



Enrolment Agreement

Overview

From 1st July 2019, an Enrolment Agreement is required between Parents/Carers/Guardians and all Victorian Schools. It is formal in nature and includes mandated items that comply with State and Commonwealth law. The Agreement forms the basis for Fitzroy Community School offering, and a family accepting, enrolment for a Student at the School.

In this agreement parents/carers/guardians will be provided with a copy of the following documents, which form part of this agreement:

- Enrolment Form
- Enrolment Policy and procedures
- Parent / Carer / Guardian Code of Conduct
- Student Code of Conduct
- Child Safety Code of Conduct
- FCS Fee Schedule
- Behaviour Management Policy (on website)
- Complaints and Grievances Policy

Enrolment

Offers of enrolment will be made in line with the School's Enrolment Policy. This Enrolment Agreement and the associated documents need to be completed and returned to the school after the offer of a place and prior to the student's first day at school.

Educational Services

Students are enrolled at Fitzroy Community School with the understanding that the Victorian Curriculum is the basis for the Educational Services provided.

School Fees

School fees cover all day to day classroom resources, most excursions, camps and events. From time to time, students may be offered additional family-funded programs which will be optional and at the discretion of each family to accept or decline.

By signing this agreement, parents / carers / guardians acknowledge that they are aware that students will not be allowed to attend the school unless all current term fees are paid before the commencement of each term, or a payment plan has been approved by the Principal. The payment plan will be monitored over the course of the term and must remain up-to-date for continued attendance.

Medical & Social Conditions

Prior to a Student commencing at the School, Parents/Carers/Guardians agree to disclose any information about the child related to medical or social conditions which may assist the School to appropriately care for and support the child during School activities. If information or medication relating to serious medical conditions (e.g. Anaphylaxis) hasn't been provided by the Parents/Carers/Guardians, the Principal may not allow a Student to attend School until they have been provided.



If, during the period of enrolment, the physical and/or mental health of the Student changes, Parents/Carers/Guardians will notify the School and provide any relevant medical information or reports in a timely manner. The School may request that additional information be sought by external practitioners in order to obtain information which may assist the School to support the Student during School activities.

Parents/Carers/Guardians may be required to meet with School staff in order to discuss and develop strategies to enable the School to meet the needs of the Student and the School community.

In the event the Student is involved in a medical emergency and the Parents/Carers/Guardians or nominated emergency contact person cannot be reached, the School can take action and incur expenditure as it considers necessary in the best interests of the Student.

Parents/Carers/Guardians will indemnify the School for the cost of any such treatment or action taken (e.g. Ambulance expenses).

Reasonable Adjustments

Reasonable adjustments will be made by the school for students with a disability or health condition to ensure equal access to teaching and learning as set out in the Disability Discrimination Act 1992. Reasonable adjustments ensure that people with a disability or health condition have access to and participate in the academic, occupational, and social activities of the school. The adjustments will be recommended in line with legislative guidelines and are directly related to up-to-date medical or other documentation provided by the student.

These adjustments may include:

- explicit adjustments, including targeted or differentiated teaching, assessments, or activities;
- specific and relevant teaching strategies to support targeted areas of communication;
- active monitoring and supervision, meeting health, personal care, and safety requirements;
- enabling access to learning through a differentiated approach to teaching and learning and modifications to buildings and learning environments.

Codes of Conduct / Practice

By signing this Enrolment Agreement, Parents/Carers/Guardians agree to abide by the School's Parents/Carers/Guardians Code of Conduct. Any wilful or intentional breach of this Code may result in the cancellation of a Student's enrolment, which will be determined by the School Board.

Prior to their starting at the School, Students will also be required to agree to the Student Code of Conduct to ensure their willingness to abide by the behavioural expectations of the School community. This code of conduct links with the School's Behaviour Management Policy.

Complaints & Grievances

Complaints and grievances should be dealt with in accordance with the School's Complaints and Grievances Policy. If a parent, carer or guardian feels a matter they have raised is unresolved, not



satisfactorily resolved, or involves an issue of procedural fairness, they may appeal the decision in accordance with the steps laid out in the policy.

School Policies and Procedures

Parents/Carers/Guardians agree to follow the School's policies and procedures which can be found on the School's website. Student suspensions and expulsions will be dealt with in accordance with our Behaviour Management Policy.

Privacy and National Data Collection

Fitzroy Community School will collect, hold, use and disseminate personal information, including health and other sensitive information about students and parents / carers / guardians before, during and after the course of a student's enrolment at the school.

The main purpose for collecting this information is to enable the school to provide schooling for the student. It is also used to keep parents informed about their child's education, to facilitate day-to-day administration of the school, to comply with federal and state government data collection requirements, to receive government funding, to satisfy the school's legal obligations and to discharge its duty of care.

In some situations, referrals by the school to outside agencies or health practitioners may be needed to support the needs of the child and/or family. In most circumstances this will be done in conjunction with families as a coordinated response. Consent is not required to make a referral or report if seeking consent is not in the best interest of the child.

Grounds on which this Agreement may be Terminated

By Parents/Carers/Guardians

A minimum of five (5) weeks' notice is required for cancellation of enrolment by families. If minimum notice is not given, payment of School fees in lieu of notice is required. A refund on fees already paid at the date of cancellation is subject to a family's request, and by approval from the Principal and Board.

By the School

If enrolment is cancelled by Fitzroy Community School no future fees are payable from the date of cancellation. Reasons for the cancellation of enrolment by Fitzroy Community School are:

- **Non-Payment of Fees:** If parents or guardians consistently fail to pay required school fees or other related costs, the school may consider cancelling enrolment.
- **Non-Compliance with Policies:** If a student or their parents repeatedly violate school policies, rules, or codes of conduct, the school may decide to cancel enrolment.
- **Attendance Issues:** Persistent absenteeism or truancy without valid reasons could lead to the school cancelling enrolment.
- **Disruptive behaviour:** If a student's behaviour consistently disrupts the learning environment or poses a threat to the safety of other students, teachers, or staff, the school may consider cancelling enrolment.



- **Failure to Meet Academic Requirements:** If a student consistently fails to meet academic standards or shows no progress despite interventions, the school might consider cancelling enrolment.
- **Health or Medical Reasons:** In cases where a student's health condition poses a risk to themselves or others and cannot be adequately managed within the school's resources, enrolment cancellation may be considered.
- **Legal or Regulatory Requirements:** If the school becomes aware of legal or regulatory issues that prevent the student from continuing enrolment, they may have to cancel the enrolment.
- **Violation of Enrolment Conditions:** If a student or their family has provided false information during the enrolment process or violates any conditions set forth by the school, enrolment cancellation might be considered.
- **Non-Cooperation or Non-Engagement:** If parents or guardians fail to cooperate with the school in addressing concerns about their child's education, well-being, or behaviour, the school might consider cancelling enrolment.
- **Extreme Circumstances:** In rare cases, unforeseen circumstances or emergencies may arise that require the school to cancel enrolment, such as the closure of the school, extreme financial hardship, or other extraordinary events.



Additional requirements:

Please ensure you understand the information described above and initial next to each item below to indicate you agree:

	Parent / Carer / Guardian 1 (initials)	Parent / Carer / Guardian 2 (initials)
I/We agree to notify the school of any absences on the day, or as soon as possible after, they occur.		
I/We agree to keep all relevant information on any Medical Management Plans up to date.		
I/We agree not to bring my child/ren to school in the event of sickness or infectious illness.		
I/We agree to our child/ren being taken off school grounds for impromptu excursions under the supervision of school staff.		
I/We agree to our child/ren being photographed whilst enrolled at school for educational reporting, administrative and promotional purposes.		
I/We have advised the school (prior to the offer of a place) of any information that is important in relation to the behavioural, social or neurological profile of the child.		
I/We have advised the school (prior to the offer of a place) of any DFFH services or related support / intervention programs in which the child is involved.		
I/We agree to keep the school informed of any change in circumstances that may affect the student's enrolment, wellbeing or behaviour.		



Signed by:

Fitzroy Community School

Principal Signature:

Date:

Parent / Carer / Guardian (1) name:

Signature: Date:

Parent / Carer / Guardian (2) name:

Signature: Date:

This agreement must be signed by all persons that have parental and/or legal guardianship responsibility for the Student.