



Newcastle Grammar

— SCHOOL —

Application for Enrolment



Conditions of Enrolment

ngs.nsw.edu.au

NEWCASTLE GRAMMAR SCHOOL - Conditions of Enrolment

VERSION 6.1: Effective Term 1 2020

Conditions of Enrolment

These Conditions are to be agreed to by parents or guardians when they accept an offer of a place for a child at the School.

Interpretation

'Parents' includes guardians or any other person who has applied to have a child entered on the waiting list or enrolled at the School and, where the child has only one parent, means that parent.

Fees

1. We agree to pay to the School all fees for tuition, extra or distance education subjects, levies, excursions, camps and the supply of goods and services to the student as determined by the School Board and as published in the Fee Schedule from time to time.
2. All fees are payable in accordance with the Fee Schedule. If we fail to pay an account for fees by the due date, we agree to pay an overdue charge ('Overdue Charge') calculated on the amount outstanding from the due date until the date of payment. The Overdue Charge is equal to the pre-judgment interest rate prescribed by the Supreme Court of NSW under section 100 of the *Civil Procedure Act 2005*. We understand that we may obtain the current rate from the Accounts Department.
3. If an account for fees is not paid in full by the end of the term in which they were due for payment, the student's enrolment may be suspended and the School may subsequently without further notice refuse entry to the student or terminate his or her enrolment.
4. A full term's notice in writing must be given to the Head of School before any student is removed. 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 a term's fees plus GST. This amount is a genuine pre-estimate by the School of the loss that it will suffer if we do not provide the required notice.
5. 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.
6. We authorise the School to incur expenditure on our behalf such as purchases of books, stationery and equipment, and to advance such fares from time to time as the School considers necessary.
7. We agree to pay all medical and ambulance expenses incurred on behalf of the student.

Expectations and Behaviour

8. We understand that our acceptance of the School's offer of a place for the student implies that he or she will complete his or her schooling at the School unless unforeseen circumstances arise.
9. We acknowledge that the School is a community underpinned by Christian values in the Anglican tradition and that behaviours and attitudes based on Christian values are encouraged. We agree that all communication between students, parents, visitors and staff members should be conducted in a courteous and respectful manner. 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.
10. We agree to support the values and to abide by the rules of the School as set out in the appropriate publications such as the Student Code of Conduct and Behaviour Management Policy as published from time to time at the Head of School's discretion. We note that the student must do the same and we agree to encourage him or her in this. We have noted the School's requirements in relation to discipline, home study, uniform, attendance and leave.
11. We acknowledge and agree to abide by the Parent Code of Conduct issued to us at the time of enrolment and understand a breach of this Code could lead to the termination of my child's enrolment.
12. We accept that the School may determine which particular courses and activities are offered and/or provided at any time and which of these courses and activities are compulsory. All students must participate in and/or attend the following activities, as determined by the Head of School:
 - (a) Chapel Services and Assemblies;
 - (b) at least one co-curricular activity from Year 5 to Year 12 per year
 - (c) important School events such as Speech Night and Orientation Days, and other events as required by the Head of School, from time to time;
 - (d) various camps and excursions that occur from time to time as an integral part of the School curriculum.
13. Requests for leave from School activities, including academic and co-curricular programs, 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 must be applied for in writing to the Head of School (7-12) or Head of Primary (K-6)
14. We accept the School's discipline policy contained in the School's Behaviour Management Policy. We agree to support the administration of the School's discipline policy. In particular, we accept that the Head of School may in his or her absolute discretion, but subject to affording the student procedural fairness, suspend or dismiss the student for breaches of rules or discipline or where we have failed to comply with these conditions of enrolment.
15. We understand that the School requires parents to be actively involved in the School through attendance at parent-teacher interviews and parent forums, participation in courses offered by the School relevant to the student's education and assistance to the School in a voluntary capacity from time to time.



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Student Details

Student's Surname: Given Names:

Preferred Name: Calendar Year of Entry: Term:

Grade of Entry: KG 1 2 3 4 5 6 7 8 9 10 11 12

Sex: M F Date of birth: Nationality:

Religious Denomination: Australian Citizen: Yes No

Aboriginal: Yes Torres Strait Islander: Yes Permanent Resident: Yes **Please enclose evidence of residency/citizenship**

Number of Children in Family: Swimming Ability:

Sibling's Name: Date of Birth: Currently Enrolled:

Sibling's Name: Date of Birth: Currently Enrolled:

Sibling's Name: Date of Birth: Currently Enrolled:

Language other than English spoken at home: Spoken: Daily Sometimes

Family Circumstances

Please Complete if Relevant:

Parents Separated: Father Deceased: Father Remarried:

Parents Divorced: Mother Deceased: Mother Remarried:

Student Living with Mother: Student Living with Father: Student Living with Guardian:

With whom should the School communicate regarding day to day matters?: Mother: Father: Guardian:

Who should receive copies of the School reports?: Mother: Father: Guardian:

Access Restrictions:

Does the non-custodial parent have access to the Student: Yes No How often

Details of court orders affecting the custody of the Student have been provided: Yes No

(Should there be any Family Court Orders, a copy must be provided prior to entry)

The Student is denied access to:

Please Note: If court orders are not supplied, then the School cannot deny access.

Name: Name:

Address: Address:

Postcode: Postcode:

Phone: Phone:

Educational Information

Current School: Grade:

Class Teacher / Year Advisor: Phone:

Students Previous Academic Level: Excellent Good Average Poor



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Parent Details (1)

Surname: Title: Given Names:

Relationship to Student:

Residential Address: Postcode:

Postal Address (if different from above): Postcode:

Religious Denomination: Nationality:

Main Language spoken at home:

Occupation: Type of Business:

Name of Company / Employer: Position Held:

Business Address: Postcode:

Home Phone: Work Phone: Mobile Phone:

Email: School Attended:

Parent Details (2)

Surname: Title: Given Names:

Relationship to Student:

Residential Address: Postcode:

Postal Address (if different from above): Postcode:

Religious Denomination: Nationality:

Main Language spoken at home:

Occupation: Type of Business:

Name of Company / Employer: Position Held:

Business Address: Postcode:

Home Phone: Work Phone: Mobile Phone:

Email: School Attended:



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Medical Information

Medicare Number: Ambulance Cover: Yes: No:

Private Health Insurer: Membership Number:

Doctor's Name: Phone:

Doctor's Address: Postcode:

Emergency Contact: Relationship:
(of person other than Parent/Guardian)

Home Phone: Work Phone: Mobile Phone:

Emergency Contact: Relationship:
(of person other than Parent/Guardian)

Home Phone: Work Phone: Mobile Phone:

Students with Disability

Has the student been diagnosed with any of the following disabilities (as defined by the Disability Discrimination Act)

Physical

Asthma: Diabetes: Type 1: Type 2:

Epilepsy:

Allergies: eg. food, animals, plants, medications:

Anaphylactic: Yes: No: Epipen: Yes: No:

Cognitive

Speech/Language Disorder: Acquired Brain injury: Intellectual Disability: ADHD:

Sensory Processing Disorder: Specific Learning Disorder:

Social/Emotional

Autism Spectrum Disorder: Mental Health Issues: Behaviour Disorder: Aspergers:

Sensory

Vision Impairment: Hearing Impairment:

Other:

Has the student seen a health care professional for the condition? Yes: No:

Does the student take medication to manage the condition? Yes: No:

If the student has any special needs indicated, please attach additional detailed information separately, including any Medical Action Plans signed by your child's doctor.

All parents should also fill out the Health and Individual Needs appendix to ensure we have accurate information about your child.

Immunisation

Immunisation Details (please tick)

Copies of Immunisation is attached: Yes: No:

All applications must be accompanied by your child's most recent Medicare immunisation record.

Tetanus: <input type="checkbox"/>	Diphtheria: <input type="checkbox"/>	Measles: <input type="checkbox"/>	Rubella: <input type="checkbox"/>	HIB: <input type="checkbox"/>
Polio: <input type="checkbox"/>	Pertussis: <input type="checkbox"/>	Mumps: <input type="checkbox"/>	Meningococcal C: <input type="checkbox"/>	Hepatitis B: <input type="checkbox"/>
Chicken Pox: <input type="checkbox"/>	Rotavirus: <input type="checkbox"/>	Pneumococcal: <input type="checkbox"/>	Other: <input type="text"/>	HPV: <input type="checkbox"/>



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Health and Individual Needs

To be completed where students have specific requirements to support their educational experience

The School is committed to providing an educational experience that meets the needs of all students, including those with health or medical needs and disability. We take a strengths-based approach to learning and engage in the collaborative planning process to ensure students with specific needs, including disability, are provided with appropriate and reasonable support to enable them to access and participate in the NGS educational experience.

To implement appropriate adjustments and provisions, should your child be offered a place, the School needs to be fully informed about your child's condition and the functional impact it has on their learning. You must disclose all necessary information to assist us in planning for your child's education, and keep us fully informed of any changes that may arise. If you have failed to disclose pertinent information, either in the application form or subsequently, the School may decline your application, withdraw an offer of enrolment, or terminate the enrolment without notice.

Health

Please provide details of any health or medical conditions. This includes serious illness, accidents, allergies, medications.

Wellbeing

Does your child experience any mental health conditions that impact on their social/emotional wellbeing? Please provide details and attach any relevant documentation.



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Disability

Has your child been diagnosed with a disability that has a functional impact on their learning? Please provide details and attach any relevant documentation.

Giftedness

Has your child been identified as gifted? Please provide details and attach any relevant documentation.

Other

Does your child have any other needs we should be aware of?



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Accounts

Please give the name and address of whom the accounts are to be sent:

Name: Relationship to Student:
Address (if different from above): Postcode:

References

Please give the name and address of two referees who may be contacted

Name: <input type="text"/>	Name: <input type="text"/>
Address: <input type="text"/>	Address: <input type="text"/>
<input type="text"/> Postcode: <input type="text"/>	<input type="text"/> Postcode: <input type="text"/>
Phone: <input type="text"/>	Phone: <input type="text"/>
Occupation: <input type="text"/>	Occupation: <input type="text"/>

Application and Declaration

I/We hereby apply to have my/our child enrolled at Newcastle Grammar School.

I/We certify that all information supplied with this application is true, correct and complete.

I/We enclose the Application Fee as listed on the current Fee Schedule, and I/we acknowledge and agree that this fee is not refundable.

I/We have read the Conditions of Enrolment, School's Privacy Policy and Collection Notice and confirm that I/we agree jointly and severally to be bound by them.

A copy of your child's birth certificate and current Medicare Immunisation History Statement must be provided when lodging this form.

Birth Certificate attached: Yes Medicare Immunisation History Statement attached: Yes

Cheque attached: Yes No

Please charge my credit card: \$  

Card Number:

Name: Expiry Date:

Signature of Applicants

Name:
Parent (1)

Name:
Parent (2)

Signature:

Signature:

Date:

Date:

(Please Note: If there is more than one parent or guardian, both parents and/or guardians must sign)



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16. We agree that the Head of School may, by giving us one term's written notice, exclude a student if the Head of School 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.
17. We acknowledge that the Head of School may, by giving us reasonable notice, ask us to remove the student from the School at the end of a school year where the student has, in the Head of School's opinion, failed to meet the requirements of the *NSW Education Standards Authority* or has otherwise failed to make satisfactory progress in his or her academic work.

Health and Safety

18. We acknowledge that we have fully disclosed any special needs (including but not limited to any medical, physical, learning or psychological needs) which the student has. Where any disclosed special needs change or where any special needs arise, we agree to notify the School immediately. We also agree to complete the student's medical form accurately and provide annual updates for the School Clinic.
19. We acknowledge that the School seeks to maintain an environment that is safe for all students and in which learning can take place. We also acknowledge that to this end the Head of School or his or her nominee may search the student's bag, locker, mobile phone or other possessions or electronic devices where there are reasonable grounds to do so. The Head of School may also carry out computer surveillance which includes using software or equipment to monitor use of computers, the sending or receiving of emails, the accessing of websites and the use of social media.
20. If the student is ill or injured, necessitating urgent hospital and/or medical treatment (for example injections, blood transfusions, surgery) and if we are not readily available to authorise such treatment, we authorise the Head of School or, in his or her absence, a responsible member of the School executive, to give the necessary authority for such treatment.
21. We understand that the School requires parents to observe School security procedures for the protection of students from direct contact with those outside the School during school hours and that we are only to make contact through the School office.
22. We acknowledge that the student's personal property is not insured by the School which does not accept any responsibility for loss.

Privacy

23. 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 information in such a manner as the Head of School may deem appropriate for the purposes of the student's education, health, care, welfare or development. We acknowledge having read the School's Privacy Policy and Collection Notice located on the School's website.
24. We give permission for photographs and videos of the student to be placed in the School's records, displayed from time to time around the School, and published in School publications, on its website and in other marketing and promotional material, including social media.
25. Where relevant, we agree to provide to the School all current Family Court or other court orders or parenting plans relating to us and the student. We note that the School's Privacy Policy deals with the confidentiality of such information.

General

26. We agree that the School may change these Conditions provided it gives us at least a term's notice and that the new Conditions take effect from the beginning of a calendar year.
27. We agree to give the School notice of any change in our contact details.

International Students (Full Fee Paying)

28. Where the student is a Full Fee Paying International Student, we agree to pay:
 - (a) a bond equivalent to two terms' tuition before the start of each year;
 - (b) a government surcharge which applies to all overseas students each term;
 - (c) the cost of private health cover for up to four years in advance in compliance with government Visa requirements.
29. Where we do not reside in Australia, we agree to appoint a suitable adult resident in Newcastle to act as a guardian for the student. The guardians must:
 - (a) be at least 21 years old;
 - (b) speak English;
 - (c) be contactable by the School;
 - (d) be able to give support to the School in meeting the needs of the student;
 - (e) attend enrolment interviews, parent-teacher interviews and other events at the School's request;
 - (f) exercise a duty of care to the student when he or she is on leave with them;
 - (g) liaise with both parents and the Head of School, or his or her delegate, to ensure the student's welfare; and
 - (h) sign the Expectations of a Guardian form before the student enters the School.

(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 several and may only be terminated at the end of three months after we give notice, in writing, to the Head of School, of our desire to be released from such obligations.



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Checklist

- Completed and signed *Application for Enrolment*
- Payment of the non-refundable Application Fee
- Copies of any medical, psychological or other reports that may be relevant to meeting your child's needs
- Copies of residency/citizenship papers if child or both parents were born overseas
- Copy of birth certificate
- Copy of at least two school reports (if applicable)
- Copy of most recent NAPLAN and any other external testing results (if applicable)
- Other educational supporting documents (if applicable)
- Copy of Court Orders and/or Parenting Plans (if applicable)
- Australian Immunisation Register (AIR) Immunisation History Statement
- Completed Health and Individual Needs appendix



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Park Campus

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