



OAKLEIGH GRAMMAR
DEVELOPING FUTURE LEADERS

ENROLMENT INFORMATION BOOKLET

SCHOOL ENTRANCE

77-81 Willesden Road, Oakleigh Vic 3166

EARLY LEARNING CENTRE ENTRANCE

23-25 Clapham Road, Oakleigh Vic 3166

POSTAL ADDRESS

PO Box 2120, Oakleigh Vic 3166

PHONE

9569 6128

FAX

9568 6558

WEB PAGE

www.oakleighgrammar.vic.edu.au

E-MAIL

moreinfo@oakleighgrammar.vic.edu.au

GENERAL ENROLMENT PROCEDURE FOR OAKLEIGH GRAMMAR

Oakleigh Grammar is an independent, co-educational, open entry School. Students of all learning abilities, nationalities and faiths are welcome.

STEP 1 - ARRANGE A TOUR OF THE SCHOOL

There are also a number of School Open Days during the year. Please check our website www.oakleighgrammar.vic.edu.au for current dates. You may also contact the Enrolment Officer to arrange a mutually convenient appointment time with the relevant Head of School.

STEP 2 - COMPLETE AND SUBMIT THE APPLICATION FORM

Complete and return the Registration Form with the \$100 (non-refundable) Registration Fee

STEP 3—ENROLMENT INTERVIEW

Attend an interview with the relevant Head of School, depending on proposed year level. The student is required to be present at the interview. Please bring copies of the your child's last two school reports and any other relevant educational assessment material e.g. NAPLAN test or equivalent.

STEP 4 - FORMAL OFFER

Places are offered in accordance with Oakleigh Grammar's enrolment policy. The commencement of placement offering begins approximately 12 months prior to the beginning of the following year OR when a position becomes available at the beginning of a school term.

STEP 5 - ACCEPTANCE OF THE OFFER

Once an offer is received, parents/guardians will be required to confirm their acceptance in writing using the form provided and make payment of the \$500 Family Admission Fee. New families to the School (i.e. there are no siblings in the ELC, Primary or Secondary Schools) are required to pay this \$500.00 non-refundable fee (per family).

STEP 6 - CONFIRMATION OF ENROLMENT

A letter confirming the enrolment will be sent. Prior to the commencement the following year families will be invited to information evenings and orientation day.

SCHOOL ENTRY IMMUNISATION CERTIFICATE

The Health Act requires all children starting school to have a School Entry Immunisation Certificate or a Child Immunisation History Statement.

The Immunisation History Statement is issued by the Australian Childhood Immunisation Register (ACIR) and provides information on the immunisation status of children 7 years old and younger. The information may also be requested over the Internet by visiting the website: www.hic.gov.au. (ACIR; phone: 1800 653 809 Email: acir@medicareaustralia.gov.au).

This certificate indicates:

- (a) that the child has been vaccinated against measles, mumps, diphtheria and tetanus; or
- (b) that there is good reason why the child has not been vaccinated; or
that the parent or guardian, has undertaken to have the child vaccinated within six months of the date of issue.

Without this certificate, the child cannot be enrolled. Should a student transfer from another school, their School Entry Immunisation Certificate must be included in the transfer documentation. If the child cannot be vaccinated because of medical or other reasons, the certificate will show this and the child will be enrolled. In such cases, however, if your child is not vaccinated, he or she will be excluded from school on an outbreak of measles, diphtheria or polio at the school or in the local community.

Should you have any further queries, information may be obtained from the Australian Childhood Immunisation Register (ACIR), the Local Council (Health Department) or the School.

BIRTH CERTIFICATE OR EXTRACT

A copy of your child's Birth Certificate is required by the School prior to the finalisation of enrolment.

CONDITIONS OF ENROLMENT

1. The School reserve the right to refuse an application for enrolment without providing any reason.
2. The School reserve the right to cancel the proposed enrolment of a student should it be determined that we are not able to meet the specific needs of the student.
3. All students are required to attend an interview with the Head of School or the Principal's delegate prior to commencement. This is to ensure that, as far as possible, those who are accepted are likely to benefit from the courses and programs provided.
4. The schedule of current fees and business regulations, as included herein, are accepted in their entirety.
5. Charges, in addition to the published fees may be incurred if students are required to attend camps, special activities, functions or services not completely covered by Government funding or school fees.
6. Students may not be permitted to return to the School or the Early Learning Centre while any part of a fee installment is in arrears.
7. A minimum of an academic term's notice in writing to the School Principal must be given before the removal of a student from the School, otherwise the School reserves the right to withhold fees or charge the fees for that term.
8. Fees are subject to increase at any time without notice.
9. A pro rata charge is made for new students entering the School for the first time after a term has commenced. If a student leaves during a term without giving the required notice, no refund will be made for the remaining portion of that fee installment.
10. Photographs
Please note that photographs of students may, from time to time, be included in newsletters, magazines and other routine promotional materials.

If for any reason you do not wish your son or daughter's name or photo to be used in these publications, please notify the School of this in writing.
11. Student Support Services
It is our practice that unless otherwise requested by parents, students may self-refer to any of the School's support services including chaplaincy and counseling (with a registered psychologist).
12. It is a condition upon enrolment of the student, that the parents on their own behalf and on behalf of the student, agree to abide by the School rules. Parents acknowledge that they are aware of the content of the rules. The School, through the School Principal, retain the right to suspend or dismiss any student from the School, or otherwise discipline the student, on the grounds of the student's unsatisfactory conduct or performance, or failure to observe any rule. A student dismissed for breaches of conduct will not be entitled to a refund.

CONDITIONS OF ENROLMENT CONT

13. Parents are responsible for payment for avoidable breakages or damage to School and Early Learning Centre property by a student. Items such as computers, Library books and resources, specialist equipment and tools etc. are included.
14. Parents who wish to insure their children for accidental injury that may occur at Oakleigh Grammar, or as a result of curricular or extra-curricular activities, may undertake this privately. The School does, however, insure students under a general policy, resulting in a blanket cover for all students. Parents requiring more information or details in relation to the cover provided, may obtain these details from the School Bursar.

2015 FEES AND LEVIES

The operation of the School depends on two main sources of income:

- The fees and levies paid by the parents of the School, and
- The grants provided by the State and Federal Governments.

Government Grants are provided to supplement the income which a school is expected to raise from its own school community. Grants provided for capital works (school buildings) by the Government cannot be used for the operation of the School, including maintenance. Such grants are only for special building projects, with preference given to the building of classrooms and specialist work areas.

TUITION FEES

YEAR LEVEL	1 ST INSTALMENT DUE BY 20 FEB	2 ND INSTALMENT DUE BY 6 MAY	3 RD INSTALMENT DUE BY 4 AUG	4 TH INSTALMENT DUE BY 27 OCT	2015 ANNUAL TUITION FEE
PREP	\$1,607.00	\$1,607.00	\$1,607.00	\$1,607.00	\$6,428
YEAR 1	\$1,700.25	\$1,700.25	\$1,700.25	\$1,700.25	\$6,801
YEAR 2	\$1,758.75	\$1,758.75	\$1,758.75	\$1,758.75	\$7,035
YEAR 3	\$1,861.25	\$1,861.25	\$1,861.25	\$1,861.25	\$7,445
YEAR 4	\$1,977.25	\$1,977.25	\$1,977.25	\$1,977.25	\$7,589
YEAR 5	\$1,923.75	\$1,923.75	\$1,923.75	\$1,923.75	\$7,695
YEAR 6	\$1,950.50	\$1,950.50	\$1,950.50	\$1,950.50	\$7,802
YEAR 7	\$1,968.00	\$1,968.00	\$1,968.00	\$1,968.00	\$7,782
YEAR 8	\$2,009.00	\$2,009.00	\$2,009.00	\$2,009.00	\$8,036
YEAR 9	\$2,031.50	\$2,031.50	\$2,031.50	\$2,031.50	\$8,126
YEAR 10	\$2,083.50	\$2,083.50	\$2,083.50	\$2,083.50	\$8,334
YEAR 11	\$2,122.75	\$2,122.75	\$2,122.75	\$2,122.75	\$8,491
YEAR 12	\$2,821.00	\$2,821.00	\$2,820.00		\$8,462

TECHNOLOGY AND CAREERS LEVY

Fees listed include a technology levy of \$320 for student in Prep to Year 12. Students in Years 10 are also charged \$100 Careers Levy.

OTHER CHARGES

Camps, certain excursions and some extra activities attract additional fees.

EDUCATION MAINTENANCE ALLOWANCE

The Education Maintenance Allowance (EMA) from the state government provides assistance to eligible families by helping with the costs associated with the education of their child. Application forms are available from the School Office and need to be submitted by the end of February.

2015 FEES AND LEVIES

DATES FOR THE PAYMENT OF FEES

1 st Instalment	25% by 21 February 2015
2 nd Instalment	25% by 14 May 2015
3 rd Instalment	25% by 5 August 2015
4 th Instalment	25% by 28 October 2015

PAYMENT OPTIONS

Cash, Cheque/Money Order (payable to Oakleigh Grammar).

EFTPOS, credit cards and direct credit deposit facilities are also available. Please note that the School will not levy a surcharge on credit card payments.

DELAYS IN PAYMENT

Prompt payment of fees is essential. A fee of \$100.00 per family will be charged when tuition fees are not paid by the due date stated above and will continue to be charged each succeeding month until the account is paid in full. Parents are encouraged to discuss any financial difficulties in meeting the due dates with the Administration Staff. The School reserves the right to take whatever other action it considers appropriate, to recover outstanding debts.

UNPAID FEES

To better secure the school in respect of any unpaid fees, levies and costs owing by you to us, you hereby grant a charge in favour of Oakleigh Grammar over all your interests (from time to time) in any real property holdings. Should any of our fees, levies and costs be outstanding for more than 30 days after the due date of the account, you acknowledge that Oakleigh Grammar is irrevocably and unconditionally entitled to lodge a caveat against such real property as valid security for all amounts due and payable to us. Oakleigh Grammar will release any caveat promptly upon payment of all unpaid amounts.

DISCOUNTS

Pre-Payment

3% discount on the current year's tuition fees, if the full amount of all fees owing are paid by 21 February 2015. This discount does not apply to the Early Learning Centre or to those who have an outstanding debt to the School.

Siblings

The following discounts will be given to families with more than one child attending the School in 2015.

- Second Younger Child – 20%
- Third Younger Child – 30%
- Fourth or more children – no charge

Sibling discount do not apply to students in the Early Learning Centre.

TEMPORARY ABSENCE

If a student is away temporarily, full fees are still payable (e.g. student being absent overseas).

TRANSFER OR WITHDRAWAL OF A STUDENT

If a student is transferred or withdrawn from the School, a minimum of a school term's notice in writing to the Principal is required, otherwise a term's fee will be charged. The School reserves the right to withhold fees if the required notice is not given.

SCHOOL POLICY ON PRIVACY OF INFORMATION

1. 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 the student, in accordance with current Privacy Act laws.
2. Some of the information we collect is to satisfy the School's legal obligations, particularly to discharge its duty of care, under current Occupational Health and Safety provisions.

Oakleigh Grammar along with all Catholic, Independent and Government schools in Australia, are required to ask you to provide information on the following:

- the sex of your child
- the country of birth of your child
- the indigenous status of your child
- your occupation and educational qualifications (in very broad terms), and
- the main languages spoken at home by yourself and your child.

The School is required to collect this information on behalf of the Department of Education, Science and Training as part of the National Goals for Schooling in the 21st Century. The background information collected will be linked with the results of the Literacy and Numeracy Benchmark Testing held in Years 3, 5 and 7.

3. Certain laws governing or relating to the operation of schools require that certain information be collected. These include Public Health regulations and Child Protection laws.
4. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. The Registration Form for students contains a section requesting parents to disclose any medical condition that is critical to the proper care of the student. The School from time to time may disclose personal and sensitive information to others for administrative and educational purposes. Medical conditions may be recorded on camp excursion, sporting activities and incursion forms. Other schools, government departments, medical practitioners and people providing services to the School, including specialist visiting teachers, educational or medical consultants, sports coaches and possibly volunteers may be included in this disclosure. If you wish to discuss this matter please contact the Privacy Officer at the School.
5. If we do not obtain the information referred to in the Registration Form the School may not be able to enrol or continue the enrolment of a student.
6. Personal information collected from pupils is regularly disclosed to parents and/or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news may be published in the School Newsletter, on the School website or in the weekly/ fortnightly Early Learning Centre newsletter. Student images or other photographic material related to School or Centre activities, may be used by the School in its various publications or for publicity purposes. Further permission will not be sought from families. Families may opt to withdraw this permission in writing to the Principal.

7. Parents may seek access to personal information collected about them and their children by contacting the School. Pupils may also seek access to personal information about themselves. However, there will be occasions when access may be 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 or parents / guardians have provided information in confidence.
8. As you may be aware, the School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist the School's fundraising activities solely for that purpose (Parents' Association).
9. Parent/Guardian contact details may be included in a class list and School directory that may be made available to other parents / guardians of the School. Should it be the wish of a family for details not to be made available, this should be indicated to the School in writing.
10. If you have provided the School 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 School and the reason for this. This is in order that they may access that information if they wish and for them to know that the School will not disclose information to third parties.

OAKLEIGH GRAMMAR REGISTRATION FORM

STUDENT DETAILS

Application to enter Year Level _____ in 20_____

GIVEN NAME/S _____ Female/ Male
 (Block letters please) (Please circle)

SURNAME _____
 (Block letters please)

Date of birth ____/____/____ Country of birth: _____
 DD MM YY (a photocopy of the birth certificate must accompany application)

Australian citizen YES / NO / Not Applicable

Permanent resident YES / NO / Not Applicable

Temporary resident YES / NO / Not Applicable Visa Code: _____
 (If the child is not an Australian or New Zealand citizen, enclose proof of permanent or temporary residency status)

Is the student of Aboriginal or Torres Strait Islander origin? Yes / No

Religious Denomination _____

Present / Previous school _____

Current Year Level: _____ Victorian Student Number (VSN) _____

LANGUAGE

Does the student speak a language other than English at home? _____
 English only Greek Other: _____

SPECIAL NEEDS

English as a second language Support in literacy learning areas
 Support in numeracy learning areas Other Needs _____
 Diagnosed Learning Difficulties _____

MEDICAL CONDITIONS

- Asthma Allergies (Please Specify) _____
- Anaphylaxis (Two current Epipens must be supplied to the school on commencement)
- Other Conditions: _____


Medicare Number: _____

Doctor's Name: _____ Telephone: _____

SIBLINGS

Name of brother/sister	Previously at OG	Currently at OG	Future student at OG	Not enrolled at OG
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

HOW DID YOU FIND OUT ABOUT OAKLEIGH GRAMMAR?

- Word of mouth recommendation (eg. family, friend, neighbour, colleague)
 - Google Search Search keywords: _____
 - Billboard advertisements and signage in local area
 - Local Newspaper article/advertisement
 - Past Student
 - Oakleigh Grammar Website
 - Open Day flyer/advertisement
 - Oakleigh Grammar Facebook Page
 - Other, please specify: _____
- 

PARENT DETAILS FATHER (OR GUARDIAN)	PARENT DETAILS MOTHER (OR GUARDIAN)
Title: (Mr/Dr/other)	Title: (Mrs/Ms/Dr/other)
Surname:	Surname:
Given names:	Given names:
Country of Birth:	Country of Birth:
Nationality:	Nationality:
Does the father/guardian speak a language other than English at home? <input type="checkbox"/> English only <input type="checkbox"/> Other (Please specify) _____	Does the mother/guardian speak a language other than English at home? <input type="checkbox"/> English only <input type="checkbox"/> Other (Please specify) _____
Home address:	Home address:
Home phone:	Home phone:
Mobile phone:	Mobile phone:
Email:	Email:
What is the highest year of Primary or Secondary school completed by the father? <i>Mark one box only</i> <input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below	What is the highest year of Primary or Secondary school completed by the mother? <i>Mark one box only</i> <input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below
What is the highest level of qualifications completed by the father? <i>Mark one box only</i> <input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Advanced diploma/Diploma <input type="checkbox"/> Certificate I to IV (including trade cert.) <input type="checkbox"/> No non-school qualification	What is the highest level of qualifications completed by the mother? <i>Mark one box only</i> <input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Advanced diploma/Diploma <input type="checkbox"/> Certificate I to IV (including trade cert.) <input type="checkbox"/> No non-school qualification
Occupation:..... (If self-employed, please state field)	Occupation: (If self-employed, please state field)
Employer's name:	Employer's name:
Employer's address:	Employer's address:
Business phone:	Business phone:
Private Health Fund Name & Number:	
Ambulance Subscriber? Y / N Membership No:	
In the event that parents/guardians of the child seeking enrolment are separated or divorced and a requirement exists for various School communications (including term reports) to be sent to an address other than that at which the student resides, the alternative address must be indicated below:	

EMERGENCY CONTACT DETAILS

(NOT PARENTS/GUARDIANS)

GENERAL PARENT/GUARDIAN CONSENT FORM

Emergency Contact #1	Emergency Contact #2
Title: (Mr/Mrs/Ms/Dr/other)	Title: (Mr/Mrs/Ms/Dr/other)
Name & Surname:	Name & Surname:
Relation to student:	Relation to student:
Home address:	Home address:
Post code:	Post code:
Home phone:	Home phone:
Business phone (if available):	Business phone (if available):
Mobile (if available):	Mobile (if available):
Email (if available):	Email (if available):

Oakleigh Grammar requires this consent to be signed for all students attending the School. Please note that individual activities involving students in activities or curriculum initiatives outside the normal program of the School will also require the completion of a specific consent form similar to the general one provided below.

CONSENT FORM

Where the teacher in charge of the excursion/activity or extra-curricular activity is unable to contact me, or it is otherwise impracticable to contact me, I authorise the teacher in charge to:

- consent to my child receiving medical or surgical attention as may be deemed necessary by a medical practitioner. Such consent includes anesthetics, blood transfusions and/or operations.*
- administer such first-aid as the teacher in-charge may judge to be reasonably necessary.*

Name of Parent/Guardian:
(Please use block letters)

Signature of Parent/Guardian:

OAKLEIGH GRAMMAR PARENT DECLARATION

My signature below indicates that I have read the conditions of enrolment and agree to abide by these and any regulations in force at the School. I agree to pay promptly and by the due date all fees and other money due to the School in respect of the child enrolled.

In respect of any unpaid fees, levies and costs owing by us to you, I hereby grant a charge in favour of Oakleigh Grammar over all my interests (from time to time) in any real property holdings. Should any fees, levies and costs be outstanding for more than 30 days after the due date of the account, I acknowledge that Oakleigh Grammar is irrevocably and unconditionally entitled to lodge a caveat against such real property as valid security for all amounts due and payable to us. Oakleigh Grammar will release any caveat promptly upon payment of all unpaid amounts.

A minimum of an academic term's notice in writing to the School Principal will be given before the removal of a student from the School, otherwise the School has the right to withhold fees or charge the fees for that term.

This application requires the signature of both parents. If both signatures cannot be provided, the circumstances should be indicated to the School, in writing as to why both signatures cannot be provided. If parents are divorced or separated, only one signature is required with proof of sole custodianship.

Father's signature: _____ Mother's signature: _____

Date: _____ Date: _____

Guardian's signature (if applicable): _____ Date: _____

Child lives with

- both parents
- mother
- father
- other, please specify _____

Please return the following:

1. Completed Registration Form.
2. Recent photo of child.
3. Photocopies of Birth Certificates.
4. A copy of the student's previous 2 years school reports and/or relevant NAPLAN reports
5. If Year Prep enrolment, a **completed** School Entry Immunisation Certificate or a **completed** report from the ACIR, and small report from Kindergarten and/or Creche should be provided.
6. Registration Fee of \$100

**To: Enrolments
Oakleigh Grammar
P. O. Box 2120
Oakleigh Vic 3166.**