I will commit to paying the current school fees and levies for my child/ren and also pay any variation or increase of fees and levies as required by mutual agreement with the school;
- ❖ I will promptly notify the Parish Priest and the school if I am experiencing financial hardship that makes my commitment to paying school fees and levies difficult.

Parent/Guardian 1 <i>Signature:</i>		Date:	
Parent/Guardian 2 <i>Signature:</i>		Date:	

ST THOMAS AQUINAS CATHOLIC PRIMARY SCHOOL NORLANE



BEING ON TIME AND AT SCHOOL

Being at school and being on time is important.

In Victoria, it is compulsory for children and young people aged 6–17 years to attend school.

Parents are legally required to ensure their child attends school every day and to provide an explanation for their child's absence from school unless an exemption from attendance has been granted or an exception to their attendance applies.

Evidence shows that daily school attendance is important for young people to succeed in education and to ensure they don't fall behind both socially and developmentally. Young people who regularly attend school and complete Year 12 or an equivalent qualification have better health and employment outcomes and enjoy higher incomes.

All children should be at school on all days the school is open for learning. Failure to be at school is a serious issue and can have legal implications for parents/guardians and affects a child's ability to learn. ALL absences from school MUST be accounted for.

Of course, when children are sick, they must remain at home until they are well enough to return to school. Parents/guardians are required to notify the school prior to or after the absence via phone or written note. Parents/guardians of children who have been marked absent but have not contacted the school will receive a text message to the number of the primary carer. If you receive this text, please contact the school.

School starts at 9:00am. Being at school before that is vital to a child's successful learning. When children arrive at school late, they miss out on essential learning time and late arrivals can be quite disruptive to other children and staff.

We invite you to commit to having your child at school every day and ensuring that your child arrives at school prior to the start of the school day to best serve his/her learning.

Parent/Guardian 1 <i>Signature:</i>		Date:	
Parent/Guardian 2 <i>Signature:</i>		Date:	

ST THOMAS AQUINAS CATHOLIC PRIMARY SCHOOL NORLANE



SCHOOL UNIFORM

Wearing a clean, full school uniform, including black school shoes, demonstrates pride and full involvement in our school community. This is essential discipline we endeavor to promote in our school.

If, for any reason, your child is unable to wear their full school uniform, please provide a note for the class teacher.

Uniforms are available to purchase at the school at cost price. School shoes are available at local stores.

Parent/Guardian 1 <i>Signature:</i>		Date:	
Parent/Guardian 2 <i>Signature:</i>		Date:	

HAIR and HEAD LICE

All students' hair must be neat and clean. The school discourages outlandish hairstyles. If your child's hair is long, it must be tied back. This is to ensure that the transmission of head lice is minimized.

If your child has head lice, please make sure that your child's hair is treated and that there are no lice or nits before they return to school. If head lice are noticed on your child whilst at school, you will be contacted and your child will need to go home. Information on how to treat headlice is available at the school.

From time to time, the school employs qualified nurses to check hair across the school. You will be notified if this happens and your consent to check is appreciated.

Parent/Guardian 1 <i>Signature:</i>		Date:	
Parent/Guardian 2 <i>Signature:</i>		Date:	