



Conditions of Enrolment

1. Fees and Associated Costs

School fees shall be such as are determined by the Mater Dei School Board and are subject to variation each year. Fees are calculated annually and are billed in 4 equal installments by the end of week 2 in each term. Additional charges for services provided by the School outside of the fee schedule will be billed throughout the year.

All fees and charges must be paid within 14 days of the due dates regardless of whether fees are paid in 4 installments or by agreed payment plans. All fees and charges must be paid in full by end of the first week in December, and if not paid the student may be refused continuing enrolment at the School in the following year. Parents who are experiencing financial difficulties in meeting scheduled fee payments at any time during the year are asked to contact the CEO/Principal to make suitable arrangements.

If a student leaves the Mater Dei during the school year, a term's notice in writing must be given to the CEO/Principal before the removal of the student or a full term's fees will be payable.

2. Religious Inclusion

Acceptance of a position at Mater Dei implies both parents/guardians acceptance of the Catholic foundations, values and practices of the School and the importance of regular opportunities to affirm these values and practices in religious education classes, liturgies and school masses. Spirituality days and Senior Retreats are a compulsory part of the School's ethos and vital element in the spiritual development of students. As a Good Samaritan school we commit ourselves to a vision of Catholic Education which draws on the strength of the Good Samaritan Benedictine tradition whose ethos is one of peace, prayer, service, hospitality, stewardship and social justice.

3. Immunisation Requirements

As per the requirements under the NSW Public Health Act 2010, parents/guardians are requested to provide an approved immunisation certificate that shows their child's immunisation status. The four approved Australian Immunisation Register (AIR) certificates are:

- AIR Immunisation History Statement - fully immunised child (4 years and older);
- AIR Immunisation History Statement - not up to date (4 years and older);
- AIR Immunisation History Statement - Medical contraindications or natural immunity; or
- AIR Immunisation History Form - Catch-up Schedule

While students can still be enrolled if an approved immunisation certificate is not provided, these children will be classified as unimmunised and may be excluded from school if there is an outbreak of a vaccine-preventable disease at the school OR if they come into contact with a person with a vaccine preventable disease, even if there is not an outbreak at the school.

Other records, such as the NSW Personal Health Record (Blue Book), a GP letter or an overseas immunisation record, are not able to be accepted.

The required Immunisation History Statements can be obtained from myGov at <https://my.gov.au/>

4. Attendance

Students are expected to be in attendance at Mater Dei for the duration of each term. Only in extreme circumstances will permission be given for a student to return late or leave early for vacations or to be absent during the term. In the case of absence during term time, parents/guardians must seek permission in writing from the CEO/Principal. If a student is away from school on any given day the parent/carer must call Mater Dei with the reason for the absence, which will then be recorded on the student's absentee register. If no explanation is given via phone a written note, on a reasonable size piece of paper, stating the child's name, the dates and the reason for absence is required upon return to school within 7 days of their absence. A doctor's certificate is required for four or more days of illness/sickness related absence.

5. Student Code of Behaviour

At Mater Dei we believe in a supportive and harmonious school atmosphere in which all members of staff, children, parents and guardians are consistently treated with dignity, respect and compassion. We believe that the rights and responsibilities of all should be recognised in a place of quality learning and teaching, that specifically caters for each student's disability and reflects their individual needs.

Mater Dei will ensure that in providing a positive approach to behaviour management, the balance between duty of care, dignity of risk and Workplace Health and Safety (WHS) issues will always be carefully considered. Please refer to the Mater Dei Behaviour Management Guidelines on our school website. Where individual students are consistently encountering difficulty in meeting appropriate behaviour outcomes, individual intervention response plans will be devised and implemented. It is expected that parents/guardians will support the requirement for student's to respond and act in accordance with the directions of school staff within the implementation of the Mater Dei Behaviour Management Guidelines and/or individual intervention response plan.

6. Standards of Dress

All students are required to be neatly groomed and to wear the prescribed Mater Dei school and sport uniforms. Please refer to the Mater Dei Uniform Guidelines.

7. Student Welfare

At the beginning of each year parents/guardians will be required to complete/update their student's database information including medical information, personal and family information as well as emergency contact information. Parents/guardians must update the School of any changes to these details throughout the year as soon as possible.

Parents/guardians must notify the CEO/Principal in writing of any change of guardianship or custodial arrangements. Where parents/guardians are intending to travel without their Mater Dei student, a guardian must be nominated.

It is expected that parents/guardians will support the School's decision for a student to be collected from school for medical/health reasons and comply with this request in a reasonably appropriate amount of time. Parents/guardians and emergency contacts must all be contactable during school hours.

In the event of a medical emergency First Aid will be administered by the School Nurse or First Aid staff. If a student needs an ambulance to be called or urgent medical treatment of any nature and the School is unable to contact the parent/guardian after making reasonable efforts, the parents/guardians authorize the Mater Dei to give authority for such treatment. Parents/guardians indemnify the School, its employees and agents in respect to all costs and expenses arising directly or indirectly out of such treatment.

If a student is required to have medication administered at school the parent/guardian must notify our Registered Nurse, so that a Medication Pack can be sent home. This package contains a hard copy of the Medication Policy as well as all paperwork requiring completion before medication may be sent to school and subsequently administered. Parents/guardians acknowledge that medication will only be administered to a student if all the procedures outlined in the policy have been correctly followed and adhered to.

Parents/guardians acknowledge the triage and facilitatory support of our Registered Nurse and School Psychologist at school however recognise that this school support does in no way replace or substitute for regular or ongoing specialised medical/health advice/diagnosis/treatment.

8. Parent/guardian engagement with Mater Dei

An individual Personal Learning Plan (PLP) is written for each student from Kindergarten to Year 12 and involves a collaborative process with the student, parents, guardians, Pastoral Teacher and advocates directly concerned. Relevant, achievable outcomes for the student to work towards during the following months at school are determined and reviewed. PLP meetings take place twice during the school year and any additional times as required based on student needs and supports. They are one part of the communication process that forms an important mosaic of how teachers report to parents and guardians about student progress and daily routines, including communication diaries, email, informal interviews, telephone calls, case conferences and parent information sessions. It is an important requirement that parents/guardians mutually participate in these communication processes and reciprocate the beneficial relationship of trust and co-operation between the parent/guardian and the School.

9. Amendment of Conditions of Entry

The Mater Dei Board or CEO/Principal may alter these Conditions of Entry at any time.

10. Reasons for Non-continuation of Enrolment

- a. If a student no longer meets the enrolment criteria of a mild to moderate intellectual disability, then the CEO/Principal, or any person deputising for the CEO/Principal, may request and facilitate the transition of the student to an alternate educational setting.
- b. If the CEO/Principal believes that a student's support needs increasingly exceed the school's staffing model of supervision and all individual, environmental and medical/health supports have been exhausted over an extended period of time, then the CEO/Principal, or any person deputising for the CEO/Principal, may request and facilitate the transition of the student to an alternate educational setting.
- c. If the CEO/Principal considers that a student is guilty of a serious breach of the Student Code of Behaviour or has otherwise engaged in conduct which is prejudicial to the school or its students or staff the CEO/Principal, or any person deputising for the CEO/Principal, may discontinue the student's enrolment permanently or temporarily at their absolute discretion.
- d. If the CEO/Principal believes that a mutually beneficial relationship of trust and co-operation between a parent/guardian and the school has broken down to the extent that it adversely impacts on that relationship, then the CEO/Principal, or any person deputising for the CEO/Principal, may require the parent/guardian to remove the student from the School.
- e. If a student's fees and charges have not be reconciled in full by the specified due date as per the Schedule of Fees then the CEO/Principal, or any person deputising for the CEO/Principal, may require the parent/guardian to remove the student from the School.
- f. If the CEO/Principal believes that any or all of the enrolment Conditions of Entry have not been met by the student and/or parents/guardians then the CEO/Principal, or any person deputising for the CEO/Principal, may discontinue the student's enrolment permanently or temporarily at their absolute discretion.
- g. Mater Dei will only exercise its powers under clause 6 to discontinue a student's enrolment permanently if it has provided the student and the parents/guardians of the student with details of the reason which may result in a decision to discontinue the student's enrolment and provide them with a reasonable opportunity to respond.
- h. No remission of fees will apply in relation to parts (c) to (f) above.