Enrolment Application - International

<table>
<thead>
<tr>
<th>Student’s Name</th>
<th>Date of Birth</th>
<th>/ /</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year Level Applied for</td>
<td>Year of Entry</td>
<td>Date of Application</td>
</tr>
<tr>
<td>Offie Use Only</td>
<td>Parent Code</td>
<td>Student Code</td>
</tr>
</tbody>
</table>

Key

Please sign pages when you see this symbol

Please attach documentation when you see this symbol, if applicable to you

See page 23 for checklist of required documentation

Celeber Drive, Beaconsfield, Queensland 4740
PO Box 3390, North Mackay Queensland 4740
Telephone 07 4969 2000 Fax 07 4969 2001 Email: admissions@was.qld.edu.au
CRICOS Provider Number 00993J

Some of the information on this form is required by the Federal Government
<table>
<thead>
<tr>
<th><strong>Parents/Guardians Information</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Father / Legal Guardian</strong></td>
</tr>
<tr>
<td>Surname: .................................................................</td>
</tr>
<tr>
<td>Given name/s in full: ..................</td>
</tr>
<tr>
<td>Title (eg, Mr, Dr): ..................</td>
</tr>
<tr>
<td>Residential address: ..................</td>
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<td>.................................................................</td>
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<tr>
<td>Post Code: .................................................................</td>
</tr>
<tr>
<td>Phone (H): ( ) ..................................................</td>
</tr>
<tr>
<td>Mobile: .................................................................</td>
</tr>
<tr>
<td>Fax(H): .................................................................</td>
</tr>
<tr>
<td>Mobile for SMS notifications: .............................................</td>
</tr>
<tr>
<td>Postal Address: .................................................................</td>
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<td>.................................................................</td>
</tr>
<tr>
<td>Email address for account purposes: .................................................................</td>
</tr>
<tr>
<td>Occupation: .................................................................</td>
</tr>
<tr>
<td>Employer: .................................................................</td>
</tr>
<tr>
<td>Position in Company: .................................................................</td>
</tr>
<tr>
<td>Phone (W): ( ) ..................</td>
</tr>
<tr>
<td>Fax (W): .................................................................</td>
</tr>
<tr>
<td>Email: .................................................................</td>
</tr>
<tr>
<td>Country of Birth: .................................................................</td>
</tr>
</tbody>
</table>

**Marital Status:** Married ☐  De Facto ☐  Separated ☐  Divorced ☐  Sole Parent ☐  Widowed ☐

Are there any Parenting Plans, Specific Issues Orders, Consent Orders (relating to residence / contact) or Care and Protection Orders in place that affect your child (named on this enrolment contract)?  Yes ☐  Please attach copies ☐  No ☐

Are you a **Past Student**? (please circle)  
Father/Legal Guardian YES / NO  
Mother/Legal Guardian YES / NO

Are you an **Old Scholar**? (please circle)  
Father/Legal Guardian YES / NO  
Mother/Legal Guardian YES / NO

Years of attendance ..................  or Class of ..................

**Primary Contact:** Who is the first point of contact for the school: Father/Legal Guardian ☐  Mother/Legal Guardian ☐  
Homestay Family ☐  Other ☐  .................................................................

Whitsunday Anglican School Limited  
CRICOS Provider No 00993J  
Dated: 01 September 2014
Student Information

Surname: .................................................................   Given Name/s: .................................................................

Date of Birth: .............................................................   Male  ☐  Female  ☐

Students Mobile Number: ............................................   Student’s Email: .................................................................

Place and Country of Birth: .........................................   Nationality: ...........................................................................

Aboriginal: Yes ...... No ...... or Torres Strait Islander: Yes ...... No ...... (please tick)

Religious Denomination: ................................................

Passport Number: .......................................................... Expiry Date: ................................................................. (Please attach photocopy)

Visa Type: ........................................................................   Visa Sub Class: ................................................................

Proposed Year of Entry to Whitsunday Anglican School 20......   Day ☐   Boarding: Weekly ☐ Full-time ☐

(Please attach a birth certificate)

Year Level at Entry: (please circle) / 5 / 6 / 7 / 8 / 9 / 10 / 11 / 12

Present School

Name and Location: ................................................................ Current Year Level: ............................................................

Reason for transfer: ........................................................................................................................................

Please provide your educational qualifications in the form of your most recent school report.

N.B. Confirmation of enrolment is dependent on the provision of all required documents to be submitted and assessed. Course credit is not awarded for any other documents other than the documents requested by the School.

Health

Does your child have any condition which will impact on their ability to learn as part of a mainstream class? YES / NO

........................................................................................................................................................................

Any serious illnesses? YES/NO ...................................................................................................................................

Any ongoing Medication? YES/NO ....................................................................................................................................

........................................................................................................................................................................

Any speech, sight, hearing defects? YES/NO ...................................................................................................................

Any specific learning problems? YES/NO ....................................................................................................................

Any other factors likely to affect the child’s ability to participate in School activities? YES / NO

........................................................................................................................................................................

Has your child ever received any special learning support in the following areas?

Literacy: YES / NO   Numeracy: YES / NO   Other: YES / NO

If you have indicated YES to any of the above questions, please provide details and supporting documentation.

English as a Second Language

Does your child speak English as a second language?   YES / NO
Students Accommodation

As Whitsunday Anglican School assumes responsibility for the welfare of the students who have been issued with a Visa to enter our school, we reserve the right to approve all accommodation arrangements. Students not living with their parents or nominated relative must be in a registered Whitsunday Anglican School Homestay as per Public Interest Criterion 4012A and visa condition 8532, which govern care arrangements for student visa applicants/holders who have not turned 18 years of age.

Do you require Homestay with an Australian family?  [ ] Yes  [ ] No

(If yes, please complete Homestay form. If not in Whitsunday Anglican School Homestay, please give following information):

Details of residential family:

Surname: .................................................................................................................................

Given name/s in full: .............................................................................................................

Title (eg. Mr, Dr): ..................................................................................................................

Residential address: .............................................................................................................

Relationship to Student: ......................................................................................................

Other people residing at the address: ..................................................................................

Post Code: ...........................................................................................................................

Phone (H): ( ) ....................................................................................................................

Phone (M): ..........................................................................................................................

Individual Needs

Whitsunday Anglican School recognises the diversity of learners. However, the School has finite resources to provide for students who require support of a specific nature. This could include physical or intellectual disabilities, learning difficulties or learning support requirements or needs of a medical, psychological, health or dietary nature.

If the School is not informed of any individual needs in relation to the student, then the School, in its absolute discretion, may refuse to proceed with enrolment of the student, place conditions upon any stage of the enrolment, or terminate the enrolment of the student under this enrolment application.

Similarly, if the School deems, through consultation with professionals, that it cannot cater for the physical, emotional or cognitive needs of the student at any time, the School reserves the right to place conditions on, suspend or terminate a student’s enrolment taking into consideration the best interests of the student and/or the School.

If your child falls within the category of individual needs now or in the past, please indicate what these needs are/were:

...........................................................................................................................................

...........................................................................................................................................

Please indicate how these needs are/were being supported and you must provide the school with supporting documentation.

...........................................................................................................................................

...........................................................................................................................................

Please sign to indicate the information you have provided for the above ‘individual needs’ questions is accurate and true. The signatures of both parents/legal guardians are required

..........................................................  ..........................................................
Signature of Father/Guardian  Signature of Mother/Guardian

..........................................................  ..........................................................
Date  Date

Whitsunday Anglican School Limited
CRICOS Provider No 00993J
Dated: 01 September 2014
**Emergency Local (Mackay) Contacts**

Please give names, addresses and phone numbers of two persons who could be contacted (eg. Grandparents, close friends):

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
<th>Relationship</th>
</tr>
</thead>
<tbody>
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**To help our admissions procedures please list:**

Reasons for choosing Whitsunday Anglican School

1. .......................................................................................................................... 3  ..........................................................................................................................
2. .......................................................................................................................... 4  ..........................................................................................................................

How you found out about Whitsunday Anglican School

..............................................................................................................................................
Family Connections with Whitsunday Anglican School

Please give details of any other family members enrolled to attend Whitsunday Anglican School in the future, other family members currently attending Whitsunday Anglican School and/or relatives who have attended Whitsunday Anglican School in the past:

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Proposed Year of Entry</th>
<th>Year of Entry</th>
<th>Years at Whitsunday Anglican School</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Any other brothers or sisters not already mentioned on this form?

<table>
<thead>
<tr>
<th>Name</th>
<th>Age</th>
<th>Current status</th>
</tr>
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<tbody>
<tr>
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</tbody>
</table>

Agent Details

Name of Agent:………………………………………………… MARA / Overseas Education Agent ID:…………………………
Address: ……………………………………………………… Email: ……………………………………………………………
…………………………………………………… Contact Person: ………………………………………………………
…………………………………………………… Post Code: ……………………………………………………………

Phone (H): (    ) …………………………………………………

Mobile: ……………………………………………………… Fax: ……………………………………………………………
**Data Collection**

*This information is required by the Federal Government*

**Does the student or their mother/guardian or their father/guardian speak a language other than English at home?**
(If more than one language, indicate the one that is spoken most often.)

<table>
<thead>
<tr>
<th></th>
<th>Student</th>
<th>Father/</th>
<th>Mother/</th>
</tr>
</thead>
<tbody>
<tr>
<td>No, English only</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Yes, Italian</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Yes, Greek</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes, Vietnamese</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes, Cantonese</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes, Arabic (incl. Lebanese)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes, Mandarin</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes, Turkish</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes, Macedoniane</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes, Tagalog (Filipino)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes, Other – please specify</td>
<td>Yes</td>
<td></td>
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</tr>
</tbody>
</table>

**What is the highest year of primary or secondary school the parents/guardians have completed?**
(For persons who have never attended school, mark ‘Year 9 or equivalent or below’.)

<table>
<thead>
<tr>
<th></th>
<th>Father/ guardian</th>
<th>Mother/ guardian</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 12 or equivalent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 11 or equivalent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 10 or equivalent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 9 or equivalent or below</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**What is the level of the highest qualification the parents/guardians have completed?**

<table>
<thead>
<tr>
<th></th>
<th>Father/ guardian</th>
<th>Mother/ guardian</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor degree or above</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advanced diploma/Diploma</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certificate 1 to IV (including trade certificate)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>No non-school qualification</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
What is the occupation group of the mother/parent/guardian?  
What is the occupation group of the father/parent/guardian?  

Please select the appropriate parental occupation group from the list below.

- If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person’s last occupation.
- If the person has not been in paid work in the last 12 months, enter ‘8’ in the box above.
- Not stated or unknown, enter ‘9’ in the box above.

### List of Parental Occupation Groups

<table>
<thead>
<tr>
<th>Group 1: Senior Management in large business organisation, government administration and defence, and qualified professionals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior executive/manager/department head in industry, commerce, media or other large organisation.</td>
</tr>
<tr>
<td>Public service manager (Section Head or above), regional director, health/education/police/fire services administrator</td>
</tr>
<tr>
<td>Other Administrator [school principal, faculty head/dean, library/museum/gallery director, research facility director]</td>
</tr>
<tr>
<td>Defence Forces Commissioned Officer</td>
</tr>
<tr>
<td>Professionals 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.</td>
</tr>
<tr>
<td>Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]</td>
</tr>
<tr>
<td>Air/sea transport [aircraft’s/ship’s captain/officer/pilot, flight officer, flying instructor, air traffic controller]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group 2: Other business managers, arts/media/sportspersons and associate professionals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business</td>
</tr>
<tr>
<td>Specialist manager [finance/engineering/production/personnel/industrial relations/sales/marketing]</td>
</tr>
<tr>
<td>Financial services manager [bank branch manager, finance/investment/insurance broker, credit/loans officer]</td>
</tr>
<tr>
<td>Retail sales/services manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]</td>
</tr>
<tr>
<td>Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, sports official]</td>
</tr>
<tr>
<td>Associate professionals generally have diploma/technical qualifications and support managers and professionals.</td>
</tr>
<tr>
<td>Business/administration [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]</td>
</tr>
<tr>
<td>Defence Forces senior Non-Commissioned Officer</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group 3: Tradesmen/women, clerks and skilled office, sales and service staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group</td>
</tr>
<tr>
<td>Clerks [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]</td>
</tr>
<tr>
<td>Skilled office, sales and service staff</td>
</tr>
<tr>
<td>Office [secretary, personal assistant, desktop publishing operator, switchboard operator]</td>
</tr>
<tr>
<td>Sales [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]</td>
</tr>
<tr>
<td>Service [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]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group 4: Machine operators, hospitality staff, assistants, labourers and related workers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drivers, mobile plant, production/service machinery and other machinery operators.</td>
</tr>
<tr>
<td>Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper]</td>
</tr>
<tr>
<td>Office assistants, sales assistants and other assistants.</td>
</tr>
<tr>
<td>Office [typist, word processing/data entry/business machine operator, receptionist, office assistant]</td>
</tr>
<tr>
<td>Sales [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 stocker]</td>
</tr>
<tr>
<td>Assistant/aid [trades’ assistant, school/teacher’s aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]</td>
</tr>
<tr>
<td>Labourers and related workers</td>
</tr>
<tr>
<td>Defence Forces ranks below senior NCO not included above</td>
</tr>
<tr>
<td>Agriculture, horticulture, forestry, fishing, mining worker [farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]</td>
</tr>
<tr>
<td>Other worker [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]</td>
</tr>
</tbody>
</table>

Whitsunday Anglican School Limited  
CRICOS Provider No 00993J  
Dated: 01 September 2014
**Enrolment Policy**

The School will maintain a transparent Admissions process. The School will accept all applications for enrolment, process all applications in the same manner and admit all students under appropriate terms and conditions.

The School will be consistent in applying the criteria used in deciding which applicants will be offered Admission as a student. The criteria used to determine Admission to enrolment will be consistent with the School’s Philosophy and the Anglican Schools’ Ethos Statement. In particular the School values the pursuit of excellence and the achievement of one’s personal best.

The enrolment of students from Anglican families is encouraged: however, an ecumenical approach reflects the values of the Anglican Church. Applications from other denominations, other faiths or non-religious backgrounds will therefore be considered. All students, however, are expected to be open to the religious values and participate in the Christian practices of the School.

**Admissions Process and Expectations**

This document is intended to highlight a number of points that are occasionally overlooked during the admissions process. It is important that both students and parents read this in case there is anything that they do not understand. Please contact the Admissions Office if clarification is needed.

1 **School Rules**

Further on in this document you will find the School Rules for the whole school and these are also printed in the Student Diary. We have high expectations with regard to students’ presentation and adherence to the rules, especially with regard to the wearing of uniform, jewellery and appropriate hair. Indeed, these expectations are the reason that parents and students choose this School. This is the one area where new students can sometimes be confused or take a while to adjust. Please read these carefully to ensure you fully appreciate why we have these rules and expectations.

2 **Admissions Procedure**

   i) At initial application for enrolment, there is a non-refundable charge of $121 including GST.
   
   ii) At confirmation stage where there is an interview with the Head of Junior School, Head of Middle School or Head of Senior School, there is an enrolment bond of $615 for day students and $1315 for boarding students. In both cases, $165 of this is credited to the student’s life membership of the Old Scholars’ Association. The other $450 (day student) or $1150 (boarding student) is credited to the final account at the School, **provided the student completes 12 months, and the School account is paid in full.** If the student does not complete 12 months at the School the enrolment bond is non-refundable.
   
   iii) One term’s notice in writing is required for the withdrawal of students from the School. If at least one term’s notice is not given, the whole of the enrolment bond is non-refundable as fees in lieu of notice.
   
   iv) Due to the high demand for places at WAS, we also request a term’s **advance** fees be paid by mid-November of the year prior to commencement to fully secure your place at the School. This will be credited to your first account in the following year. Should parents cancel their child’s enrolment prior to commencing at the School, the enrolment bond is non-refundable as fees in lieu of notice.

3 **Student Diary**

The Diary is an important form of communication between students, parents and teachers. It is an expectation that parents sign this on a weekly basis in order to monitor the student’s progress and homework.

Thank you for taking the time to read this document and we trust both you and your child will have a positive and enjoyable time at Whitsunday Anglican School.
Policy Statement

Whitsunday Anglican School assumes responsibility for the welfare of the students who have been issued with a visa to enter our School, we reserve the right to approve all accommodation arrangements. Students not living with their parents or nominated relative must be in a registered Whitsunday Anglican School Homestay as per Public Interest Criterion 4012A and visa condition 8532, which govern care arrangements for student visa applicants/holders who have not turned 18 years of age.

REFUND POLICY

This policy outlines refunds applicable to course fees paid to the school including any course fees paid to an education agent to be remitted to the school.

1. The enrolment application fee is non-refundable.
2. Payment of Course Fees and Refunds
   a) Fees are payable according to the Fee Collection Policy
   b) An itemised list of school fees is provided in the school’s written agreement *as per NC Standard 3.1.b*
   c) All fees must be paid in Australian dollars unless requested otherwise. Refunds will be reimbursed in the same currency as fees were received.
   d) Refunds will be paid to the person who enters into the written agreement unless the school receives written advice from the person who enters the written agreement to pay the refund to someone else.
3. All notification of withdrawal from a course, or applications for refunds, must be made in writing and submitted to the Director of Admissions.
4. Student default because of visa refusal
   If a student’s visa application is refused by the Department of Immigration and Citizenship and the student cannot undertake the course, the school will refund within four weeks any unspent pre-paid fees where the student produces evidence that the application made by the student for a student visa has been refused by the Australian immigration authorities, minus the lesser of 5% of the amount of pre-paid fees received or AUD $500.00

1. Any amount owing under this section will be paid within 4 weeks of receiving a written claim from the student (or parent(s)/legal guardian if the student is under 18).
2. Non-tuition fees will be refunded on a pro rata basis proportional to the amount of time the student was studying in the course, except where a non-refundable payment on behalf of the student has been made.
3. If the student does not provide written notice of withdrawal and does not start the course on the agreed starting date, a maximum of ten weeks tuition fees will be refunded from prepaid tuition fees.
4. If up to two study period’s tuition fees have been prepaid, and the school receives written notification of withdrawal by the student (or parent(s)/legal guardian if the student is under 18), the school will refund the amount of prepaid fees less the following amounts:
   i. An administration fee of AUD$ 500.00, if written notice is received up to four weeks prior to commencement of the course.
   ii. 25% of the tuition fee if written notice is received less than four weeks prior to commencement of the course.
   iii. 10% of any unspent pre-paid tuition fees, up to a maximum of one term’s fees, if written notice is received before one (1) study period of the payment period has passed.
   iv. No amount will be refunded if written notice is received after 1 study period of the payment period has passed.
5. If more than two semester’s tuition fees have been prepaid in one amount, refund provisions under (d) will apply for tuition fees paid for the first two semesters, and any remaining unspent tuition fees after this will be refunded.
6. No refund of tuition fees will be made where a student’s enrolment is cancelled for any of the following reasons:
   i. Failure to maintain satisfactory course progress (visa condition 8202). Please see Whitsunday Anglican School’s course progress policy.

Whitsunday Anglican School Limited
CRICOS Provider No 00993J
Dated: 01 September 2014
ii. Failure to maintain satisfactory attendance (visa condition 8202). Please see Whitsunday Anglican School’s attendance policy.

iii. Failure to maintain approved welfare and accommodation arrangements (visa condition 8532). Please see Whitsunday Anglican School’s welfare and accommodation policy.

iv. Failure to pay course fees.

v. Any behaviour identified as resulting in enrolment cancellation in Whitsunday Anglican School’s Student Code of Conduct.

**Student Code of Conduct**

**Purpose**

All students who are admitted to enrolment are expected to abide by the School Code of Conduct. Parents or carers are required to sign an undertaking to this effect in the enrolment contract at the time of enrolment. This is outlined on the Enrolment Form. The Code of Conduct is reflective of the School’s philosophy and values and forms the basis for the School’s behaviour management approach.

**Policy**

Whitsunday Anglican School encourages students to become responsible for their own personal growth and self-discipline, and to take responsibility for their own behaviour. Proper conduct demonstrates respect – for oneself, physically, emotionally, intellectually and spiritually: for others and their possessions, for the environment in which one lives and works, and for the materials one works with, and for, the School.

It is expected that each student will cooperate to the fullest in taking responsibility for his/her own progress, by being punctual and through diligent and careful preparations for, and participation in all the classes of which her/she is a member. It is particularly important that no student, either through neglect or lack of concern, interferes with the rights of others to pursue their courses. Therefore, there is no place in the School for irresponsible behaviour including the defiance of a teacher’s authority.

It is essential for each student to develop self-respect, as a person and as a member of the School community. Conduct must at all times be in a manner which will not detract from the reputation of any individual student or of other members of the School. Nor does any student have the right to display conduct, which is likely to offend others. Offensive behaviour will not be tolerated, whether it be the irresponsible use of offensive language, smoking, drinking of alcoholic liquor, stealing, the possession of any but medically prescribed drugs, bullying, harassment or the injury of others. Offenders may have their enrolment withdrawn.

The mistreatment of the property of others is a serious offence. Such behaviour reveals a lack of concern for the owners of that property, whether these are individuals, the School as a whole, or the community, and therefore cannot be countenanced.

Students should at all times be clean and tidy and maintain and wear the uniform with pride. Cleanliness and tidiness are of paramount importance in a student’s appearance. It is a requirement of the School that the uniform be worn to all School functions unless otherwise directed.

In matters which are not specifically covered by the above code or any other School regulations, members of the School will observe the principles outlined above concerning the dignity of each person, respect for others and their property, and of mutual cooperation within the School community. Acceptance and support of this Code of Conduct is expected of all students enrolled at Whitsunday Anglican School.
School Rules

Interpretation of the School Rules lies with Heads of Sub-Schools. Persons requiring clarification or amplification should see the Head of Junior School (K – Yr4); Head of Middle School (Yr5-Yr8) and Head of Senior School (Yr9-Yr12).

General

1. Students are expected to arrive at School before the first bell at 8.25am and not depart before the last bell at 3.00pm. Supervision is not provided for students who arrive at School before 8:00am. Students should not arrive at School before 8.00am unless required for supervised activities. Students in Before School Care are exempt from this ruling.

2. Students are not permitted to leave the School grounds without permission. This will only be granted in specific circumstances and only with the knowledge and consent of the parents/guardians.

3. Irresponsible behaviour within the School grounds and buildings including the defiance of the authority of both teaching and non-teaching staff is not acceptable behaviour.

4. The use of offensive language, smoking or being in the presence of smoking, consumption of alcohol, taking or possessing illegal drugs, carrying or possessing dangerous objects, and stealing are regarded as serious breaches of discipline.

5. Harassment of any kind, including bullying, is regarded as a serious breach of discipline. The School has a ‘zero tolerance’ policy on all forms of harassment.

6. Students are not permitted to drive to School and park on School property without prior arrangement with the Principal and the parents/guardians. A condition of permission being granted is that students deposit their vehicle keys, and sign “in” and “out” at the Student Reception for the time between their arrival and departure.

Timetabled Lessons

7. Regular and punctual attendance at all lessons is expected. Arrival at all lessons with the correct and named equipment is essential.

8. Students must respect the rights of others to benefit from the educational opportunities being offered at the School.

9. Students are expected to keep up with the requirements of the subjects being studied. This is inclusive of the assignments, projects, field trips and such commitments.

Uniform

10. The School uniform is designed to be functional and not subject to fashion statements. All items of uniform must be clean and kept in good repair. The bottom of the girls’ skirts should be worn at knee level when standing. Boys’ shorts or long pants should be worn on the waist and belted where belt tabs exist. In Terms 2 and 3 ties are worn by all boys in the Middle and Senior Schools.

11. Hair is to be neat, tidy, neatly trimmed and pulled back from the face. Unnatural hair colours, including streaks and foils, and “fashionable” and radical cuts and/or trends are not permitted. Unnatural colours are those that are not a normal hair colour anywhere, or are not natural for the student’s skin tones. Middle and Junior School students are not permitted any hair colouring at all. Fringes must clearly outline the eyebrows and not be swept back behind the ears. Boys’ hair must be trimmed at a reasonable frequency, have the ears showing and must not be worn below the level of the collar. Boys must be clean-shaven and sideburns are not to extend below the middle of the ear. Girls’ hair must be tidy and pulled back from the face including when working at desks and computers. Hair accounts not to be similar in colour to the hair and ribbons and scrunchies are to be in School colours. Hair should not interfere with the wearing of the School hat. It is never acceptable for one student to cut another’s hair. Makeup of any kind, including foundation, tinted moisturizer and lipgloss, is not permitted. Coloured nail polish, false nails and French manicures are not permitted.

12. Jewellery is restricted to a watch and, for girls only, one pair of small stud earrings worn in the lobes. Students unable to wear small studs may wear plain sleepers after written parental requests have been made. Clear plastic inserts in any body piercings are not acceptable. Medical bands verified by medical practitioners are permitted. Religious crosses on chains are permitted if worn beneath the uniform.
13. Hats are to be worn on all occasions when students are in the sunlight for extended periods and when on the oval. The wearing of sunglasses is encouraged although reflective lenses are not permitted.

14. The red School jumper or the School blazer may be worn over the day uniform, the sports uniform or the formal uniform. The tracksuit is only to be worn over the sports uniform. The tracksuit jacket is not to be worn over the day or formal uniform.

15. In the Senior School, students are expected to change into House and Sports uniforms for their Physical Education lessons. They are also expected to change back into School uniform during the closest break following these lessons. Students who are timetabled for sport twice in the same day may remain in their sports uniform for the day so long as this is supported by the time-table.

16. In the Junior and Middle Schools students may wear their Physical Education uniform for PE and Health lessons, and the House Uniform should be worn on House Sports Days.

**Eating**

17. All students are to be in the sub-School designated eating areas until the 10 minute bell rings. Students must remain in the Plazas until dismissed by Staff on duty. No food is to be consumed in any other areas of the School.

**Provider Default**

[Any default by the school must be compliant with the current provisions of the ESOS Act 2000 and the ESOS regulations 2001 (as amended).]

a) If for any reason the school is unable to offer a course on an agreed starting day for the course, and the student for some reason cannot be placed or refuses placement in an alternative course arranged by the school, a full refund of any unspent pre-paid tuition fees* paid to the school will be made within 14 days of the agreed course starting day.

b) If for any reason the school is unable to continue offering a course after the student commences a course, and the student for some reason cannot be placed or refuses placement in an alternative course arranged by the school, a full refund of any unspent pre-paid tuition fees* paid to the school will be made within 14 days of the course school’s default day.

c) In the event that the school is unable to fulfil its obligations of providing an agreeable alternative course for the student, or a refund, the student will receive assistance from the Australian government’s Tuition Protection Service. For information on the TPS, please see: [https://tps.gov.au/StaticContent/Get/StudentInformation](https://tps.gov.au/StaticContent/Get/StudentInformation).

5. This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia’s consumer protection laws.

**Definitions**

a. **Non-tuition fees** – fees not directly related to provision of the student’s course. For a list of these, please consult the Tuition and Fees Schedule.

b. **Pre-paid fees** - tuition fees received by the school for a study period of the student’s course before the student begins the study period.

c. **Tuition fees** – fees directly related to the provision of the student’s course. For a list of these, please consult the Tuition and Fees Schedule.

*Unspent pre-paid fees* – in the case of the school not being able to provide the course in which the student is enrolled, unspent prepaid tuition fees will be calculated according to a Legislative Instrument: [http://www.comlaw.gov.au/Details/F2012L01351](http://www.comlaw.gov.au/Details/F2012L01351).

If the student changes visa status (e.g. becomes a temporary or permanent resident) he/she will continue to pay full overseas student’s fees for the duration of that year.

**Privacy Policy**

Your privacy is important. This statement outlines the School’s policy on how the School uses and manages personal information provided to or collected by it.

The School is bound by the National Privacy Principles contained in the Commonwealth Privacy Act.

Whitsunday Anglican School Limited
CRICOS Provider No 00993J
Dated: 01 September 2014
The School may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to Schools' operations and practices and to make sure it remains appropriate to the changing school environment.

The type of information the School collects and holds includes (but is not limited to) personal information, including sensitive information, about:
- students and parents and/or guardians (‘Parents’) before, during and after the course of a student’s enrolment at the School;
- job applicants, staff members, volunteers and contractors; and
- other people who come into contact with the School.

Personal Information you provide: The School will generally collect personal information held about an individual by way of forms filled out by Parents or students, face-to-face meetings and interviews, and telephone calls. On occasions people other than Parents and students provide personal information.

Personal Information provided by other people: In some circumstances the School may be provided with personal information about an individual from a third party, for example a report provided by a medical professional or a reference from another school.

Students and Parents: In relation to personal information of students and Parents, the School’s primary purpose of collection is to enable the School to provide schooling for the student. This includes satisfying both the needs of Parents and the needs of the student throughout the whole period the student is enrolled at the School.

The purposes for which the School uses personal information of students and Parents include:
- to keep Parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines;
- day-to-day administration;
- looking after students' educational, social and medical wellbeing;
- seeking donations and marketing for the School;
- to satisfy the School's legal obligations and allow the School to discharge its duty of care.

In some cases where the School requests personal information about a student or Parent, if the information requested is not obtained, the School may not be able to enrol or continue the enrolment of the student.

**Enrolment contract between Whitsunday Anglican School and parents who are separated**

The School acknowledges that from time to time (whether prior to signing the Enrolment Application or after) parents of the enrolled student may separate or divorce. Whilst the School endeavours to be sensitive to the wishes and needs of the parents and the child, the parents:

a) must inform the School if they separate
b) keep the School informed of any changes to the address or addresses of the parents
c) must, at all times, nominate an address in which the child ordinarily lives during School term
d) must provide the School copies of any Court Orders, including Family Court orders, which deals with parental responsibility for the child, the education of the child, or otherwise limits the contact or communication with one parent or other person has with the child (eg. Domestic violence order)
e) acknowledge that despite the School being provided with copies of any such orders the School does not assume any responsibility for the parents complying with those orders
f) agree to exercise parental responsibility in relation to the child as prescribed by law, including under the Family Law Act 1975 (Cth), or in accordance with order of a Court.
Use of your child’s image for advertising or marketing of the School

☐ I agree for my child’s photograph to be used by Whitsunday Anglican School for advertising or marketing, on the website or other forms of media.

☐ I do not agree for my child’s photograph to be used by Whitsunday Anglican School for advertising or marketing, on the website or other forms of media.

Please tick a box and sign below.

The signatures of both parents/legal guardians are required

-----------------------------------------------  -----------------------------------------------
Signature of Father/Guardian                      Signature of Mother/Guardian

-----------------------------------------------  -----------------------------------------------
Name of Father/Guardian                          Name of Mother/Guardian

-----------------------------------------------  -----------------------------------------------
Date                                              Date

WASNET Acceptable Use Policy (AUP)

Whitsunday Anglican School (WAS) has created an online learning environment through which we realise our vision of anywhere, anytime educational facility. Parents, teachers and students all form part of an interconnected and international learning community.

In providing students with these resources, it is an expectation that they are to be used in a responsible, ethical and legal manner and in accordance with the School Policies and Procedures, reflecting the Core Values of the School.

The following provides a set of guidelines for the correct use of the Whitsunday Anglican School’s Information, Communication and Technology (ICT) systems. Adherence is for the benefit of all users as well as for ensuring a safe, digital teaching and learning environment.

At Whitsunday Anglican School, staff will take all reasonable measures to ensure that students use the computer network appropriately. The School is committed to:

• Providing learning experiences that maximise the benefit of the technology to enrich and enhance classroom practices;
• Assist Students develop and enhance competencies to be effectively use ICTs safely and responsibly;
• Minimise the potential for inappropriate use of the network through the installation of appropriate filtering and monitoring systems; and
• Teaching students the correct use of equipment and online etiquette including respecting the privacy of other students’ work, email procedures and the need to keep information private. In short, to be an effective and responsible WAS cyber citizen.

Parents and Guardians

The proper use of ICTs is the joint responsibility of students, parents and school staff. Parents and guardians should, therefore, share with the School the responsibility for setting and conveying standards of acceptable use when using electronic media and information sources.

We recognise the necessity of close co-operation between the home and school in this area in order to provide the best possible educational opportunities for students. It is vitally important that the values espoused by the home and the school are in harmony, and that parents support the school in maintaining acceptable standards of use.
Students
As users of the Whitsunday Anglican School ICT systems, students have important responsibilities when accessing the computer network and Internet.
In using this technology students must:

1. Respect and protect the privacy of others. This includes:
   • Only using your assigned account and not disclosing the details of this account to others.
   • Not viewing, using or copying passwords, data, or networks to which they are not authorized.
   • Not distributing privileged or sensitive information in any form (including through emails, photographs, mobile phones and the Internet) about others or themselves.

2. Respect and protect the integrity, availability, and security of all electronic resources. This includes:
   • Observing all network security practices.
   • Not providing access to the network to anyone outside the Whitsunday Anglican School community.
   • Not using a non-school Internet connection such as mobile hotspot wireless broadband device whilst on campus without seeking permission from a relevant staff member, including students within Booth House.
   • Not installing any software, without authorisation from Head of Information Technology & Design onto the School network.
   • Not creating “peer to peer” networks or sharing their mobile computer’s resources across the School network.
   • Not intentionally tampering with or causing issues with the School computer network, software or hardware.

3. Respect and protect the intellectual property of others. This includes:
   • Not plagiarizing, copying or presenting as one’s own, the work of others found on the global Internet or local intranet.
   • Not infringing or violating copyright laws (including copying and transmitting documents, software, music, games and/or video files). Students may be required to produce a ‘proof ownership’ for any installed items found on a student’s device during inspections or servicing.

4. Respect and practice the principles of the School Code of Behaviour and School Rules. This includes:
   • The use of personal music devices is at the discretion of the classroom teacher; however, cannot be used between normally scheduled classes.
   • The use of headphones which interferes with environmental noise is prohibited.
   • At no time are students to record audio and/or video unless under the direction of, or without seeking and obtaining permission from, a staff member.
   • Communicating only in ways that are appropriate and respectful. Harassing, insulting, defaming or attacking others through any digital communication amounts to cyber-bullying and is not acceptable.
   • Not using vulgar or obscene language in any electronic communication.
   • Not sending emails or communicating in any form of electronic media in a way that contains information which is abusive, impolite, offensive, defamatory, inaccurate or illegal (refer to the Social Networking Policy).
   • Not sending spam, chain letters, or other mass unsolicited mailings.
   • Accessing only appropriate sites. Inappropriate sites include, but are not limited to: Sites that are illegal; Sites that pass via the School Internet Gateway rules such as proxy addresses; Are pornographic or contain inappropriate or obscene sexual material; Advocate hate/violence; Contain discriminatory material; or Offer inappropriate games or software.
   • No network gaming allowed on the School network.
   • Storage of any non-school related files, for example; games, music or video must not be on the local school work folder on their mobile device nor backed up on the School network.
   • Ensuring material on computers is age-appropriate as per the Government classification for movies and games.
All of these policies and protocols also apply to USB drives and external hard drives brought into the school.

Mobile Phones
The School accepts that students may have mobile phones for many reasons. The use of these phones is based on common sense and good manners and the following rules apply to their use. Mobile phones are for emergency use only. They may not be switched on or be visible between 8.30 am and 3.00 pm. Students who use mobile phones contrary to the School rules will have them confiscated, delivered to the sub-school office and the sub-school secretary will notify a responsible adult to collect the phone. Unauthorized use of mobile camera technology contravenes both the privacy and telecommunications acts and as such may result in criminal charges, beyond school. On occasions, students may be granted permission by staff to use their mobile phone or device only when it is relevant to their educational setting.
**Student Social Networking**

There are many Internet sites where users can publish their own content. It is important that these are used in a positive, supportive manner. It is against School Policy and a possible violation of current legislation, including the privacy of staff and students, to disclose or discuss any personal information about staff, students, Board members or the wider School community without their consent, both in use of school technology at school or in use of personal technology beyond school and that any such action may result in a disciplinary response from the School or legal action.

Examples of such activities may include:

a) Online discussion of any personal information that identifies or infers the identity of any students at the school, staff or the School itself including, but not limited to, the name, address and telephone number of such.
b) Publishing any personal opinions they may have about the School or anyone associated with the School.
c) Placement or publication of identifying photographs of any students, staff or the School itself on the Internet or other technology at any time.
d) Placement or publication of any material that identifies the School in any way on the Internet or other technology at any time.

Included in this policy is the posting of any content or material which may be personal in nature and not of direct relationship to a student’s WAS enrolment, but which poses a risk of damage to the School’s reputation or to the ethical standards and moral values upheld by the School.

Students need to be aware that: (1) Staff are not permitted to communicate with current students via electronic means using technological tools which are not sanctioned by the School; and (2) Staff are only permitted to use school-sanctioned technology to communicate with students on matters which relate to the student’s schooling.

If uncertainty exists, please discuss with the Head of Information Technology & Design.

The final decision in regards to what is acceptable rests with the Principal.

**Breaches and Consequences**

Consequences for breaches of the School AUP will depend upon the nature of the offence and will be discussed with the student in possible consultation with their parents and/or guardian and the relevant Head of sub-school and/or Principal.

**WASNET AUP Parent/Student Agreement**

We have read the Whitsunday Anglican School Acceptable Use Policy carefully and understand the significance of the conditions that we agree to abide by.

<table>
<thead>
<tr>
<th>Student’s Name:</th>
<th>Home</th>
<th>Group/Tutor:</th>
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<tbody>
<tr>
<td>Student’s Signature:</td>
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<tr>
<th>Parent’s/Guardian’s Name:</th>
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<tr>
<td>Parent’s/Guardian’s Signature:</td>
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</table>

This agreement must be completed by all students and parents. Any unsigned agreement may result in denial of access to the School network.
Parent / Legal Guardian Declaration/Agreement:

- We/I hereby apply for enrolment to the School of the child whose details appear overleaf on the following terms and conditions.
- We/I enclose the current enrolment fee of **$250.00** including GST, which is **non-refundable**.
- **Conditions of Enrolment (Please also see Financial Contract) Page 9 of this contract**

1. We/I agree that the child will be enrolled in this School in the name indicated on this Enrolment Contract.
2. We/I agree that the School will not be obliged to change the child’s name on its records unless both of the child’s parents agree (even if both parents have not signed the Enrolment Contract), where one parent delivers to the School an order of the Court permitting the changing of the child’s name, or where the School believes other special circumstances exist.
3. We/I acknowledge receipt of a copy of the current version of the School Code of Conduct and undertake to take all reasonable steps to ensure that my son/daughter will abide by the Code of Conduct as amended from time to time. The Code of Conduct is reflective of the School’s philosophy and values and forms the basis for the School’s behaviour management approach.
4. It is an expectation that both students and parents read the attached ‘Admissions Process and Expectations’ document to familiarise themselves with the School Rules.

   The signatures of both parents/legal guardians are required

   ...........................................  ...........................................
   Signature of Father/Guardian        Signature of Mother/Guardian

   x Sign Here

   ...........................................  ...........................................
   Name of Father/Guardian            Name of Mother/Guardian

   ...........................................  ...........................................
   Date                                Date

   ...........................................
   Signature of Student

   ...........................................
   Date
I/we have read and understand the following:
- The Enrolment Policy
- Admission process and expectations
- Fee Collection Policy
- Financial Contract
- Parent/Legal Guardian declaration
- Privacy Policy
- Enrolment contract between Whitsunday Anglican School and parents in broken relationships
- Use of your child’s image for advertising or marketing of the school
- Student Code of Conduct
- School Rules

I/we also declare that all information requested by Whitsunday Anglican School regarding my/our child’s education and educational needs has been submitted with this enrolment contract.

I/we also agree that at any stage of the Enrolment Process, if required by Whitsunday Anglican School, I/we grant permission for a school delegate to contact my child/ren’s previous school/s for any student information that will support my child/children’s transition to Whitsunday Anglican School.

The signatures of both parents/legal guardians are required

<table>
<thead>
<tr>
<th>Signature of Father/Guardian</th>
<th>Signature of Mother/Guardian</th>
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<td>Name of Father/Guardian</td>
<td>Name of Mother/Guardian</td>
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Method for assessing student’s entrance status

A formal Video Skype will be conducted with the Director of Admissions and the student with their family prior to a letter of offer being granted.

An English assessment will be undertaken with the student using the Nillia Bandscales.

An academic assessment will be undertaken by the student.
## Guide to Enrolment – Year of Birth

<table>
<thead>
<tr>
<th>Year Group</th>
<th>Age</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
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<td>Jul 10-Jun 11</td>
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</table>
Checklist

Please ensure you have attached the following documentation (if applicable) with this form:

1. Enrolment fees
   Yes ☐ No ☐ To come ☐

2. Copy of either the Birth Certificate, an extract of Birth Entry, and or Passport/Visa for International Students
   Yes ☐ No ☐ To come ☐

3. Copies of latest school reports
   Yes ☐ No ☐ To come ☐

4. Medical reports (if applicable)
   Yes ☐ No ☐ To come ☐

5. Specialist reports (if applicable)
   Yes ☐ No ☐ To come ☐

6. Evidence of parent visas (if applicable)
   Yes ☐ No ☐ To come ☐

<table>
<thead>
<tr>
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<tbody>
<tr>
<td><strong>Enrolment Fee</strong></td>
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<tr>
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