

Koonwarra Village School



Enrolment Agreement



Overview

Welcome to Koonwarra Village School!

We are excited to welcome you into our community and to form a partnership with you in providing an inspiring and creative educational experience for your child.

Koonwarra Village School (KVS) is a school which welcomes sparky and motivated young people with all sorts of interests and life experiences. The school's aim is to provide a carefully crafted approach to schooling which recognises each student as an individual and supports them to become happy, successful, productive members of society.

When a student enrolls at KVS it means there has been a conscious choice by all parties to form a relationship that is in the best interests of both the student and the school. It is important that each party has made a good assessment of the match between the educational experience that the school is offering and the educational values that the student and parents/carers/guardians hold.

The KVS community has a strong relationship focus. We require active partnership between parents/carers/guardians and the school to support the personal- and learning-journey of each student.

KVS has a shared focus for student development across the following areas:

- self-actualisation
- connection to self, to others and to world
- individuation

For each enrolment to be successful and ongoing, there needs to be an agreement between the school and the student to work in partnership towards goals in each of these areas.

This enrolment agreement forms the basis for Koonwarra Village School offering, and a family accepting, enrolment for a student at our school.

School Policies and Procedures

There are policies and processes at KVS which parents/carers/guardians and students must be willing to abide by in order to attend the school.

By signing this agreement parents/carers/guardians agree to follow the school's policies and procedures which can be found on the school's website (www.koonwarravillageschool.org). Families will be informed when new policies are created or when changes are made to existing policies and they will automatically form part of the enrolment agreement.

In particular the below list of documents are those most commonly referenced in the daily life of our school:

- Parent Handbook
- KVS Philosophy & Guiding Principles
- Enrolment Form (must be signed and returned)
- Parent Code of Conduct (must be signed and returned)
- School Fees Policy
- Behaviour Management Policy
- Digital Technologies Policy & associated Code of Practice
- Concerns and Complaints Policy
- Privacy Policy (including the Commonwealth School Data Collection Notice)

Please advise if printed copies are required or if you can't access linked documents above.

In order to fulfil the responsibilities included in some of its policies, the school requires parents/guardians to provide information to the school in a timely way, for example, in relation to the management of Anaphylaxis and other medical conditions. Where such information or medication hasn't been provided by the parent / carer / guardian, the Principal may not allow a student to attend school until they have been provided.

Enrolment

KVS is intended to be a small school with a maximum enrolment of 66 students. Enrolment at the School will only be offered after careful consideration of the likelihood of a successful match between the School's unique environment and approach to teaching and learning, and the student and family values and beliefs, the needs of the student, and the ability of the school to meet those needs.

This Enrolment Agreement (and the associated documents and any other requested information) need to be completed and returned prior to the student's first day at school.

Educational Services

The educational services provided by KVS includes the Victorian Curriculum as well as our specially developed Village School Curriculum. There is an expectation that students will engage with the Victorian and Village School Curriculum and be an active participant in their learning. This includes attending programmed classes and activities and completing set learning tasks in a timely manner whilst at school each day.

KVS will report twice annually on the student's achievements as per our Reporting Policy (on website) and where a student is 12 months or more behind their expected level in English or Maths the school will provide additional teaching resources to support their learning in these areas. Goals and strategies for the student will be recorded in a separate Individual Education Plan.

Reasonable Adjustments

Reasonable adjustments will be made by the school for students with a disability or health condition to ensure access to teaching and learning as set out in the Disability Discrimination Act 1992. Reasonable adjustments ensure that people with a disability or health condition have access to and participate in the academic, occupational, and social activities of the school. The adjustments will be recommended in line with legislative guidelines and are directly related to up-to-date medical or other documentation provided by the family/student.

These adjustments may include:

- explicit adjustments, including targeted or differentiated teaching, assessments, or activities;
- specific and relevant teaching strategies to support targeted areas of communication;
- active monitoring and supervision, meeting health, personal care, and safety requirements;
- enabling access to learning through a differentiated approach to teaching and learning and modifications to buildings and learning environments.

Camps & Outdoor Education

Going on camps and spending intentional time outdoors away from school are highly valued as part of our school Philosophy. The engagement of students with the natural environment on a number of levels and on a frequent basis is a key component of many KVS programs. Staying away from home and more extensive outdoor programs are part of the program offered from Levels 2 onward, and these include overnight sleepovers and longer camps. The expectation is that students participate and attend camps and other outdoor experiences that are part of their program.

School Fees

School fees (as defined in the School Fees Policy) covers core elements of the Village School Curriculum. From time to time, students are offered additional family funded programs that occur during school hours, these are optional and at the discretion of each family to accept or decline.

By signing this agreement, parents/carers/guardians are aware that students will not be allowed to attend the school unless all current term fees are paid before the commencement of each term, or a payment plan has been approved by the Principal.

Invoices will be sent two weeks prior to the start of each term.

A pro-rata charge is calculated for students who enrol after a term has commenced. Should a student withdraw from the school, term fees paid are not refundable.

Disabilities, Medical Conditions and First Aid

Prior to a student commencing at the school, parents/carers/guardians must share with the school information about the child related to any disabilities, medical or social conditions which may assist the school to appropriately care for, meet the needs of the child during school activities and carry out its Duty of Care to all within the school community.

If, during the period of enrolment, the physical and/or mental health of the student changes, parents/carers/guardians must notify the school and provide any relevant medical information or reports in a timely manner. The school may request that additional information be sought by external practitioners in order to obtain information so the school can support the student during school activities.

Parents/carers/guardians may be required to meet with school staff in order to discuss and develop strategies to enable the school to meet the needs of the student and the school community.

For any medical conditions or where medication is required a Medication Consent Form and/or Medical Management Plan must be completed. If information or medication relating to serious medical conditions (e.g. Anaphylaxis) has not been provided by the parents/carers/guardians, the Principal will not allow a student to attend school until this has been done.

In the event the student is involved in an incident or medical emergency the school will take immediate and appropriate action such as First Aid treatment or emergency responses (eg. calling an ambulance). In an emergency the school will promptly contact parents/carers/guardians (or nominated emergency contact person if parents/carers/guardians cannot be reached) to provide information and updates. The school has appropriate levels of insurance that covers the cost of any such treatment or action taken (e.g. Ambulance) as a result of an incident or injury whilst at school or during school activities.

Attendance

Attendance is a key part of a successful KVS enrolment. Regularly missing classes can make it difficult for students to get to know others and to feel part of the community, which is one of the most important elements of the school. It can also make it difficult to keep up with schoolwork and for mentors to support and assess a student's learning.

Students are expected to attend school each day on which their school program is in operation.

Parents/carers/guardians are required to provide an explanation to the school on each occasion that their child is absent, before or on the day of the absence, by phone, or email.

Child Safety

As a child safe organisation KVS values diversity in our community, invites engagement from families, and ensures we have practices in place to allow all children and young people to be safe and feel safe.

KVS is focused on the safety and wellbeing of its students at all times and has a zero-tolerance approach to child abuse and harm.

All adults have a legal obligation to report child abuse (not just those who work with children) and must report to Victoria Police (by calling 000 or the local police station) when they form a reasonable belief that a sexual offence has been committed by any adult against any child under 16.

Failure to disclose the information to police may be a criminal offence.

For further information please see our Child Safety & Wellbeing Policy and our Protecting Children Policy (available on our website).

School Closures

In certain circumstances, the school may be directed to close / revert to an online learning program for a set period of time by direction of Victoria's Chief Health Officer or Department of Education.

The school may also close at short notice (with or without reverting to an online learning program) in response to a severe weather event, power outage, or other local emergency, as per its Emergency Management Plan. Parents will be contacted as early as possible about any closures and may be required to collect their children from school should buses not be available.

The school is not obligated to reduce or refund fees for any periods of school closure.

Privacy and National Data Collection

KVS will collect, hold, use and disseminate personal information, including health and other sensitive information about students and parents/carers/guardians during and after the course of a student's enrolment at the school

The primary purpose for collecting, holding, using and disseminating this information is to enable the school to provide schooling for the student. It is also used to keep parents informed about their child's education, to facilitate day to day administration of the school, to comply with federal and state government data collection requirements, to satisfy the school's legal obligations and to discharge its duty of care.

Complaints & Grievances

The school takes seriously any issues that are brought to its attention. If parents express their concerns to the school, they can expect to be treated with courtesy and respect in order to try to resolve the matter.

Parents / guardians / carers are asked to follow the process for raising a concern or complaint as outlined in the school's Concerns and Complaints Policy (which can be found on our website).

If a student, parent, carer or guardian feels a matter they have raised is unresolved, not satisfactorily resolved, or involves an issue of procedural fairness, they may appeal the decision in accordance with the steps laid out in the policy.

Codes of Conduct / Practice

At Koonwarra Village School, relationships are the cornerstone of our community. We value kind, safe and respectful communication and behaviour between all members of the community and expect parents / carers / guardians and students to communicate with each other, staff, students and visitors to the school with a high level of self-awareness and kindness, and in a way that contributes to an environment which is safe, positive and supportive for everyone.

By signing this Enrolment Agreement, parents / carers / guardians agree to abide by the school's Parent/Carer/Guardian Code of Conduct outlined below. Any wilful or intentional breach of this Code may result in the cancellation of a student's enrolment, which will be determined by the School Board.

At the beginning of each school year, students will also be required to sign a Code of Conduct (Community Agreement) to ensure their willingness to abide by the behavioural expectations of the school community. This code of conduct links with the school's Behaviour Management Policy.

Level 2-6 students and parents / carers / guardians will be required to co-sign a Digital Technologies Code of Practice which outlines the basis on which students engage with the internet, on-line material and activities. This code of practice links with the school's Behaviour Management Policy.

Parent / Carer / Guardian Code of Conduct

Koonwarra Village School is committed to ensuring a respectful learning environment that is safe, positive and supportive for all students, staff and visitors. Part of that commitment involves having clear expectations around how community members and visitors interact and communicate when they are at school or involved in a school-related activity.

When attending the school or any school-related event, we ask that parents/carers:

- be mindful that they communicate respectfully to, and about, all members of the community;
- refrain from actions or behaviour that would make other community members feel unsafe or uncomfortable such as bullying, harassment, discrimination or vilification;
- do not smoke on school grounds or within four metres of any entrance (in accordance with Victorian Law) or at any external school event (eg FAMP);
- do not come to school, or to any external school event (eg FAMP), intoxicated by alcohol or under the influence of illicit drugs or other substances;
- do not bring illicit drugs or alcohol onto school grounds or to any external school event (eg FAMP);

- show proper care and regard for school property, the property of others and occupational health and safety concerns.

When communicating (written, verbal or other) to anyone else in the school community, we ask that parents/carers:

- ensure they are courteous and respectful at all times;
- ensure that relationships with students and children are mutually respectful, appropriate for the school context and inclusive;
- ensure that any physical contact with students and children is appropriate given the age of and relationship with the student/child;
- do not discipline or raise their voice or get involved in verbal altercations with another parent or child under any circumstances;
- let the school know of any parenting and family court orders, or Family Violence Intervention Orders, Personal Safety Intervention Orders in accordance with relevant laws and school policies.

When using social media and digital technologies, we ask that parents/carers:

- be respectful to all the members of the school community and the school by not communicating in a negative or defamatory way on-line;
- follow the appropriate internal school processes to voice any grievances about the school. Social media is not the place for this;
- make reasonable efforts to ensure that their children comply with the School's Digital Technologies Policy;
- not post or share photographs of students or community members without the individual's express consent and do not post photographs representing the school and its students if they have the potential to bring negative connotations towards the school and the school community, students or staff;
- do not disclose any confidential information of parents, staff, contractors, volunteers, and/or students to third parties without the individual's express consent;
- make contact with students (other than their own) using any form of social media without the express consent of the student's parents;

Process for making a complaint

Koonwarra Village School takes any issues that are brought to its attention seriously. If parents express their concerns to the school staff, they can expect to be treated with courtesy and respect in order to try to resolve the matter. Parents are asked to follow the process for raising a concern or complaint as outlined in the school's Concerns and Complaints Policy (which can be found on our website).

Consequences for breaches of this Code of Conduct

The consequences for breaching this Code of Conduct will be determined by the Principal and School Board and may include the following:

- the Principal may issue a School Community Safety Order to a parent/carer which may restrict them from entry to the school grounds or school-related activities.
- the parent/carer may only communicate with members of staff through a nominated school representative or in a specific way (e.g. via email).

- in cases of extreme or prolonged breach of this Code of Conduct by a parent, the School Board may terminate the enrolment of the children of that parent.
- where appropriate, other authorities or agencies may become involved.

Grounds on which this Agreement may be Terminated

By Parents/Guardians

A minimum of five (5) weeks' notice is required for cancellation of enrolment by families.. A refund on fees already paid at the date of cancellation is at the discretion of the Principal and Board following a family's request.

By the School

If enrolment is cancelled by KVS no future fees are payable from the date of cancellation. Reasons for the cancellation of enrolment by KVS could include but are not limited to: wilful or intentional breach of Parent or Student Codes of Conduct, failure to comply with the School Fees Policy, and Stage 7 (Enrolment Cancelled) is reached on Behaviour Management Plan.

There may also be times when we think the partnership between the school, student and parents/carers/guardians is not sufficient, or the strategies available to the school do not match the needs of the student in a way that enables the school to deliver a good personal and/or educational experience for the student or the school community. In the first instance the school will endeavour to work with the family and student to resolve this gap. In the event the school feels that any underlying issues cannot be resolved, we will let you know, and support the student to transition to another learning environment.

Additional requirements:

Please ensure you have read the appropriate policies and information described above, and initial next to each item below to indicate you agree:

	Parent / Carer / Guardian 1 (initials)	Parent / Carer / Guardian 2 (initials)
I/We agree that I will not bring my child/ren to school in the event of sickness or infectious illness.		
I/We will notify the school if anyone other than those listed on the enrolment form is to pick up my child.		
I/We agree to notify the school of any absences on the day, or as soon as possible after they occur.		
I/We agree to keep all relevant information current on a Medical Management Plan (if in place).		
I/We have read the school's Philosophy and Guiding Principles and are willing to support the school in their application of these.		
I/We agree to keep the school informed of any change in circumstances that may affect the student's enrolment, wellbeing or behaviour.		
I/We agree to our child/ren being taken off school grounds for impromptu excursions.		
I/We agree to maintain regular and respectful communication with the school.		
I/We have advised the school (prior to the offer of a place) of any information that is important in relation to the behavioural, social or neurological profile of the child which may be important for the school to ascertain whether it can meet the needs of the child.		
I/We have advised the school of any DHHS or related agency services or support / intervention programs in which the child or family is involved.		
I/We agree to abide by all School Policies and Codes of Conduct		

Optional:

I/We agree to our child/ren being photographed whilst enrolled at school for educational and reporting purposes (internal only).		
I/We agree to our child/ren being photographed whilst enrolled at school for promotional purposes.		
I/We agree to have our mobile number and email address on a school directory shared with other enrolled families.		

Please provide email addresses for the following:

Fee invoices:	
Out 'n' About permissions:	
All other school communication, e.g. Newsletters:	

Enrolment Agreement Signed by:

*This agreement must be signed by **all** persons that have parental and/or legal guardianship responsibility for the student. If you need more than two signature locations please let us know.*

Principal of Koonwarra Village School

Date:

Parent/carer/guardian 1

Date:

Parent/carer/guardian 2

Date: