



ENROLMENT POLICY

Welcome home.

I am humbled to be placed in a position of leadership and responsibility at My College.

Transparency, trust and accountability are necessary attributes for success. My College will be established on personalisation and commitment to excellence with a firm focus on educational growth.

Each student at My College will be supported as a valued member the family and we welcome interaction and feedback from parents as we grow to develop students who exemplify Islamic principles of mercy, justice and contribution while attaining academic excellence. My College brings together outstanding teachers with the excitement of being part of something amazing.

My College prides itself on community, making learning engaging and a strong Islamic identity. I look forward to personally meeting you and partnering with you in the educational development of your child.



My College Context

The richness of the Islamic tradition, values and teachings will guide the direction and the operation of the College within the Australian context and law. In accordance with My College Values.

Justice – every individual in the College will be treated fairly with no distinction of colour, race, religion or gender.

Mercy - We will respect and protect the rights of students – to be heard and to express themselves, to protect their physical well-being and their dignity, and most importantly, their right to quality education that will prepare them for the future.

Excellence - We will deliver quality education grounded on Islamic principles and values, which will be affordable and accessible to any families who share and believe in these same values and principles. We will ensure the holistic development of students by delivering a well-balanced, experientially rich and diverse curriculum that respects learners as individuals.

Contribution - At the same time cultivating their appreciation and sense of responsibility as a part of the larger community in line with the Islamic concept of the Ummah. We will promote and implement the restorative approach to student’s wellbeing and management.

Growth – Children are active learners and will be encouraged to strive to do their best to achieve their full potential.

Objectives

Stemming from the College’s commitment in achieving excellence within an inclusive educational framework that is grounded on Islamic values and teachings, the College will:

- create an environment that instils in students the love and obedience to Allah (SWT) in accordance with the teachings of the Holy Al-Quran and the sayings and deeds of the Prophet Muhammad (SAW) the Sunnah.
- provide quality and a holistic education that will develop students’ talents and capabilities to their full potential whilst meeting the aspirations and needs of the College’s Islamic community. This holistic education will ensure an all-round development of students physically, mentally, socially and spiritually, guided by Islamic principles and teachings, and cultivating an understanding and appreciation of our Islamic cultural heritage.
- produce graduates who are proud of their identity as Australian Muslims while retaining respect and appreciation of the Aboriginal cultural traditions and the diversity of Australian ethnic cultural groups.
- develop students who are competent, adaptable and resilient life – long learners with an appreciation of the nature and place of work in our society, opportunities to develop good work practices, and a respect for the rights of others in the workplace.

PHILOSOPHY OF MY COLLEGE

My College students and staff will strive to achieve academic excellence while following the Islamic traditions of mercy, justice, growth, excellence and contribution.

Our Mission

Our mission is to provide learning environment that is student centred, conducive to personal growth and enrich the lives of students and their communities.

Our Vision

Our vision is to provide transformative and personalised education by assisting students to achieve their personal best; and academic excellence through Islamic faith-inspired impactful actions.

Our Values

Mercy

Justice

Growth

Excellency

Contribution

My College also values the Australian Democratic Principles including a commitment to:

- elected government;
- the rule of the law;
- equal rights for all before the law;
- freedom of religion;
- freedom of speech and association;
- and the values of openness and tolerance.

My College enrolment application is open to all faiths and none but require parents and students to accept and support the Islamic ethos and values of the school. My College can only offer enrolments for students from Prep to Grade 3.

SUBJECTS TO BE TAUGHT

My College delivers curriculum using the Victorian Curriculum Framework, along with specialist classes of Islamic Studies and Quran, to uphold our Islamic Values and Ethos.

The Subjects taught at My College includes:

Core Subjects

- English
- Mathematics
- Science
- Humanities and Social Sciences
- Health and Physical Education

- The Arts
- Technologies
- LOTE (Arabic)

Specialist Class

- Islamic Values
- Quran Studies

COLLEGE UNIFORM

All My College students must be in the correct uniform at all times as stipulated in the Schools Uniform Policy. Failure to adhere to this policy may result in the student being sent home.

To encourage a Sun Smart School, all students are expected to wear College approved hats during terms 1 and 4 when outdoors.

Prep to Grade 2 students are to wear their sports uniform every school day including excursions.

- Light Blue Top with School Logo
- Navy Blue tracksuit pants
- School Hats
- Navy Blue School Bags
- Navy blue Socks

Grade 3 students

Girls

- Navy Blue Pants
- Light Blue Top with School Logo
- Blue Jumper with school Logo
- White Scarf
- School Hat
- School Bag
- Navy blue Sock

Boys

- Navy Blue Pants
- Light Blue Top with School Logo
- School Hat
- Navy Blue School Bag
- Navy Blue Socks

Prep Enrolments

The decision about when to enrol a child in Prep is extremely important and will be made in the child's best educational interests to enable a positive and successful start to My College.

All students must turn five before 30th April in their first year of school to be eligible for a position at My College.

My College expects children to be toilet-trained prior to entry into the College.

Interview

My College will conduct an interview with parents/guardians and prospective student, where the purpose of which is to give the student an opportunity to get to know My College but also to allow My College to observe the student and to use those observations as evidence of school readiness.

The interview with your child will involve engaging your child in age appropriate verbal and hands on activities.

The interview with parent/guardian will provide an opportunity to explain our Philosophy and get to know parent/guardian expectations of My College and your child as well as to develop an understanding of the needs of the child and the impact of the Covid-19 impact on their learning milestones.

Supporting Documentation

My College will request supporting documentation from kindergarten/Early Years setting as a reference of school readiness and to support prospective student transition to school.

Years 1- 3 Enrolments

Interview

My College will conduct an interview with child and parent/guardian.

Supporting Documentation

My College will request previous school reports as supporting documentation such as to understand issues of prior academic achievements, remote learning impact on child as well as behaviour and attitude.

Rules for Prioritising Enrolments

If the number of acceptances exceeds vacancies, the following order of priority rules will apply. This may include but not limited to:

- Sibling rule (those with brothers and sisters in the College).
- Children of staff members of the College.
- Children who have attended the My Childcare centre and are considered ready for school
- Compassionate grounds

FACILITIES

My College will provide the following facilities on school site.

- Safe Play Areas for all students (including under cover areas to promote a Sun Smart School.
- Library
- Art making facilities/wet area
- First Aid Room
- IT Technological Devices such as desktops/iPads
- Sports area
- Multipurpose Area

ENROLMENT PROCEDURES

- Enrolment Form is submitted with all necessary documentations (Form will not be accepted without the proper documentations.)
- Application Fee is paid in full
- Parents are notified of interview time
- A copy of the child's Medical Action Plan must be completed, up to date prior to commencement.
- If the application is successful parents will be notified with a Letter of Offer and College Agreement via mail.
- The Letter of Offer and College Agreement must be signed and returned within 14 days including non-refundable and non-transferable Acceptance Fee must be paid within 7 days of receiving the offer.
- If a child is not accepted, a letter will be sent to the parent/guardian. Students may not be offered a place due various reasons, including previous reports (academic and behaviour) or there is no placement at the school.

INFORMATION COLLECTION NOTICE

Personal Information about students and parents/guardians is collected by the My College before and during the course of a student's enrolment at the College.

The information is collected from students and parents/guardians in a variety of ways which include forms and documents submitted to the College, written notes taken during meetings, conversations and interviews with officers, staff or representatives of the College, emails and communication through our website.

Medical information may be given to outside sources including medical practitioners, Government departments, visiting teachers and volunteers including emergency and non-emergency situations.

Photographs and video of activities, staff and students will be taken from time to time and information such as educational and sporting achievements may be used and publicised on our website and in our newsletter and other College publications as well as in any marketing materials. If you have any objection to this, please take note of this in the enrolment form.

The purposes of collecting this information is to enable the College to: provide education, pastoral care, extra-curricular and health services; comply with legal requests and satisfying the College's legal obligations; keep parents informed as to community matters through correspondence, newsletters and magazines; engage in marketing, promotional and fundraising activities; support community based causes and activities, charities and other causes; help us to improve our day to day operations; undertaking planning, research and statistical analysis; facilitating internal administration and

business operations; the employment of staff and the engagement of volunteers; satisfying insurance obligations.

STUDENT CODE OF CONDUCT

Students are expected to behave appropriately as per the Behaviour Management Guidelines at all times and abiding to the Islamic Ethos. This includes during excursion, representing the College or whilst working to and from school in their uniform.

Students and Parents are expected to read/be read to the Behaviour Management Guidelines which can be requested from the front office or on the College Website.

PARENT CODE OF CONDUCT

My College has a responsibility to protect its students and staff members from behaviour which is, or might be, physically or emotionally harmful, or that may bring the school or members of the school community to disrepute.

My College is also under a legal obligation to provide a safe work place free from harm, for its employees and for the wider school community. Any person, who holds a reasonable good faith belief that the My College Code of Conduct may not have been complied with, may raise this matter with the Principal.

Where necessary, the Principal (or delegate) will seek to resolve the situation through discussion but has the option to progress to mediation or legal proceedings. Following appropriate investigation; however, where a parent's behaviour is deemed by the Principal as being likely to cause ongoing harm, distress or danger to a staff member or others, the school may exercise its legal right to enable a range of outcomes depending on the nature of the breach.

Following appropriate investigation, these outcomes may include, but are not limited to:

- Imposing a temporary or permanent ban on the parent entering the school premises
- Suspending or terminating a student's enrolment at the school
- Contacting the police
- Responding in any way that the school considers is necessary and appropriate in all of the circumstances

All parents, guardians, step-parents, family members, and friends of students enrolled at the School must support and encourage the values, activities and ethos of the School, and are encouraged to read and understand the policies of the School (including this Parent Code of Conduct).

The policy applies to all adults including parents, guardians, step-parents, grandparents, extended family members, care givers. In the policy the word "**Parents**" applies to all caregivers as listed above.

We believe that Parents are valuable contributors in our community and we aim to work in partnership with Parents in the care and growth of each student. We have a zero tolerance policy regarding violence of any kind.

This Parent Code of Conduct outlines the way in which the School requires Parents to conduct themselves when visiting the School campus, participating in School activities and communicating with members of our community (including students, staff and other parents), and includes consequences for breach.

ETHICAL CONDUCT AND COMMUNICATION WITH STAFF AND STUDENTS

- Parents play a key role in the education of their children and should act in the best interest of students, their families, staff, and the School community. The School celebrates diversity and is an inclusive community that respects the rights, beliefs and practices of individuals and their families.
- When attending the School or any School-related event, Parents must:
 - refrain from engaging in malicious or judgemental gossip (either directly or online) and ensuring that anything they say about others is fair and truthful;
 - refrain from actions and behaviour that constitutes bullying, harassment, discrimination or vilification;
 - refrain from offensive, insulting or derogatory language or conduct. This includes wearing clothing with offensive words, insignias;
 - dress appropriately according to the occasion; This includes dressing according to the Islamic etiquette while on school premises and school events (including school excursions)
 - not smoke on school grounds within four metres of any entrance (Victorian Law);
 - not possess alcohol on school grounds;
 - never possess illicit drugs on school grounds;
 - not attend school events if affected by alcohol or other intoxicants; and
 - show proper care and regard for School property, the property of others and occupational health and safety concerns.
 - not to bring any products that includes pig meat and its derivate

COMMUNICATION AND INTERACTION WITH STAFF, OTHER PARENTS AND STUDENTS

Written and spoken communication to anyone in the School community should be courteous and respectful.

When communicating, Parents must:

- interact civilly with staff, students and other parents at all times;
- not use abusive language or expletives, raise their voice, insult or engage in violent behaviour to anyone on school grounds or at any school-related events;
- ensure that relationships with students are strictly in accordance with appropriate roles and that favouritism, special treatments and deliberate exclusion are avoided;
- ensure that physical contact with students is appropriate given the age of and relationship with the student such that questions of impropriety do not arise;
- not discipline or raise their voice or get involved in verbal altercations with another parent or child under any circumstances;
- advise the School of areas of potential conflict, such as parenting and family court orders in accordance with relevant laws.
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- Parents must respect the privacy of other students, Parents, staff, contractors and volunteers in the School community.
- The School expects parents to behave lawfully on school grounds and observe the terms of any order, obligation or undertaking they may be subject to.
- Parents must not:
 - take a photo or video recording of another student or parent without their consent;
 - post a photo or video recording of another student or parent on social media without consent;
 - post a photo or video recording of a child that is not their own on social media without obtaining consent from the child's parent beforehand;

- intimidate, undermine, threaten, bully or harass other students or parents; or
- disclose the personal details of a student or parent to another person without consent.

USE OF SOCIAL MEDIA

Despite the range of positive uses of social media, Parents recognise that there are also a number of ethical and legal issues associated with its use, which can be directly or indirectly damaging to the School and others.

Parents must ensure they abide by the laws and the School's expectations of Parents.

When using social media, Parents must:

- not discuss or mention the School, its staff or any members of the School community in a negative or defamatory way;
- be respectful to staff, contractors, volunteers, other parents, and/or students;
- not use it as a means to voice grievances about the School;
- make reasonable efforts to ensure that their children comply with the School's Technology and Social Media Policy;
- post photographs of students in school uniform representing the School and its students if they have the potential to bring negative connotations towards the School and its staff and students;
- never disclose any confidential information of parents, staff, contractors, volunteers, and/or students to third parties without the individual's express consent;
- make contact with students (other than their own) using any form of social media without the express consent of the student's parents;
- never post sexually inappropriate or other material that may damage the reputation of the School.

My College has a responsibility to protect its students and staff members from behaviour which is, or might be, physically or emotionally harmful, or that may bring the school or members of the school community to disrepute.

My College is also under a legal obligation to provide a safe work place free from harm, for its employees and for the wider school community. Any person, who holds a reasonable good faith belief that the My College Code of Conduct may not have been complied with, may raise this matter with the Principal.

Where necessary, the Principal (or delegate) will seek to resolve the situation through discussion but has the option to progress to mediation or legal proceedings. Following appropriate investigation; however, where a parent's behaviour is deemed by the Principal as being likely to cause ongoing harm, distress or danger to a staff member or others, the school may exercise its legal right to enable a range of outcomes depending on the nature of the breach.

Following appropriate investigation, these outcomes may include, but are not limited to:

- Imposing a temporary or permanent ban on the parent entering the school premises
- Suspending or terminating a student's enrolment at the school
- Contacting the police
- Responding in any way that the school considers is necessary and appropriate in all of the circumstances

DOCUMENTS REQUIRED

An application form must be submitted with the following:

- A copy of the child's birth certificate
- If not born in Australia, a copy of the Australian Citizenship documents or a copy of the passport and visa
- A copy of the child's last school report
- A copy of the child's Asthma/Anaphylaxis Plan (if required)
- A copy of the child's immunisation certificate
- A copy of any court orders (if required)

SCHOOL FEES

Prep	\$2200
Grade 1	\$2300
Grade 2	\$2300
Grade 3	\$2300

Application Fee: \$75

Acceptance Fee: \$300

GROUND ON WHEN THE ENROLMENT WILL BE TERMINATED

My College values the relationship with parents/guardians and students, however, at times the enrolment agreement may be terminated on but not limited to the below grounds.

- All Enrolments forms have not been submitted correctly within the due date
- If required any medical plans must be submitted prior to enrolment
- All School fees, enrolment fees, acceptance Fees and any other Fees are paid by the due dates
- Students are unable to progress into the next year level or breached their Academic Agreement
- Students have breached their Behaviour Management Guidelines
- Any other reasons that may have been stipulated in the Enrolment Policy, College Agreement or any other policies or procedures that can be found either on the school website and/or front office.

Parents/guardians may wish to Appeal My College's decision to terminate the enrolment in writing to the principal. The principal will endeavour to contact the parents within 3 school days.

PARENTAL OCCUPATIONS GROUP CODES

The codes outlined below are to be used when providing family occupation details for enrolled students. This information is used for determining funding allocations to schools.

SCHOOL FAMILY OCCUPATION INDEX

PARENT OCCUPATION GROUPS

Please select the appropriate group from the following list.

GROUP N: Unemployed for more than 12 months

If you are not currently in paid work but **have had a job in the last 12 months**, or have retired in the last 12 months, please **use your last occupation** to select from the list. If you have not been in paid work for the last 12 months, enter **'N'** into the 'occupation code' field on the enrolment form.

OCCUPATION GROUP A

SENIOR MANAGEMENT IN LARGE BUSINESS ORGANISATIONS, GOVERNMENT ADMINISTRATION AND DEFENCE AND QUALIFIED PROFESSIONALS

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Senior management in large business organisations

Senior Executive / Manager / Department Head in industry, commerce, media or other large organisation

- **Business** [e.g. chief executive, managing director, company secretary, finance director, chief accountant, personnel/industrial relations manager, research and development manager]
- **Media** [e.g. newspaper editor, film/television/radio/stage producer/director/manager]

Government administration

- **Public Service Manager** (Section head or above) [e.g. regional director, hospital/health services/nurse administrator, school principal, faculty head/dean, library/museum/gallery director, research /facility manager, police/fire services administrator]
- **Defence Forces Commissioned** officer

Qualified Professionals – generally have a degree or higher qualifications and experience in applying this knowledge to:

- design, develop or operate complex systems, identify, treat and advise on problems, teach others

Health, Education, Law, Social Welfare, Engineering, Science, Computing professional, Business, Air/sea transport

- **Health** [e.g. GP or specialist, registered nurse, dentist, pharmacist, optometrist, physiotherapist, chiropractor, veterinarian, psychologist, therapy professional, radiographer, podiatrist, dietician]

- **Education** [e.g. school teacher, university lecturer, VET/special education/ESL/private teacher, education officer]
- **Law** [e.g. judge, magistrate, barrister, coroner, solicitor, lawyer]
- **Social Welfare** [e.g. social/welfare/community worker, counsellor, minister of religion, economist, urban/regional planner, sociologist, librarian, records manager, archivist, interpreter/translator]
- **Engineering** [e.g. architect, surveyor, chemical/civil/electrical/mechanical/mining/other engineer]
- **Science** [e.g. scientist, geologist, meteorologist, metallurgist]
- **Computing** [e.g. IT services manager, computer systems designer/administrator, software engineer, systems/applications programmer]
- **Business** [e.g. management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]
- **Air/sea transport** [e.g. aircraft pilot, flight officer, flying instructor, air traffic controller, ship's captain/officer/pilot]

OCCUPATION GROUP B

OTHER BUSINESS OWNERS/MANAGERS, ARTS/MEDIA/SPORTSPERSONS AND ASSOCIATE PROFESSIONALS

Business Owner / Manager

- **Farm/business owner/manager** [e.g. crop and/or livestock farmer/farm manager, stock and station agent, building/construction, manufacturing, mining, wholesale, import/export, transport business manager, real estate business]
- **Specialist manager** [e.g. works manager, engineering manager, sales/marketing manager, purchasing manager, supply/shipping manager, customer service manager, property manager, personnel, industrial relations]
- **Financial services manager** [e.g. bank branch manager, finance/investment/insurance broker, credit/loans officer]
- **Retail sales/services manager** [e.g. shop, post office, restaurant, real estate agency, travel agency, betting agency, petrol station, hotel/motel/caravan park, sports centre, theatre/cinema, gallery, car rental, car fleet, railway station]

Arts /media / sportspersons

- **Artist/Writer** [e.g. editor, journalist, author, media presenter, photographer, designer, illustrator, musician, actor, dancer, painter, potter, sculptor]
- **Sports** [e.g. sportsman/woman, coach, trainer, sports official]

Associate professionals – generally have diploma /technical qualifications and provide support to managers and professionals

Health, Education, Law, Social Welfare, Engineering, Science, Computing technician / Business/administration

- **Medical, science, building, engineering, computer** technician/associate professional
- **Health/social welfare** [e.g. enrolled nurse, community health worker, paramedic/ambulance officer, massage therapist, welfare/parole officer, youth worker, dental hygienist/technician]

- **Law** [e.g. police officer, government inspector, examiner or assessor, occupational/environmental health officer, security advisor, private, law clerk, court officer, bailiff]
- **Business/administration** [e.g. recruitment/employment/industrial relations/training officer, marketing/ advertising specialist, market research analyst, technical sales representative, retail buyer, office/business manager, project manager/administrator, other managing supervisors]
- **Defence Forces** [e.g. senior non-commissioned officer]
- **Other** [e.g. library technician, museum/gallery technician, research assistant, proof reader]

OCCUPATION GROUP C

TRADESMEN/WOMEN, CLERKS AND SKILLED OFFICE, SALES AND SERVICE STAFF

Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.

Tradesmen/women

- **Trades** [e.g. Electrician, plumber, welder, cabinet maker, carpenter, joiner, plasterer, tiler, stonemason, painter decorator, butcher, pastry cook, panel beater, fitter, toolmaker, aircraft engineer]

Clerks, Skilled office, sales and service staff

- **Clerk** [e.g. bookkeeper, bank clerk, PO clerk, statistical/actuarial clerk, accounts/claims/audit/ payroll clerk, personnel records clerk, registry/filing clerk, betting clerk, production recording clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk/despacher, bond clerk, customs agent/clerk, customer inquiry/complaints/service clerk, hospital admissions clerk]
- **Office** [e.g. secretary, personal assistant, desktop publishing operator, switchboard operator]
- **Sales** [e.g. company sales representative (goods and services), auctioneer, insurance agent/assessor/loss adjuster, market researcher]
- **Carer** [e.g. aged/disabled/refuge care worker, child care assistant, nanny]
- **Service** [e.g. meter reader, parking inspector, postal delivery worker, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/gaming table supervisor]

OCCUPATION GROUP D

MACHINE OPERATORS, HOSPITALITY STAFF, OFFICE ASSISTANTS, LABOURERS AND RELATED WORKERS

Drivers, mobile plant, production/processing machinery and other machinery operators

- **Driver or mobile plant operator** [e.g. car, taxi, truck, bus, tram or train driver, courier/deliverer, forklift driver, street sweeper driver, garbage collector, bulldozer/loader/grader/excavator operator, farm/horticulture/forestry machinery operator]
- **Production/processing machine operator** [e.g. engineering, chemical, petroleum, gas, water, sewerage, cement, plastics, rubber, textile, footwear, wood/paper, glass, clay, stone, concrete, production/processing machine operator]

- **Machinery operator** [e.g. photographic developer/printer, industrial spray painter, boiler/air- conditioning/ refrigeration plant, railway signals/points, crane/hoist/lift, bulk materials handling machinery]

Hospitality, office staff

- **Sales staff** [e.g. 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, sales demonstrator, shelf stacker]
- **Office staff** [e.g. typist, word processing/data entry/business machine operator, receptionist]
- **Hospitality staff** [e.g. hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, fast food cook, usher, porter, housekeeper]
- **Assistant/aide** [e.g. trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, home helper, salon assistant, animal attendant]

Labourers and related workers

- **Defence Forces** [other ranks (below senior NCO) without trade qualification not included above]
- **Agriculture, horticulture, forestry, fishing, mining worker** [e.g. farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]
- **Other worker** [e.g. labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]

ENROLMENT APPLICATION FORM

Completion of this form does not guarantee your child a position at My College.

Enrolment Application Forms must be completed and signed by both parents/guardians.

NOTE: The enrolment policy and procedures are subject to change at any time without notice.

DECLARATION AND ACKNOWLEDGEMENTS

I/We:

- Declare that I have read, understood, acknowledge and agree to the following terms:
- Abide by all information provided on this Enrolment Application Form is true and correct as at the date of application and we request that the child named on this Application be registered at My College.
- Accept that this application does not guarantee an offer of admission into My College and that My College reserves the right to refuse any application.
- To develop, in collaboration with the College First Aid Department, a Medical Management Plan (in circumstances where one is required) prior to an offer of acceptance being made.
- Should an offer of placement is made by the College and the offer is accepted, to pay a non-refundable and non-transferable Acceptance Fee.
- The College may legally be required to transfer confidential information to a third party.
- In the event that any details are changed throughout the year, the College will be advised of such changes immediately.
- To abide by the information, terms and conditions as set out in the College Agreement, Enrolment Application Form, and any other policy or procedure set by the College and/or the School Board and which may be varied as necessary from time to time without notice.
- Abide by all My College Policies and Procedures and acknowledge and agree that such policies and procedures may change without notice.
- This Enrolment Application Form will not be considered until all required information, documentation and forms have been properly supplied to the College.
- Accept the College's Privacy Policy.
- Accept to register the above named student and declare to have read and understood and agree to the above Terms and Conditions.
- Abide by the Behavioural Management Policy.
- Accept that My College has permission to contact your child's previous school to obtain information and/ or school reports (if applicable).
- I understand that whoever signs this document will be legally liable for all outstanding expenses.

Signature of Parent/Guardian

Date

Signature of Parent/Guardian

Date

Distribution of Policy

This policy will be communicated to staff/parents/students and/or the wider community through one or more of the following channels: newsletter, assemblies, staff/student handbook, school website, staff meetings, information sessions.

This has been ratified by the My College Ltd School Board on the

28 / 10 / 2020

