



Phillip Island
Village School



Enrolment Agreement for

(student)



Overview

Welcome to Phillip Island 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.

Phillip Island Village School (PIVS) offers a carefully crafted approach to schooling for children from Foundation to Grade 6. The school delivers the Victorian Curriculum along with a range of other core programs based on the school's values and vision in a creative and integrated way, including a focus on the core principles of attaining self-actualisation, connection with nature and people, and autonomy and shared decision-making. At PIVS we feel that when families appreciate and support these principles the foundation is created for a good match between their children and the school.

This Enrolment Agreement forms the basis for the school's offer of enrolment for a student at Phillip Island Village School, and each family's acceptance of the conditions of enrolment. This Agreement will be updated annually with any new, changed or relevant information in relation to the school policies and programs, and government requirements. Parents / carers / guardians will be required to read and sign it to commence or renew their child's enrolment for the upcoming year.

Please read this entire document carefully before signing.

School Policies and Procedures

There are a range of policies and processes at PIVS which parents / carers / guardians and students must be willing to abide by in order to attend the school. These form part of this agreement and families should familiarise themselves with all policies. In particular the following list of documents are those most commonly referenced in the daily life of our school:

- Parent Guide
- Enrolment Application and Enrolment Forms (must be signed and returned)
- Student Agreement
- Digi Tech Agreement
- School Fees Policy
- Behaviour Management Policy
- Concerns and Complaints Policy and Pathway
- Attendance Policy
- Privacy Policy (including the Commonwealth School Data Collection Notice)

Documents that require signing will be provided to you by our school office, and any others can be requested in electronic or printed form.

Enrolment

PIVS is designed to remain an intentionally small school with a maximum enrolment of 65 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, the student and family values and beliefs, the needs of the student, and the ability of the school to meet those needs.

Offers of enrolment will be made in line with the School's Enrolment Policy. This Enrolment Agreement and the associated documents need to be completed and returned to the school after the offer of a place and prior to the student's first day at school.

Educational Services

The educational services provided by PIVS include the Early Years Development Framework and the Victorian Curriculum, as well as a range of other core programs based on the school's values and vision known as the PIVS Curriculum.

Play Based Learning and Project Based Learning

We place importance on children's play and exploration at all ages and provide students with the time to investigate and learn through play in ways that are meaningful to them.

In the early years (Foundation to Level 2) we follow the Early Years Development Framework (in addition to the Victorian Curriculum) which is heavily focused on play-based learning. Students spend time moving between child-led play, Mentor-led play, and explicit teaching methods, all of which we consider equally important.

In the middle to older years (Levels 3 to 6; known as the Allstars) we follow the Victorian Curriculum but the way in which we deliver this will look different to other schools. A large component of the program is comprised of project-based learning in which students lead their own learning on topics of interest, either individually or in small groups. Students attend direct teaching presentations in the areas of English, Maths, PE, Science and Mentor Projects.

The way we deliver our programs may change during the course of a student's enrolment. We regularly assess our programs, the curriculum and the needs of each cohort of students to ensure that all of these align with our values and vision, including our key goal of ensuring students are on a pathway that allows them to achieve their full potential.

PIVS Curriculum

A curriculum crafted around the school's values and vision is delivered together with the more formal curriculums we are required to deliver. It encompasses a number of areas which may feature more heavily at various times of year or in various years across a student's time at PIVS. Included are our Social & Emotional program, Parliament, nature based experiences, Camps, Out 'n' Abouts and sign-up activities.

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:

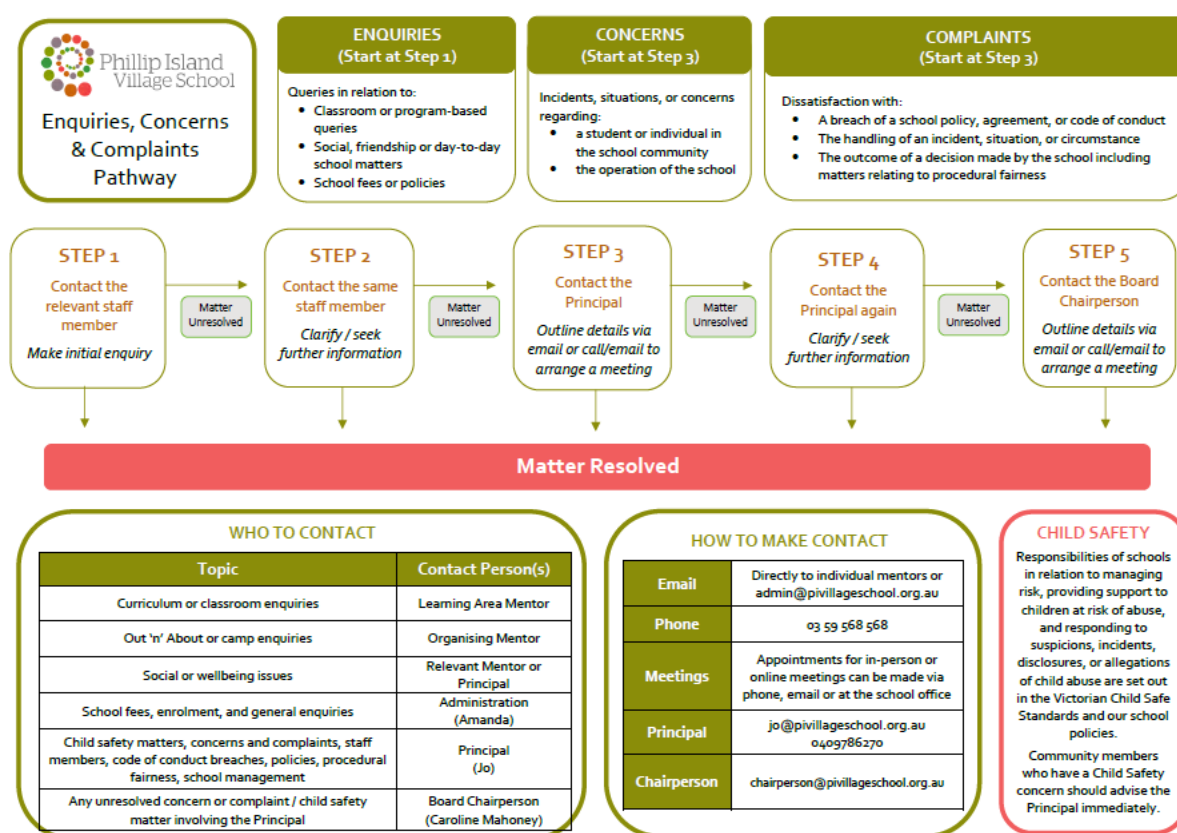
- explicit adjustments, including targeted or differentiated teaching, assessments, or activities;

- 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.

Communication with the School

The graphic below outlines who to contact when for different school-related matters. If you are unsure about who to contact, sending an email to admin@pivillageschool.org.au is always the best place to start. Please note that all enquiries and concerns should be directed to a Mentor or member of the Administration or Leadership Team, and not to Assistant Mentors.

All school-related communication with staff must be done via the uEducateUs app, email, speaking with staff on the school contact number, or arranging a face-to-face meeting.



If you'd like to direct a school-related query to a specific person, or your query is out of hours, please **email** either admin or the staff member directly, and they will reply once they have had time to read the email and follow up. Sometimes this might mean checking in with other staff members, so you may not receive a reply immediately.

For all other enquiries during staff work hours please contact the school **via the school landline (59 568 568)**.

From the start of 2024, we will be introducing a new app for school-family communications. The 'uEducateUS' app will allow two-way communication on school-related matters, replacing the use of Mentor personal phone numbers. It is also a more efficient way to reply to permissions and notify the school about absences. Information about this app is available from the school office.

Concerns & Complaints

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.

Camps & Outdoor Education

Going on camps and spending intentional time outdoors away from school are highly valued as part of our school's wholistic approach to education. The engagement of students with the natural environment on a number of levels and on a frequent basis is a key component of many PIVS programs. A variety of outdoor experiences form part of the school programs from Foundation and beyond. Staying away from home and more extensive outdoor programs are part of the program offered from Level 3 onward and these include overnight sleepovers, longer camps, biking, skateboarding, beach and pool swimming, hiking, and rock pooling. We strongly encourage students to participate in and attend camps and other outdoor experiences that are part of their program.

School Fees

School fees (as defined in the School Fees Policy) cover most day-to-day classroom resources, morning tea and lunch, and most excursions, camps and events. 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. In 2024 the school fees are \$1026 per term (a term is equivalent to two PIVS cycles).

By signing this agreement, parents / carers / guardians acknowledge that they 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. The payment plan will be monitored over the course of the term and must remain up to date for continued attendance.

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 & Social Conditions & First Aid

Prior to a student commencing at the school, parents / carers / guardians must share with the school information about the child related to 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.

For any medical conditions or where medication other than that approved by parents / carers / guardians in the Enrolment Form 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.

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 which may assist the school to 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.

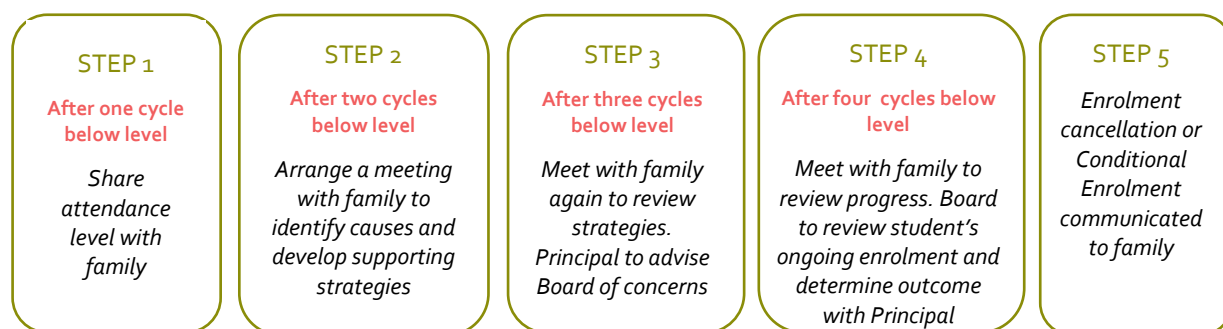
In the event the student is involved in an incident or a medical emergency, the school will take immediate and appropriate action such as First Aid treatment or emergency responses (e.g. calling an ambulance). In an emergency the school will promptly contact parents / carers / guardians (or nominated emergency contact person if parents / carers / guardians cannot be reached) to provide information and updates. The school has appropriate levels of insurance that cover 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 PIVS 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 experience. It can also make it difficult to keep up with school work 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.

The minimum attendance rate is 80%. Students that don't maintain the minimum attendance rate will be placed on the Attendance Pathway which involves the following steps:



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 (to the main PIVS office number, 5956 8568), or email (admin@pivillageschool.org.au).

Cycle 5 (beginning of Term 3) is a significant time for school funding and at a school of our size, families being away over this period can be particularly impactful. For this reason, we ask that you

avoid extended holidays during this period, if possible. Please reach out to the school if you need any more information.

Child Safety

As a child safe organisation PIVS 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.

PIVS 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).

Parent / Carer / Guardian Code of Conduct

At Phillip Island 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 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.

When attending the school or any school-related event, parents / carers / guardians must:

- be mindful of communicating respectfully to, and about, all members of the community;
- not smoke on school grounds (in accordance with Victorian Law);
- not attend school, or any external school event, if intoxicated by alcohol or under the influence of illicit drugs or other substances;
- not bring illicit drugs or alcohol to school grounds or to any school event;
- show proper care and regard for school property, the property of others and occupational health and safety concerns; and
- not undertake actions or behaviour that are harmful, abusive or threatening, or that constitute bullying, harassment, discrimination, or vilification.

When communicating (written, verbal or other) to anyone in the school community, parents / carers / guardians must:

- ensure they are courteous and respectful at all times;
- ensure that relationships with students and children are respectful, inclusive, and appropriate for the school context;
- ensure that physical contact with students is appropriate given the age of and relationship with the student or child;

- not discipline, raise their voice, or get involved in verbal altercations with another parent, child or community member under any circumstances;
- advise the school of any Family Violence Intervention Orders, Personal Safety Intervention Orders, parenting and family court orders in accordance with relevant laws and school policies.

When using social media or digital technologies, parents / carers / guardians must:

- be respectful to all members of the school community, and the school, and refrain from communicating in a negative or defamatory way online;
- 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 not post or share information or photographs if they have the potential to bring negative connotations towards the school and its staff and students;
- not disclose any confidential information about parents, staff, contractors, volunteers, and/or students to third parties without the individual's express consent;
- not make contact with any student (other than their own child) using any form of social media without the express consent of that student's parents / carers /guardians .

Students (Level 3 and above) and parents / carers / guardians will be required to co-sign a Digital Technologies Agreement which outlines the basis on which students engage with the internet, on-line material and activities, and a Student Agreement which sets out the responsibilities of students and the school's expectations for behaviour. Both of these agreements link with the school's Behaviour Management Policy.

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 / guardian which may restrict them from entry to school grounds or from attending school-related activities or other events.
- The school may direct that a parent may only communicate with members of staff through a nominated school representative or in a specific way (e.g. via email).
- In cases of a severe or prolonged breach of this Code of Conduct by a parent, the school may terminate the enrolment of the children of that parent / carer / guardian.
- Where appropriate, the school may involve other authorities or agencies.

School Closures

In certain circumstances, the school may be directed to close (which may or may not include an online learning program for a set period of time) under direction by Victoria's Chief Health Officer, the Department of Education or the Principal.

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 the 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, periods of online learning or cancelled events.

Privacy and National Data Collection

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

PIVS has a Privacy Policy to ensure the school complies with all state and federal laws relating to data collection and privacy which is available on the school's website and includes the Commonwealth School Data Collection Notice, and consent from parents / carers / guardians is not required by the school to provide this data.

The primary purpose for collecting 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 receive government funding, to satisfy the school's legal obligations and to discharge its duty of care.

Grounds on which this Agreement may be Terminated

By Parents/Guardians

A minimum of five (5) weeks' notice is required for the 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.

If you are planning to move on from and cancel your enrolment at PIVS we would appreciate advance notice so we can plan our programs and enrolments accordingly. Being such a small school even a small change in enrolment numbers can have significant effects on our programs and finances. The majority of school funding for independent schools is calculated at the start of Semester 2 (Cycle 5) and is based on enrolments and student attendance at this time, so if you are thinking of making a change then please take this into consideration.

By the School

Reasons for the cancellation of enrolment by PIVS could include but are not limited to: wilful or intentional breach of any of the school's Codes of Conduct, failure to comply with the School Fees Policy, Stage 7 (Enrolment Cancelled) being reached on a Behaviour Management Plan or Step 5 (Enrolment Cancelled) being reached on the Attendance Pathway.

If enrolment is cancelled by PIVS no future fees are payable from the date of cancellation.

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	Parent / Carer / Guardian 2
I/We have read this agreement and are willing to support the school in their application of this.		
I/We agree to abide by all School Policies and Codes of Conduct.		
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 agree to keep the school informed of any change in circumstances or impactful events that may affect the student's enrolment, wellbeing, or behaviour.		
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 notify the school of any absences prior to or on the day they occur.		
I/We will notify the school if anyone other than the people listed on the enrolment form are to pick up my/our child.		
I/We agree to keep all relevant information current on the Medical Management Plan (if in place).		
I/We agree that I will not bring my/our child(ren) to school if they are unwell or infectious.		
I/We agree to our child(ren) being taken off school grounds for impromptu local excursions.		
I/We agree to our child(ren) being photographed and video recorded for educational reporting, administrative and promotional purposes.		

Signed by:

PIVS Principal Signature: Date:

Parent / Carer / Guardian (1) name:

Signature: Date:

Parent / Carer / Guardian (2) name:

Signature: Date:

Parent / Carer / Guardian (3) name:

Signature: Date:

Parent / Carer / Guardian (4) name:

Signature: Date:

*This agreement must be signed by **all** persons that have parental and/or legal guardianship responsibility for the student.*