COOGEE BOYS’ PREPARATORY SCHOOL
CONDITIONS OF ENTRY

GENERAL

The Headmaster sets enrolment targets for each class each year. The maximum number of classes per year is one and the maximum number of students per class is twenty five (25). In order to maximise opportunities for students, the School reserves the right to have smaller class numbers where deemed appropriate.

The processing of applications and the offering of places is done in the following order: siblings, sons, grandsons and relatives (preferential consideration), then the remaining places are offered by date of application (ie the earliest application first).

When parents/guardians accept a place at Coogee Boys’ Preparatory School for their child, a non-refundable Registration and Administration Fee of $500.00 must accompany their written acceptance.

An offer of a place is made to students for Years One – Six on the understanding that the student’s work, progress and conduct at his present School are satisfactory. This also applies to any student transferring from another school in Kindergarten.

Acceptance of a place at Coogee Boys’ Preparatory School requires that parents/guardians support the School's ethos, discipline and behavioural policy, school rules and fee payment schedule.

ENROLMENT

Enrolment at Coogee Boys’ Preparatory School continues until the end of Year Six. However, this may be terminated earlier by the applicants (those whose signature/s appear on the Application Form) or by the Headmaster.

In the event where parents/guardians accept a position at Coogee Boys' Preparatory School and then decide not to proceed with the enrolment, the Registration and Administration fee will not be refunded.

One full Term’s notice in writing must be given to the Headmaster before any student is removed from the School. The notice must be given no later than one week prior to the end of the preceding Term. If this notice is not given, parents/guardians will remain liable for the Term's fees.

FEES AND CHARGES

Tuition fees are determined at the beginning of each School year by the Board of Directors and parents and guardians will be advised at this time.

One invoice is issued for all fees and levies for the year. This invoice contains the due dates for each payment (three in total). Reminder emails are sent to parents prior to when each payment is due. Payment within 30 days of the due dates is required. Failure to pay by the due dates may result in a penalty fee of $125. In addition, a student may be refused entry or their enrolment terminated if fees remain unpaid. Similarly a student will not be allowed to participate in School events (ie Speech Night) should fees remain unpaid.

ATTENDANCE AND ABSENCE

Students are expected to attend classes throughout the year (four Terms). Attendance is also compulsory for curricula and co-curricula activities as they are deemed to be an integral part of a Coogee Prep education. This
includes but is not limited to Speech Night, Saturday sport (Years Three –Six), School sporting carnivals, IPSHA carnivals and events, excursions and incursions, school camp, church services, representative curricula and co-curricula events (if your son is chosen).

If a student is absent from school due to illness, parents/guardians must contact the School Office on the day. All students must bring a note upon their return.

Requests for leave during Term time (outside extenuating circumstances) are considered only in extreme cases and must be applied for in writing to the Headmaster three weeks in advance.

SPECIAL NEEDS/LEARNING SUPPORT

It is the responsibility of the parents/guardians to fully disclose any special needs (including but not limited to any medical, physical, learning or psychological needs) a student has. Coogee Prep acknowledges its responsibilities to provide quality outcomes for all students. However the School relies on parents/guardians to provide full disclosure of any special needs of an enrolling boy so it can accurately assess its capability to meet this student's needs and to advise the parents/guardians accordingly.

Where any disclosed medical needs change or where any special needs arise, parents/guardians agree to notify the School immediately. Parents/guardians also agree to complete the student’s medical forms accurately and truthfully and provide annual updates to the School. The School requires this information to ensure we plan adequately to provide the appropriate support for each student’s education. Failure to provide supporting documentation may jeopardise a student’s admission into the School.

EXPULSION, SUSPENSION AND EXCLUSION

If the Headmaster (or any person deputising for him) considers that a student is guilty of a serious breach of the class or school rules or has engaged in conduct that is prejudicial to the school, its students or staff, then the student may be excluded temporarily or permanently from class.

If the Headmaster believes that a mutually beneficial relationship of trust and cooperation between parents/guardians and the school has broken down to the extent that it adversely impacts on that relationship, then the Headmaster may require the parents/guardians to remove the student. No remission of fees or charges will apply in either case.

UNIFORM

Accepting a place at Coogee Boys’ Preparatory School signifies agreement that a student will wear the correct uniform (colour, design and badging) at all times. The School uniform must be clean and in good condition. Each student’s appearance must be neat and hair must be above collar length at all times.

COMMUNICATION AND CORRESPONDENCE

It is the responsibility of the parents/guardians to notify the School of any change to their personal details. If the family living arrangements change, it is the responsibility of the parents/guardians to notify their son’s teacher and the School Administration (unless a court order is in place stating otherwise).

MEDICAL TREATMENT

It is the responsibility of parents/guardians to notify the school of any change to a student's medical condition or needs.

If a student is ill or injured and requires treatment at a medical centre or hospital and the School is unable to contact the parents/guardians after making reasonable efforts to do so, parents/guardians authorise the School to give authority for such treatment. A member of staff will accompany the child whilst the School continues to make every reasonable effort to contact his parents/guardians. The parents/guardians indemnify the School, its
employees and agents for any costs and expenses incurred in obtaining that treatment. Treatments may involve blood transfusions or injections.

**PERSONAL BELONGINGS**

Students are responsible for their personal belongings. The School will not be liable for any loss of personal belongings.

**AMENDMENT TO CONDITIONS OF ENTRY**

The School Board may amend the Conditions of Entry at any time by notifying parents/guardians in writing. Amendments will apply from the date of notice.