

Enrolment Procedures & Business Regulations



Application for Enrolment

Parents and/or Guardians are required to complete the online Enrolment Registration Form at www.clayfield.qld.edu.au or complete, in full, a hard copy Enrolment Registration Form which must be signed by both parents/guardians.

Enrolment Registration Fee

A non-refundable \$275 Enrolment Registration Fee is payable at the time of lodgement of the Enrolment Registration Form. This fee covers the administrative costs associated with prospective enrolments and interviews. A copy of the student's birth certificate must accompany the Enrolment Registration Form.

Enrolment Registration List/Waiting List

Once registered, you will receive a confirmation that your Enrolment Registration Form has been received. Year level intakes are based on current vacancies. Requests to defer the year of entry may be considered, but are dependent on current waiting lists and availability of places.

You will then be invited to attend an interview with the Head of Primary for Primary School entry or the Deputy Principal for Secondary School entry.

Primary School interviews are conducted one to two years prior to commencement and Secondary School, three years prior to commencement.

Offer of a Place

A formal Offer of a Place at Clayfield College will be made in writing. It will normally be valid for three weeks or the period indicated in the offer. Where a formal offer is not accepted within the nominated period, that offer may be withdrawn without notice and the vacant position offered to the next student on the waiting list. The Acceptance of Offer form must be completed in full and signed by both parents/guardians. This form encompasses undertakings relating to business regulations and disciplinary matters which enrolling parents/guardians are required to give before their child can take up a place at the College. In addition, parents/guardians are required to accept joint liability for the payment of all school fees for their child.

The completed Acceptance of Offer form must be lodged together with a non-refundable \$1,000 Acceptance Fee before the nominated date in order to secure the enrolment. Where both of these requirements are not fulfilled, the Acceptance of Offer will not be valid and the place offered to the student will be forfeited.

The Acceptance Fee is a non-refundable fee that indicates the acceptance of a place at Clayfield College held for a student for commencement on a nominated date.

Acceptance of a Place Offer

Please note that all parents/guardians are also required to advise the College of any changes to information regarding the enrolment of their child. Failure to disclose information may result in cancellation of the child's enrolment/place at the College

Enrolment Confirmation Fee

The Enrolment Confirmation Fee is a \$2,000 fee that indicates the confirmation of a student's commencement for the following year. This fee is charged on 1 September prior to the entry year and is deducted from the first term's fees upon commencement.

The first term's fees are payable one term in advance prior to the student commencing at Clayfield College.

College Fees: Pre-Prep - Year 12

The academic year has four terms of approximately ten weeks in duration. A statement outlining all fees and charges for the academic year is generally issued three weeks prior to the commencement of Term 1. Updated statements showing all payments and receipts are sent regularly throughout the year. The College's preferred method of payment is via direct debit by an Australian bank account or credit card. The College fees are set out on a separate schedule, which can be found on the College website.

Payment of the full year's College fees by 4pm on the first day of the school year attracts a discount. Parents who wish to take advantage of this discount should refer to the current fee schedule. There is a higher discount available for parents who pay the full year in advance by the final day of Term 4 in the prior year.

The College Council reserves the right to vary the Fee Schedule, upon notice to the Fee Payer. If an account is outstanding without formal arrangement, a late payment charge of \$55 (inc GST) may be applied in the first instance 14 days after the due date and then every 30 days thereafter.

A student for whom there are outstanding or unpaid fees may be asked to be withdrawn from the College until the outstanding amount is paid and is not entitled to participate in co-curricular trips and tours.

The amount of any concession, discount or other reduction in fees given (including Scholarships and Bursaries) will be forfeited and become immediately due for payment where fees are not paid in full by the due date of payment. Parents who encounter difficulty in timely payment of College fees must contact the Business Manager in advance of the due date for payment.

The College will consider, on an individual basis, any genuine cases of hardship but will be forced to take legal action for recovery where those in difficulty do not communicate with the College.

Overseas/Interstate/Intrastate Trips

Increasingly, our students are proceeding on these trips either at end of term or end of year as an addition, or an extension, to the school program. It is a College rule that students will not be permitted to participate in these trips if there are school fees outstanding or overdue.

Deferred Enrolment

Where it is necessary to defer a confirmed enrolment to a subsequent year, written notice addressed to the Enrolments Office must be received from the parents/guardians at least one term prior to the nominated commencement date of the child at the school. Every effort will be made to defer a confirmed enrolment to a later year. If a place is not found, or the child does not ultimately commence at the College, then the Confirmation Fee will be forfeited.

Early Departure/Change of Enrolment Status

Notice of withdrawal of a student after commencement must be provided in writing to the Principal. A full term's notice of the student's withdrawal from the College or change from Boarder to Day Girl must be provided in writing to avoid fees being charged in lieu of notice + GST. Notice must be received by the first day of Term 4 where changes are proposed from Term 1 in the following year.

Discounts and Scholarships Sibling Discount

In the case of two or more siblings attending Clayfield College at the same time, a concessional discount of 10% off the tuition fees applies automatically to the younger sibling or siblings and, in the case of a fourth or subsequent sibling, the discount is increased to 15%. The same concession is allowed for a younger sibling who has a sister or brother enrolled at another PMSA school. The Application for Sibling Discount form is available from the Business Office.

Scholarships

Where scholarships are awarded, the greater concession will apply. A student will not be granted more than one concession (including sibling discount) at any one time.

Clayfield College Building Fund

The continued delivery of a superior quality education for our students is the highest priority for the College. Your donation to the Building Fund is important in assisting the College to implement the College Master Plan.

A suggested voluntary donation is indicated on each term's fee statement. This contribution is modest in amount but is a valuable contribution to the fund. Your contribution is voluntary and is fully tax deductible. An official receipt will be issued for tax purposes.

Right to alter

The College reserves the right to alter, from time to time, these enrolment procedures and business regulations, including any amounts contained therein. The revised documents will be those considered applicable for all students enrolled at the time of revision.

Code of Behaviour

1. It is the responsibility of schools to expect and encourage good manners established at home. Clayfield College is a helpful and cooperative community in which students are encouraged to develop sensitivity to the needs of others and to treat each other with dignity and respect.
2. Adults should be addressed with respect. Formal titles should be used unless students are specifically invited to use personal or nicknames.
3. People with special responsibilities should be aided, not impeded, in their tasks (e.g. train ticket inspectors, College leaders, school office bearers, office staff and auxiliary volunteers) by young people.
4. There should be no use of foul language or verbal insults in College life. It is important to use restraint and learn to select appropriate language in a variety of situations.
5. Students should use discretion and consideration in talking about others. Gossip is often very destructive.
6. Loud or noisy talk should not occur in public places, trains, shopping centres, etc. Nor should rough movement, pushing or carelessness in relation to others occur.
7. Students should stand back in favour of adults, especially older people, mothers with young children or physically handicapped people wherever there are crowds, corridors, doorways, etc.
8. Students attending Clayfield College should not attend parties or functions where drugs, alcohol or cigarettes are likely to be pressed upon them.
9. Smoking and drinking: any student who uses tobacco and/or alcohol while enrolled at the school, or makes such material available for use by other Clayfield College students, may be suspended or expelled.
10. Illegal drugs: the possession and/or use of certain illicit drugs is a criminal offence. Students proven to have been personally involved with these drugs may be expelled. This type of behaviour is against stated College policy and acceptance by parents and students of the College's attitude to smoking, drinking and use of illegal drugs is a prerequisite for enrolment.
11. Students need to find a balance among the following: family life; studies; Church and cultural activities; other co-curricular activities; social life and entertainment with peers.
12. Students should not make commitments to which they cannot adhere. A student who accepts membership of a College team, club or activity also accepts the commitments involved in that membership, e.g. attendance at training. In social and work situations, as well as at the College, students should honour commitments and attend activities punctually.
13. All students from Years 7 to 12 must participate in at least one co-curricular activity provided at the College each semester.
14. All students are expected to attend, even if only as spectators, the major annual events of College life, e.g. Speech Night and Open Day, and other functions held from time to time. Selected Year Levels from 7 to 12 will attend QGSSA Swimming, Cross Country and Athletics.

15. The concession rates extended to students for trains, buses and ferries are accompanied by specific expectations. College students should never occupy seats while adults are standing and should take care that their bags are not in any other person's way. They should be quiet and considerate in their behaviour.
16. On College excursions students should obey all regulations and instructions. They should be cheerful, cooperative and helpful in group activities.
17. Students can make positive contributions to the social environment by expressing thanks or making requests politely and by offering help to others when appropriate.
18. Mistreatment of property reveals a lack of concern for the owner of that property, whether the owner is an individual, the College, or the community.
19. All students are expected to take responsibility for their own learning and to work diligently, participate fully and prepare carefully for all classes. Irresponsible behaviour at the College or defiance of the authority of a staff member is not acceptable.
20. Students must take pride in their appearance and to this end their uniforms are expected to be kept clean and in good repair. All students are required to wear correct College uniform to all College functions and for sporting fixtures.
21. In situations not directly covered by this Code of Behaviour, students are expected to exercise good judgement and concern for safety. At all times, students must show respect for the dignity of others, maintain a pride in their College and ensure that its fine reputation is never tarnished. NOTE: Being enrolled at Clayfield College implies acceptance of the above Code of Behaviour.

Parent Code of Conduct

Purpose

Clayfield College is committed to ensuring a respectful learning environment that is safe, positive and supportive for all students, staff and visitors of the College.

It is the intention of Clayfield College to provide clear guidelines to all parents, caregivers and visitors regarding the conduct expected of them whilst on the College premises, engaging in College related activities or representing the College. Parents, caregivers and visitors are expected to uphold the College's core values at all times.

Application

This Code applies to all Clayfield College parents, caregivers and visitors to the School. The application of this Code is not limited to the College site and College hours. It extends to all activities and events that are school-related and when visiting or representing the College. The Code also requires that parent, caregiver or visitor actions do not bring the College into disrepute at any time regardless of whether the action occurs within or outside of College activities.

Definition of a Parent, Caregiver or Visitor

For the purposes of this policy, a 'Parent', 'Caregiver' or 'Visitor' of Clayfield College includes anyone visiting the College who is not a current student, employee, contractor or volunteer.

Conduct of all Parents, Caregivers and Visitors

It is expected that every parent, caregiver and visitor will:

- Uphold the College's core values;
- Behave in a manner that does not endanger the health, safety and wellbeing of themselves or others;
- Abide by all health and safety rules and procedures operating within the College and other locations at which they may visit whilst representing the College;
- Ensure that their actions do not bring the College into disrepute;
- Respect the authority of members of staff and observe College rules as required;
- Strictly adhere to the College's policies and procedures as required;
- Behave with courtesy and consideration for others;
- Refrain from all forms of bullying and harassment;
- Refrain from activities, conduct or communication that would reasonably be seen to undermine the reputation of the College, employees or students of the College (including activities on social media);
- Respect College property and the property of staff, contractors, volunteers and other students;
- Not be intoxicated by alcohol or under the influence of illicit drugs or other substances harmful to health whilst visiting the College site, attending College functions or engaging in College based activities.

Unacceptable Conduct

Unacceptable conduct includes, but is not limited to:

- Touching, handling, pushing or otherwise physically or sexually engaging with students, children or others in a manner which is not appropriate and may endanger the health, safety and wellbeing of that person;
- Any form of physical or verbal violence including fighting, assault or threats of violence;
- Any form of cyber bullying or cyber abuse;
- Any form of threatening language, gestures or conduct;
- Language or conduct which is likely to offend, harass, bully or unfairly discriminate against any student, employee, contractor, volunteer or other;
- Theft, fraud or misuse of College resources;
- The use of inappropriate or profane words or gestures and images;
- Visiting College, attending social, sporting or other functions whilst intoxicated by alcohol or under the influence of illicit drugs or other substances harmful to health;
- Smoking on the College premises or within the immediate environs of the College.

Breach

Parents, caregivers and visitors who breach this Code of Conduct will be contacted by the appropriate Executive Team Member appointed by the Principal. Appropriate action, which may include being banned from coming onto College grounds, attending College functions or College based activities, is at the discretion of the Principal.

Parents who continually breach this Code of Conduct will be referred to the Principal, who has full discretion to take action, which may include expulsion of your child/ren.

In accordance with applicable legislation and the College's Child Protection Policy, the Police and/or Department of Human and Health Services will be informed of any unlawful breaches of this Code.

