



Enrolment Agreement



Overview

Welcome to Phillip Island Village School!

We are excited to welcome you into our community and to form a partnership with you to provide an inspiring and creative educational experience for your child.

This enrolment agreement forms the basis for Phillip Island Village School offering, and a family accepting, enrolment for a student at our school.

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

- Parent Handbook
- [PIVS Philosophy & Guiding Principles](#)
- Enrolment Form
- Parent Code of Conduct
- [School Fees Policy](#)
- [Behaviour Management Policy](#)

Please advise if printed copies are required or if you can't access the linked documents. At the beginning of each school year, students will be taken through a Student Code of Conduct to overview acceptable behaviour and ways of engaging with each other and the school community, which will need to be signed by the student and parents / carers / guardians.

Enrolment

Enrolment for Foundation level students will be offered around September of the preceding year. Enrolment for other year levels will be offered after completion of a two-week trial and subsequent meeting between parents / carers / guardians and the school, based on places available in that year level and the school as a whole.

This Enrolment Agreement (and the associated documents) need to be completed and returned prior to the student's first day at school.

Educational Services

The educational services provided by PIVS includes the Victorian Curriculum as well as the Village School Curriculum.

School Fees

School fees (as defined in the School Fees Policy) cover all day to day classroom resources, morning tea and lunch, most excursions, camps and events. From time to time, students are offered additional family funded programs that occur during school hours, these are optional and at the discretion of each family to accept or decline.

Codes of Conduct / Practice

By signing this Enrolment Agreement, parents / carers / guardians agree to abide by the school's Parent 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.

At the beginning of each school year, students will also be required to sign a 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.

Level 2-6 students and parents / carers / guardians will be required to co-sign a Digital Technologies Code of Practice which outlines the basis on which students engage with the internet, on-line material and activities. This code of practice links with the school's Behaviour Management Policy.

Complaints & Grievances

Complaints and grievances should be dealt with in accordance with the school's Concerns and Complaints Policy. If a parent / carer / 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

In order to fulfil the responsibilities included in some of its policies, the school requires parents / carers / guardians to provide information to the school in a timely way, for example, in relation to the management of Anaphylaxis and other medical conditions. Where such information or medication hasn't been provided by the parent / carer / guardian, the Principal may not allow a student to attend school until they have been provided.

Student suspensions and expulsions (at PIVS this is known as enrolment cancellation) will be dealt with in accordance to our Behaviour Management Policy.

Grounds on which this Agreement may be Terminated

By Parents/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. Should a student withdraw from the school, term fees are not refundable.

By the School

If enrolment is cancelled by PIVS no future fees are payable from the date of cancellation. Reasons for the cancellation of enrolment by PIVS could include but are not limited to: wilful or intentional breach of Parent or Student Codes of Conduct, failure to comply with the School Fees Policy, and Stage 7 (Enrolment Cancelled) is reached on Behaviour Management Plan.

Additional requirements:

Please ensure you have read the appropriate policies and 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 have read the school's Philosophy and Guiding Principles and are willing to support the school in their application of these.		
I/We will notify the school if anyone other than those listed on the enrolment form is to pick up my child.		
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 current on Medical Management Plan (if in place).		
I/We agree that I will not bring my child/ren to school in the event of sickness or infectious illness.		
I/We agree to keep the school informed of any change in circumstances that may affect the student's enrolment, wellbeing or behaviour.		
I/We agree to our child/ren being taken off school grounds for impromptu excursions.		
I/We agree to our child/ren being photographed whilst enrolled at school for educational reporting, administrative and promotional purposes.		
I/We agree to maintain regular and respectful communication with the school.		
I/We consent to our contact details being included in the PIVS Community Directory (phone and email, distributed to currently enrolled families)		
I/We wish to be added to the PIVS Private Facebook group (for currently enrolled families and staff)		

Please provide preferred email addresses for the following:

Fee invoices:
Out 'n' About permissions:
All other school communication, eg. Newsletters:
If you selected Yes to the PIVS Private Facebook group above please advise linked email address/es:

Enrolment Agreement for _____(student's name). Signed by:

Parent/carer/guardian 1 Date:

Parent/carer/guardian 2 Date:

Principal of Phillip Island Village School Date: