



# CAMBERWELL

## GRAMMAR SCHOOL

ABN 12 004 131 159

### TERMS OF ENROLMENT

1. Before final acceptance all applicants for places are required to attend an interview and/or take a series of standardised tests at the School. This is done to ensure that, so far as possible, boys attending the School are likely to benefit from the courses provided. Test results do not on their own determine whether an applicant is accepted: original date of application is a major factor, and family connections with the School may also be taken into account. Parents will be advised when their son is required for interview or testing.
2. Boys are required to attend school on all school days unless there are medical reasons for absence. They are not permitted to leave school before the recognised closing date. Permission to leave early to obtain temporary jobs will not be given.
3. It is the policy of the School that as many boys as possible should be involved in sports and games, including a programme of inter-school sporting fixtures played on many Saturday mornings during term time. The boy's continued attendance at the School is dependent upon the fulfilling of this obligation and upon observance of the rules set out in the School Diary.
4. A condition of entry to the School is that parents or guardians agree to abide by these Terms of Enrolment and any further rules or regulations of the School which may be notified in writing to parents from time to time. The Headmaster reserves the right to dismiss, or to suspend, any boy from the School on the grounds of wilful misconduct or unacceptable behaviour, or failure to obey the rules of the School set out in the School Diary, or any lawful instruction by a member of staff.
5. A condition of enrolment is that each family on accepting a place for their first son to enter the School, must pay a non-refundable Entrance Fee of an amount determined by the School Council and advertised from time to time.
6. School fees are due approximately one term in advance and payable on receipt of the account by the due date. A late payment fee at the current rate specified under section 2 of the Penalty Interest Rate Act 1983 may be charged on amounts outstanding after 30 days.
7. No boy will be permitted to enter into a new term while any part of the fees for the previous term is unpaid unless the Headmaster, or the Business Manager acting on behalf of the School Council, expressly waives this condition. In cases of financial difficulty, parents are asked to write to the Headmaster or the Business Manager at the School.
8. Parents who wish to remove or cancel the enrolment of a boy who has been accepted by the School and enrolled as a pupil must give not less than a term's notice in writing to the Headmaster to that effect. If such notice is not given, a term's fee may be charged.
9. Parents who wish to withdraw their son for a term or more in order to go overseas, or for any other reason, and wish to retain a place at Camberwell Grammar School on their return, are charged one term's tuition fee payable before they leave: this is credited to the first account after the boy's return.
10. A pro rata charge is made for new boys entering school for the first time after a term has commenced. If a boy leaves during a term, no refund will be made for the remaining portion of the term.
11. Please be aware that the School does not hold health insurance cover for students attending Camberwell Grammar School and that in the event of an accident involving your son, any medical or related costs would be covered by the health cover held by the family.

### PRIVACY NOTICE

1. The School has a Privacy Policy that complies with the Privacy Act 1988 and the Privacy Amendment (Enhancing Privacy Protection) Act 2012 and the Australian Privacy Principles.
2. The School collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your son.
3. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
4. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health [and Child Protection] laws.
5. Health information about pupils is sensitive information with the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.
6. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, medical practitioners and people providing services to the School, including specialist visiting teachers, [sports] coaches and volunteers.
7. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son.
8. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in School newsletters, magazines and on our website.
9. Parents may seek access to personal information collected about them and their son by contacting the School. They can also request that corrections be made to that information. Pupils 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 School's duty of care to the pupil, or where pupils have provided information in confidence.
10. As you may know the School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
11. The School's Privacy Policy is available upon request.

(updated March 2014)