

GRACE LUTHERAN PRIMARY SCHOOL Enrolment Contract



Child (full name)

Parent/Carer 1 (full name)

Parent/Carer 2 (full name).....

(Parents and Carers 1 and 2 are “you”) (Grace Lutheran Primary School is the “School”).

Our Mission:-

Engage

Educate

Excite

Welcome to Grace Lutheran Primary School. We at Grace are pleased that you are seeking a Lutheran education for your child. As in all schooling, such an education will be most productive when there is full co-operation between home and school. This contract sets out the mutual commitments involved in such co-operation.

While your child is enrolled at our school, he/she is expected to take part in, and support School activities in line with the Lutheran ethos and stated purpose of the School, and respect the principles and practices of the School. Repeated failure by your child to do so could lead to cancellation of enrolment.

Education

We care about your child and will strive to educate your child with due care and skill in a caring Christian environment. To further your child’s education, you will encourage your child to take full advantage of the curricular and co-curricular opportunities we will provide.

While we strive to meet the needs of each child, achievement depends greatly on the individual attributes of your child and their willingness to work for their own education. Therefore, we cannot guarantee a particular level of achievement for each student.

We will always act in the best interests of your child and the student body generally. This may mean that accommodation of all individual requests is not always possible.

As we are a Lutheran school, our curriculum is delivered in accordance with the Lutheran ethos.

Immunisation

It is a QLD Health requirement that a child who is not fully immunised must be excluded from school for the required period of time, (specified by QLD Health) should an outbreak of any contagious illness occur. (e.g. chicken pox, whooping cough, measles etc....)

Have you supplied a copy of your child’s current immunisation records? Yes No

If No, is your child exempt? Yes No

Health

Working together for the benefit of each student, you assure us that you have given us full information about the health of your child when applying for enrolment. To assist us in caring for your child, you will let us know of any improvement or deterioration in their health or physical abilities while the student is at the School.

If something happens to your child in any medical or other emergency, and if it is impossible or impractical to communicate with you, the School may take action and incur expenditure as it considers necessary in the best interests of the child. You will pay to us any expenditure we incur protecting your child.

Communication

In the interests of your personal privacy and good communication, the School will normally provide information about your child to both natural parents and to any other person signing this enrolment contract. The people signing this enrolment contract may request other arrangements relating to the provision of information about your child by giving notice to us in writing.

To communicate efficiently with parents, we may choose to communicate with parents via the email addresses they provide to us. If no email address is provided, or if you request in writing that we provide information other than by electronic means, we will communicate by the other means reasonably requested.

Where communication is to be with the entire School community or with identifiable sections of the School community, the communication may be effected through the School newsletter and/or School website.

We will display on our website the policies and rules with which you and your child are expected to comply.

Fees

We will determine the fees for each term before the commencement of the term to which the fees apply. The preferred payment method for fees is via a direct debit facility. Alternative payment arrangements can be negotiated with either the Principal or Business Manager.

If we increase the tuition fees for a term by more than 10% of the tuition fees payable for the preceding term, you may terminate this enrolment contract by notice in writing to us within fourteen (14) days of the date on which we notify you of the increase.

You must provide us with at least one term's notice if you terminate this enrolment contract for any reason other than for: -

- our breach; or
- because of an increase in tuition fees within the time limited by this contract.

As the School commits resources on the basis of confirmed enrolments and will most likely suffer loss from any early termination, if you do not provide one term's notice you must nevertheless pay to us one full term's fees.

Where a newly enrolled student fails to take up the offered place, the Enrolment Bond will be forfeited.

Payment of fees for the whole term also applies if a student's enrolment is terminated by the School. A full copy of the Fee Billing and Collection Policy is available upon request for your information.

Discipline

In order for the School to operate effectively and in a safe and orderly manner, we require you to comply with all policies and rules we adopt from time to time. You must ensure, as far as practicable, that your child also complies with those policies and rules. The policies and rules do not form part of this contract.

As a student, your child is expected to comply with School policies, rules and directions given by a person in authority, both on and off the school grounds – failure by the student to do so may result in disciplinary consequences.

The Principal or Acting Principal may expel the student from the School for misconduct considered by the Principal or Acting Principal to be serious enough to warrant expulsion.

We may search bags and property of your child where it is reasonable for us to do so, and hold forbidden or dangerous property until its collection.

Indemnity

You indemnify the School against any loss or damage caused by any failure by you or your child to comply with our rules and policies. You also indemnify us against any loss or damage caused by the wilful disobedience or reckless behavior of your child.

Excursions

To enhance the School curriculum, we will arrange excursions and camps from time to time and will inform you of such activities involving your child and obtain your consent before they participate.

Privacy

To assist the School in effectively educating our students, we collect personal information about students of the School, their parents and the people who care for them.

You consent to personal information being used for education and ancillary purposes. This also includes marketing, as authorized by you on the enclosed Student Consent Form for Photographs and Works.

All medical information will be used discreetly and in accordance with the School's Privacy Policy. The Privacy Policy may be viewed on our website.

Contract

Your obligations under this contract are joint and several. You authorise us to act on the direction of any one of you.

Termination

This contract may be terminated by the School if:-

- Mutual trust and co-operation between us breaks down;
- We decide at the end of the School year that we do not wish to continue the contract for the following School year for any reason;

- You are in breach of this contract and you fail to remedy the breach within a reasonable time after notice from us requiring you to do so;
- We expel your child from the School.

You may terminate this contract at any time, for any reason, with a term's notice to us in writing. You may also terminate the contract when:-

- We are in breach of the contract and fail to remedy the breach within a reasonable time after notice from you requiring us to do so; and
- There is an increase in fees of the kind referred to in an earlier clause of this contract and you give us notice as required by the earlier clause.

I/We _____ have read, understood and had the opportunity to fully consider the contents of this enrolment contract and agree to enrol my/our child with Grace Lutheran Primary School on the terms and conditions set out in this contract.

SIGNATURES

.....

Parent/Carer 1

Parent/Carer 2

Date / /

Date / /

.....

Principal

Date / /

Office Use Only

Date Received ____/____/____ Enrolment Bond \$_____ Receipt Number_____

Year level at entry: Prep / 1/ 2 / 3 / 4 / 5 / 6

Year of Entry _____