CONSORTIUM OF ENTERPRISES FOR INNOVATION AND TECHNOLOGY (CENIT)

KINCOPPAL - ROSE BAY
SCHOOL OF THE SACRED HEART

CONDITIONS OF ENTRY

Philosophy

1. Parents/guardians accepting an offer of enrolment at Kincoppal-Rose Bay agree to support the school’s Mission and Ethos, education philosophy and implementation of school policies. The Mission & Ethos, philosophy and policies are published on the school website.

2. Parents/guardians are the prime educators of their child and share with the school the responsibility for his/her education. This implies a close harmony of purpose, of values and attitudes between home and school. It is essential that parents, in choosing Kincoppal-Rose Bay to educate their child, consider this principle of the utmost importance.

3. As Religious Education studies are central to the School’s Goals, participation in Religion classes and activities, Preparatory to Year 12, is mandatory for all students enrolled at Kincoppal-Rose Bay. Participation in organised school activities is a requirement of all students.

4. In practice, parents’ and guardians’ support for the school’s Mission and Ethos and educational philosophy will be shown by regular communication with the school in regard to their child’s attendance, academic progress and participation in school activities and events.

Curriculum

1. The School provides an extensive Co-curricular Program. Students have the responsibility to honour their commitments in the activities in which they are enrolled. All students are encouraged to participate in co-curricular activities such as sport, music, choir, debating and social justice.

2. It is the student who must progressively accept prime responsibility for learning. The school expects that students will meet the requirements of the academic program according to their potential. Where the Principal, or a person deputising for the Principal in this regard, considers any student to be failing to apply herself/himself properly to her/his studies after due warning, the student may face temporary suspension or termination of enrolment.

3. The School may make amendments to its curriculum and other programs as required by external educational authorities or other internal factors.

4. Religious retreats, excursions, feast days and sporting carnivals and other events organised by the school all form an integral part of the curriculum. All students are expected to attend and participate fully in all such activities.

5. As the school curriculum is taught in English, a minimum level of proficiency in English will be a condition of enrolment. Kincoppal-Rose Bay reserves the right to determine the minimum level of English proficiency and the method of assessment. Students for whom English is their second language may be required to seek assistance in raising their proficiency in the language before enrolment is completed. Attendance at a language course may be a Condition of Entry in certain situations.
Attendance and Student Code of Behaviour

1. Except in the case of illness, permission for a student to be absent from school must be requested in writing from the Principal.

2. If there is a serious reason for parents wishing to have their son/daughter absent from school, requests are to be addressed in writing to the Principal well before the proposed absence.

3. It is expected that parents will support the school’s requirement that students act in accordance with the directions of school staff and observe the Code of Behaviour and policies and procedures of the school at all times.

4. Attendance and punctuality at classes, and compliance with assignment and assessment deadlines, are expected of all students. Only reasons of a serious nature, will be considered to justify absences.

5. All Kincoppal-Rose Bay students are representatives of the school. Therefore all students are required to be neatly dressed and groomed and wear the school uniform as specified in the school dress code. Students are expected to comply with the Code of Behaviour as detailed in the School diary.

6. Kincoppal-Rose Bay prohibits the use or possession of any alcohol, illegal substance and tobacco while on school premises, in school uniform or at any school organised activity.

7. Policies relating to Attendance and Student Code of Behaviour are published on the school website.

Exclusion from the School

(a) If the Principal considers that a student is guilty of a serious breach of the rules, or has otherwise engaged in conduct which is prejudicial to the school or its students or staff, the Principal may exclude the student permanently or temporarily at their absolute discretion.

(b) If the Principal believes that a mutually beneficial relationship of trust and co-operation between a parent and the School has broken down to the extent that it adversely impacts on that relationship, then the Principal may require the parent to remove the student from the school.

Student Welfare

Medical Information
At the beginning of each year parents/guardians will be required to complete/update in full a Student Health Form.

Health
Kincoppal-Rose Bay School is a nut-aware school to protect those students in our school community who are in danger of an anaphylactic reaction. Peanut butter, Nutella and any other foods that contain nuts or traces of nuts should not be brought to, or consumed at school.

In the interests of promoting good health, the School has adopted a ‘smoke-free’ policy. All members of the School Community are expected to refrain at all times from smoking on School property.

Emergency Response
In the event of a medical emergency First Aid will be administered by the School Nurse or First Aid Staff. Parents/guardians will be contacted if a student needs to be collected from school or if an emergency situation occurs. An ambulance will be called if required to transport a student to hospital and a school representative will stay with the student until a relative arrives or arrangements have been made with the family.
If a student needs urgent hospital or medical treatment of any nature and the school is unable to contact the parent or guardian after making reasonable efforts the parents/guardians authorise the school to give authority for such treatment. Parents/guardians indemnify the school, its employees and agents in respect of all costs and expenses arising directly or indirectly out of such treatment.

**Personal Belongings**
All students are responsible for their personal belongings and the School will not be liable for any loss of these belongings.

**Custodial Arrangements and Guardianship**
Parents/guardians must notify the Principal in writing of any change of guardianship, custodial arrangements or change of residential address and contact details of parents and/or guardian of student.

Parents/guardians are asked to notify the Principal in writing if they will be absent for a period of time from the registered residential address supplied to the school and to provide contact details in the case of an emergency. Where parents/guardians are intending to travel overseas, a guardian must be nominated.

**Fees & Associated Costs**

1. The Application Fee, Deposit, School Fees and other related charges are determined by the School Board and are subject to variation.

2. The school's fee policy is outlined in the Schedule of Fees attached also available on our website [www.krb.nsw.edu.au/Admissions/Schedule of Fees](http://www.krb.nsw.edu.au/Admissions/Schedule of Fees).

3. Textbooks, stationery, Notebooks (laptops), excursions, sports registration, coaching levies and optional accomplishments (ie piano lessons, tennis, gymnastics etc) are additional to tuition and boarding fees.

4. There are specific conditions regarding withdrawal/transfer of students and the appropriate notice period. These are detailed in the Schedule of Fees.

**Privacy**
The school complies with the National Privacy Principles contained in the Commonwealth Privacy Act. The information on the Data Collection Form (MCEETYA) must be accurate as it will be used by government agencies for reporting purposes for NAPLAN and MySchool. The forms enclosed include MCEETYA and Student Health Care Form.

The school discloses personal and sensitive information to others for administrative and educational purposes. This may include other schools, government departments, medical practitioners, and people providing services to the school, including specialist visiting teachers, coaches and volunteers.

The school compiles a directory of names and contact details of students and parents for community building. If you do not wish to be included in this directory please advise the Registrar.

The school may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to School's operations and practices and to make sure it remains appropriate to the changing school environment.
International Students

In addition to the above Conditions of Entry international students are required to comply with the Education Services for Overseas Students Act 2000 (the ESOS Act) and the National Code 2007. Policies relating to international students as set out in the Agreement and Declaration acknowledging an international student’s application to Kincoppal-Rose Bay can be found on the School’s website www.krb.nsw.edu.au – Admissions – International Students.

The role and requirements of guardians of international students is on the school website www.krb.nsw.edu.au – Admissions – International Students – Conditions of Boarding, Approved Guardian and/or Homestay and Passport & Visa Information.

Amendment of Conditions of Entry

The School Board may alter these Conditions of Entry at any time. Conditions of Entry are available on the school website.