



## APPLICATION FOR ENROLMENT

Student Name: \_\_\_\_\_ Year Level Entry: \_\_\_\_\_ Year of Entry: \_\_\_\_\_

### THIS APPLICATION COMPRISES THE FOLLOWING SECTIONS

SECTION 1: Family Details	SECTION 2: Enrolment Information	SECTION 3: Contact Details
SECTION 4: Student Details	SECTION 5: Medical Information	SECTION 6: Payment
APPENDICES: Mission Statement, Privacy Policy, Expectations and Behaviour Code, Uniform and Presentation Policy		

### CONDITIONS OF ENTRY

Please read the following Conditions of Entry carefully and ensure all legal guardians are familiar with them.

- We understand that Ormiston College operates for Christian students and that enrolment preference will be given to applications made on behalf of Christian students. As a parent/guardian, we agree to support our child's Christian development in the school. We understand that all students and parents/guardians are to attend an interview with the Headmaster or his representative prior to commencement. We understand that acceptance of our child is at the discretion of the Headmaster.
- We have read and accept the content of the College's Mission Statement, Privacy Policy, Expectations and Behaviour Code, Uniform and Presentation Policy. We and our child accept that his/her ongoing enrolment with the college is subject to our and our child's compliance with the requirements set out in those statements, rules and policies.
- We undertake to keep the College informed, at all times, of any change in postal address, contact telephone numbers, email address and medical information.
- We understand that the College will communicate to parents via a range of media eg. formal letters, email, SMS, Parent Zone, College App, College News etc.
- We accept that, unless agreed in writing by the Headmaster, both parents/guardians are jointly and severally liable for payment of all fees and charges levied by the College.
- We understand that a non-refundable Confirmation Fee per student is payable after a position has been offered. Confirmation Fees are required within 30 days of receipt of offer.
- We understand that fees are payable in advance two weeks prior to the commencement of each new term unless alternative written arrangements are made with the Headmaster or his representative. We understand that if the College fees or up-front fees are in arrears, our child's enrolment at the College may be suspended or terminated at the discretion of the Headmaster and additional fees may apply as per the Schedule of Fees and Conditions received each year.
- We understand that student involvement in extra curricular trips and tours may not be accepted until all fees and charges levied by the College are paid in full.
- We understand that during any period in which our child is absent from the College, we will continue to be liable for fees payable.
- We understand that written notice is required to the Headmaster no later than the first day of the school term at the end of which it is intended he/she should leave; or if it is intended he/she should leave during a school term, not later than the first day of the immediate preceding term. If this notice is not given, it is College policy that you will be charged for the subsequent school term's fees. Such a policy is necessary to allow the College to adequately replace those students who may leave without giving notice.
- We have read, understand and accept the Fees and Business regulations set out in Section 2 of the Application for Enrolment.
- We understand throughout the year, Ormiston College compiles a range of photographs from classroom, co-curricular and outdoor activities. These photographs are used in publications such as the College News, the annual Yearbook and the Oracle magazine. Photographs are sometimes used for promotional use in communication sent to prospective parents, Alumni and the wider community. On occasion photography can be used as part of the marketing collateral for the College including but not limited to: the College website, social media, brochures, print advertising, College App and Parent Zone.

\_\_\_\_\_  
Name Parent/Guardian 1

\_\_\_\_\_  
Name Parent/Guardian 2

\_\_\_\_\_  
Signature Parent/Guardian 1

\_\_\_\_\_  
Signature Parent/Guardian 2

### CHECK LIST

When submitting this application, please ensure you provide **photocopies** of the documentation (if applicable) below:

Copy of Birth Certificate and Australian Visa (if child not born in Australia)	Yes	Please attach a recent photograph here.
Copy of Court Orders, Parenting Plans, Consent Orders (if applicable)	Yes	
Year 3, Year 5, Year 7 and Year 9 NAPLAN Test results (if applicable)	Yes	
Copies of Semester 1 and Semester 2 school reports for the last three years (if applicable)	Yes	
Medical reports (if applicable)	Yes	
Specialist reports (if applicable)	Yes	

## 1. FAMILY DETAILS

Please provide us with information regarding the child's residential and non-residential family members.

### Parent/Guardian

Relationship	Religion
<input type="checkbox"/> Mother	<input type="checkbox"/> Christian
<input type="checkbox"/> Father	<input type="checkbox"/> Buddhism
<input type="checkbox"/> Other	<input type="checkbox"/> Hinduism
	<input type="checkbox"/> Islam
	<input type="checkbox"/> Sikhism
	<input type="checkbox"/> Other

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Home Address: \_\_\_\_\_

Suburb: \_\_\_\_\_

State: \_\_\_\_\_ Postcode: \_\_\_\_\_ Country: \_\_\_\_\_

Postal Address same as above:  Yes  No

Postal Address: \_\_\_\_\_ Suburb: \_\_\_\_\_

State: \_\_\_\_\_ Postcode: \_\_\_\_\_ Country: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

School Education	Tertiary Education
<input type="checkbox"/> Year 9 or equivalent	<input type="checkbox"/> Bachelor Degree or above
<input type="checkbox"/> Year 10 or equivalent	<input type="checkbox"/> Advanced Diploma/Diploma
<input type="checkbox"/> Year 11 or equivalent	<input type="checkbox"/> Certificate I to IV (including trade)
<input type="checkbox"/> Year 12 or equivalent	<input type="checkbox"/> No tertiary qualification
<input type="checkbox"/> Unknown	<input type="checkbox"/> Unknown

Other language: \_\_\_\_\_

### Employment Details

Please refer to the table below in order to answer the following:

What is the occupation of Father/Guardian 1: \_\_\_\_\_ Group

What is the occupation of Mother/Guardian 2: \_\_\_\_\_ Group

Please note: The only valid response to these questions could be 1, 2, 3, 4 or 8.

If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation.

If the person has not been in paid work in the last 12 months, enter '8' in the space above.

**Group 1** Senior Management in a large business organisation, government administration and defence, and qualified professionals.

**Group 2** Other business managers, arts/media/sports persons and associate professionals.

**Group 3** Tradesmen/women, clerks and skilled office, sales and service staff.

**Group 4** Machine operators, hospitality staff, assistants, labourers and related workers.

**Group 8** Not in paid work.

**Parent/Guardian**

Relationship	Religion
<input type="checkbox"/> Mother	<input type="checkbox"/> Christian
<input type="checkbox"/> Father	<input type="checkbox"/> Buddhism
<input type="checkbox"/> Other	<input type="checkbox"/> Hinduism
	<input type="checkbox"/> Islam
	<input type="checkbox"/> Sikhism
	<input type="checkbox"/> Other

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Home Address: \_\_\_\_\_

Suburb: \_\_\_\_\_

State: \_\_\_\_\_ Postcode: \_\_\_\_\_ Country: \_\_\_\_\_

Postal Address same as above:  Yes  No

Postal Address: \_\_\_\_\_ Suburb: \_\_\_\_\_

State: \_\_\_\_\_ Postcode: \_\_\_\_\_ Country: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

School Education	Tertiary Education
<input type="checkbox"/> Year 9 or equivalent	<input type="checkbox"/> Bachelor Degree or above
<input type="checkbox"/> Year 10 or equivalent	<input type="checkbox"/> Advanced Diploma/Diploma
<input type="checkbox"/> Year 11 or equivalent	<input type="checkbox"/> Certificate I to IV (including trade)
<input type="checkbox"/> Year 12 or equivalent	<input type="checkbox"/> No tertiary qualification
<input type="checkbox"/> Unknown	<input type="checkbox"/> Unknown

Other language: \_\_\_\_\_

**Employment Details**

Please refer to the table below in order to answer the following:

What is the occupation of Father/Guardian 1: \_\_\_\_\_ Group

What is the occupation of Mother/Guardian 2: \_\_\_\_\_ Group

*Please note: The only valid response to these questions could be 1, 2, 3, 4 or 8.**If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation.**If the person has not been in paid work in the last 12 months, enter '8' in the space above.***Group 1** Senior Management in a large business organisation, government administration and defence, and qualified professionals.**Group 2** Other business managers, arts/media/sports persons and associate professionals.**Group 3** Tradesmen/women, clerks and skilled office, sales and service staff.**Group 4** Machine operators, hospitality staff, assistants, labourers and related workers.**Group 8** Not in paid work.

## 2. ENROLMENT INFORMATION

Please read the following Enrolment Information carefully and ensure all legal guardians are familiar with them.

### 2.1 Enrolment Process

#### Completion of Application for Enrolment Form

Enrolments are considered only when the completed official Application for Enrolment Form and payment of the Application Fee are received together with the documentation detailed in the Checklist (refer front page). Enrolment is then considered as vacancies become available. Places may become available a short time before the date for which enrolment was requested, occasionally as late as January in the year a student commences.

Applications on waiting lists are carried over to all proceeding years. Alterations to the preferred date of entry on the original Application for Enrolment Form must be placed in writing.

On receipt of this form, the College will either reserve a place on the enrolment register for the year requested or allocate a place on the appropriate waiting list.

#### Interview and Offer of a Place

Positions are offered in the following priority order:

1. Children of current Ormiston College Staff
2. Siblings of students currently attending Ormiston College
3. Children attending Ormiston College Early Learning Centre at the time offers are made for Prep
4. Children of Alumni
5. Date of Application

Where particular circumstances apply, the Headmaster may exercise discretion in determining enrolment preferences.

#### Students Applying for Entry in Prep

First round offers are made two years prior to commencement. These offers are subject to the readiness of the child and readiness meetings are conducted six months prior to commencement. First round offers are accepted by payment of the Confirmation Fee. Final offers are made following the readiness meetings and are accepted by payment of the Building Fund Contribution.

A guide to assist in choosing the correct year of entry for Prep follows:

Birth Date	Entry Year of Prep
1/7/2012 – 30/6/2013	2018
1/7/2013 – 30/6/2014	2019
1/7/2014 – 30/6/2015	2020
1/7/2015 – 30/6/2016	2021
1/7/2016 – 30/6/2017	2022
1/7/2017 – 30/6/2018	2023
1/8/2018 – 30/6/2019	2024

#### Students Applying for Entry in Year 5 and Year 7

Offers are made subject to a review of school reports, NAPLAN test results, other relevant reports and a successful interview. Interviews are conducted two years prior to commencement and accepted by payment of the Confirmation Fee and Building Fund Contribution. At the interview, the College's expectations of parents and students are discussed. Should an offer of a place result, this will be communicated in writing.

#### Students Applying for Entry in Other Year Levels

Students applying for entry in other year levels are placed on waiting lists. Enrolment is then considered as vacancies become available.

#### Acceptance of Offer

Offers of enrolment are valid for one month and are accepted by the parent through payment of the Confirmation Fee and Building Fund Contribution (refer to Schedule of Fees and Conditions), and return of a signed copy of the Conditions of Entry Contract. The enrolment process is completed with the pre-payment of the term's tuition fees prior to commencement (refer to Schedule of Fees and Conditions). A Fee Statement will be emailed to facilitate this payment.

#### ENROLMENT PROCESS:

I understand the above enrolment process information.

\_\_\_\_\_  
Signature Parent/Guardian 1

\_\_\_\_\_  
Signature Parent/Guardian 2

## 2.2 Fees and Business Regulations

### Application Fee

An Application Fee (refer to Schedule of Fees and Conditions) is payable at the time of submitting a formal Application for Enrolment to the College. This fee is non-refundable and covers the administration costs associated with prospective enrolments and interviews.

### Confirmation Fee and Building Fund Donation

To secure the student's enrolment at Ormiston College, a Confirmation Fee and Building Fund Donation (refer to Schedule of Fees and Conditions) is payable up to two years prior to the student's entry to the College (except for Prep entry refer section 2.1).

These fees are non-refundable and not deducted from tuition fees. The College's Conditions of Entry Contract will be forwarded to you at this time.

### Payment of Fees

Fees are payable in advance two weeks prior to the commencement of each new term. Both parents/guardians are jointly and severally liable for payment of all fees and charges levied by the College unless otherwise agreed in writing by the Headmaster. Should any fees or charges not be paid by the due date, then the Headmaster may suspend or terminate enrolment at his sole discretion and additional fees may apply as per the Schedule of Fees and Conditions received each year. If the College fees are not paid in accordance with these Regulations and we incur any loss or costs in recovering moneys owed by you to Ormiston College we can recover these from you in full (including legal costs on a solicitor/client basis). Further you hold harmless and indemnify Ormiston College in respect of each of the foregoing.

### Discounts and Concessions

If three or more siblings attend the College at the same time, a concessional discount of tuition fees of 15% for the third child and 75% for the fourth child is provided.

### Absence/Withdrawal from the College

Fees are payable during any period in which a student is absent from the College. Written notice is required to the Headmaster no later than the first day of the school term at the end of which it is intended he/she should leave; or if it is intended he/she should leave during a school term, not later than the first day of the immediately preceding term. If this notice is not given, it is College policy that you will be charged for the subsequent school term's fees. Such a policy is necessary to allow the College to adequately replace those students who may leave without giving notice.

### Increase of Fees

Ormiston College together with the Board of Directors set fees and levies on an annual basis. Parents are required to review the Schedule of Fees and Conditions at the beginning of each year and are advised to factor in yearly increases in fees.

#### FEES AND BUSINESS REGULATIONS:

I/we understand my/our responsibilities and obligations with regards to payment of fees and charges levied by the College.

\_\_\_\_\_  
Signature Parent/Guardian 1

\_\_\_\_\_  
Signature Parent/Guardian 2

## 3. CONTACT DETAILS

Please provide some information regarding your child's life at home and additional emergency contact details.

### 3.1 Family

Does your child live between two or more households?  Yes  No

If parents are separated/divorced who does your child reside with?  Mother  Father

Are there any court orders, parenting plans or consent orders in place?  Yes  No

Please note, it is essential to provide the College with a current copy of the Court Order.

### 3.2 Emergency Contact (other than parents)

Name: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_ Work Phone: \_\_\_\_\_

## 4. STUDENT DETAILS

Complete and accurate information is required for all successful applications. Any data collected on your child is kept secure and will remain private to Ormiston College.

### 4.1 Student Information

First Name: \_\_\_\_\_ Middle Name/s: \_\_\_\_\_ Surname: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender:  Male  Female

Country of birth: \_\_\_\_\_

Religion:	
<input type="checkbox"/> Christian	<input type="checkbox"/> Islam
<input type="checkbox"/> Buddhism	<input type="checkbox"/> Sikhism
<input type="checkbox"/> Hinduism	<input type="checkbox"/> Other

Lives with:	
<input type="checkbox"/> Both parents	<input type="checkbox"/> Grandparents
<input type="checkbox"/> Mother	<input type="checkbox"/> Guardian
<input type="checkbox"/> Father	

We give permission for our child to travel with the College:  Yes  No

We give permission for the college to use any photograph picturing our child:  Yes  No

Indigenous status:	
<input type="checkbox"/> Neither Aboriginal nor Torres Strait Island Origin	<input type="checkbox"/> Aboriginal and Torres Strait Islander
<input type="checkbox"/> Aboriginal	<input type="checkbox"/> Not Stated/Unknown
<input type="checkbox"/> Torres Strait Islander	

### 4.2 School Details

Current School: \_\_\_\_\_ Current Year Group: \_\_\_\_\_

Entry Year: \_\_\_\_\_ Entry Year Group: \_\_\_\_\_

History of School Attendance:

Years of attendance:	Year levels:	Name of school:

### 4.3 Residency Information

Nationality: \_\_\_\_\_ Student language other than English: \_\_\_\_\_

Residential status:	Exchange student:
<input type="checkbox"/> Australian Citizen	<input type="checkbox"/> Yes
<input type="checkbox"/> Visa Subclass: _____ Visa Expiry: _____ Date of Arrival in Australia: _____	<input type="checkbox"/> No
<input type="checkbox"/> Permanent Resident	

#### 4.4 Connection with Ormiston College

<b>Previous Connection:</b>		
<input type="checkbox"/> Board Member Associated	<input type="checkbox"/> Child of Alumni	<input type="checkbox"/> Past Student
<input type="checkbox"/> Sibling	<input type="checkbox"/> Child of Staff	

Family or relatives who have attended Ormiston College:

Surname:	Given Name:	Year:	House:

#### 4.5 How Did You Hear About Ormiston College?

Word of Mouth: <input type="checkbox"/> Yes <input type="checkbox"/> No	Website: <input type="checkbox"/> Yes <input type="checkbox"/> No	Advertisement: <input type="checkbox"/> Yes <input type="checkbox"/> No
College Carnival: <input type="checkbox"/> Yes <input type="checkbox"/> No	Street Directory: <input type="checkbox"/> Yes <input type="checkbox"/> No	Bus Shelter: <input type="checkbox"/> Yes <input type="checkbox"/> No
Alumni: <input type="checkbox"/> Yes <input type="checkbox"/> No	Referred by: _____	

### 5. MEDICAL INFORMATION

*Any information given regarding your child's medical history will be treated confidentially.*

Has your child ever been 'Verified' in any of the following impairment areas?

(Verification is based on an educational need arising from a disability. It is a collaborative decision-making process used to recommend the level of specialist educational support needed by students with learning disabilities. The education support is provided by or accessed through specialist teaching personnel.)

#### 5.1 Medical History

Special needs:	Impairments:
<input type="checkbox"/> ADD/ADHD	<input type="checkbox"/> Physical
<input type="checkbox"/> Vision	<input type="checkbox"/> Intellectual
<input type="checkbox"/> Hearing	<input type="checkbox"/> Autism Spectrum Disorder
<input type="checkbox"/> Autism/Asperger's	<input type="checkbox"/> Special Emotional Disorder
<input type="checkbox"/> Learning Difficulty	<input type="checkbox"/> Speech
<input type="checkbox"/> Social/Emotional	<input type="checkbox"/> Vision
<input type="checkbox"/> Non-verbal Learning Disorders	<input type="checkbox"/> Hearing
<input type="checkbox"/> Other	<input type="checkbox"/> Other

Has your child received learning support assistance?  Yes  No

Impairment level: \_\_\_\_\_

Has your child repeated a year level?  Yes  No

Year Level Repeated: \_\_\_\_\_

Has your child ever been appraised at a previous school?  Yes  No

What learning areas were affected? \_\_\_\_\_

**INDIVIDUAL EDUCATION PLAN:**

Has an Individual Education Plan (IEP) been written for your child?

Yes  No

**EDUCATION ADJUSTMENT PLAN:**

Has an Educational Adjustment Plan (EAP) been completed for your child?

Yes  No

**LEARNING DIFFICULTY ASSESSMENT:**

Has your child ever been assessed for a learning difficulty/disability?

Yes  No

If Yes, please provide details: \_\_\_\_\_

**TEACHER SUGGESTION:**

Has another school or teacher ever suggested that your child may suffer from a learning difficulty/disability?

Yes  No

If Yes, please provide details: \_\_\_\_\_

**DEVELOPMENTAL ASSESSMENT:**

Has your child ever been referred to a Speech Pathologist, Occupational Therapist or had a developmental assessment?

Yes  No

If Yes, please provide details: \_\_\_\_\_

**DEVELOPMENTAL DELAYS:**

Does your child exhibit developmental delays in any area?

Yes  No

If Yes, please provide details: \_\_\_\_\_

**HAS YOUR CHILD SKIPPED A YEAR LEVEL?**

Yes  No

**HAS YOUR CHILD PARTICIPATED IN A LEARNING ENRICHMENT PROGRAM?**

Yes  No

If Yes, please provide details: \_\_\_\_\_

**5.2 Medication**

**DOES YOUR CHILD TAKE MEDICATION ON A REGULAR BASIS?**

Yes  No

If Yes, please provide details: \_\_\_\_\_

Medication Type \_\_\_\_\_ Frequency \_\_\_\_\_

**DOES YOUR CHILD HAVE ANY SOCIAL DIFFICULTIES WITH OTHER CHILDREN?**

Yes  No

If Yes, please provide details: \_\_\_\_\_

**BEHAVIOUR MANAGEMENT:**

Has behaviour management ever been an issue with your child in a school setting?

Yes  No

If Yes, please provide details: \_\_\_\_\_

**LEARNING IMPACT:**

If your child has one of the above special needs, how does this impact on them as a learner?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PSYCHOLOGIST:**

Has your child ever been assessed or treated by an educational or child psychologist?

Yes  No

If Yes, please provide details: \_\_\_\_\_

**SUFFERED SERIOUS TRAUMA:**

Has your child ever suffered any serious trauma, or been diagnosed by, or had consultations with a Counsellor?

Yes  No

If Yes, please provide details: \_\_\_\_\_



## 6. PAYMENT BY CREDIT CARD

Cardholder's Name \_\_\_\_\_ Amount \$ \_\_\_\_\_  
 (Please Print)

Signature \_\_\_\_\_ Expires \_\_\_\_\_ / \_\_\_\_\_

Mastercard     Visa

Card No: | | | | | | | | | | | | | | | | | | | | | |

### OFFICE USE ONLY

Receipt No		Date		Amount	
Interview Date			Letter of Offer Date		
Confirmation Fee Due			Date of Commencement		



### MISSION STATEMENT

Ormiston College is an independent, co-educational, non-denominational Christian school seeking to achieve academic excellence.

Ormiston College aims to nurture and encourage enthusiasm for and commitment to the pursuit of lifelong learning. The College is committed to providing holistic, integrated educational programmes which develop problem-solving, decision-making, critical and creative thinking skills to enable students to participate as confident and contributing members of society, capable of meeting the demands of a rapidly changing world.

The College affirms individual differences and actively promotes cultural and intellectual understanding and the development of physical skills of each member of the school community. The provision of challenging opportunities for development of character, responsibility, initiative and integrity, social awareness and good citizenship is a priority in the College.

### PRIVACY POLICY

1. The College collects personal information, including sensitive information about students and parents or guardians before and during the course of the student's enrolment at the College. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the College to provide schooling to the student and to enable them to take part in all the activities of the College.
2. Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts and Public Health (and Child Protection) laws.
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We ask parents to provide medical reports about their child from time to time.
5. The College from time to time discloses personal and sensitive information to others for administrative and educational purposes, including to facilitate the transfer of a student to another school. This includes to other schools, government departments, medical practitioners, and people providing services to the College, including specialist visiting teachers, coaches, volunteers and counsellors.
6. Personal information collected from students is regularly disclosed to their parents or guardians.
7. The College may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.
8. The College's Privacy Policy sets out how parents or students may seek access to personal information collected about them and their child by contacting the College. Students may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College's duty of care to the student, or where students have provided information in confidence.
9. The College's Privacy Policy also sets out how you may complain about a breach of privacy and how the College will deal with the complaint.
10. As you know, the College from time to time engages in fundraising activities. Information received from parents may be used to make an appeal to the College's parent community. Information may also be disclosed to organisations that assist in the College's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
11. On occasions, information and photographs such as academic and sporting achievements, student activities, camps, excursions and similar news are published in College newsletters, magazines and on our website. The College will obtain separate permission from the student's parent or guardian prior to enrolment.
12. If you provide the College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish and that the College does not usually disclose this information to third parties.



### EXPECTATIONS AND BEHAVIOUR CODE

The College's Behaviour Expectations have been designed to protect students, and are underpinned by Rights and Responsibilities and supported by our Christian Values. Behaviour expectations apply from when the student leaves home in the morning until he or she returns to the care of their parents/guardians after school.

To have a caring school where everyone feels safe, wanted and happy, we need to uphold certain rights. With these rights come related responsibilities. Parents/guardians, students and staff involved with Ormiston College accept the accountability for ensuring these rights are upheld and the responsibilities are promoted.

#### BEHAVIOUR EXPECTATION

**LEARNING:** Be prepared to learn and respect the right of others to learn.

**RESPECT:** Valuing yourself, others and the College.

**COURTESY:** Be polite and courteous at all times.

**PUNCTUALITY:** Be on time.

**INSTRUCTIONS:** Follow the instructions given by staff.

**SAFETY:** Behave in a manner that will not endanger yourself or others.

**DRESS:** Adhere to the dress code at all times.

#### RIGHTS AND RESPONSIBILITIES

##### RIGHTS

1. Everyone has a right to work in an environment which enables them to learn.
2. Everyone has the right to be treated respectfully and courteously.
3. Everyone has the right to work in a pleasant, safe and clean environment.
4. Parents/guardians have a right to share in their student's education.

##### RESPONSIBILITIES

1. Behaviour that interferes with learning is unacceptable.
2. Staff and students are to treat one another with respect and courtesy.
3. Confrontation, vandalism, theft, physical abuse, injury and littering are unacceptable in the College.
4. Parents and community members are encouraged to participate in the events of the College.

The purpose of behaviour expectations is to define appropriate behaviour and establish expected standards. Appropriate behaviour expectations do not inhibit people – rather, they are to protect the rights of individuals. In order to uphold these Rights and Responsibilities, the College's Behaviour Expectations includes both when in classes and when in the yard.

In matters which are not specifically covered by the above code or any other College Handbook or Regulation, members of the College Community will observe the principles outlined above concerning the dignity of each person, respect for others and their property and of mutual co-operation within the College and Community.



### UNIFORM AND PRESENTATION POLICY

1. Full Dress uniform is to be worn to and from school including hat.
2. Blazers are worn in Term 2 and Term 3, and are required at formal functions.
3. Full Dress uniform is to be worn to all school functions including Drama, Music performances, Information Evenings, Parent/Student/Teacher Interviews, unless otherwise advised. If full Dress uniform is not required, it will be clearly communicated to students and parents.
4. Student spectators attending sporting events after school or on weekends must wear either full Dress uniform or full Sports uniform. Plain clothes are not permitted, nor is the wearing of only part of the College uniform or Sports uniform.
5. Full Sports uniform must be worn at all sporting fixtures, training, PE lessons, and Interhouse Carnivals. Students attending sports practice finishing after 4.30pm may wear full Sports uniform home.
6. Both uniforms must be clean, pressed and in good state of repair. The Dress uniform requires polished, black, lace-up, leather, dress school shoes. Slip on black shoes are not permitted. It is highly desirable that all items of the Dress and Sports uniforms, including hat and shoes, be named clearly.
7. Earrings and pierced ears are not permissible for boys. If a girl's ears are pierced, a single pair of sleepers or small plain studs may be worn (gold or silver only). These are to be worn in the lowest hole, if the earlobe has been pierced more than once.
8. A chain may be worn only if it offers medical information or is of recognised Christian religious significance. Such chains are to be of sufficient length so as to be worn inside the blouse or shirt of the Dress and the Sports uniform and is not to be worn in a 'display' mode.
9. Visible body piercing, including tongue piercing, and visible body tattooing are not part of the dress code at Ormiston College. The wearing of the College Sports uniform should not make visible any body piercing or tattoos.
10. Watches with conservative black, brown, gold or silver bands may be worn. Watch faces are to be of a conservative style, e.g. no fluorescent faces or logos etc.
11. No make-up in any form is to be used. This includes tinted foundation, tinted moisturiser, mascara, tinted eyebrows or lashes, eyelash extensions and any other product the College deems to give the appearance of wearing make-up. False finger nails are not permitted and only clear nail polish may be used. No tanning products are to be used.
12. Boys' and girls' hair must remain its natural colour. Hair is to be worn in a conservative style and neatly brushed or combed. It is expected that hair is neatly presented across the school day.
13. Girls' hair of at least shoulder length must be tied back close to the neck at the back of the head with brown, black, or maroon hair elastic and finished off with a maroon ribbon or maroon scrunchie. Hair longer than shoulder length must also be plaited tightly in a single plait worn at the back. The conservative style of a girl's hair when tied back must enable her to wear the Dress hat with the ponytail or plait below the hat. Girls' fringes are to be neat, tidy and not impeding their vision. Fringes longer than eyebrows need to be pinned back in a tidy manner, as does hair which may fall or wisp around the face. Hair is to be pinned back with plain brown, black or maroon bobby-pins or hair slides. The use of hair extensions is not permitted.
14. Boys' hair must be cut in a conservative College cut. To maintain a conservative style, it is important that the hair is kept short, washed and free from hair product. An appropriate length means that the fringe should not be longer than the position of the eyebrows and the hair should not be covering the ears or over the shirt collar at the back. Hair should not be shorter than a number 3 clipper. Boys are to remain clean shaven at all times.
15. Ties are worn throughout the year. The top button of the boys' shirt must be done up and the tie tied properly over the top button.
16. Only College-approved badges may be worn. They are to be worn on the College tie and, for boys, in the centre, mid-chest section of the tie.

Where appropriate to do so, the College will consider the application of Queensland anti-discrimination laws when applying the Uniform Policy.