

# **St John's Lutheran School, Jindera**

## **Enrolment conditions**

**and associated forms to help you complete  
the application form.**



**This document does not need  
to be returned to the school.**

**Please keep it for your records.**

## PARENTAL OCCUPATION GROUPS

Please use this list to answer the question “*Parental Occupation*” on page two.

GROUP 1	GROUP 2	GROUP 3	GROUP 4
<p><b>Senior management in large business organisation, government administration and defence, and qualified professionals.</b></p>	<p><b>Other business managers, arts/media/sportspersons and associate professionals.</b></p>	<p><b>Tradesman/women, clerks and skilled office, sales and service staff</b></p>	<p><b>Machine operators, hospitality staff, assistants, labourers and related workers</b></p>
<p><b>Senior executive/manager/department head</b> in industry, commerce, media or other large organisation.</p> <p><b>Public service manager</b> (Section head or above), regional director, health/education/police/fire services administrator.</p> <p><b>Other administrator</b> (school principal, faculty head/dean, library/museum/gallery director, research facility director).</p> <p><b>Defence Forces</b> Commissioned Officer.</p> <p><b>Professionals</b> generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.</p> <p><b>Health, Education, Law, Social Welfare, Engineering, Science, Computing</b> professional.</p> <p><b>Business</b> (management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer).</p> <p><b>Air/sea transport</b> (aircraft/ship’s captain/officer/pilot, flight officer, flying instructor, air traffic controller).</p>	<p><b>Owner/manager</b> of farm, construction, import/export, wholesale, manufacturing, transport, real estate business.</p> <p><b>Specialist manager</b> (finance/engineering/production/personnel/industrial relations/sales/marketing).</p> <p><b>Financial services manager</b> (bank branch manager, finance/investment/insurance broker/ credit/loans officer).</p> <p><b>Retail sales/service manager</b> (shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency).</p> <p><b>Arts/media/sports</b> (musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official).</p> <p><b>Associate professionals</b> generally have diploma/technical qualifications and support managers and professionals.</p> <p><b>Health, Education, Law, Social Welfare, Engineering, Science Computing</b> technician/associate professional.</p> <p><b>Business/administration</b> (recruitment/employment/ industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager).</p> <p><b>Defence Forces</b> senior Non-Commissioned Officer.</p>	<p><b>Tradesmen/women</b> generally have completed a 4 year Trade Certificate, usually by apprenticeship. <u>All tradesman/women are included in this group.</u></p> <p><b>Clerks</b> (bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk).</p> <p><b>Skilled office, sales and service staff.</b></p> <p><b>Office</b> secretary, personal assistant, desktop publishing operator, switchboard operator.</p> <p><b>Sales</b> (company sales representative, auctioneer, insurance agent/assessor/loss adjuster/market researcher).</p> <p><b>Service</b> (aged/disabled/refugee/child care worker/ nanny/ meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor).</p>	<p><b>Drivers, mobile plant, production/processing machinery and other machinery operators.</b></p> <p><b>Hospitality staff</b> (hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper).</p> <p><b>Office assistants, sales assistants and other assistants.</b> <b>Office</b> (typist, word processing/data entry/business machine operator, receptionist, office assistant).</p> <p><b>Sales</b> (sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker).</p> <p><b>Assistant/aide</b> (trades’ assistant, school/teacher’s aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant).</p> <p>Labourers and related workers.</p> <p><b>Defence Forces</b> ranks below senior NCO not included in previous groups.</p> <p><b>Agriculture, horticulture, forestry, fishing, mining worker</b> (farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, green keeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer, fishing hand).</p> <p><b>Other worker</b> (labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor).</p>

## Privacy Act – School Collection Notice

1. The school collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the school. The primary purpose of collecting this information is to enable the School to provide schooling for your child.
2. Some of the information we collect is to satisfy the school's legal obligations, particularly to enable the school to discharge its duty of care.
3. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws.
4. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.
5. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, Government Departments, the Lutheran Church Office, Medical Practitioners and people providing services to the school, including specialist visiting teachers, sports coaches and volunteers.
6. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your child.
7. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions, information such as academic and sporting achievements. Pupil activities and other news is published in the school newsletter (KIT), magazine and on our website.
8. Parents may seek access to personal information collected about them and their child by contacting the school Principal. Pupils may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the school's duty of care to the pupil, or where pupils have provided information in confidence.
9. As you may know the school from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. (It may also be disclosed to organisations that assist in the school's fundraising activities solely for that purpose.) We will not disclose your personal information to third parties for their own marketing purposes without your consent.
10. We may include your contact details in a class list and school directory. If you do not agreed to this you must advise us of this prior to your child's first day of attendance.
11. If you provide the school with the personal information of others, such as doctors or emergency contact, we encourage you to inform them that you are disclosing that information to the school and why, that they can access that information if they wish and that the school does not usually disclose the information to third parties.

# CONDITIONS OF ENROLMENT

## GENERAL

1. The completion and signing of the Application for Enrolment form signifies your acceptance and agreement with the conditions relation to the payment of all fees and charges and to all other conditions of rules which may be implemented by the School Council or its appointed representatives to ensure the orderly and proper conduct of the School.
2. Applications must be made on the School's official Application for Enrolment and should be included by a recent passport size photograph (except if an infant), a photocopy of the applicant's birth certificate, evidence of all vaccines required to age 5, a signed declaration and the application fee of \$55.
3. For parents who wish to enrol their child for Kindergarten – please note: The child must be five years of age before 30<sup>th</sup> March in the year of entry

## RELIGIOUS OBSERVANCE

4. St John's Lutheran Primary School is first and foremost a Christian school run under the organisation of the Lutheran Church of Australia and, as such, follows the traditions of Lutheran education. Worship and the expression of Christian faith will be a normal part of life within our school community.  
  
Students will undertake Christian Studies lessons each week and attendance at designated Chapel worship is mandatory.  
  
Acceptance of the offer of a place in the School indicates your agreement and support of your child's participation in the School's worship and religious education programs.

## CONDITIONS OF ACCEPTANCE

5. All students who attend St John's are required to participate in the following activities, as determined by the Principal:
  - o School Chapel and Christian Education classes
  - o Obligatory Co-curricular activities, as determined by the Principal; events such as Sports Carnivals, School Concerts, Graduation services and the like,
  - o Various camps and excursions that occur from time to time as an integral part of the School curriculum.

## LEAVE

- 6 The student is expected to attend all designated student days as is annually advertised by the School. A request by the parent/guardian for leave of absence must be made to the Principal, in writing, well in advance of the desired commencement time for the leave.
- 7 In the event of medical, compassionate, or family matters it is an expectation that the parent/guardian will notify the School on the morning of the absence.

## DISCIPLINE

- 8 Enrolment indicates acceptance of and the intention to abide by the rules and regulations of St John's Lutheran Primary School, which are established for the proper conduct of the school and its community.
- 9 All students are expected to support the ethos of St John's and to abide by its rules as set out in the appropriate publications such as the Parent Directory, or established by practice and published from time to time at the Principal's direction. In particular, the attention of students and parents is drawn to the School's requirements set down for discipline, homework, attendance and leave, as set out in the directory.
- 10 St John's Lutheran Primary School reserves the right to discipline students for breaches of the rules of the school. Acceptance of the enrolment indicates acceptance by parents of the discipline policy of the school, as set out in the Directory. In particular, parents enrolling their child accept that St John's reserves the right to suspend or expel any student from the school, for an offence that the Principal determines constitutes extremely serious misconduct. Parents are expected to support the administration of the discipline policy of the college.
- 11 If the Principal, having good cause, suspends or requires the withdrawal of a student, the financial obligation of the parent/guardian will not be affected through the Principal exercising this prerogative. However, should the student be withdrawn the parent/guardian's financial obligation ceases at the date of withdrawal.

## UNIFORM

- 12 All students must wear the prescribed School uniform.

## **FEES**

- 13 The parents or person so nominated on the Application Form shall pay to the School all fees for tuition and the supply of goods and services to the student as shall be determined by the School Council and as published in the Fee Schedule.
- 14 St John's Lutheran Primary School reserves the right to refuse entry to, or terminate the enrolment of, a student whose fees are in arrears.
- 15 All fees are payable in advance and one (1) term's notice in writing must be given to the Principal before any student is removed. In lieu of such notice, one (1) term's fees are payable.

## **ENROLMENT DEPOSIT**

- 16 An Enrolment Deposit is payable within 21 days of the offer of a place at the School.
- 17 The Enrolment Deposit fee is published in the Fees Schedule and is the amount current at the time of offer.
- 18 The Enrolment Deposit is refunded in full or reduced by the outstanding debts incurred by the student at the time of leaving and that appropriate notice of withdrawal of the student has been given.

## **WITHDRAWAL OF STUDENT**

- 19 A full term of notice is to be given in writing to the Principal if a student is to be withdrawn from the School. In the event of failure to provide adequate notice of withdrawal, an equivalent of one-half the next term's fees will become payable and the Enrolment Deposit is forfeited.

## **LIMITATION OF LIABILITY**

- 20 To the extent permitted by the *Trades Practices Act*, and the *Fair Trading Act*, St. John's Lutheran Primary school limits its liability with respect to any goods or services provided, to the following:-
  - a. In the case of goods supplied to the pupil, all liability is limited to the replacement of goods or supply of equivalent goods; or payment of the cost of replacing the goods or of acquiring equivalent goods; or payment to have the goods repaired; or refund of the price paid by the parent/guardian; at St. John's Lutheran Primary School discretion.
  - b. In the case of services, all liability is limited to the supplying of the services again; or the payment of the cost of having the services supplied again; or a full or partial refund to the parent/guardian of the price paid for the services; at St. John's discretion.
- 21 Without derogating from the limitations provided in clause 21 above, in the event that St. John's Lutheran Primary School should supply goods or services to a parent/guardian or to a student at the parent/guardian's request, no claim shall be made, and no liability shall be accepted for any consequential losses of kind whatsoever.
- 22 To the extent permitted by Section 5N of the *Civil Liability Act 2002* as amended, whenever St. John's Lutheran Primary School provides to any student or parent/guardian any recreation services, the parent/guardian on their own behalf and on behalf of the student upon and by signing this Application for Enrolment agrees that they waive any and all liability for the injury or other loss and damage where such recreation services have been rendered without reasonable care and skill, including any and all liability by virtue of breach of contract, or negligence or other tortious wrong.

## **MEDICAL TREATMENT**

If a student needs urgent hospital or medical treatment of any nature and the school is unable to contact the parent or guardian after making reasonable efforts you authorise the school to give authority for such treatment. You indemnify the school, its employees and agents in respect of all costs and expenses arising directly or indirectly out of such treatment.

## **PERSONAL BELONGINGS**

Students are responsible for their personal belongings and the school will not be liable for any loss of these belongings.

## **AMENDMENT OF TERMS AND CONDITIONS**

The School Council may alter these conditions of entry at any time by providing not less than two terms notice [and which will take effect from 1 January in the following year].

# St John's Lutheran School

## Parent Code of Conduct

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### RATIONALE

At St John's Lutheran School, educating children is a process that involves partnership between the home and school and it is important that we have a good working relationship between both in order to equip children with the necessary skills for adulthood. For these reasons we welcome and encourage parents/carers to participate fully in the life of our school.

The purpose of this code is to provide a common understanding to all parent and visitors to our school about expected conduct so that we can work together to ensure a safe and positive environment for our children, staff and families/visitors of the school.

### RESPECT AND CONCERN FOR OTHERS AND THEIR RIGHTS

We expect parents and carers to show respect and concern for others by:-

- Being respectful to the staff, students, and other members of the school community at all times, supporting the Christian ethos of our school by setting a good example in their own speech and behaviour towards all members of the school community;
- Working together with teachers for the benefit of children. This includes approaching the school to resolve any issues of concern by first seeking a resolution with the staff member involved in a positive and professional manner and to discuss and clarify specific events in order to bring about a positive solution;
- Respect the reputation of teachers and be mindful of communications
- Do not discuss any grievances in front of your child/ren regarding the school
- Help your child/ren to understand that giving of your very best is what matters rather than always comparing yourself against the capabilities of others. It's best not to compare children.
- Demonstrate that both parents and teachers work together for the benefit of the child/ren
- Be aware that events have many sides, be prepared to listen to them and seek to verify facts before stating a concern. Listen to your child/ren, but remember that a different "reality" may possibly exist elsewhere
- Co-operate with the school to address incidents where your child's behaviour has overstepped accepted appropriate standards or presents risk to the safety and wellbeing of any other member of the school community.
- Visit the school and attend meetings, information sessions and interviews about their child/ren
- Respect teachers' preparation time before school and make an appointment at a mutually convenient time if you wish to speak to a teacher -please do not expect a meeting before school unless pre-arranged

### These same basic ideas should be applied when using the Internet and social media.

If you are going to use social media, there are some basic things to remember:

- Students and school staff members are people, not profiles. Please don't speak about them online. Treat them with respect and kindness.
- Once you write something or post something online, it's there forever. Even if you regret what you did and delete it, it still may not be gone. The hurt that you cause someone else -through a simple, flippant comment can follow them, and you, for years to come.
- Repeatedly posting negative comments or pictures about someone else to Facebook, Twitter, Instagram, YouTube or any other social media site or sending text messages that are mean, intimidate or embarrass another person could be cyber bullying and will be followed up as such.

- At St John's Lutheran School any behaviour that makes fun of, threatens, intimidates or bullies another person face-to-face or electronically will not be tolerated. If what you post online, in a text message or via email has a negative impact on another student or St John's staff member, and, depending on the situation, criminal charges may apply. This applies to information you post or send whether you are at school or somewhere else.
- You are not anonymous on social media. It might feel that way sometimes, but what you write and post reflects directly on you.

It's also important to remember that if you are having a problem at school, the best way to resolve it is in conversation with your child's teacher first and then, if not completely satisfied, the Deputy Principal or Principal.

You should always address issues or concerns with the school first

Posting disparaging comments to social media sites will not help resolve the issue faster and can often lead to larger problems in the future.

**In order to support a peaceful and safe school environment, the school cannot tolerate:-**

- disruptive behaviour which interferes with the operation of a classroom, the office area, the outside learning environment or any other part of the school grounds;
- using loud and/or offensive language or displaying temper;
- threatening harm or the use of physical aggression towards another adult or child. This includes approaching someone else's child in order to discuss or chastise them and physical punishment against your own child on school premises.
- abusive or threatening emails, phone or social network messages;
- denigration of the school's name and reputation,
- smoking and consumption of alcohol or other drugs or accessing the school site whilst intoxicated.

The above behaviours on school premises will be reported to the appropriate authorities and, in order to safeguard our school community, you may be prohibited from entering the school grounds as a result.

We trust that parents and carers will assist our school with the implementation of this policy and thank you for your continuing support.