



Genazzano FCJ College

Enrolment Agreement

I/We, the Parent/Guardian/s agree to all of the following terms and conditions in relation to the enrolment of my/our daughter and her attendance at Genazzano FCJ College.

Responsibilities of the Parents:

1. Genazzano FCJ College has a Catholic ethos which is expressed in a variety of ways. These include a formal Religious Education class program from ELC to Year 12 and includes: retreats, participation in prayer and Eucharistic celebrations and involvement in other religious activities. I/We agree to support these activities.

2. I/We also acknowledge that the course, curricular and co-curricular offerings of the College will be determined by the College and may be varied or withdrawn at any time at the discretion of the College.

3. That as partners in the educational journey of my/our daughter, I/we will openly communicate with the Principal and Staff of the College. I/we agree to behave in such a manner that the image of the College is not negatively affected or brought into disrepute and to treat and deal with College staff with respect and consideration.

4. I/we will adhere to the School Relationships Code of Conduct that articulates the College's key expectations of parents/guardians with regard to respectful relationships and behaviours.

5. That a high standard of behaviour is expected from students at Genazzano FCJ College both within the College environment and also outside the College when the reputation of the College may be involved. These are articulated in the Healthy Relating Policy, Digital Technology Policy, Student Code of Conduct and the Student Anti Bullying Policy. I/We agree to comply with (where applicable) or require my/our daughter to comply with and uphold the College's policies, rules and procedures (as introduced or amended from time to time) including those relating to:

- a. the care, safety and welfare of students;
- b. standards of dress, uniform, grooming and appearance;
- c. occupational health and safety;
- d. equal opportunity and anti-discrimination;
- e. grievances or complaints;
- f. social media;
- g. bullying;
- h. use of information, communication and technology systems; and discipline of students.

6. That the College has the right to determine the discipline methods for students which may include withdrawal of privileges, detention at lunchtime or after normal school hours, suspension and expulsion including expulsion of students for serious or continued breaches of the College rules, regulations and/or policies or for conduct which brings or may bring into disrepute the good name and reputation of the College. The College has outlined the Suspension and Expulsion Protocols and these can be accessed on the College website or GenConnect.

Attendance and involvement in College events

7. To allow my/our daughter to participate to the best of her ability in those events that are considered by the College as part of the curriculum but which are often outside the classroom including events such as sporting and house competitions, House Swimming and House Athletics, debates, Annual Music Concert, year level camps, excursions and other co-curricular activities.

8. Students are expected to be in attendance at the College for the full duration of each school term. Only in special circumstances will permission be given for a student to return late or leave early for term vacations, or to be absent during term. I/We will request this extraordinary leave in writing from the Principal and our daughter/s will complete class work and assessments covered in class before they return to usual classes.

Loss of property and Insurance

9. That the College will not be liable for, and no claim will be made in respect of, any damage to or loss of any personal property or possessions of students and that insurance for my/our daughter's personal property and possessions is my/our responsibility.

Fees

10. To be liable for the payment of all accounts rendered by the College in respect of my/our daughter's tuition and other expenses and to comply with the College Fees/Levies Terms and Conditions (as amended from time to time) and acknowledge that the tuition fees and other charges may be increased from time to time at the discretion of the College.

11. To contact and notify the College if circumstances make it difficult to pay any fees or charges in accordance with the College's terms of payment.

12. That my/our daughter's enrolment may be cancelled if I/we fail to pay any accounts rendered by the College for tuition fees or other charges within the College's terms of payment or within the terms of any written agreement permitting a later or deferred payment.

Withdrawal of student

13. To provide the Principal one full term's prior notice in writing before the withdrawal of my/our daughter from the College including where she is withdrawn prior to commencing at the College. In the event that such notice is not or cannot be given, I/we agree that a fee of up to one full term's fees may be charged and payable by me/us.

Communication

14. To commit to any communication strategy implemented by the College from time to time including:

- Communicating via GenConnect. The online community platform requires all parents provide an active email as this provides access to communication, learning opportunities and collaboration;
- Liaison via the Student Planner;
- Reading each edition of the College eNewsletter;
- Attending Learning Conversations as scheduled;
- Advising of any student absences (in advance, where possible).

15. Promoting our College to the wider community occurs regularly via video and static images of the students in publications, advertising and online. As parents, we accept that my/our daughter may be photographed or filmed and authorise the use of our daughter's image for these purposes. We will advise the Development Office of the College if we disagree with this requirement.

Care and Supervision

16. The College requires parents/guardians to inform the College if they are away from the family home for more than one week and communicate to the College the care arrangements for their daughter during this time. Please note that Homestay is not permitted for International Students during the school term.

17. To contact and notify the College of any change of address, email address, telephone numbers, other contact details, emergency contact details or changes to family circumstances including any change to the residential address of my/our daughter.

Medical

18. To keep the College informed in writing of my/our daughter's medical needs from time to time including any significant illness or disability suffered or developed by her and to immediately notify the School of any infectious or contagious disease contracted while attending at the College.

It is a compulsory requirement under the **Ministerial Order 706** that parents/guardians of students at risk provide the College with a current **Individual Anaphylaxis Action Plan** signed by the student's **Medical Practitioner** and with an up-to-date **photograph** attached. The Action Plan must **state the allergen/s and have full emergency contact details**. The EpiPen must have a pharmacy label particular to their daughter. Where possible, these should be supplied prior to the first day of the school year.

19. That the College obtain or provide such emergency medical treatment for my/our daughter should such action be deemed necessary by the College or a staff member.

Special Needs

20. To advise the College as soon as practicable, including when making application for enrolment, or after the date of this Agreement, of any disability including specific learning or behavioural needs that my/our daughter may have and of which the College should be aware and which may require adjustments to be made by the College to meet her special needs in relation to her education.

Complaints and Grievances

21. The Complaints Policy can be accessed on GenConnect under the Policy Tile. This policy outlines how to make both an informal and formal complaint and who parents/guardians should report their complaint to.

Court Orders

22. To advise the College of all current Court orders, including Family Court orders that may impact on or relate to my/daughter and of which the College should be made aware.

General

23. That this Agreement binds each parent/guardian, if more than one, jointly and severally so that each of the obligations under this Agreement are joint and several, including for the payment of all College tuition fees and other charges. Where each parent/guardian signs a separate Enrolment Agreement in respect of the same student, each Agreement will be read together as if they were one document and each parent/guardian will be jointly and severally liable for the payment of all College tuition fees and other charges.

24. That a breach of this Agreement may give the College reason to cancel my daughter's enrolment at the College.

Dispute Resolution/Mediation

In the event of any grievance or disputed decision, the parent/guardian is able to access the College Complaints Policy.

If the matter cannot be resolved through use of the College Complaints Policy then the family can appeal to the Principal, Chair of College Council and Victorian Curriculum Assessment Authority at Phone: +61 3 9637 2806 or Email: vrqa@education.vic.gov.au.

Student Name:

Genazzano ID:

Year level and year of entry:

Parent / Guardian (1) Name: _____

Signature: _____ **Date:** _____

Parent / Guardian (2) Name: _____

Signature: _____ **Date:** _____

Signature of Principal: _____ **Date:** _____
or Nominee

Full Name (print): _____