

Key Enrolment points

- **Pre-school:** Children entering Pre-school need to be 3 years old before they commence. They also need to be toilet trained.
- **Kindergarten:** Children entering Kindergarten need to be 5 years old by 30 April
- **Year 5 Mainstream and Advanced Learning Program:** Entry to the Advanced Learning Program involves a selection process.
- **Year 7:** Places in Year 7 are usually limited, but applications are encouraged and will be considered.
- **Other Years:** Applications for entry to other years will be considered if places are available. Due to the high demand for places, we advise parents to apply for entry for their child well before the desired year of entry. Offers will be made at the discretion of the Principal and may consider the boy/girl ratio in the existing cohort.

On receipt of completed applications for registration we create a waiting list and use this list to begin the process of enrolment, such as invite the child and parents to interview, to fill the available places.

Key Transition points

Students already enrolled in Emanuel School will transition into the next year automatically providing

Enrolment Contract

Acceptance of a place requires the return of the signed Enrolment Form and payment of the Commitment Fee. This establishes an agreement to abide by and support the school rules and policies, to pay the School Fees, to accept the Enrolment Terms and the consequences of suspension or termination. The contract establishes an ongoing relationship between the school and the parents and continues in force beyond the end of each school year.

All school fees must be paid by direct debit or credit card (service fee of 1% of the amount paid), **enrolment will not be confirmed until we receive the completed Direct Debit Authority form.**

Now that you are joining the Emanuel School family, the Parent Safety Group (PSG) requires your support to ensure that we maintain-3 ()q re.689 -2 e rrn-3 ()q r.4e2 cd2h -2 cm BT 42 0 0 42 1743.822% iii ieeeeej.4e2 cd2h -2 cm BT

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Once confirmed by the Business Office, fees will be billed and are payable in accordance with the payment method selected by the parents. Fees are payable even where there is some disruption to the student's education, such as illness.

Term 1 School Fees must be paid on the first day of Term 1 in the year the student is to start at the School unless otherwise indicated on the invoice. Term 1 School Fees are non-refundable even if the student does not proceed with the enrolment having previously accepted the place.

The School reserves the right to charge administration costs on fees not paid within the specified time.

Scholarships and Discounts

Changes to the Enrolment Policy

The School reserves the right to alter its Enrolment Policy at any time. Any changes will be communicated to parents.

Information about the School is available and accessible online or on request from the Enrolments Office. The Emanuel School Prospectus Pack contains the following documents to assist all students and parents to make informed choices regarding possible enrolment:

- a. Prospectus
- b. Enrolment Policy & Guidelines
- c. Current Fee Structure

All families are engaged in discussion as to whether the student requires any special services or facilities the School might provide to assist them. The School obtains information from a third party (such as the

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In considering all prospective enrolments, the School may ask parents to authorise the Principal or his delegate to contact!

The Principal of the student's current school to obtain or confirm information pertaining to the student or their enrolment.

Any medical or other personnel considered significant for providing information pertaining to the needs of the student.

Where information obtained by the Principal suggests:

A profile of misconduct, illegal activities or anti-social behaviours that indicate the student's enrolment at the School is likely to be detrimental to other students, the staff, or the School, or

The parents may not be able to meet the financial commitment required by a having a student at the School, the Principal may decline to proceed any further with the enrolment process.

Following the interview, the School may make an offer of a place.

Acceptance of an offer will be required within a fixed time (generally two weeks). Acceptance of an offer, completion of required documentation and payment of a Commitment Fee will confirm a place in the School. Non-payment of the Commitment Fee within the fixed time of the offer will result in the place being forfeited.

For **Pre-School and Kindergarten** entry, letters of offer will be mailed to several families at one time, generally prior to mid-year. Parents wishing to secure a place for their child will be required to accept the

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All fees are payable on or before the first day of each term. **The payment of school fees is required as a direct debit arrangement** from a bank or credit card for all new families enrolling in the school after April 2018. Monthly direct debit payments may also be arranged.

Payments made after the due date will attract an Administration Charge as published from time to time by the School. The School reserves the right to refuse entry to

1. Acceptance of Offer of Enrolment

" ," 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.

" ,# Enrolment is dependent on the School receiving the Commitment Fee in full by the due date.

2. Conditional Enrolment

," 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 School will require Parent/carer(s) to provide reports and assessments necessary to determine the needs of the Student.

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 one term's notice.

4. Fees and Charges

% ," The School 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 will be amended each year.

%,# Fees and Charges are also levied for, co-curricular activities, elective subjects,

6. Obligations of Students

6.1 Students are required:

- a) To have high standards of behaviour.
- b) Abide by the School Rules, Policies and Codes of Conduct as they apply from time-to-time.
- c) Behave courteously and considerately to each other and to staff at all time.
- d) Not do anything which may bring the School into disrepute, including in print and electronic media.
- e) Support the goals and values of the School.
- f) 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.
- g) Attend the School during school hours, except in the case of sickness or where leave has been given or an exemption from attendance has been granted.

6.2 All students are required to participate in the following activities as determined by the Principal:

- a) learning opportunities, both within and outside of the classroom
- b) prayers
- c) Jewish Studies till the end of Year 11
- d) the compulsory sports programs
- e) camps and excursions for the relevant year group
- f) school events as determined by the Principal.

7. Obligations of Parent/Carer(s)

(,) The parent/carer(s):

- a) Must accept and abide by the requirements and directions of the School Board and the Principal relating to the Student or students generally and not interfere in any way with conduct, management, and administration of the School.
- b) Are required to support the goals, values, and activities of the School.
- c) Must abide by the School's Traffic and Parking Policy.
- d) Must abide by the School's requirement to complete Parent Safety Group (PSG) duties (once a Term).
- e) Should view the School's parent portal on a regular basis and/or read the weekly Ma Nishma.

(, #) The Parent/carer(s) must promptly advise the School:

- a) In writing of any change 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.
- b) If the Student is absent from the School due to ill health or other reason.
- c) 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:

- a) 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.
- b) Should communicate with students, parent/carer(s), visitors, and all 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.
- c) Should use their reasonable endeavours to attend parent-teacher interviews and parent forums and participate in courses offered by the School which are relevant to the Student's education.
- d) Must not use social media or other form of media to denigrate the School, staff, students, or other members of the School community.

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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

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13. Privacy

The Parent/guardian(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/guardian(s) in writing which shall apply to both current and future students and parent/guardian(s) from the date specified in the notice.

15. Definitions

In the terms and conditions:

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

School means the Emanuel School.

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

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