



# Enrolment Agreement for

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(student)



## Overview

Welcome to Phillip Island Village School!

We are excited to welcome you into our community and to form a partnership with you in providing 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 (*website link*)
- PIVS Philosophy & Guiding Principles (*website link*)
- Enrolment Form (*attached*) (must be signed and returned)
- Parent / Carer / Guardian Code of Conduct (*attached*) (must be signed and returned)
- Student Code of Conduct (*attached*) (must be signed and returned)
- School Fees Policy (*web link*)
- Behaviour Management Policy (*web link*)

Please advise if printed copies are required or if you can't access the linked documents above.

## 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 offering of a place and 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/Carer/Guardian 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 sign a 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.

Students (Level 2 and above) 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 also 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 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

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, the Principal may not allow a student to attend school until they have been provided.

Student suspensions and expulsions 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 may be 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 / Carer / Guardian 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 agree that I will not bring my child/ren to school in the event of sickness or infections illness.		
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 have read the school's Philosophy and Guiding Principles and are willing to support the school in their application of these.		
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.		

Please provide email addresses for the following:

Fee invoices:
Out 'n' About permissions:
All other school communication, eg. Newsletters:

### Enrolment Agreement Signed by:

Principal of Phillip Island Village School \_\_\_\_\_

Date:

Parent/carer/guardian 1 \_\_\_\_\_

Date:

Parent/carer/guardian 2 \_\_\_\_\_

Date: