

BUSINESS REGULATIONS



1. Parents/guardians agree to comply with all policies and rules that the School may from time to time implement including those that relate to parent conduct, anti-discrimination, communication, privacy and grievance procedures.
2. Students must comply with the school rules as set out in the official school diary and which may be amended or varied by the School from time to time.
3. The correct uniform and equipment prescribed by the School must be provided and maintained for each student.
4. The School will not be liable for the loss of or damage to any property, however occasioned, that belongs to the students or their parents/guardians or any property otherwise in their possession, while attending school or any school function or event.
5. Active supervision by members of staff commences each day at 8.20 am. Except in special circumstances, students should not arrive at school before this time.
6. Parents/guardians are required to give one full term's prior notice in writing to the Principal of their intention to withdraw a student from the School, otherwise one term's fees in lieu of such notice will be payable.
7. No allowance or remission of fees will be made for absences occasioned through illness or any other cause. Students with infectious diseases must remain away from the school for any legally prescribed period or otherwise until cleared by a medical practitioner.
8. The School may cancel a student's enrolment on such grounds as it considers appropriate, including for non-payment of fees, unsatisfactory conduct, failure to obey the school rules, because the Principal considers that the student is not benefiting from the course and programs provided by the School or because the Principal is of the opinion that a mutually beneficial relationship between the parents/guardians and the School or any of its staff has broken down and is not conducive to the student's education.
9. The Principal may determine what appropriate lawful discipline to impose on students from time to time for, among other things, misconduct or breach of the School's rules.
10. Where any account from the School is not paid in full by the due date for payment the amount outstanding at that time will accrue interest from the due date until it is paid at the rate for the time being fixed under the Penalty Interest Rates Act 1983 (Vic).
11. A non refundable Enrolment Fee of \$850 is payable for the first child and \$250 for each subsequent child/ren. The Principal reserves the right to waive this fee in some circumstances where the withdrawal is beyond the control of the parent or guardian (eg. transfer interstate or overseas).
12. School tuition fees and other fees and charges are payable in accordance with the terms set out in the School's Schedule of Fees as published by the School (which may be amended or varied from time to time).
13. Parents/guardians give permission for their child to be photographed, filmed or recorded during school related activities and performance which may be used for learning or promotional purposes (eg. published on display boards, school website, online and electronic publications). Please notify the School in writing should you wish otherwise.
14. The School is authorised to obtain such emergency or urgent medical attention for the student should such action be required, and the parents/guardians agree to pay for any charges or expenses incurred by the School in providing such attention.
15. Parents/guardians must provide to the School on a timely basis copies of any court orders, including in relation to family matters, that may impact on or relate to the student and of which the School ought to be informed.

Mentone Grammar Enrolment, Privacy and Child Safe Policies

Mentone Grammar is privacy compliant. The School's Policies may be viewed at www.mentonegrammar.net or phone Main Reception on **03 9584 4211** or a copy.

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