

ENROLMENT/PARTNERSHIP AGREEMENT POLICY



LAUNCESTON
CHRISTIAN
SCHOOL



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in Christ, wisdom and knowledge

LCS Enrolment and Partnership Agreement Policy

Launceston Christian School is a K-12 school committed to providing a Christ-centred education grounded in Christian values. This document outlines our enrolment process and the expectations for a thriving, Christ-centred community where parents and caregivers play a vital role. This policy serves as the foundation for a strong partnership between the school and home to support every student's journey.

Part 1: Enrolment Process

Admission Criteria

LCS welcomes applications from families who are supportive of our Christian ethos. A key consideration during enrolment is a family's commitment to Christian values. Priority is given to families who are actively engaged in the Christian faith, which typically includes regular church attendance and participation. We may ask for confirmation of church involvement during the enrolment process.

We also consider each student's individual qualities and the family's potential contribution to our school community. Enrolment is always subject to our ability to provide the appropriate support and resources for each student's needs.

The following categories outline the priority for enrolment for students applying to all K-12-year levels and for those added to our Application Register for possible future enrolment.

Enrolment Priority	Description
Category 1	Actively engaged Church-attending Families: This includes families with a sibling of a current student, a child of a past LCS student, a student of a current staff member, or new family applications.
Category 1B	Sibling of a currently enrolled student: For families who are not actively engaged in church attendance.
Category 2	Family not actively engaged in Church: This includes families with a child of a past LCS student, new family applications

Application Process

1. **Application Submission:** Submit an online, completed application form and all necessary documentation.
2. **Application Interviews:** Families and students will participate in interviews with school leadership.
3. **Support Assessments** – if required, students and/or parents will co-operate with medical assessments or provision of other information the school identifies as necessary to assess any additional needs that may be required to support the student
4. **Academic Assessment:** Students will undergo academic assessments to ensure the school can provide appropriate support.
5. **Decision:** Admission decisions are communicated in writing. The final enrolment decision rests with the Principal.
6. **Application Register:** A register is established when a year level is at capacity. Should space become available, priority is given according to the categories listed above.

Refusal of Enrolment

We understand that enrolment is an important decision for families. There may be times when we're unable to offer a place due to the following reasons:

- The student or family's values, conduct, or beliefs are deemed incompatible with the school's Christian ethos.
- The school determines that it cannot adequately meet the student's specific academic, social, emotional, or physical needs with the available resources.
- The family fails to provide all requested documentation or full disclosure of relevant information during the application process.
- There are significant academic or behavioural concerns based on a student's previous schooling.

Students with Disabilities and Special Needs

A strong partnership between the school and parents is essential for the effective support of students with disabilities and special needs. The school is committed to working collaboratively with families to understand a student's needs and to provide support where we are able. However, the support we can offer is subject to the availability of appropriate staffing, resources, and our duty of care to all students and staff. An enrolment offer may be refused if the school determines that it cannot provide a safe and effective learning environment for the student or others with the resources available.

Part 2: Parent and Community Partnership

At LCS, our approach to relationships and communication is grounded in Biblical principles. We follow the model laid out by Jesus in Matthew 18:15-20: if you have a concern, start by speaking directly with the person involved. We believe in acting with love and seeking justice, guarding our words and speaking truth in love (Ephesians 4:29, Proverbs 16:28).

Scope

This agreement applies to parents, carers, and extended family members of students enrolled at LCS. It is always in effect while engaging with the school community, including on and off campus, at school events, excursions and through all forms of communication.

Definitions

- **Principal** means the person charged with responsibility for the operation and function of the school.
- **Parent/ carer** is a person who is the legal guardian of a child enrolled LCS.
- **Extended Family** are people that are associated with the student, such as stepparents, grandparents, siblings or other extended family members. The expectation of behaviour extends to these people.
- **Staff** are people who are employed by Launceston Christian School, and include office and facilities staff, teaching staff and teacher support staff, relief staff and Leadership.
- **Volunteers** include people who volunteer without remuneration for their time and skills to help or support the school in various ways. It includes other parents, PIC members and the Board members.

On-Campus & Communication Etiquette

Parents and Carers are required to:

- Treat all members of the school community with courtesy and respect, as we are called to be unified in the body of Christ (1 Corinthians 12:25).
- Sign in at the front office during school hours.
- Seek permission before entering a classroom.
- Book appointments with staff for meetings.
- Maintain a respectful tone in all communications, remembering that our speech should always be gracious (Colossians 4:6).
- Speak directly to the relevant staff member to seek clarity.
- Support and encourage teachers and leadership, as we are instructed to respect those in authority (Romans 13:1).
- Park in parent-designated parking
- Only attend a school-organised event, such as a camp or excursion, with preapproval from the organising staff member.

Parents and Carers must not:

- Use verbal or physical violence.
- Be on campus after 3:30 pm without a prior arrangement.
- Interrupt teachers during class time.
- Contact staff members at home or outside of school hours.
- Send disrespectful, aggressive, or threatening emails.
- Gossip about or slander staff members (Proverbs 11:13).
- Approach a student (other than your own) to discuss a complaint without the student's parent present.
- Attend school while under the influence of alcohol or illicit drugs.
- Arrange personal activities on campus without approval.

Social Media

The same expectations for conduct apply to all online interactions. Parents should share positive stories, encourage others, and raise concerns privately. Parents must not use social media to air grievances, engage in public arguments, or share confidential information. For privacy reasons, you must not post or share images of students other than your own without permission from their parents.

Behaviour Management

Parents are required to support the school's Behaviour Management policy and trust that teachers' decisions are based on their professional judgment. While input on serious matters will be sought, the final decision rests with the Principal. Arguing with staff about disciplinary decisions should be avoided. We encourage parents to support staff authority, as it is a vital part of a functioning community (Hebrews 13:17).

Class Allocation

Understand that class placements are at the discretion of class teachers, and are not negotiable with parents, carers or students. Many factors surround the makeup of a class, and preferential treatment will not be given. If you have extenuating circumstances to request a class placement, they must be submitted in writing to the Head of School in early Term 4; however, staff do not offer any guarantees of placement

Raising Complaints

Parents have a right to raise issues, but they must follow the correct channels as per the LCS Complaints Handling Policy. When contacting staff, Parents are encouraged to consider their tone and allow a reasonable time (24-48 hours) for a response. For matters involving another

student, parents should speak directly with the class teacher, then the Assistant Heads of school, Head of School, and if necessary, the Principal.

Staff, volunteers, and leadership are entitled to a safe workplace and may make formal complaints if parent behaviour becomes inappropriate.

Before and After School Duty of Care

Students are the responsibility of their parents before 8:30 am and after 3:15 pm. During these times, students must not be on campus unless accompanied by a parent/carer or attending a school event. LCS staff are not responsible for the supervision of younger siblings who are not students. While on campus outside of school hours, parents hold the Duty of Care for their children. Unaccompanied students who are still on campus at 3.30 pm will be sent to the office, and parents will be contacted to pick up immediately.

Illness or Injury During the School Day

If a student becomes unwell or is injured during the school day, office staff will provide appropriate first aid. If the student's condition warrants further care or they are unable to remain at school, parents or caregivers will be contacted and are expected to collect their child from the school office as soon as possible.

For safety reasons, students of any age will not be permitted to walk home if they are ill or injured.

With parental direction and consent, a taxi may be arranged for secondary students to travel directly home. The cost of the taxi will be the responsibility of the parent or caregiver.

If a senior student who is a P plater has driven to school, the Head of Secondary will contact the parent to discuss whether their student has the capacity to drive home if unwell, and arrangements will be made.

Breaches of Conduct

In the event of a parent breach, the Head of School will address the issue, beginning with a restorative conversation. For serious breaches, the Principal has discretion to respond as the situation warrants. Possible consequences may include being directed to leave school grounds, a requirement to attend a reconciliation meeting, communication restrictions, or, in extreme cases, a suspension from campus or expulsion of the family from the school.

All LCS employees are empowered to take any necessary steps to protect their own health and well-being, and that of students, should a parent or carer act in an inappropriate or threatening manner.

Families with Dual Households

At Launceston Christian School, we understand that some families may live across two households. We're committed to supporting all students and creating a stable, caring environment for their learning and wellbeing.

Under the *Family Law Act 1975*, it is generally assumed that both parents share equal responsibility for making important decisions about their child's life—including their education—even if they are separated. This means both parents are expected to consult each other and make a genuine effort to reach an agreement on key matters.

As a school, our primary focus is on your child's academic, emotional, social, and physical well-being. In situations where there is conflict between parents or carers, our staff are not able to mediate or take sides, and we are not in a position to become involved in personal or legal disputes. Families are required to manage these matters outside of the school setting.

When enrolling a child, we ask that **both parents sign the Acceptance of Enrolment Form**, where possible. This reflects shared responsibility and ensures both parents are aware of the school's expectations and policies.

If one parent wishes to withdraw a student from LCS, we require written agreement from **both enrolling parties** before we can take action on that request, unless there is a Court Order that overrides this policy.

Withdrawal or Termination of Enrolment

Voluntary Withdrawal: If a family chooses to withdraw their child, they must provide at least ten school weeks' written notice to the principal. Failure to provide this notice will result in a penalty of five weeks of tuition fees.

Involuntary Termination: The school reserves the right to terminate a student's enrolment in cases of serious or persistent breaches of the Behaviour Management Policy or this agreement. This also applies if a student's needs, including those related to a disability, change to a point where the school can no longer provide a safe and appropriate learning environment with its available resources. Such action would only be taken as a last resort, following due process and after other measures have proven ineffective. The final decision for an involuntary termination of enrolment rests with the Principal.

Part 3: General Information

Non-Discrimination

LCS admits students of any race, colour, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally available to students. We do not discriminate on these bases.

Financial Aid

We understand that finances can be challenging, and a limited amount of financial aid may be available. Families in need are encouraged to apply.

Data Use Disclaimer

LCS will use enrolment data to manage admissions, inform resource allocation, and for strategic planning. All data will be handled in accordance with privacy regulations and LCS's data protection policies.



Child's Full Name:

Year:

Date of entry:

Part 4: Acceptance of an Offer of Enrolment

By signing this form, I promise to support the principles and policies of Launceston Christian School, and I agree to adhere to the expectations of the LCS Enrolment and Partnership Agreement Policy.

I/we also acknowledge and agree to the following conditions:

- To support the principles and educational policies of the school, which are based on a Christ-centred worldview, and that "in him all things hold together" (Colossians 1:17).
- To support the school in its efforts to develop an attitude of learning, respect, and self-discipline in my child.
- To pay all required fees and levies on time. I understand that if I withdraw my child, I must provide at least ten school weeks' written notice or pay a penalty of five weeks of tuition fees.
- I/we confirm that I have provided all available information about my child's mental and physical health and learning abilities and acknowledge my vital role in a partnership with the school to ensure my child's needs are met.
- I/we acknowledge my child is required to participate in all school activities they are able to.

In signing this agreement, I/We agree to:

1. Continually keep LCS informed of any changes in care or custody arrangements, or any needs the student may require that may impact on their health, safety or wellbeing and/or enjoyment of LCS services and/or facilities
2. Immediately notify of any serious injury, infectious disease or disability suffered or developed. If required, we will follow any expectation of isolation or quarantine periods;
3. Fees being reviewed annually by LCS at its discretion and that the fees are due and payable on the date of the invoice.
4. Take steps to ensure that the student complies with the schools' policies eg behaviour policy, cyber safety;
5. LCS not being responsible for loss or damage to property of the student eg computer;
6. Authorise LCS to arrange medical, surgical or hospital treatment in the event of an emergency and that the parent will be liable for the cost;
7. Collection, use, disclosure and retention of personal information about parents and student in accordance with privacy policy;
8. Use of photos or videos of the child within boundaries of permissions;
9. Permit teachers to reasonably conduct searches of belongings;
10. Give permission for student to attend excursions

11. To agree to support the Behaviour Management Policy, where the Principal is of the opinion that the student has engaged in behaviour that is not consistent with the expectations;
12. Termination of the enrolment if:
- (i) misleading information was provided, or significant relevant information was omitted in the enrolment process or after enrolment;
 - (ii) LCS is not able to make reasonable adjustments for the student's medical condition, learning difficulties and/or additional needs; and
 - (iii) In the Principal's opinion, there has been a serious or persistent breach of the student behaviour policy and/or LCS Enrolment and Partnership Agreement Policy; and
 - (iv) Failure to pay school fees without an arrangement with LCS
13. Being jointly and severally liable for the obligations set out in the Acceptance of Enrolment form.

Other Information Required
1. I affirm that I have provided all available information about my child's health and learning abilities to enable the school to ensure correct class placement and to initiate individual assistance programs where they are deemed necessary. Yes ☐ No ☐
2. I hereby acknowledge my child is required to take part in all school activities, including school sport, camps, excursions and other out of school time activities, and understand and accept that teachers will be responsible for such reasonable care and protection as would normally be given by parents. I also understand that for some subjects my child will be required to attend sports training and/or other events held outside normal school hours. Yes ☐ No ☐
3. I am happy for photographs of my child to be published. Yes ☐ No ☐
4. I consent for my contact details to be provided to our Parents in Community (PiC) executive committee as part of their role in welcoming new families to LCS. Email: Yes ☐ No ☐ Mobile number: Yes ☐ No ☐

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Principal's Signature: _____ Date: _____

References: *This policy has been created with reference to relevant Australian and Tasmanian legislation, including the Education Act 2016 (Tas), the Disability Discrimination Act 1992 (Cth), and the Privacy Act 1988 (Cth).*