

# St Peter's Anglican College Annual Report

2024

D McPartland Principal H Walsh Business Manager

Under the NSW Education Act a registered non government school must have policies and procedures that ensure its participation in annual reporting to publicly disclose the educational and financial performance measures and policies of the school. St Peter's Anglican College complies with this obligation by posting this Annual Report on the school's website. It is located at <u>www.stpetersbroulee.nsw.edu.au</u>. The website also contains a full list of existing school policies covering student welfare policies, discipline policies, complaints and grievances resolution policies. Additional information as evidence of compliance with the Education Act is included in this Annual Report.

## Background

St Peter's Anglican College is a Prep to Year 12 co-educational day school on the Far South Coast of New South Wales.

In 2024 the College had students in all classes from Prep to Year 12 for the sixteenth year.

St Peter's Anglican College is an independent school with a talented school Board. The school is one of eight Anglican schools within the Canberra-Goulburn Diocese.

The College opened in 2003 with two permanent buildings and one temporary administration building.

2024 saw the College again focus on the following:

- Increased time and resources for the Literacy and Numeracy programs in the Junior School.
- Development of Marine School in the Junior School.
- Academic rigour in the Senior School.
- Improving opportunities for student leadership and student voice.



## Aims of the College

The aims of St Peter's Anglican College are specified in section 3.1 of the *Diocesan Schools Ordinance 1998,* and in the *Ethos Statement for Anglican Schools'* prepared by the Diocesan Schools Council of the Anglican Diocese of Canberra and Goulburn.

The *Ethos Statement* defines the aims of the College as:

- 1. To provide a co-ordinated and integrated approach to education so that Christian spirituality, values and belief are encouraged throughout life.
- 2. To provide excellent education, offering a broad curriculum and a wide range of extracurricular activities.
- 3. To provide an opportunity for children and their families to relate to the Christian faith, recognising that many would not have had contact with traditional parish life; and to develop a significant worship community which demonstrates Christian compassion in caring for others and which builds and maintains close links with one or more local parish churches.
- 4. To prepare students within a disciplines school community to be broadly educated, responsible, confident, empathetic and compassionate contributors to the well-being of society.

## **Educational Philosophy**

St Peter's Anglican College provides families of the Eurobodalla Shire with an independent, Anglican, low fee and co-educational school.

The emphasis is on quality and students are given an excellent education that is relevant for the present whist preparing them to become successful, contributing members of their community for the future.

The College seeks to enhance each student's full potential by developing the knowledge, skills, attitudes and spiritual awareness they need to understand themselves, their relationship with others in the context of Christian values and the world at large. In 2015 the College updated the following Vision and Values Statements:

## **St Peter's Visions and Values**

The St Peter's community is focused on achieving **one's best, continuous improvement** and **teamwork**. This is achieved by forging **authentic relationships** built on **trust, respect and integrity**.

Our staff constantly model and reinforce the importance of **preparation**, **effort**, **honest self-reflection** and meaningful **feedback**. The College has three key touchstones: **Faith**, **Courage and Excellence**.

## The College Community believes FAITH:

- is expressed through our actions, words, thoughts and relations with Christ and others;
- reinforces the importance of Pastoral Care and Anglican virtues such as compassion, giving, sharing and gratitude;
- establishes a nurturing community built on trust, acceptance and forgiveness; and
- results from a greater understanding of self and the world around them.

## The College Community believes COURAGE:

- develops resilience, determination and accountability;
- allows individuals to set and reach personal goals despite hardship and adversity;
- is required to establish socially just communities; and
- promotes doing your best, without fear of failure.

## The College Community believes EXCELLENCE:

- results from high expectations, motivation and endeavour;
- is an individual journey where one continuously aspires to do one's best;
- involves the delivery of quality learning practices within collaborative and supportive staff and student relationships; and
- is achieved by learners who are curious, creative and critical thinkers.

## The Curriculum

The College is registered and accredited with the New South Wales Education Standards Authority. It offers a comprehensive educational programme in the full range of Key Learning Areas from Kindergarten to Year 12.

The College provides an imaginative, purposeful and enjoyable learning environment, where student's individual needs and abilities are encouraged and nurtured.

The College was inspected, registered and accredited by NESA in May 2023.





## Message from the Chairperson of the College Board

St Peter's Anglican College is a Pre-Kindergarten to Year 12 school which provides the Eurobodalla regional community with a caring learning environment in the Anglican tradition. Under the outstanding leadership of the Principal, Mr Darren McPartland, there has been strong enrolment growth. A number of substantial buildings were added to the College site in 2024, providing key facilities for student learning and support.

The College has continued to offer students a broad range of opportunities to develop in academic, spiritual, artistic, practical and sporting domains. All students have a role to play in the College, sharing their unique gifts and skills to benefit not just themselves, but also their wider community. Students are challenged to take responsibility for their consequences of their decisions, and to work towards always doing their best.

The Board is compliant with NESA requirements for Board members of independent schools. The Board and College Executive continue to benefit from the support of Anglican Diocesan Services in the financial, legal and administrative aspects of school governance and management.

I commend this report as an outline of the College's development in a range of areas, which reinforces confidence in the work of the College.

JR. Ireland

Dr Jill Ireland Board Chair



## 1 Educational Report for 2024

#### School performance in State-wide tests and examinations

#### 1.1 Higher School Certificate

#### **HSC Trends**

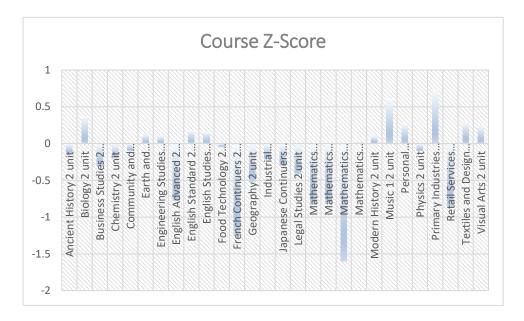
St Peter's Anglican College is a Prep to Year 12 co-educational school on the south-east coast of NSW. Year 12 students' results have been trending in a positive manner (whether looking at a 5-year or 15year view).

Considering the candidature size, St Peter's continues to offer a comparatively high selection of courses.

	Moderated Assessment	School Exam	State Exam	School /State	
Course Name	Mean	Mean	Mean	Variation	Z-Score
Ancient History 2 unit	71.03	71.03	72.92	-1.89	-0.13
Biology 2 unit	79.61	78.18	73.89	4.29	0.37
Business Studies 2 unit	69.31	69.36	73.45	-4.09	-0.31
Chemistry 2 unit	71.68	71.82	74.33	-2.51	-0.2
Community and Family Studies 2 unit	73.33	73.42	74.48	-1.06	-0.1
Earth and Environmental Science 2					
unit	78.52	74.44	72.9	1.54	0.13
Engineering Studies 2 unit	75.45	75.45	74.25	1.2	0.11
English Advanced 2 unit	77.09	76.45	82.03	-5.58	-0.78
English Standard 2 unit	73.11	72.85	71.4	1.45	0.18
English Studies Examination 2 unit	0	59.07	57.04	2.03	0.16
Food Technology 2 unit	72.43	72.45	72.94	-0.49	-0.04
French Continuers 2 unit	69.33	69.07	81.66	-12.59	-1.26
Geography 2 unit	71.13	68.7	74.96	-6.26	-0.52
Industrial Technology 2 unit	68.27	68.23	70.77	-2.54	-0.21
Japanese Continuers 2 unit	75.8	75.8	79.51	-3.71	-0.3
Legal Studies 2 unit	71.42	70.23	75.55	-5.32	-0.42
Mathematics Advanced 2 unit	68.94	68.82	78.43	-9.61	-0.83
Mathematics Extension 1 2 unit	67.93	68.27	79.94	-11.67	-0.82
Mathematics Extension 2 2 unit	62.65	62.45	82.58	-20.13	-1.6
Mathematics Standard 2 2 unit	72.08	71.92	71.63	0.29	0.02
Modern History 2 unit	76.36	76.32	75.02	1.3	0.11
Music 1 2 unit	87.37	87.57	81.49	6.08	0.61
Personal Development, Health and					
Physical Education	77.17	77.01	74.03	2.98	0.27
Physics 2 unit	73.88	72.4	73.75	-1.35	-0.1
Primary Industries Examination 2 unit	0	80.9	75.14	5.76	0.73
Retail Services Examination 2 unit	0	62.8	71.51	-8.71	-0.87

#### School vs State Data

Textiles and Design 2 unit	80.65	80.6	76.81	3.79	0.3
Visual Arts 2 unit	84.76	83.88	81.9	1.98	0.25



#### **Course Band Summary**

	Included	Omitted						
Name	Students	Students	B6	B5	B4	B3	B2	B1
Ancient History	6	1	0	1	4	0	1	0
Biology	18	1	0	8	9	1	0	0
Business Studies	9	2	0	1	3	5	0	0
Chemistry	13	0	0	2	5	5	1	0
Community and Family Studies	9	1	0	3	2	4	0	0
Earth and Environmental Science	5	1	0	1	4	0	0	0
Engineering Studies	4	0	0	2	2	0	0	0
English Advanced	21	1	0	3	18	0	0	0
English Standard	25	1	0	1	17	7	0	0
English Studies Examination	3	2	0	0	0	1	2	0
Food Technology	8	1	0	2	4	2	0	0
French Continuers	3	0	0	0	2	1	0	0
Geography	6	0	0	0	3	3	0	0
Industrial Technology	6	1	0	0	3	3	0	0
Japanese Continuers	2	0	0	0	2	0	0	0
Legal Studies	13	2	0	1	8	3	1	0
Mathematics Advanced	13	0	0	3	3	4	3	0
Mathematics Standard 2	31	3	1	7	10	11	2	0
Modern History	5	0	0	2	2	1	0	0
Music 1	7	1	3	3	1	0	0	0
Personal Development, Health and								
Physical Education	14	1	1	5	5	2	1	0
Physics	8	0	0	1	5	2	0	0

#### St Peter's Anglican College Annual Report

Primary Industries Examination	2	0	0	1	1	0	0	0
Retail Services Examination	1	0	0	0	0	1	0	0
Textiles and Design	4	1	0	2	1	1	0	0
Visual Arts	5	0	0	5	0	0	0	0
Band Total	0	0	5	54	114	57	11	0

\*NOTE: this does not include data Bands E3/E4 from extension subjects.

#### 1.2 Literacy and Numeracy Assessments (NAPLAN) Years 3, 5, 7 & 9

In 2024 Year 3, 5, 7 and 9 students participated in the National Assessment Program Literacy and Numeracy (NAPLAN) test.

#### Year 3 - 54 students

	Exceeding		Strong		Developing		Needs Additional Support		No Data	
	Number	%	Number	%	Number	%	Number	%	Number	%
Numeracy	4	7	18	33	17	31	2	4	13	24
Reading	12	22	24	44	7	13	7	13	4	7
Writing	5	9	36	67	7	18	1	2	5	9
Language Conventions – Spelling	4	7	22	41	17	31	6	11	5	9
Language Conventions – Grammar & Punctuation	8	15	19	35	11	20	11	20	5	9

#### Year 5 - 55 students

	Exceeding		Strong		Developing		Needs Additional Support		No Data	
	Number	%	Number	%	Number	%	Number	%	Number	%
Numeracy	7	13	23	42	14	25	3	5	8	15
Reading	4	7	34	62	7	13	3	5	7	13
Writing	0		27		18		4		6	11
Language Conventions – Spelling	1	2	27	49	16	29	5	9	6	11
Language Conventions – Grammar & Punctuation	4	7	28	51	11	20	6	11	6	11

	Exceeding		Strong		Developing		Needs Additional Support		No Data	
	Number	%	Number	%	Number	%	Number	%	Number	%
Numeracy	12	11	67	61	20	18	6	6	16	15
Reading	22	20	56	51	19	17	6	6	8	7
Writing	7	6	50	45	39	35	10	9	5	4
Language Conventions – Spelling	15	14	55	50	22	20	12	11	7	6
Language Conventions – Grammar & Punctuation	22	20	36	33	29	27	15	14	9	8

### Year 7 - 111 students

#### Year 9 - 109 students

	Exceeding		Strong		Developing		Needs Additional Support		No Data	
	Number	%	Number	%	Number	%	Number	%	Number	%
Numeracy	16	15	60	55	15	14	8	7	10	9
Reading	20	18	53	49	24	22	6	6	6	6
Writing	25	23	40	37	35	32	5	5	4	4
Language Conventions – Spelling	17	16	56	51	23	21	6	6	7	6
Language Conventions – Grammar & Punctuation	22	20	36	33	29	27	15	14	7	6

## 2 Teacher Standards

The College is registered and accredited by the New South Wales Board of Studies for the maximum period for Stages 1-6.

All teachers are suitably qualified and have had a number of in-service opportunities to develop their teaching skills during 2024.

Teachers to cease employment: Five teaching staff resigned.

Total Teaching Staff	Total Non Teaching Staff	Total
98	23	121

Of the total teaching staff 18 were part time.

#### 2.1 Professional Development

Teachers at St Peter's have continued to improve their professional knowledge and skills through:

- Enrolment in postgraduate courses
- Participating in in-house workshops delivered by visiting speakers/consultants/researches

Areas of professional development have included:

First Aid/CPR Training					
Technology Mandatory Conferences on Agriculture and Materials					
Experiments for new Physics					
Crooked Science: New Physics					
NCCD Moderation and Support					
Keats Bright Star - English					
Diving in Depth Studies					
Revised Stage 6 Science Syllabus online module					
Teach Money Smart					
Teacher Essentials					
Effective use of Interactive Whiteboard					
Understanding the Cognitive Teenage Brain – whole school					
Extension English: Worlds of Upheaval					
Creating Engaging STEM Thinking Classrooms					
Level 2 – Advanced Type 1 in Schools					
Discover Deep Learning					

## 3 Student Attendance Rates

The rate of attendance for all students is:

	2019	2020	2021	2022	2023	2024
All students	86.71%	91.83%	89.19%	88.97%	87.65%	88.64%

#### 3.1 Attendance

The College has a computer data base (Synergetic) which records attendances electronically.

All homeroom teachers mark the roll electronically in homeroom each morning and for the six periods each day. These are entered on the data base through the Administration Office.

Absence is to be noted through a note to the teacher upon the return of the child to school or alternatively submitting an online absence through the school app.

Applications for Leave are made in writing to the Principal and are approved if circumstances are such that no other opportunity is available to complete the request.

Continual absence/trends of absence are noted by Homeroom teachers or the Administration Office and require contact with the home. This includes lateness.

Late arrival/early departure require students to report to the main Office to sign in/out. Notes from home are expected prior to students leaving the College grounds.

Year	Attendance Rate
К	89.41%
1	91.41%
2	92.87%
3	94.31%
4	91.76%
5	92.05%
6	89.31%
7	89.43%
8	88.42%
9	86.51%
10	84.88%
11	90.20%
12	71.76%

#### 3.2 Enrolment Process

In 2024 the College was in its twenty second year. All students were able to be accepted. The College is open to all students and their family group who are made well aware of the ethos and foundation of the College.

#### 3.3 Class Structures

The College has the Junior School (Primary) and Senior School (Secondary).

The Junior School includes Prep to Year 6.

The Senior School includes Year 7 to Year 12.

Entry into the College follows application and a personal interview. Entry can be into any grade/class.

#### 3.4 Senior Secondary Outcomes

#### Vocational/Trade Training

	2019	2020	2021	2022	2023	2024
Students	1	1	2	2	5	4

#### **HSC Equivalent**

	2019	2020	2021	2022	2023	2024
Students	100%	100%	100%	100%	100%	100%

In 2024, 100% of our students who attempted the HSC received a Higher School Certificate.

#### Actual Retention Rates in Secondary School

The retention rates for Year 10 to Year 12 show that

Year 10 (2019) -	50	Year 11 (2020) -	45	Year 12 (2021) - 46
Year 10 (2020) -	35	Year 11 (2021) -	37	Year 12 (2022) - 36
Year 10 (2021) -	53	Year 11 (2022) -	50	Year 12 (2023) - 47
Year 10 (2022) -	60	Year 11 (2023) -	55	Year 12 (2024) - 51
Year 10 (2023) -	77	Year 11 (2024) -	59	Year 12 (2025) - 56

## 4 Characteristics of Student Body

The College is a co-educational school. The breakdown of students across the College show a good balance.

Students	2019	2020	2021	2022	2023	2024
Male	206	223	292	368	409	416
Female	180	193	271	368	363	399

#### **Junior School**

Students	2019	2021	2021	2022	2023	2024
Male	92	102	137	188	174	210
Female	73	78	118	165	150	191

#### **Senior School**

Students	2019	2020	2021	2022	2023	2024
Male	114	121	155	180	235	206
Female	107	115	153	193	213	208

#### 4.1

The College draws its students from a wide area. The College is located halfway between Batemans Bay and Moruya in the seaside village of Broulee. Transport to the College for most students is by bus or private car. Some walk or ride bikes.

Students travel from Bermagui in the South to Durras in the North. Some are from rural areas out from the townships and villages of the area.

Many parents work outside of the area daily. The distance and bus services have had an impact upon the co-curricular programme. As a result most co-curricular occurs during the school day (lunchtimes etc) or immediately after the school day.

#### 4.2 Nature of the Student Population

The majority of the students are Caucasian. 4.7% of students recognise their Aboriginal heritage.

The College was founded as an Anglican School by the Canberra Goulburn Diocese. There is an expectation that students will accept the Ethos Statement at the time of enrolment. All students are accepting of this and participate in College events as required.

#### 5 Policies

#### **Enrolment Policy**

The enrolment policy for the College is set by The St Peter's Anglican College Ordinance (2000) and Diocesan Schools Ordinance (1998). Included in the Goals and Principles for the operation of diocesan schools is the statement that "Diocesan Schools...will aim to provide a high quality, integrated educational experience from a variety of backgrounds...(and) to cater for students with a wide range of abilities." In addition "the Diocesan schools...will be accessible schools with a fee structure affordable by the average family; and have enrolment policies which are non discriminatory, encourage parents to have sympathy and support the educational philosophy and ethos of the school; give consideration to students with special needs; and provide for exceptional circumstances".

The enrolment practice at the school is in keeping with the policy. All student enrolments are treated without influence of religion, race or creed. Exceptional circumstances are considered on an individual basis.

St Peter's Anglican College maintains a register of enrolments in the school's administration system (Synergetic). This includes the following information for each student:

- name, age and address;
- the name and contact telephone number of parent(s)/guardian(s);
- date of enrolment and, where appropriate, the date of leaving the school and the student's destination;
- for children older than six (6) years, previous school or pre-enrolment situation; and
- where the destination of a student below seventeen (17) years of age is unknown, evidence that a NSW Department of Education officer with home school liaison responsibilities has been notified of the student's full name, date of birth, last known address, last date of attendance, parents' names and contact details, an indication of possible destination, other information that my assist officer to locate the student, and any known work health and safety risks associated with contacting the parents or student.

#### **Refer to Appendix 1 for further information re Enrolment Policy**

#### **Student Welfare Policies**

#### **Rationale:**

• The College promotes a healthy, supportive and secure environment for all children and to raise awareness of what makes students resilient, to develop strategies to reduce vulnerabilities, to build student/school connectedness, and to increase coping skills.

#### Aims:

- The College is a positive environment in which all teachers assume responsibility for student welfare, striving to provide successful experiences for all children, where children feel safe and secure in a supportive environment where a sense of belonging and wellbeing are strengthened.
- Children develop positive social behaviour and problem solving skills.
- The staff are confident, skilled and proactive in the management of student welfare issues.
- Communication processes and protocols are clear and well known to ensure the effectiveness of student welfare support. Procedures related to this policy are contained in the staff handbook, which is available on the website.

#### Anti-Bullying Policy

Bullying is totally against the mission and purpose of St Peter's Anglican College, and is absolutely committed to providing an educational environment in which staff and students feel valued and secure. To achieve this end, the College seeks to create a school culture that:

- Allows students to flourish free from discrimination, harassment or any form of bullying;
- Does not tolerate, condone or trivialise bullying behaviours;
- Is aware of what constitutes bullying behaviour;
- Provides support to the victims of bullying; and
- Deals firmly with bullies so that they modify their behaviour.

A copy of the College's Anti-Bullying Policy can be found on our website www.stpetersbroulee.nsw.edu.au

#### **Behaviour and Discipline Policies**

The purpose of the Behaviour policy is to enhance the development of positive relationships between students, staff, parents and members of the College community to:

- Develop self discipline
- Raise self esteem
- Increase learning opportunities

#### Guidelines

All aspects of this behaviour policy are to be communicated clearly to all members of the College community.

All individuals are to be valued and treated with respect.

The responsibilities and rights of students, staff and parents are to be honoured consistently.

The physical and emotional environment for learning and teaching will be safe, secure and appropriate for the stage of development of the students.

The College policies and procedures must at all times be fair, logical and applied consistently.

#### **Rights and Responsibilities**

All students, staff and parents have a responsibility to ensure that the rights of all are honoured.

This responsibility includes:

- Treating all people respectfully
- Being safe in all situations
- Taking pride in personal and collective appearance
- Learning carefully
- Solving problems thoughtfully

The rights of each individual involved at St Peter's are such that:

**Students** have a right to learn in a friendly, safe and supportive school. **Staff** have a right to teach in a school which is supported by the College community. **Parents** have a right to know that their children learn in a friendly, safe and supportive College.

Discipline within the College is under the oversight of the Principal. Teachers are encouraged to deal with classroom discipline matters of a minor nature and only refer more serious or repeated behaviours.

The line of discipline is as follows: Classroom teacher = Coordinator = Director of Wellbeing = Principal

Procedures related to this policy are contained in the staff handbook.

#### **Complaints and Grievances Resolution Policies**

The Complaints and Grievances policy of the College includes processes for raising and responding to matters of concern identified by students, parents and staff. The principles of procedural fairness are applied appropriately in all matters related to complaints and grievances.

#### **Initiatives Promoting Respect and Responsibility**

The College has the following celebrations:

- Opening Assembly featuring a smoking ceremony;
- NAIDOC Week celebrations; and
- ANZAC Day.

Weekly assembly and chapel that examines numerous themes:

- Bullying;
- Positive relations;
- International awareness; and

• Technology use and misuse.

There are also special programmes used to highlight particular areas:

- RYDA;
- Love Bites (Relationship course for Year 10).

The strong House system and homeroom organisation (overseen by Stage Level Co-ordinators) is an important part of the pastoral system.

The College sets high standards of behaviour and has a strong focus on positive staff-student and staffparent relationships. The role modelling of positive staff behaviour is significant here.

# 6 School Determined Improvement Targets 2024

Goals for 2024	Outcome
Provide extra positions of responsibility in Junior School - Stage Co-ordinators	All positions created and filled with quality staff.
Stage 3 of Master Building Plan	Will be completed in mid 2025.
Improve behaviour management	Success in all areas helped by the introduction
approach/policies	of a 'special ed' class in the Junior School. Further improvements in 2025.
Appoint a Deputy Principal	Appointed.
Develop after hours courses in Hospitality and Timber Construction	Both were very successful and will grow in 2025.
Increase academic opportunities for Year 11 and 12 to attend lectures/events in Sydney/Canberra	Started the process in 2024 and further increases will occur in 2025.
Improve music offerings in the Junior School	Appointed a CAPA specialist. Junior School students using the new Performing Arts Centre on a regular basis.
Implement a Learning Management System across the College	Still in the development phase and will roll out mid 2025.

# 7 School Determined Improvement Targets 2025

Goals for 2025	Outcome
Develop specialist classes in Year 9 & 10 to help disengaged students.	
Complete the Stage 3 development.	
Open the campus up further to the community.	
Expand after school classes.	
Further enhance Literacy and Numeracy in the Junior School.	
Develop a dedicated reading program in the Junior School with a specialist teacher and utilise community assistance.	
Implement LMS with appropriate staff training across the College.	
Provide opportunities for staff development in leadership, teaching and learning.	

## 8 Principal's Comments

2024 again saw the College continue to grow the student population. The opening of new classrooms and the start of a Stage 3 development has meant the College remains a busy and vibrant place.

The introduction of a Deputy Principal and other middle management positions in the Junior School has resulted in improved leadership of the College.

Particularly pleasing is the further improvement to our behaviour standards and an enhanced positive learning culture.

The addition of a 'Special Ed' teacher in the Junior School has made a very positive impact to all students.

Our new Marine School program in Stage 3 has developed nicely. It beautifully compliments the Bush School program in Stage 2.

Staff recruitment was a major success in 2024 and this will pay considerable dividends in the years to come. The College is attracting very strong applicants for every position advertised.

In the sporting arena our students have excelled. We were the dominant school in our sporting Association (SASSA) and many of our students have represented their school, zone and state in 2024 across a wide range of sports. We are particularly strong in Athletics, Swimming, Surf Lifesaving and Surfing.

Financially the College has continued to perform strongly. Our equity position (with all our development) has continued to show improvement.

Academically results are on the improve as we focus considerable energy and resources in this space.

I am pleased with the community focus of the College and proud of the impact we and our students are having.

DMarthd

Darren McPartland Principal

#### Appendix 1

## **Enrolment Policy**

Enrolment at St Peter's Anglican College is subject to the following terms and conditions:

- 1. Upon receipt of a completed form, interviews with parents or guardians will be arranged.
- 2. Acceptance of students for enrolment at the College will be solely at the discretion of the Principal.
- 3. A student's enrolment will be effective from the date on which he/she commences at the College. All benefits, services, responsibilities and conditions of the College to be effective from that date.
- 4. Any health or educational difficulties must be declared. The three most recent school reports and relevant records should be included with the application. All documents will be treated confidentially.
- 5. Children starting Kindergarten should be four years and nine months of age from January 1<sup>st</sup> of the year of enrolment.
- 6. A birth certificate and proof of immunisation should accompany the enrolment application form.
- 7. Parents will agree to allow the student to participate in the College's religious studies including devotions.
- 8. Parents undertake to provide the student will all necessary equipment of a personal nature, that may be required to enable the student to benefit from the education offered.
- 9. Parents undertake to provide the student with the correct uniform approved by the College, and to ensure that the student is always sent to the College neatly and appropriately dressed in the required uniform.
- 10. Parents undertake to support the College in requiring the completion of set homework as part of courses of study provided by the College.
- 11. Parents agree to pay all College fees and levies as they become due.
- 12. Parents accept the right of the College to employ such discipline as it deems wise for the student in accordance with the College's Discipline Policy and agree to uphold in every way possible the College's authority and right to administer such appropriate discipline in accordance with the policies of the College.
- 13. Payment will be made of an enrolment fee when enrolment is offered by the College. Payment of the fee is deemed to be acceptance of the offer of a place. The enrolment fee is non refundable. There shall be no additional enrolment fee paid for siblings attending the College.
- 14. Should a student be withdrawn from the College, a full term's notice of withdrawal in writing to the Finance Office shall be provided to the College, or the payment of a full term's fee in lieu of notice will be charged.
- 15. The student is expected to attend the College throughout the period for which he or she is enrolled. Absences from the College for the whole or part of a term for medical or special reasons, does not by itself justify a remission of fees, in whole or part. The College may refund all or part of the fees in exceptional circumstances, as determined on a case by case basis by

the Principal. Any future absence of a student must be requested in writing to the Principal. Other absences such as sickness must be notified promptly to the College Office.

16. The College may suspend or terminate enrolment at its discretion for failure to comply with these conditions or other serious breaches of the College's rules and regulations.





## 9 Financials

