



# Ravenswood

## Terms and Conditions of Enrolment

Effective 24 July 2023.

We accept the offer from Ravenswood School for Girls ("School") of a Confirmed Place and agree to abide by the terms and conditions listed below ("Enrolment Conditions").

These Enrolment Conditions seek to provide a firm foundation for an ongoing and harmonious relationship between the School and the family of each student. The School seeks to cooperate with families to enhance the education provided to the student within the boundaries set out in the Enrolment Conditions.

### Interpretation

"We" means the people signing the document, being the parents, guardians or any other person who has applied to have the student join the waiting list or enrolled at the School and, where the student has only one parent, means that parent.

### A Uniting Church School

1. We recognise that the School is a Uniting Church school whose purpose is to provide excellence in education for girls and the realisation of each child's potential, providing a balanced curriculum encompassing spiritual, academic, cultural, physical and practical areas of learning.
2. We agree to work in partnership with and actively to support the School in fulfilling its purpose and we will encourage the student to do the same.
3. We also understand that the School's Guiding Principles are Respect, Courage, Excellence, Compassion and Optimism, and that they provide the framework that guide the day-to-day behaviours expected of the School community. As members of that community, we will endeavour to conduct ourselves in accordance with the Guiding Principles and will encourage the student to do the same.
4. We acknowledge that, as the School is a Christian community, conduct and attitudes based on Christian values are the foundation of relationships within the community.
5. Recognising that the School is committed to the safety and wellbeing of all its students and staff, we agree to support the School in its efforts to provide a positive environment that supports student and staff wellbeing and effective learning and teaching.
6. We agree that all our communications with and about students, other parents, visitors and staff members are to be conducted in a courteous and respectful manner.
7. We agree to support the School's values and to abide by the School's rules including its Discipline Policy and Parental Code of Conduct, as determined by the Principal from time to time. We note that the student must do the same and we will encourage the student to do this. In particular, we have noted the School's requirements in relation to discipline, home study, uniform, attendance, a positive learning and working environment and leave.
8. We agree to avoid confrontation and criticism in public and accept that there is no place in the School community for sarcasm, derogatory remarks, inappropriate familiarity or offensive comments.
9. We note that the student, if a boarder, must abide by those rules governing the Residential College, including leave provisions, as determined by the Principal from time to time.
10. We acknowledge that the Principal, or staff authorised by the Principal, may search the student's bag, locker, mobile phone, electronic devices or other possessions. The Principal, or staff authorised by the



Ravenswood

RAVENSWOOD SCHOOL FOR GIRLS  
A UNITING CHURCH SCHOOL PREP TO YEAR 12  
BOARDING FROM YEAR 7  
RAVENSWOOD.NSW.EDU.AU

10 HENRY STREET  
GORDON NSW 2072  
PH: +61 2 9498 9898

ACN 645 099 289 | CRICOS 02306K



Principal, may also carry out camera surveillance and computer surveillance which includes using software or equipment to monitor the use of School computers, the sending or receiving of emails via the School's email server, the accessing of websites on the School network and the use of social media.

11. We acknowledge that both of us are to be involved in decision-making about the student's education (unless a court has indicated otherwise). We agree to work together, and with the School, in making decisions about the student's education that are in the student's best interests.
12. We accept that the School requires parents and others to observe School security procedures for the protection of students from direct contact with those outside the School during school hours and we agree that we are only to make contact through the School office.
13. We agree that the Principal may exclude either of us from entering the School premises or from participating in School activities. We understand that the Principal would normally only do this if we were in breach of these conditions or the Principal has reasonable grounds to believe that our presence could put members of the School community, including students, parents and staff, or School property, at risk of harm.

## Participation

14. We accept that the School may determine which particular classes, courses and activities are offered at any time, and their mode and place of delivery, and which of these classes, courses and activities are compulsory. We agree that the student must participate in and/or attend such activities (including weekend and evening activities) as the Principal determines from time to time. These may include:
  - (a) Chapel Services and Assemblies;
  - (b) class and other tuition forums;
  - (c) Religious Education classes;
  - (d) the School sports program;
  - (e) camps and excursions that are part of the curriculum.
15. We understand that requests for leave from School activities, and for early departure at the end of a day or term and/or late return from breaks are considered only in the most extreme cases and an Application for Exemption From Attendance Form is to be submitted to the Principal.
16. We understand that the School strongly encourages parents to be actively involved in the School through attendance at parent-teacher interviews and community forums offered by the School relevant to

the student's education and wellbeing.

17. We note that the School encourages our feedback, particularly in relation to the student's progress, to facilitate the School and the student's family working together for the student's benefit. We agree that our communications with the School and its staff will always be in accordance with the communication guidelines determined by the Principal from time to time.

## Health

18. We acknowledge that we have fully disclosed any particular needs (including but not limited to any medical, physical, learning or psychological needs) which the student has. Where any disclosed needs change or where any special needs arise, we agree to notify the School immediately. We will, on an ongoing basis, provide to the School copies of medical reports or developmental assessments, such as reports from paediatricians, psychologists, speech therapists, occupational therapists, or other professionals, pertaining to the student's development. We also agree to complete the student's medical form accurately and provide updates to the Health Care Unit, as required by the School.
19. If the student is ill or injured, necessitating urgent hospital and/or medical treatment (for example injections, blood transfusions or surgery) and if we are not readily available to authorise such treatment, we authorise the Principal or, in the Principal's absence, a responsible member of the School staff, to provide the necessary authority for such treatment.
20. We acknowledge that the School may direct the student not to attend the School premises because of:
  - (a) communicable disease at the School or in the community;
  - (b) the student's immunisation status;
  - (c) the immunisation status of a person who lives with the student; or
  - (d) the student's ill health.

## Privacy

21. We acknowledge that the School may from time to time collect personal information about parents and students which may be necessary for the School's function or activities. We authorise the School to use and disclose such information in such manner as the Principal deems appropriate for the purposes of the student's education, health, care, welfare or development or as required by the Federal or State government. We acknowledge that we have read the School's Privacy Policy and Privacy Collection Notice, as published on the School's website.



- 22.** We give permission for photographs and videos of the student to be placed in the School records, displayed from time to time around the School, and published in School publications, on its website, on social media and in other marketing and promotional material. We understand that we must notify the School in writing if we do not give permission for the student's image to be used.
- 23.** We agree to advise the Principal immediately of any changed family circumstance that may affect the student's emotional, physical, psychological or social wellbeing. Where relevant, we also agree to provide to the School all current court orders relating to us and the student. We note that the School's Privacy Policy deals with the confidentiality of such information. We understand that the School is not responsible for the enforcement of any such orders and agree that we must comply with them.
- 24.** We agree to the School sending communications (such as newsletters and school reports) to us and any parent of the student. We understand that the School publishes all notices on the School's parent portal and newsletter and agree to view these regularly.
- 25.** We note that the student has been enrolled at the School in the name indicated on the Application for Enrolment which is identical with the name on the student's Birth Certificate. We understand that the School will only change the name on its records upon receipt of a court order or other official document authorising this.
- A bond equivalent to 25% of the annual boarding fee is payable for all new Boarding enrolments. The bond will be credited towards the final term's fees.
- 28.** All fees and charges in respect of each term are due and payable by the first day of term, unless the School notifies otherwise, including in a Statement of Account.
- 29.** If we fail to pay an account for fees and/or charges within 30 days of its due date, we agree to pay a fee ("Administration Fee"), based on the loss suffered by the School as the result of late payment. The rate of the Administration Fee as it applies from time to time may be obtained from the Finance Department.
- 30.** If fees and/or charges (including the Administration Fee) are not paid in full by the end of the term in which they were due, the student's enrolment may be suspended and the School may subsequently without further notice refuse entry to the student or terminate the enrolment.
- 31.** We understand that no remission of fees, either in whole or in part, will be made if the student is absent due to illness, leave or suspension, or if the education and/or activities provided by the School are delivered, in part or whole, online or remotely.
- 32.** We authorise the School to purchase on our behalf such items for the student as the School considers necessary (for example, books, stationery and equipment), and to recover the cost from us. We also authorise the School to advance to the student such amount from time to time as the School considers necessary for the student's benefit (for example, an amount to allow the student to travel home in an emergency).
- 33.** We agree to pay all medical and ambulance expenses incurred on behalf of the student.

## What we must pay

- 26.** We agree to pay to the School all fees for tuition, boarding, activities, extra subjects, technology, excursions, camps and the supply of goods and services to the student, as determined by the School Council from time to time and as notified to us. We understand that, by agreeing "jointly and separately" to pay all fees and charges, both of us are responsible to pay such fees and charges. We further understand that this means that, if one of us fails to pay the fees and charges, the other one of us is fully responsible to pay the fees and charges, irrespective of any arrangement between us or with another person (for example, another family member) as to who is to pay. We accept that the School will not enter into disputes arising from disagreements between us over responsibility for paying the fees and charges.
- 27.** All tuition and boarding fees are based on a four-term year and charged annually at the beginning of the year. Fees may be paid in:
- one payment at the beginning of the year, or
  - four equal termly instalments, or
  - such other way as arranged with the School.

## Ending of Enrolment

- 34.** It is our intention that the student will remain at the School until completion of the student's education. Where the student is a boarder, it is our intention that the student will remain enrolled as a boarder.
- 35.** We agree that, if we wish to withdraw the student, we must give a full term's notice in writing to the Principal. The notice must be given no later than one week prior to the end of the preceding term. If this notice is not given, we agree to pay one quarter of the annual tuition fees plus any applicable GST. This amount is a genuine pre-estimate by the School of the loss that it would suffer because we have not given the required notice. The requirement to give notice does not apply where the School gives us notice of an increase in fees and we notify the Principal in writing within 30 days of receipt of that notice that we wish to remove the student from the School before the start of the next school term.



- 36.** Where the student is a boarder, we acknowledge that any request for a change to day student status must be in writing at least one term before the change is to occur and that approval is at the Principal's discretion.
- 37.** We agree that the Principal may, by giving us three months' written notice:
- (a) end the student's enrolment if the Principal considers that a mutually beneficial relationship of trust and cooperation between us and the School has broken down to the extent that it adversely impacts on that relationship; or
  - (b) end the student's enrolment at the end of an academic school year where the student has, in the Principal's opinion, failed to meet the requirements of the NSW Education Standards Authority or has otherwise failed to make satisfactory progress in the student's academic work.
- 38.** We agree that the Principal may suspend or end the student's enrolment if:
- (a) we have provided, or we provide, to the School, before or after our acceptance of the School's offer of a place for the student, information which is materially incomplete, incorrect or misleading;
  - (b) we or the student do not comply with government education regulations or orders, including health orders, in relation to us or the student; or
  - (c) we fail to comply with these Enrolment Conditions.

- 39.** We agree that the Principal may, in the Principal's absolute discretion, but subject to affording the student procedural fairness, suspend or, after consultation with the Chair of the School Council, terminate enrolment of the student for breaches of School rules or ill-discipline, even if the offending conduct takes place away from school premises or outside normal school hours.

## General

- 40.** We acknowledge that the student's personal property is not insured by the School and the School does not accept any responsibility for loss.
- 41.** We agree to advise the School in writing about anything that could affect the student's ability to participate in the School's program or activities and of any change in our contact details or where or with whom the student is living.
- 42.** We agree that the School may change these Enrolment Conditions provided it gives us at least two terms' notice and that the new Enrolment Conditions take effect from the beginning of a calendar year.
- 43.** We agree that the School may send notices and fee accounts to us at our email address last notified to the School.
- 44.** We agree to tell the School about anything that could affect the student's ability to participate in the School's program or activities and of any change in our contact details or where or with whom the student is living.

*(Where more than one person is signing this form)*

Each of us agrees that our obligations to the School, as set out above, are joint and separate and, subject to the Enrolment Conditions, may only be ended **by one of us** with a full term's notice in writing to the Principal, of his or her desire to be released from such obligations.

Signature

\_\_\_\_\_

Name (please print)

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

\_\_\_\_\_

Name (please print)

\_\_\_\_\_

Date

\_\_\_\_\_



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 BOARDING FROM YEAR 7  
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