



Enrollment Acceptance

School Year • 2024 - 2025

Albert Einstein School

Conditions of Enrollment

Vision

Albert Einstein School envisions to help build empowered individuals equipped with the 21st century skills through the culture of academic excellence, well-founded leadership and committed service.

Mission

A. ACADEMIC EXCELLENCE – AES strives to equip and advance students with competencies and skills of the 21st century that shall make them competitive, productive and responsible individuals of the country and of the world.

B. VALUE OF SERVICE – AES provides impartial access to learning through relevant, educational and innovative activities in the context of love, faith and charity to man and the nation.

C. QUALITY LEADERSHIP – AES nurtures students to become supreme leaders with self-discipline and prepares them to become responsible and productive citizens.

Philosophy

AES believes in the Latin phrase, “Mens sana en corpore sano”, meaning a healthy mind in a healthy body;

*that every Einsteinian aims for excellence and not for mediocrity

*that every Einsteinian gives his full potential to be of service to others

*that every Einsteinian is considered a highly competitive, empowered and responsible individual ready to lead, and

*that every Einsteinian aspires for a holistic human development – mental, physical and moral.

1. School Ethos

1.1. Parent/Carer(s) have read the School's Student Handbook and accept that it is the basis of teaching in the School and undertake to support fully this aspect of the School's policy.

2. Acceptance of Offer of Enrollment

2.1. An offer of enrollment must be accepted by both Parent/Carer(s) where appropriate unless the School agrees to waive this requirement. Upon acceptance all signatories to the terms and conditions will be jointly and severally liable in respect of the obligations contained in these terms and conditions.

2.2. The acceptance of the offer must be accompanied by a non-refundable acceptance fee as published in the School's Fee Schedule.

2.3. If Parent/Carer(s) wish to defer the entry of a student to a different calendar year to the initial request, the School will advise whether it is able to agree to this. If it is unable to agree, the Student will be placed on a waiting list for the requested year but enrollment cannot be guaranteed.

2.4. If an offer of enrollment is made by the School and accepted by the Parent/Carer(s), not less than 10 weeks' notice must be given if the Parent/carer(s) decide not to proceed with the enrollment, to allow the School time to fill that position. If the required notice is not given, an "in lieu of notice fee" (as per the school's fee schedule) will be charged

3. Conditional Enrollment

3.1. All enrollments are conditional upon the School being satisfied in its discretion that the Student's needs can be met by the School. Parent/Carer(s) are required to provide full and accurate information regarding each enrolling Student's needs using required forms. The School may cancel the enrollment if it determines prior to the start of the enrollment that the Student's needs cannot be met.

3.2. The School may require Parent/Carer(s) to provide reports and assessments necessary to determine the particular needs of the Student.

4. Progress of Student

4.1. The Principal may determine minimum standards of effort, attitude and behaviour to be required of students before they will be allowed to progress to the next academic year level. If the School considers that the progress of a Student is unsatisfactory and that it can no longer meet the student's needs, it may cancel the enrollment of the student by giving not less than one term's notice.

5. Fees and Charges

5.1. The School Board determines the fees and charges that will be payable which are set out in the School's Fee Schedule. The fees are revised regularly and may be amended each year.

5.2. The School may also incur expenditure for the Student's needs on behalf of the Parent/Carer(s) as it reasonably considers necessary, which may be added to the Parent/Carer(s)'s school account.

5.3. All medical expenses incurred on behalf of a Student and not covered by school insurance must be reimbursed by the Parent/Carer(s).

5.4. All Fees and Charges must be paid on or before the due date set out in the Family's approved payment plan.

5.5. If fees are not paid by the due date, a late fee may be levied, calculated on the amount outstanding from the due date. This charge reflects the loss which may be incurred by the School as a result of the late payment. The charges payable are in accordance with the School's Fee Schedule.

5.6. Non-payment of fees will result in a reminder and/or interview and if not satisfactorily resolved, will result in the student forfeiting their place at the School.

5.7. Fees will not be adjusted in whole or part if the Student is absent due to illness, leave or suspension.

5.8. All parties agree that at all times and in the event of family separation, signatories will remain jointly and severally liable for all fees and other monies when they fall due. The school is entitled to take further action in the event of a default, including the recovery of legal costs associated with debt collection.

6. Withdrawal of Students

6.1. If Parent/Carer(s) wish to withdraw a Student from the School, written notice of a minimum of ten (10) teaching weeks is required.

6.2. If the required notice of withdrawal of a Student is not given the Parent/Carer(s) must pay an in-lieu of notice fee as per the School's Fee Schedule.

7. Obligations of Students

Students are required to demonstrate high standards of behaviour and:

7.1. Abide by the School Rules and codes of conduct as they apply.

7.2. Behave courteously and considerately to each other and to staff, visitors and other members of the School community at all times.

7.3. Not do anything which may bring the School into disrepute, including in print and electronic media whether during or outside school hours.

7.4. Support the goals, values and foundations and activities of the School.

7.5. Attend and, if required, participate in assemblies, the School sports program, important school events or other events determined by the Principal, classes, camps and excursions that are an integral part of the School curriculum.

7.6. Wear the School uniform as prescribed including when travelling to and from school and follow conventional standards of appearance while at school in accordance with the School's guidelines and the expectation of the School community.

7.7. Attend the School during school hours, except in the case of sickness or where leave has been given or an exemption from attendance has been granted by the Principal.

8. Obligations of Parent/Carer(s)

The Parent/Carer(s):

8.1. Must accept and abide by the requirements and directions of the School Board and the Principal relating to the Student or students generally and not interfere in any way with the conduct, management and administration of the School.

8.2. Are required to support the goals, values and foundations and activities of the School.

8.3. Should view the School's website on a regular basis and/or read the bulletin, digital announcements. The Parent/Carer(s) must promptly advise the School:

8.4. In writing of any change of home, mailing, email address or contact details or other information on the Enrollment Application Form. Offers of enrollment may be cancelled if the School loses contact with the parent or mail is returned.

8.5. If the Student is absent from the School due to ill health or other reason.

8.6. In writing of any orders or arrangements that affect the Student concerning custody or access, any change to them or any other orders or arrangements which were relevant to the Student's education and welfare and provide copies of any orders to the School. The Parent/Carer(s) also:

8.7. Must ensure the Student has each item of officially required uniform, clean and in good repair, and all other requirements such as stationery and mandatory BYOD as appropriate.

8.8. Should communicate with students, Parent/Carer(s), visitors and staff members in a courteous manner, and follow the communication guidelines laid down by the School.

8.9. While on the School premises or attending School activities elsewhere, should comply with the School procedures, the requests of School staff, any applicable code of conduct of the School or the sporting association of which the School is an attendee or member and encourage others attending in relation to the Student to do the same;

8.10. Should use their reasonable endeavours to attend parent-teacher interviews and parent forums and participate in courses offered by the School which are relevant to the Student's education.

8.11. Must not use social media to denigrate the School, staff, students or other members of the School community.

9. Health and Safety

9.1. Parent/Carer(s) must notify the School immediately if the Student has a communicable infection or condition or a notifiable condition under public health regulations.

9.2. The Parents acknowledge that the Student may not be fully covered under any School insurance policy for accidental injury during School-related activities

9.3. Parent/Carer(s) must advise the School immediately if they become aware of any Additional needs that the Student may have including, but not limited to, any medical, physical, psychological needs, or any changes to these needs.

9.4. Parent/Carer(s) must complete and return to the School the required health form for the Student prior to the Student commencing at the School and provide updates if circumstances change or as required by the School from time to time.

9.5. If the Student is ill or injured, requiring urgent hospital and/or medical treatment (for example injections, blood transfusions, surgery) and Parent/Carer(s) are not readily available to authorise such treatment, the Principal or, in the Principal's absence, a senior staff member of the School, may give the necessary authority for such treatment. The Parent/Carer(s) indemnify the School, its employees and agents in respect of all costs and expenses arising directly or indirectly out of such treatment.

9.6. Parent/Carer(s) must follow school policies concerning bodyguards, helps, guardians as specified in the Student Handbook. This pertains but not limited to the dress code and the schedule they are allowed to remain in the school campus.

9.7. Students are responsible for their personal property and the School does not accept any responsibility for the loss of their belongings.

9.8. The Principal or the Principal's nominee may search the Student's bag, or other possessions where there are reasonable grounds to do so, in order to maintain a safe environment for all students.

10. Programs and Activities

10.1. The School determines the educational and other programs and activities conducted at the School from time to time in its absolute discretion.

10.2. The School may change its programs and activities and the content of these programs and activities without notice.

10.3. The Student will be required to participate in all compulsory activities including excursions, camps unless the Principal agrees otherwise.

11. Court Orders and Provision of Reports

11.1. In agreeing to these Conditions of Enrollment, the Parents warrant that any other Parent/Carer(s) who have responsibility for the Student's education agrees to the enrollment. The School may change its programs and activities and the content of these programs and activities without notice.

11.2. The Parent/Carer(s) are to provide to the School all current Family Court or other court orders relating to the Student (Court Orders) at the time of applying for enrollment. The Parents must immediately notify the School of any new Court Orders or changes to any previously communicated Court Orders. Such information will be dealt with in accordance with the School's Privacy Policy.

11.3. The Parent/Carer(s) must provide accurate information to the School about any arrangement between Parent/Carer(s) in relation to the Student at the time for applying for enrollment. The Parent/Carer(s) must immediately notify the School of any new arrangements or changes to any previously communicated arrangements.

12. Suspension & Termination of Enrollment

12.1. The School may suspend or terminate the enrollment of a student, either temporarily or permanently at any time for reasons which may include, but are not limited to:

- a) Failing to abide by the requirements set out in clauses 3 or 6;
- b) A serious breach of the School's rules, even if the offending conduct takes place away from School premises or outside normal School hours;
- c) Conduct prejudicial to the reputation of the School or the well-being of its students or staff.

12.2 The School may terminate a student's enrollment if:

- a) Any Parent/Carer(s) have failed to comply with these Conditions of Enrollment;
- b) Any Parent/Carer(s) have failed to abide by the requirements set out in clause 7; and/or
- c) where the Principal or School Board believes that a mutually beneficial relationship of cooperation and trust between the School and the Parent/Carer(s) has broken down to the extent that it adversely impacts on that relationship.

12.3. The School will only exercise its powers under this clause to expel a student if it has provided the student and their Parent/Carer(s) with details of the conduct which may result in a decision to expel the Student and provided them with a reasonable opportunity to respond and where there has been procedural fairness.

12.4. The School may terminate the enrollment of the Student without notice if, either before or after the commencement of enrollment, the School finds the relevant particulars of the Additional needs of the Student have not been provided to the School or the particulars provided are materially incorrect or misleading.

13. Privacy

The Parent/Carer(s) acknowledge that they have read the School's Privacy Policy.

14. Amendment of Terms and Conditions

The School may alter the terms and conditions of enrollment at any time by giving not less than two (2) terms' notice to the Parent/Carer(s) in writing which shall apply to both current and future students and Parent/Carer(s) from the date specified in the notice.

15. Definitions

In the terms and conditions:

Family means if a dependent child is living with the Parent/Carer and in their care and is their responsibility (whether alone or jointly with someone else) for their day to day care, welfare and development.

Parent means the parent/carer(s) who entered into the contract of enrollment with the School.

School means the Albert Einstein School.

Student means the student who is named in the contract of enrollment.

Acknowledgement of Conditions

We/I accept the CONDITIONS OF ENROLLMENT as published in the school website and made available in person upon enrollment and agree to abide by these Conditions.

By signing this form, I accept the Conditions of Enrollment as published in the school website and made available in person upon enrollment and agree to abide by these Conditions.

Originator

Albert Einstein School

Guardian 1

Guardian 2

By signing here, you expressly consent to agreeing to these terms and conditions and acknowledge that all other notices or documents required to be given in respect to the terms and conditions may be sent to you by electronic communication or published in the school website. You acknowledge and agree that any agreement formed upon the signing of these terms and conditions has originated from, and is deemed to have been formed in the location of, Albert Einstein School.

Permission for Publication

Our students may have the opportunity to be photographed or filmed for our school publications, such as the school's newsletter or website and social media, or to promote the school in newspapers and other media.

Albert Einstein School may also wish to use student photographs/videos in print and online promotional, marketing, media and educational materials.

We would like your permission to use your child's photograph/video for the above purposes.

I give permission for my child's photograph/video and name to be published in:

- The school newsletter
- The school intranet
- The school website
- Social media
- Social media
- Promotional materials
- Newspapers and other media
- Livestreamed events

I authorise Albert Einstein School to use the photograph/video in material for promotional, marketing, media and educational purposes.

I give permission for a photograph/video of my child to be used by Albert Einstein School in the agreed publications without acknowledgement, remuneration or compensation.

I understand and agree that if I do not wish to consent to my child's photograph/video appearing in any or all of the publications above, or if I wish to withdraw this authorisation and consent, it is my responsibility to notify the school's Privacy Officer.

I understand that any authority given on this document will be in place for all OOSH activities.

YES() I give permission for my child's photograph/video to be published or used as noted above.

NO() I do not give permission for my child's photograph/video to be published or used as noted above.