

Application for Enrolment



THE
KOORALBYN
INTERNATIONAL
SCHOOL



Student ID: _____

Family ID: _____



THE KOORALBYN INTERNATIONAL SCHOOL

Application for Enrolment

This form is to be completed by the Parent/Carer/Legal Guardian of the student being enrolled.

Proposed Grade of Entry: _____

Proposed
Commencement Date: _____

Enrolling as:

Day School Student

Midweek Boarder

Full time Boarder

International

Will your child need a seat on a school bus?

Yes, on the Beaudesert/Jimboomba school bus

Yes, on the Logan Village school bus

No

Yes, on the Boonah school bus

Yes, on the Rathdowney school bus

Yes, on the local Kooralbyn school bus

Unsure of which school bus I need

Student Information

Section 1: Student Personal Details

Family Name / Surname: _____

Previous Surname (if applicable): _____

Citizenship/Residency Status:

Australian Citizen

Given Names: _____

Preferred Name (if applicable): _____

Australian Permanent Resident

New Zealand Citizen

Gender:

Male

Female

Date of Birth: _____

 Other Country (*Please complete Section 19: International Student Details*)

Section 2: Student Contact Information

If your child has their own home or mobile telephone number, personal email or residential or postal address, please include the information in this section.

Student's Home Tel No: _____

Student's Home Address: (Street Address) _____

Student's Mobile Tel No: _____

Suburb/Town: _____

State: _____

Student's Personal Email: _____

Postcode: _____

Country (if not Australia): _____

Section 3: Student Schooling History

Please provide reports from your child's current/previous schools. Attach a separate page if more space is required.

Name of School	Suburb/Town	State <i>(Include country if other than Australia)</i>	Grade	Attended From <i>(Date)</i>	Attended To <i>(Date)</i>

Section 4: Student Cultural Background

Information gathered in this section is required by D.E.T. (Department of Education and Training).

Indigenous Status:

Is your child of Aboriginal or Torres Strait Islander origin?

- No
- Yes, Aboriginal
- Yes, Torres Strait Islander
- Yes, both Aboriginal and Torres Strait Islander

Country of Birth:

Main language other than English spoken at home:

Language background:

- Speaks only/mainly English
- Mostly speaks a language other than English

Section 5: Student Medical Information

GP/Doctor's Name:

Medicare Card No:

Health Insurance Provider:

Clinic's Name:

Doctor/Clinic's Tel No:

Doctor/Clinic's Fax No:

Health Insurance No:

Has your child had any of the following illnesses?

Rubella Chicken Pox Hepatitis Mumps Glandular Fever Measles

Does your child have a medical condition of which the school should be aware?

Condition	Requires Medication*		Has Medical Action Plan*		Brief description of condition and treatment:
	Yes	No	Yes	No	
Allergy	Yes	No	Yes	No	<input type="text"/>
Anaphylaxis	Yes	No	Yes	No	
Asthma	Yes	No	Yes	No	
Diabetes Mellitus Type 1	Yes	No	Yes	No	
Epilepsy	Yes	No	Yes	No	
Febrile Convulsions	Yes	No	Yes	No	
Hayfever	Yes	No	Yes	No	
Other (Please specify)	Yes	No	Yes	No	

*If any medication is required to be administered to your child during school time or if your child has a Medical Action Plan, please provide details of the medication and/or Medical Action Plan.

When to the best of your knowledge was your child's last vaccination or booster for:

Vaccination Type	Date:	Vaccination Type	Date:	Vaccination Type	Date:
Chickenpox	<input type="text"/>	Measles/Mumps	<input type="text"/>	Diphtheria	<input type="text"/>
Polio	<input type="text"/>	Hepatitis B	<input type="text"/>	Tetanus	<input type="text"/>
Rubella	<input type="text"/>	Meningococcal C	<input type="text"/>	Whooping Cough	<input type="text"/>

Section 6: Student Specialist Assessments

Has your child had any recent health or medical specialist assessments of which the school should be aware?

(e.g. an assessment by a speech pathologist, behavioural psychologist, orthopaedic specialist, paediatrician etc.)

Yes *(Please provide details below and attach a copy of all relevant health or medical assessment reports.)*

No *(Please proceed to Section 7)*

Section 7: Student Educational Support Information

Does your child have any educational support requirements of which the school should be aware?

Yes *(Please answer the questions below.)*

No *(Please proceed to Section 8)*

Please describe any physical, social, emotional and/or learning needs that your child has which may impact on the school's duty of care and/or your child's participation in school.

Has your child been diagnosed with a disability? If yes, please provide details.

Has your child been verified by an educational sector in Queensland (e.g. Department of Education and Training, Independent Schools of Queensland or Catholic Education)? If yes, please provide details.

If your child is not from Queensland, please describe the educational support provided.

Section 8: Legal Information

Is your child in Care of the State?

Yes

No

Are there any legal issues concerning your child of which the school should be aware?

Yes *(Please provide details below and attach a copy of all relevant legal documents.)*

No *(Please proceed to Section 9)*

Type	Legal First Name and Surname of the person for whom the document is issued	Effective from:	Effective to:
Parenting Order	<input type="text"/>	<input type="text"/>	<input type="text"/>
Parenting Agreement	<input type="text"/>	<input type="text"/>	<input type="text"/>
Domestic Violence Order	<input type="text"/>	<input type="text"/>	<input type="text"/>
Apprehended Violence Order	<input type="text"/>	<input type="text"/>	<input type="text"/>
Child Protection Order	<input type="text"/>	<input type="text"/>	<input type="text"/>
Legal Guardianship Documentation	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Caring Arrangement <i>(Please specify)</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>			

Mastery Programs (Secondary School Students Only)

Section 9: Mastery Program Selection

All TKIS students in Grades 7 to 12 must participate in a Mastery Program.

Please select up to three options from the Mastery Programs: *(Place the number '1' in the appropriate box for first choice, number '2' for second choice, etc.)*

Mastery Programs

Art (Visual Art)	Golf	Performance (Drama)	Specialised University Preparation (SUPr)
Athletics	Health & Fitness	Performance (Film & TV)	School Based Apprenticeship
Aviation (Remote Pilot)	Performance (Dance)	Performance (Music)	
Equestrian (Private Mastery)	Performance (Digital Design)	Tennis and Fitness	

SELECTION CRITERIA

Please indicate why your child should be considered for selection in this/these Mastery Programs. (e.g. Participated at a particular level in competition, has a particular Golf Handicap, has taken particular workshops/clinics, has achieved particular results in similar school subjects, etc.)

DISCLAIMER: *Though the school makes every effort to ensure that all Mastery Programs are conducted, there are factors beyond our control which can sometimes force the temporary suspension of certain Programs or the reduction in available spaces. For this reason, participation by all applicants in all programs is not guaranteed.*

Application for Boarding (Secondary School Students only)

Please complete Sections 10 to 12 if your child is applying to board at the school.

Section 10: Boarder Arrival Information

Type of Boarding Required:

Boarding (Full School Term)

Boarding (Midweek)

Temporary Boarding (Please explain boarding requirements)

Proposed arrival date at the school's dormitory:

(Boarders should arrive ONE DAY prior to commencement of school term.)

Will your child require someone from the school to pick them up from the airport/train station/bus terminal:

(If YES, please provide details of dates, times, location, flight number, etc. **NOTE:** This service is only available on the first and last day of term. The basic charge for this service is \$220 return. Please contact Admin if transport is required at other times.)

Section 11: Boarder Dietary Information

The school's catering staff try to provide appetising, nutritious meals for all boarders. We acknowledge however that everyone is an individual and we attempt to accommodate any special dietary needs. Please indicate YES or NO to the following and provide us with the relevant details:

Is your child:

Diabetic	Yes	No	<input type="text"/>
Vegetarian	Yes	No	<input type="text"/>
Lactose Intolerant	Yes	No	<input type="text"/>
Peanut Allergic	Yes	No	<input type="text"/>
Wheat Allergic	Yes	No	<input type="text"/>
Dairy Allergic	Yes	No	<input type="text"/>
Seafood Allergic	Yes	No	<input type="text"/>
Likely to have any learning or behavioural problems due to consumption of certain foods?	Yes	No	<input type="text"/>
Other (Please specify)	Yes	No	<input type="text"/>

Is there anything else we should know regarding dietary needs? (e.g. certain food restrictions due to religious or cultural beliefs etc.)

Section 12: Boarder Permissions and Other Important Information

Telecommunications:

Boarding Students at TKIS are permitted to have telephone contact with those persons listed in this form as Parents/Carers at any time during FREE TIME (typically afternoons between 4pm and 6pm, evenings after Study Period and on weekends). Telstra or Optus Phone Cards can be purchased through the school. A phone (for local/Australian calls only) is available in the Dorm's Common Room and incoming calls come through the school network.

Do you want your child to have access to their own Mobile Phone during FREE TIME? Yes No

Does your child suffer from any medical conditions such as depression / anxiety, sleep disorders, bed wetting etc?

No Yes (Please provide details below)

Are there any television shows screened before 8:30 PM in Brisbane/Gold Coast that you forbid your child to watch?

No Yes (Please provide details below)

Are there any television shows screened before 8:30 PM that you encourage your child to watch?

No Yes (Please provide details below)

Other than information already provided in Sections 5, 6 and 7, are you aware of any social problems or disorders that your child experiences? (e.g. shyness, anger management, etc.)

No Yes (Please provide details below)

Is there anything else we should know?

No Yes (Please provide details below)

Permissions Denied:

Throughout the year, the school attempts to provide a wide range of supervised weekend activities for Boarders. The activities listed below are available in S.E. Queensland and Boarders can request to participate in them. Please tick the boxes to indicate any activities you DO NOT want your child to participate in.

No	Archery	No	Go-Karting	No	Rock Wall Climbing	No	Snorkelling
No	Boating/Fishing	No	Hang Gliding	No	Sailing	No	Surfing
No	Camping	No	Horse Riding	No	Scuba Diving	No	Swimming
No	Defensive Driving	No	Kayaking/Paddle Boarding	No	Shooting	No	Tennis
No	Flying	No	Laser Tag/Skirmish	No	Shopping Trips	No	Theatre/Movies
No	Golf	No	Mountain Climbing	No	Sky Diving	No	Theme Park Trips

Parent/Caregiver (Legal Guardian) Information

If your child has a sibling currently enrolled at TKIS, or another Application for Enrolment form has already been completed with Parent/Caregiver Information, and all Parent/Caregiver Information is identical to their sibling's, please provide details of your child's sibling to skip Sections 13-18 of this form.

Full Name of sibling:

Grade sibling is enrolled in:

Section 13: Parent/Caregiver Personal Details

Parent/Carer (a)

Family Name / Surname:

Given Names:

Preferred Surname (if applicable):

Preferred Name (if applicable):

Title:

Date of Birth:

Gender: Male Female

Parent/Carer (b)

Family Name / Surname:

Given Names:

Preferred Surname (if applicable):

Preferred Name (if applicable):

Title:

Date of Birth:

Gender: Male Female

Parent/Carer (c)

Family Name / Surname:

Given Names:

Preferred Surname (if applicable):

Preferred Name (if applicable):

Title:

Date of Birth:

Gender: Male Female

Section 14: Parent/Caregiver Relationship to Student

Parent/Carer (a)

Relationship to student:

Is Parent/Carer (a):

The main contact? *(Please select only 1 parent/carer to be the main contact.)*

Yes No

A legal guardian?

Yes No

A caregiver?

Yes No

Responsible for payment of fees?

Yes No

Does Parent/Carer (a):

Reside with the student?

Yes No

Require an interpreter?

Yes No

Will Parent/Carer (a) receive:

School Progress Reports? Yes No

Newsletters? Yes No

Email notices? Yes No

Access to Parent Portal? Yes No

Emergency SMS Notifications Yes No

Parent/Carer (b)

Relationship to student:

Is Parent/Carer (b):

The main contact? *(Please select only 1 parent/carer to be the main contact.)*

Yes No

A legal guardian?

Yes No

A caregiver?

Yes No

Responsible for payment of fees?

Yes No

Does Parent/Carer (b):

Reside with the student?

Yes No

Require an interpreter?

Yes No

Will Parent/Carer (b) receive:

School Progress Reports? Yes No

Newsletters? Yes No

Email notices? Yes No

Access to Parent Portal? Yes No

Emergency SMS Notifications Yes No

Parent/Carer (c)

Relationship to student:

Is Parent/Carer (c):

The main contact? *(Please select only 1 parent/carer to be the main contact.)*

Yes No

A legal guardian?

Yes No

A caregiver?

Yes No

Responsible for payment of fees?

Yes No

Does Parent/Carer (c):

Reside with the student?

Yes No

Require an interpreter?

Yes No

Will Parent/Carer (c) receive:

School Progress Reports? Yes No

Newsletters? Yes No

Email notices? Yes No

Access to Parent Portal? Yes No

Emergency SMS Notifications Yes No

Section 15: Parent/Caregiver Contact Information

Parent/Carer (a)

Home Tel No: *Best contact via telephone:*

Work Tel No:

Mobile Tel No:

Personal Email: *Best contact via email:*

Work Email:

Comments:

Parent/Carer (b)

Home Tel No: *Best contact via telephone:*

Work Tel No:

Mobile Tel No:

Personal Email: *Best contact via email:*

Work Email:

Comments:

Parent/Carer (c)

Home Tel No: *Best contact via telephone:*

Work Tel No:

Mobile Tel No:

Personal Email: *Best contact via email:*

Work Email:

Comments:

Section 16: Parent/Caregiver Address

Parent/Carer (a)

Residential Address

Street Address:

Suburb/Town:

State: Postcode:

Country (if not Australia):

Postal/Correspondence Address

Same as Residential Address

Postal Address:

Suburb/Town:

State: Postcode:

Country (if not Australia):

Parent/Carer (b)

Residential Address

Same as Parent/Carer (a)

Street Address:

Suburb/Town:

State: Postcode:

Country (if not Australia):

Postal/Correspondence Address

Same as Residential Address

Postal Address:

Suburb/Town:

State: Postcode:

Country (if not Australia):

Parent/Carer (c)

Residential Address

Same as Parent/Carer (a)

Same as Parent/Carer (b)

Street Address:

Suburb/Town:

State: Postcode:

Country (if not Australia):

Postal/Correspondence Address

Same as Residential Address

Postal Address:

Suburb/Town:

State: Postcode:

Country (if not Australia):

Section 17: Parent/Caregiver Background

Information gathered in this section is required by Australian Curriculum, Assessment and Reporting Authority (ACARA). It also impacts the amount of funding given from the Federal Government to the school.

Parent/Carer (a)

Country of Birth:**Country of Passport:** *(If not Australia)***Main language other than English spoken at home:****Language background:**

Speaks only/mainly English

Mostly speaks a language other than English

Indigenous Status:

Aboriginal

Torres Strait Islander

Both Aboriginal and Torres Strait Islander

Neither Aboriginal nor Torres Strait Islander

Occupation Group:

Senior management in large business organisation, government administration and defence, and qualified professionals

Other business managers, arts, media, sportspersons and associated professionals

Tradesperson, clerks, skilled office and service staff

Machine operators, hospitality staff, assistants, labourers and related workers

Not working in the last 12 months

Highest School Education:

Year 9 or equivalent or below

Year 10 or equivalent

Year 11 or equivalent

Year 12 or equivalent

Highest Non-school Education:

No non-school education

Certificate I to IV / trade certificate

Advanced diploma/Diploma

Bachelor degree or above

Parent/Carer (b)

Country of Birth:**Country of Passport:** *(If not Australia)***Main language other than English spoken at home:****Language background:**

Speaks only/mainly English

Mostly speaks a language other than English

Indigenous Status:

Aboriginal

Torres Strait Islander

Both Aboriginal and Torres Strait Islander

Neither Aboriginal nor Torres Strait Islander

Occupation Group:

Senior management in large business organisation, government administration and defence, and qualified professionals

Other business managers, arts, media, sportspersons and associated professionals

Tradesperson, clerks, skilled office and service staff

Machine operators, hospitality staff, assistants, labourers and related workers

Not working in the last 12 months

Highest School Education:

Year 9 or equivalent or below

Year 10 or equivalent

Year 11 or equivalent

Year 12 or equivalent

Highest Non-school Education:

No non-school education

Certificate I to IV / trade certificate

Advanced diploma/Diploma

Bachelor degree or above

Parent/Carer (c)

Country of Birth:**Country of Passport:** *(If not Australia)***Main language other than English spoken at home:****Language background:**

Speaks only/mainly English

Mostly speaks a language other than English

Indigenous Status:

Aboriginal

Torres Strait Islander

Both Aboriginal and Torres Strait Islander

Neither Aboriginal nor Torres Strait Islander

Occupation Group:

Senior management in large business organisation, government administration and defence, and qualified professionals

Other business managers, arts, media, sportspersons and associated professionals

Tradesperson, clerks, skilled office and service staff

Machine operators, hospitality staff, assistants, labourers and related workers

Not working in the last 12 months

Highest School Education:

Year 9 or equivalent or below

Year 10 or equivalent

Year 11 or equivalent

Year 12 or equivalent

Highest Non-school Education:

No non-school education

Certificate I to IV / trade certificate

Advanced diploma/Diploma

Bachelor degree or above

Section 18: Emergency Contact Information

Emergency contacts must be people other than Parents/Carers. They will be contacted in the event that Parents/Carers cannot be contacted.

Emergency Contact (a)

Name:

Best Contact No:

Relationship to student:

Emergency Contact (b)

Name:

Best Contact No:

Relationship to student:

Emergency Contact (c)

Name:

Best Contact No:

Relationship to student:

International Student Information

Section 19: International Student Details

Only students who are International Students (i.e. NOT Australian citizens or permanent residents, or New Zealand citizens) should complete this section.

Passport No:

Country of Passport:

Visa Sub-Class No:

Health Care No:

Passport Expiry Date:

Date of Arrival in Australia:

Visa Expiry Date:

Health Care Expiry Date:

Section 20: Education Agent Information

For International Students using an Education Agent, please complete this section.

Agent's Name:

Agent's Tel No:

Agent's Company Name:

Agent's Email Address:

Does the Education Agent have authority to act on the Parent/Carer's behalf?

Yes

No

Documentation and Declarations

Section 21: Enrolment Documentation Checklist

Please provide copies of the following documents with your enrolment application. The original documents will also need to be sighted to finalise the enrolment.

Documents

Documents	Yes	No	
Student's birth certificate	Yes	No	
Parents/Carers' driver licence	Yes	No	
Australian citizenship documentation	Yes	No	Not applicable
Current visa or proof of application	Yes	No	Not applicable
Current passport	Yes	No	Not applicable
Health care documentation	Yes	No	Not applicable
School reports from current/previous school	Yes	No	Not applicable
Health or medical assessment reports	Yes	No	Not applicable
Specialist assessments	Yes	No	Not applicable
Educational support documentation	Yes	No	Not applicable
Legal documentation/court orders	Yes	No	Not applicable

Section 22: Notes on Enrolment Procedure

- An application enrolment fee of \$ 95.00 should accompany this application. This fee is not refundable. The application does not guarantee entry into the school but places your child on an interview list.
- Entrance to the school is at the discretion of the Principal. An interview, previous school reports and date of receipt of application are all factors which may be taken into account in offering places at the school. Preference is given where possible to siblings of children already attending the school or children of alumni (former students) of the school.
- Entry (**Local Students**): Unless otherwise advised, the school will contact you prior to commencement date for an interview. Where possible, successful applicants will be advised at time of interview.
- Entry (**International Students**): Unless otherwise requested to do so, the school will contact you (or your Education Agent) approximately 6 weeks before the time of proposed entry for a telephone/video conference interview. It is following this telephone interview that the Principal will offer successful applicants LETTER OF OFFER at the school. Upon receipt of your Letter of Offer, all fees (as outlined in the letter) must be paid in full for the first year. Once the school receives your payment, an official ELECTRONIC CONFIRMATION OF ENROLMENT (eCoE) will be provided to you. International Students should use this eCoE to apply for their Student Visa from the Australian Immigration Dept.

Section 23: Conditions of Entry and Retention of a Place at The Kooralbyn International School

General Conditions

- Students are to attend school throughout the year.
- Students are to abide by all school rules including the proper wearing of the prescribed school uniform.
- The school's HONOURS SYSTEM provides continuous feedback through a process of issuing Merits (for good behaviour) and Demerits (for bad/inappropriate/dangerous behaviour). If a student's accumulative Honours tally falls to five (5) Demerits or more, the student's parents/guardians will usually be asked to discuss the matter with the school Principal and to show cause why the student should remain at the school. Though the school is committed to working with parent/carers to support every child, a student who is clearly struggling to meet the basic expectations of the school (e.g. reaches 10 Demerits) can be placed on probation under the bylaws and regulations approved by the school board. If a student on probation is issued TWO (2) DEMERITS in any ONE WEEK, he/she is likely to be excluded/expelled from the school. For this reason, the Honours System should be taken very seriously. A full explanation of this 'Honours System' is provided in Student Diaries and parents/carers can obtain copies of the explanation from the school at any time.
- The school is to be advised of any medical condition or special medication required by the student. The Principal is authorised to act on the behalf of the parent/carer in a medical or other emergency if the parent/carer cannot be contacted.
- In the case of Boarders, the Principal has the authority to give permission on behalf of parents/carers for students to participate in authorised school excursions and activities.
- Parents/Carers herein assign to the school permission to use any school-produced photographic, video or digital recordings (visual or auditory) depicting the student in any promotional or educational activities as approved by the school.
- Parents are expected to cooperate with the school concerning matters of discipline, attendance, completion of prescribed homework and the proper wearing of the school uniform. The Rules & Regulations of the school may be altered or added to at any time by announcement at school assembly and/or updated online. The Parent Portal can be accessed at <https://engage.tkis.qld.edu.au>
- The Principal (or the Principal's nominee) reserves the right to discipline, suspend or exclude/expel any student whose attitude or behaviour is not conducive to the school's welfare.
- All school fees are payable in advance of each year (or part thereof). An account will be rendered in advance, with the due date for payment being the first day of term/year. A student's enrolment may be cancelled if the fees have not been paid by the due date, unless arrangements have been made with the Principal regarding late payment. This condition is also applicable to Mastery and Excellence Programs.
- ONE FULL TERM's notice is required in writing by the first day of the term prior to which a student intends to leave the school, otherwise a full term's fee is payable in lieu. If the student is forced to leave in an emergency situation, it is at the Principal's discretion as to whether this full term's notice will be required or not.
- Information about the residential addresses, attendance levels, special educational needs and indigenous status of all students of federally funded schools in Australia is required under Federal Government funding requirements and parents herein provide their permission for the school to provide such information to the appropriate government agencies.
- The school's Privacy Policy can be viewed in full, online at <https://www.tkis.qld.edu.au>

Mastery Program Conditions (for Secondary School Students only):

- Students are to attend all prescribed lessons, workshops, training sessions, etc, throughout the year.
- Students are expected to obtain levels of growth and improvement in their chosen field of specialisation.
- Students are also expected to maintain their academic and other school subjects at a level defined by the School Principal. If in the opinion of the School Principal, the student's academic results are suffering due to participation in a Mastery or Extended Excellence Program, the Principal can suspend or cancel a student's participation in that Program until academic results improve sufficiently.
- Extended Excellence Programs incur substantial costs that are NOT covered by standard Tuition Fees, etc. These programs also require considerable planning and commitment from all staff. For this reason, Extended Excellence Program fees are payable in advance on an annual (or percentage of remaining year) basis. A student's enrolment may be cancelled if the fees have not been paid by the due date, unless arrangements have been made with the Principal regarding late payment.

- Though every effort is made by the staff, coordinators, instructors, coaches and volunteers of these programs to ensure the safety of all participants, it is a condition of entry that all participants of sporting programs (Equestrian, Golf, Tennis and Aviation) must acknowledge that participation in sporting activities can be hazardous and that TKIS accepts no responsibility or liability for any injury or loss that might be sustained as a consequence of involvement in these programs and that the undersigned indemnify the organiser and its representatives against all liability or loss (including liability for negligence) arising from participation in these programs to the fullest extent permitted by law.
- The Principal (or the Principal's nominee) reserves the right to discipline, suspend or expel any student from a Mastery or Extended Excellence Program whose attitude or behaviour is not conducive to the school's welfare.
- One full term's notice is required in writing by the first day of the term prior to which a student intends to leave the Mastery or Extended Excellence Program, otherwise a full term's fee is payable in lieu. If the student is forced to leave in an emergency situation, it is at the Principal's discretion as to whether this full term's notice will be required or not.

Boarding Conditions (if applying for boarding):

- Students are to abide by all Boarding Rules of The Kooralbyn International School and the School is authorised to make decisions regarding the well-being, safety, study practices, leisure activities, language, daily routine and general behaviour of students while in the school's care.
- Though the school will attempt to obtain permission prior to authorising any medical procedures, Parents/Carers hereby give permission for the school to authorise any emergency medical procedures it deems necessary for boarding students and Parents/Carers hereby accept financial responsibility for such medical procedures or examinations.
- Boarders are strictly forbidden from possessing or using drugs, alcohol or cigarettes while Boarding at TKIS.
- The school is to be advised of any medical condition, dietary needs or special medication required by the student.
- The Principal is authorised to act on the behalf of the parent/carer in a medical or other emergency if the parent/carer can not be contacted.
- The Principal has the authority to give permission on behalf of parents/carers for students to participate in authorised school or Dormitory excursions and activities.
- The Principal (or the Principal's nominee) reserves the right to discipline, suspend or expel any student whose attitude or behaviour is not conducive to the school's welfare.
- Unless otherwise negotiated, all Boarding fees are payable in advance of each term/year. An account will be rendered in advance, with the due date for payment being the first day of term/year.
- One full term's notice is required in writing by the first day of the term prior to which a student intends to discontinue .
- Unless otherwise negotiated, Boarders are to arrive at the School's Dormitory ONE DAY prior to commencement of the school term and are to vacate the Dormitory on the last day of the school term.
- Boarders wishing to be absent from the Dormitory on weekends or any other time within the school term must submit completed copies of Form BPT-1 and Form BPT-2.
- Boarders are required to provide their own wardrobe, toiletry and study needs. Dress must be conservative and in keeping with the safety and moral concerns of the school. The school reserves the right to confiscate items of clothing, etc, which the Principal deems as inappropriate for Boarders of TKIS. (Such items will be returned at a later date.)

I/We have read and agreed to the conditions stated in Section 23 and attached is cheque/Money Order/cash for \$95 non-refundable Application Fee. (Please make cheques/Money Orders payable to : **Kooralbyn Campus Incorporated**)

Name and Signature of Parent or Legal Guardian

Name and Signature of Parent or Legal Guardian

Date

Date

Section 24: Textbook and/or Device Hire Scheme

- The Kooralbyn International School maintains a textbook and/or device hire scheme that parents can choose to participate in. The contribution to the scheme for each student is made up of the annual Government Textbook and Resource Allowance, along with an additional Text Book/Device Hire Levy contribution payable by parents.
- The scheme has 3 parts:
 - i. Resource fee** - this covers materials and services provided directly to students as part of the curriculum;
 - ii. Textbook hire** - this covers the hire of textbooks that the student will require for their chosen subjects;
 - iii. Laptop/Tablet hire** - this covers the hire of a laptop/tablet that the student will have exclusive use of while enrolled at the school.
- The textbooks and devices remain the property of The Kooralbyn International School and must be returned to the school at the end of every school year or as and when requested by the school.
- If you choose not to participate in the school's textbook and/or device hire scheme, the school will provide you with a list of textbooks and/or devices that you will have to purchase for the student, as well as additional printing fees associated with resources required for the curriculum.

I wish to join the school's textbook and/or device hire scheme and agree to let The Kooralbyn International School keep the Government Textbook and Resource Allowance payment.

I do not wish to join the school's textbook and/or device hire scheme and wish to have the Government Textbook and Resource Allowance payment refunded to me. I also agree to purchase all stated materials and pay the school's resource fees as outlined in the Textbook and/or Device Purchase List.

Name and Signature of Parent or Legal Guardian

Name and Signature of Parent or Legal Guardian

Date

Date

Section 25: Computer Usage Conditions

- Computers, tablets and other information technology resources at The Kooralbyn International School are intended for use in learning.
- When using "global" systems such as the Internet, filters are in place. Monitoring of this will be carried out by MIS (Managed Internet Service). However, it is each student's responsibility not to initiate access to or to distribute by copying, storing or printing any material that is offensive or inappropriate.
- Students are to take care of the school's information technology resources and use them appropriately and legally.
- Students **must not**:
 1. eat or drink near any school-owned computer equipment;
 2. damage computer equipment or furniture;
 3. use any school computer for games or visit non-educational or non-subject related websites; and/or
 4. break copyright (e.g. by illegally copying computer software).
- Students must be considerate to other users and **must not**:
 1. monopolise equipment;
 2. deliberately waste computer resources (e.g. unnecessary printing);
 3. intentionally disrupt the smooth running of the network (e.g. by downloading large files from the net during busy times such as class times, tampering with equipment etc.);
 4. scan or display graphics, record or play sounds, or type messages that could cause offense to others.
- Students are to accept responsibility for privacy and security when using school-owned computer equipment and **must not**:
 1. disclose his/her password to anyone;
 2. attempt to use or otherwise interfere with any other user's account under any circumstances;
 3. attempt to upload or create computer viruses or be involved with other forms of electronic vandalism;
 4. reveal his/her personal address or phone number or those of any other students or staff in any electronic communications.
- Students are to report any security breaches immediately to a class teacher or the Principal.
- Any breach of the computer usage conditions stated in this section will result in the student's removal from the school network (temporarily or permanently depending on the seriousness of the offence). Where a criminal offence may have occurred, further disciplinary and/or legal action may be taken as outlined in the school's Behaviour Management Policy.

I/We have read and agree that my/our child (the student enrolling in the school) will abide by the above conditions.

Name and Signature of Parent or Legal Guardian

Name and Signature of Parent or Legal Guardian

Date

Date

Section 26: Code of conduct for travelling on school buses

Code of Conduct for Students

- Students are expected to be at their bus stop and waiting for the bus 5 minutes prior to their scheduled pick up time.
- Students must stay in their allocated seat and not move around the bus. If seat belts are provided, students must wear them at all times.
- Keep arms, legs and other parts of the body inside the bus.
- Pass objects sensibly around the bus. Never throw objects.
- Listen to the driver and follow his/her instructions.
- Only attract the driver's attention if there is an emergency.
- Talk quietly to the people around you. Shouting and yelling is not appropriate or acceptable.
- The consumption of food or drinks while on the bus is against school rules.
- Treat the driver and other passengers with care, consideration and respect.
- Use appropriate language at all times. No offensive language by any TKIS student will be tolerated.
- Keep the bus clean.
- Protect bus property and report any vandalism.

Code of Conduct for Parents

- Parents are to arrive at the scheduled drop off or pickup point at least 5 minutes prior to the set arrival or departure time.
- Parents should never confront the bus driver or passengers with any issues they may have. Any issues or concerns should be directed to the school's administration department. (Remember, the safety of our students is of the highest priority. The last thing anyone needs is an upset bus driver.)
- Parents may not board the bus without express permission from the driver.

I/We have read and agree that our family will abide by the above conditions.

Name and Signature of Parent or Legal Guardian

Name and Signature of Parent or Legal Guardian

Date

Date

Section 27: Medical Permission

In the event of an emergency when the parent/guardian cannot be contacted, I/we give permission for this student to be given an anaesthetic. Yes No

In the event of an emergency when the parent/guardian cannot be contacted I/we give permission for this student to be given a blood transfusion. Yes No

I/We hereby authorise the school to obtain any medical or associated assistance which is deemed necessary should any medical condition or accident occur. Yes No

Name and Signature of Parent or Legal Guardian

Name and Signature of Parent or Legal Guardian

Date

Date

Section 28: Permission to Obtain Documents from Current/Previous School

I/We give permission for _____ to forward all documents and information
(Name of current/previous school)

pertaining to my child _____ to The Kooralbyn International School.
(Full name of student)

Name and Signature of Parent or Legal Guardian

Name and Signature of Parent or Legal Guardian

Date

Date



Believe in yourself

KOORALBYN

THE KOORALBYN INTERNATIONAL SCHOOL

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