



CLYDE
GRAMMAR

Enrolment Contract

Terms and Conditions of Enrolment

The enrolment of your child is subject to our terms and conditions outlined in this enrolment contract. Please read them carefully and refer any questions to the Principal.

1. You must enter into this agreement with us in the utmost good faith. You must, at the time of being invited to an interview, advise us of any matters that pertain to the education, physical or psychological development of your child, as this information is of great importance in permitting us to assess their needs. Failure to provide this information constitutes grounds for us to terminate the agreement without notice. You also agree to advise us of any change to this information in a timely manner.
2. You agree to ensure that the family contact and student medical details held by Clyde Grammar in relation to your child are kept up to date and provided in a timely manner. Failure to provide this information, or if the provided information is false, misleading or inadequate, this constitutes grounds for us to terminate the agreement without notice.
3. In enrolling your child with us you agree to accept all policies of Clyde Grammar unconditionally and agree to support them. You agree that the continued enrolment of a student is subject to her/his good conduct and satisfactory performance. We may, at our absolute discretion, cancel the enrolment of a student, at any time, without notice.
4. In signing the Acceptance of Enrolment, you agree that you are jointly and severally responsible with all other signatories for all fees and charges payable as a result of enrolling a child at Clyde Grammar. You agree that this arrangement continues, irrespective of any changes to the relationship between you and your co-signatory or any court order between you or any child support arrangements or any other arrangements between you. Please note that, if you sign the Acceptance of Enrolment but payment is made by the other signatory or by a third party, you still remain jointly and severally responsible for all fees and charges while your child remains enrolled. In the event that only one parent signs the Acceptance of Enrolment form and agrees to be liable for the fees, the other parent may be asked to sign a Consent to Enrol form to confirm they consent to their child being enrolled at Clyde Grammar.
5. We agree that you, or any other signatories to the Acceptance of Enrolment, may withdraw your child from Clyde Grammar once a term's notice in writing has been submitted to the Principal. An exit form will be forwarded to complete and return to the school and families will be invited to an exit interview with the Principal. If such notice is not given, a term's fee in lieu of the notice will be charged.
6. You agree that your child may not be permitted to attend School while any part of a fee instalment for that child or any of her/his siblings is in arrears. You should contact the Principal well in advance if you anticipate difficulty in meeting our terms to discuss alternative payment arrangements.
7. You agree that the agreement by either party to a request by Clyde Grammar School will bind both parties.

School Rules

- Students will respect teachers, parents, visitors and their fellow students
- Students must be available to start on the first day of school
- Religious Education exploring the Christian faith is compulsory at Clyde Grammar
- Co-curricular activities and camps are non-negotiable
- Students will be on time for school, assemblies and classes
- Students will wear and maintain in good order their school uniform and comply with all uniform, jewellery and hair standards
- Students will care for the school property, buildings and gardens
- Students will stay in the playground areas set aside for them
- Students will adhere to the restrictions and codes otherwise detailed in this Contract.
- The Principal (or his or her delegate), in consultation with the student and parents, will manage any significant breaches of the School Rules or serious misconduct in accordance with the policies of Clyde Grammar and CSV Limited.

Restrictions

Certain items are inappropriate and must not be brought to school. These include:

- Knives of any kind/guns, toy or otherwise
- Skateboards or rollerblades
- Steel rulers
- Electronic equipment, such as Gameboys, iPods, mp3 players, Nintendo D3 etc.
- Cricket balls
- Liquid paper
- Matches, cigarettes, lighters
- Alcohol
- Illegal drugs
- Fire crackers
- Chewing gum
- Aerosol cans e.g. deodorants
- Valuable items

Classroom Code of Behaviour

The Code of Behaviour is a united, whole school approach based on the belief that:-

Members of our school community care for each other by:

- Being friendly and cooperative with others
- Treating each other with mutual respect
- Respecting other people's opinions and ideas
- Sharing equipment and materials
- Treating each other as we would like to be treated

Members of our school community work and play safely by:

- Using equipment correctly
- Moving around the school with care

Members of our school community care for our environment by:

- Keeping the grounds tidy by using rubbish bins
- Looking after plants and trees
- Caring for the buildings and furniture



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Members of our school community strive for excellence by:

- Trying their best
- Celebrating and sharing our own and others' achievements
- Participating in the decision making at our school
- Taking responsibility for our own behaviour and learning

The school community supports the development of every student by:

- Establishing partnerships between the school community, parents and students
- Developing a positive school spirit
- Acknowledging and valuing good behaviour
- Building self-esteem
- Being consistent and fair in applying discipline

Playground Code of Behaviour

A Playground Code of Conduct has been developed to create a safe playground environment for all students.

Playground Expected Behaviour:

- Be friendly and sensible, play fairly and safely
- Positive reinforcement
- Respect and treat others with kindness
- Respect and take care of our school environment

Student Uniform Code

Our School uniform is worn for the following reasons:

- To create a sense of collective and individual pride in students and their identification with the school
- To improve the safety of Clyde Grammar students by making them instantly recognisable in any group when the students are on the school grounds with Casey Grammar School students, on school excursions or in the wider community.
- All students are required to wear a school hat during Term 1 and Term 4 whilst outdoors. It is recommended however that hats should be worn at all times throughout the year.
- Students are to arrive and leave school in full school uniform or full sport uniform.
- The summer uniform must be worn during Terms 1 and 4. The winter uniform must be worn from the 1st of May till the end of Term 3.
- Girls' dresses and skirts are to be knee length or longer.
- Socks must not be worn under/over tights.
- Shirts are to be tucked in at all times.
- If a belt is required for shorts/trousers, it must be black.
- Any item worn under the uniform, such as a T-shirt, must not be visible at the neck, leg or sleeve.
- Navy scarf only permitted and only with winter uniform. Scarves are not to be worn in class.
- Only three types of school shoes are permitted: Black leather lace up formal school shoes, (not casual shoes sold as school shoes) Black leather buckle up shoes, (not fashion shoes), or black Velcro school shoes. For all types, the heel is not to exceed 3cm. Students wearing T-bar school shoes must have them buckled up.
- In accordance with the Sun Smart policy, school hats are compulsory to be worn at recess and lunchtime and at all sporting/outdoor activities in first and fourth term. Beyond this, students may be asked to wear their hats on high UV days in second or third terms.
- Correct sports attire, including socks, must be worn to every sports lesson.
- Running shoes are only to be worn with the sports uniform.

- Uniforms must be maintained in good order. This entails being clean, ironed and in good repair. Any missing buttons must be replaced and hanging hemlines, torn pockets or seams re-sewn.
- A Clyde Grammar school bag is a compulsory item. No other bag is acceptable for use to and from school or on excursion except for the CG excursion bag

Hair

- Girls' hair to be tied back if it touches the shoulder and off the face.
- Boys' hair is to be kept above eyebrows and collar.
- Hair ties can be worn in summer and winter fabrics or plain hair ties may be worn in one of the school colours of teal, navy or white.
- Coloured hair clips, ties and headbands must be teal, navy or white.
- Extreme hairstyles are not permitted; this includes, but is not limited to, dreadlocks, severe undercuts, shaved with an overlap, channels. Hair colour/tips must not be noticeably different from natural hair colour. Minimum top hair length is No. 2 blade for boys.

Makeup / Jewellery / Accessories

- No jewellery is permitted except for the following:
- Watch
- Girls may wear one set of earrings in the lower earlobe, either sleepers, small hoops or plain studs with nothing hanging from them. Additional ear piercing must have clear blanks.
- Boys with pierced ears must have small clear blanks.
- Spacers and facial piercings are not permitted.
- No rings, bracelets, necklaces or ankle jewellery are permitted. A small cross on a chain that is long enough for it not to be visible at the neck is permitted.
- If any of these prohibited items are worn to school they will be confiscated and may be collected at the end of the school day.
- No hats, scarves, gloves or sunglasses are to be worn in class.

Parents will be informed of any breaches of the school's uniform code.

Guidelines for Acceptable Use of The Internet and the Code of Conduct

- The educational program at Clyde Grammar requires parental assistance to support appropriate use of the Internet. The aim is to help prevent cyber bullying and to promote cyber citizenship both at school and at home.
- Clyde Grammar is committed to providing a high quality education in a positive and supportive environment by ensuring that learning is stimulating, relevant and rewarding. It is in this context of possibility and potential and with a rigorous commitment to the best teaching and learning practice, that we can encourage all learners to become future learners.
- The school observes all required Internet filter and access protocols.



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Tuition Fees

- Tuition fees are charged and payable before the 1st day of each term unless prior arrangements with the Finance Office have been made.
- Term fees are not refundable once paid. Invoices for family accounts are posted two weeks prior to the due date as far as practicable. Parents are billed on an instalment basis; there are four instalments per year. These fees are all inclusive with the exception of the items listed. Fees are divided into four equal instalments. (Please see fee schedule Prep – Year 6).
- Parents are advised that there will be no refunds on camps or excursions if the student is unable to attend. This is due to budgeted costs being based on all students attending.

Additional Levies Other Charges not included in the base tuition fees

- Materials Levy – applies to students from Foundation to Year 6. The levy contributes to the cost of materials, books, stationery and special programs.
- Overnight Camps / Excursion - are held each year for students in Years 3 to Year 6.
- Elective private instrumental tuition is billed to the family account.

Confirmation Deposit

When a place is offered for study at Clyde Grammar this position is secured by a confirmation deposit of \$550. This deposit is then applied to your school account at the beginning of the year the student commences his/her studies.

Please note: **The Confirmation Deposit is strictly non-refundable or transferable.**

Monthly payment of fees

Fees may be paid on a monthly basis on arrangement with the Finance Department before the commencement of each year. The rate of repayment will be calculated by the Finance Department and will be due and payable on the 28th of each month commencing on 28 January and ceasing on 28 November.

Payments are calculated on the annual fee, additional charges and levies (if applicable), divided into 11 monthly instalments. Parents who consistently fail to pay on the due date will forfeit the right to pay on a monthly basis.

A \$27.50 administration fee will be charged per student per annum if parents wish to pay on a monthly basis.

Difficulties in Paying Fees

If you are having difficulties in paying your fees please speak to the school immediately to avoid further action being taken.

Fees Outstanding at the End of a Term

No student will be permitted to commence a new term if fees are outstanding for the previous term.

Period of Absence

Term fees will not be refunded for students who are absent during a term due to holidays or sickness.

Parents' Rights

Clyde Grammar will proceed and act on the basis that each of the student's parents has equal rights and responsibilities in relation to the student and will rely on the authority of either parent in connection with matters concerning the student unless either:

- (a) the school is supplied with a Court Order or written authorisation signed by both parents which provide otherwise; or
- (b) the school in its sole discretion is satisfied in all of the circumstances that there is a good reason to vary the arrangement and has advised the parents in writing of its intention to do so.

The parents represent to the school that they are the sole legal guardians of the student and are authorised to enrol the student at Clyde Grammar. If this situation changes, the parents will immediately provide the school with written notice detailing the change, in addition to written consent from any other legal guardian of the student to the student's enrolment, or continued enrolment. The parents indemnify the school against any legal liability which may ensue from a misrepresentation under, or any breach of, this clause by the parents.

The School may:

- (a) refuse to enrol; or
 - (b) suspend or terminate the enrolment of;
- the student (and terminate this contract) if the Principal has been provided with information which he considers to be inadequate or inaccurate regarding legal guardianship of the student.

Co-Curricular Activities

I acknowledge a condition of enrolment is students are expected to participate in the following:

- School incursions and excursions
- School Camps
- Sporting events
- Drama and Arts
- School House Events
- Music
- Religious Education exploring the Christian Faith



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The Enrolment Contract must be signed and returned to the school within 14 days of date of receipt.

Enrolment is not confirmed until the Enrolment Contract is executed by the school.

In signing this document, I/we agree to the terms and conditions as set out above – both parents/guardians to sign.

Parent / Guardian 2

Student Name: _____

Year Level: _____

Year Level: _____

Name (print): _____

Signature: _____

Relationship to Student: _____

Date: ____ / ____ / ____

Parent / Guardian 1

Name (print): _____

Signature: _____

Relationship to Student: _____

Date: ____ / ____ / ____

Signed for and on behalf of Clyde Grammar:

Mrs Leanne Evans
Principal
Clyde Grammar

Signature: _____

Date: ____ / ____ / ____

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