



Swan Christian  
EDUCATION ASSOCIATION



# Parent Code of Conduct



“And let us consider how we may spur one another on toward love and good deeds, not giving up meeting together, as some are in the habit of doing, but encouraging one another...”

Hebrews 10:24



## Welcome to the Swan Christian Education Association (SCEA)!

We are honoured that you have chosen to enrol your child in a SCEA school and we hope that the partnership formed between you and our staff members will enable them to flourish.

At the heart of everything we do is a desire to see every student equipped and empowered to experience life in all of its fullness.

For our partnership with you and the wider school community to be strong, it is essential that we allow the Christian values and beliefs, that are foundational to our schools, to shape every aspect of our work and community interactions. This includes the expectations placed on our staff members and parents.

The Codes of Conduct we have established for our staff members and parents aim to foster positive and effective relationships. This Parent Code of Conduct aims to make clear the kind of community we want to build and how we expect parents to engage with our schools.

No school community can ever claim to be 'perfect', but if there is a shared commitment to being kind, respectful and truthful; unity is achievable. We hope that we can engage with each other in this way. We expect that misunderstandings will occur from time to time, but our hope is that we can engage in respectful conversations to overcome them.

In addition to working in partnership with your child's teachers, we would encourage you to join your school's Parents in Partnership Committee. There is also an opportunity for those who are deeply committed to the Christian faith to join the Christian Life Committee. For further details regarding these groups, please contact your Principal.

We look forward to partnering with you.

Blessings,

A handwritten signature in black ink that reads "Graeme Cross".

Dr Graeme Cross  
**SCEA Chief Executive Officer**





What follows are the expectations that all parents whose children attend a SCEA school commit to by way of an agreement. If you have any concerns regarding any aspect of this Code of Conduct, please bring them to the attention of the Principal.

To confirm your commitment to this Code of Conduct, please sign and date the final page of this document and submit it, in its entirety, to the school.

## Our College/School is a Christian College/School; As members of the school/college community,

- We recognise that this Christian College/School is a Christian school whose purpose is the educational, spiritual, emotional, social and physical development of every student in a holistic way so that they may flourish. The College/School desires that all students are able to grow and learn in an environment that is safe and shaped by Christian beliefs and values. Integral to our approach is ensuring that the learning programs include opportunities for students to develop an understanding of the Bible and how its principles can shape how we live as individuals and within community. Christian teaching and values will guide all aspects of school life.
- We agree to work in partnership with, and actively to support, this College/School in fulfilling its purpose and will encourage our child/ren to do the same.
- We acknowledge that, as the College/School is a Christian community, conduct and attitudes based on Christian values can be the foundation for strong and effective relationships.

## Our College/School is a Safe School; As members of the College/School community,

- We recognise that the College/School is committed to the safety and well-being of all its students, we agree to support the College/School in its efforts to provide a safe school environment that supports student well-being and effective learning.
- We agree that all communication between students, parents/legal guardians, visitors and staff members should be conducted in a courteous and respectful manner, as befits a Christian community.
- We agree that if we have concerns about matters relating to our child/ren, we will communicate directly with the College/School on these and not broadcast them in public contexts, including social media.
- We agree to avoid confrontation and criticism of the College/School in public and accept that there is no place in the College/School community for sarcasm, derogatory remarks, inappropriate familiarity, or offensive language.



- We agree to support the values and to abide by the rules and expectations of the College/School as set out in the College/School's publications, which may include the Handbook, Parent Code of Conduct, Parent Agreement, and Student Code of Conduct. We note that our child/ren must do the same, and we agree to encourage them in this. In particular, we have noted the College/School's requirements in relation to discipline, home study, uniform and attendance.
- We acknowledge that ideally, both parents/legal guardians are involved in decision-making about the student's education (unless a court has indicated otherwise). We agree to work together, and with the College/School, in making decisions about the student's education that are in their best interests.
- We understand that the College/School requires parents/legal guardians and others to observe College/School security procedures for the protection of students from direct contact with those outside the College/School during school hours. For this reason, we are only to make contact with our child/ren through the College/School office.
- We understand that the Principal may exclude either parent/legal guardian from entering the College/School premises or from participating in College/School activities. We recognise that the Principal would normally only do this if we were in breach of these conditions, or behaving in a way that puts at risk members of the College/School community, including students, legal guardians and staff, or School/College property.

## What our students participate in; as members of the College/School community,

- We accept that the College/School may determine which particular classes, courses, and activities are offered and/or provided at any time and which of these classes, courses and activities are compulsory. All students must participate in all programs and events that are deemed by the College/School to be compulsory. We understand that some activities included in the College/School's annual calendar may occur on weekends and evenings.
- We understand that requests for leave from College/School activities, including academic and co-curricular programs, and for early departure at the end of a term and/or late return from breaks are considered only in the most extreme cases. Such requests must be in writing to the Principal.
- We understand that the College/School requires parent/legal guardians to be actively involved in the College/School through attendance at parent/guardian-teacher interviews, parent/guardian information evenings and parent /guardian forums, participation in courses offered by the College/School relevant to our child/ren's education and assistance to the College/School in a voluntary capacity from time to time.
- We note that the College/School will value our feedback, particularly in relation to the our child/ren's progress. It is acknowledged that forming a collaborative partnership with the College/School will benefit our child's learning. We agree that our communications with the College/School and its staff will always be in accordance with the procedures outlined in the College/School's policies.



## Student Health; as members of the school/college community,

- We promise that we have fully disclosed any specific needs of our child/ren (including but not limited to any medical, physical, learning or psychological needs). We have disclosed these in the best interests of our child/ren to support the College/School to meet their needs. We understand that if we have deliberately withheld knowledge of our child/ren's special needs, thereby placing our child/ren at risk, we may be asked to withdraw our child/ren from enrolment at the College/School.
- Where any disclosed special needs change or where any special needs arise, we agree to notify the College/School immediately. We also agree to complete our child/ren's medical form accurately and provide annual updates for the College/School.
- If our child is ill or injured, necessitating urgent hospital and/or medical treatment (for example, blood transfusions or surgery) and if we are not readily available to authorise such treatment, we authorise the Principal or, in the Principal's absence, a responsible member of the College/School staff, to give necessary authority for such treatment. **Please note that this does not include vaccination for the purpose of providing immunity to disease. We will never vaccinate your child without your permission.**

## Your Privacy; as members of the school/college community,

- We acknowledge that the College/School may, from time to time, collect personal information about parents/legal guardians and students, which is necessary for the College/School's function or activities. We authorise the College/School to use and disclose such information in such a manner as the Principal thinks fit for the purposes of our child/ren's education, health, care, welfare or development. We have read the College/School's Privacy Policy and Fee Collection statement as found on the College/School's website.
- We understand we will be asked at enrolment (should we be offered a place) and annually to give permission for images (still or moving) of our child/ren to be placed in the College/School records, displayed from time to time around the College/School, or published in SCEA/ College/School publications.
- We agree to advise the Principal immediately of any changed family circumstance that may affect our child/ren's emotional, physical or social well-being. We also agree to provide the College/School with all current court orders (if any) relating to us and our child/ren. We note that the College/School's Privacy Policy deals with the confidentiality of such information. We understand that the College/School is not responsible for the enforcement of any such orders and agree that we must comply with them.
- We agree to the College/School sending communications (such as newsletters and school reports) to us and any parent/legal guardian of our child/ren unless a court order to the contrary is in place.
- We note that our child/ren have been enrolled at the College/School in the name indicated on the Application for Enrolment, which is identical to the name on our child/ren's Birth Certificate. We understand that the College/School will only change the name on its records upon receipt of a court order or other legal document authorising this.



- We acknowledge that the Principal (or Principal's nominee) may search our child/ren's bag, locker, mobile phone, vehicle and electronic devices or other possessions where there are reasonable grounds to do so. The Principal may also carry out camera and computer surveillance for security purposes which include using CCTV cameras, software or equipment to monitor the use of computers, the sending or receiving of emails, the accessing of websites and the use of social media.

## Fees and other payments

Details regarding College/School fees can be found on the SCEA website and on the website of each SCEA school. This information includes:

- Annual tuition fees as set by the SCEA Board
- School Development Fund contribution
- Building fund contribution (tax-deductible)
- Upfront annual Tuition discount
- Pension discounts, and
- Other items from time-to-time

## As members of the College/School community, we

- will be asked to pay a non-refundable Enrolment Fee of \$670 per family if we agree to accept the place or places offered. Payment of this fee shall pre-empt enrolment of our child/ren being offered a place at that time and does not guarantee acceptance of any subsequent applications for siblings
- agree to pay to the College/School all fees and charges for extra subjects, excursions, camps and the supply of goods and services to our child/ren as determined by the SCEA Board and as published annually in the School Fee Schedules on the SCEA website.
- understand that all fees are reviewed annually with notification of fee variation prior to commencement of the following school year.
- understand that, by agreeing 'jointly and separately' to pay all fees and charges, both of us are responsible for paying such fees and charges. We further understand that this means that, if one of us fails to pay the fees and charges, the other one of us is fully responsible for paying the fees and charges, irrespective of any arrangement between us or with another person (for example, another family member) as to who is to pay.
- accept that the College/School will not enter into disputes arising from disagreements between us over responsibility for paying the fees and charges.
- understand that SCEA reserves the right to recover fees from banks or other institutions from legal guardians/guardians/nominated fee payers



- agree to pay fees as required, either through billing or direct debit:
  - The annual tuition fees and School Development Fund Fees are billed at the start of each year, and can be paid:
    - Annually in advance (a discount on the year's tuition fee applies if paid on or before February 28)
    - Quarterly in advance, with the balance due on or before the first day of school for that term
    - By a direct debit agreement, with quarterly, fortnightly, monthly or weekly payments. Direct debit authority information will be provided on request.
  - In advance, payments (following enrolment) can be made by Bank Direct deposit, cash, cheque, EFTPOS, or credit card. If fees are not paid annually or quarterly in advance, a direct debit plan must be in place.
- agree to notify the Business Manager/Registrar if we wish to pay fees by instalments, noting that if we do not notify the Business Manager/Registrar, the fees are due in one payment at the beginning of the term.
- understand that if an account for fees and/or charges is not paid in full by the end of the term in which they are due, our child/ren's enrolment may be suspended, and the College/School may subsequently, without further notice, refuse entry to our child/ren or terminate our child/ren's enrolment.
- understand that no remission of fees, either in whole or in part, will be made if our child/ren are absent due to illness, leave or suspension, if our child/ren are not fully vaccinated and are asked to remain home for their safety, or if the education provided by the College/School is delivered, in part or whole, by online or remote learning due to a lockdown of the College/School.
- understand that if our child/ren commence part way through term, a pro-rata tuition fee will be calculated on a ten-week term basis. A full annual contribution to the School Development Fund will apply to students commencing part way through the year.
- agree to pay all medical and ambulance expenses incurred on behalf of our child/ren.
- acknowledge that our child/ren's personal property is not insured by the College/School, which does not accept any responsibility for loss of, or damage to, personal property.
- understand that a sibling discount (applicable when multiple children are concurrently enrolled within a Swan Christian Education Association school) is not available for families where siblings have different living arrangements.



## Ending enrolment; as members of the College/School community, we

- understand that our acceptance of the College/School's offer of a place for our child/ren and payment of the enrolment fee indicates that our child/ren will have an enrolment place at the College/School unless unforeseen circumstances arise or conditions outlined above are not met
- accept that, if we wish to withdraw our child/ren, thereby ending their enrolment, we must give a full term's notice (or ten weeks of instruction time – holidays not included) in writing to the Principal. The notice (verbal notice is not accepted) must be given no later than one week prior to the end of the preceding term, including if this is Term 4. If this notice is not given, we agree to pay a term's (ten weeks of instruction time) fees, including any applicable GST. This amount is a genuine pre-estimate by the College/School of the loss that it would suffer because we have not given the required notice.
- understand that, where fees remain unpaid by the end of a term, a late payment fee of \$50 per month may be charged until all overdue payments are made.
- understand that any expenses, costs or disbursements incurred by the Association in recovering any outstanding monies, including debt collection fees and solicitor's costs, will be paid by the debtor.
- agree that the Principal may end our child/ren's enrolment if:
  - we have not provided, or do not provide to the College/School before or after our acceptance of the College/School's offer of a place for our child/ren, information that is materially incomplete, incorrect or misleading, (including our child/ren's current immunisation record), or
  - we fail to comply with the conditions outlined above, or
  - our child/ren's behaviour is inconsistent with the expectations outlined in the Student Code of Conduct, or
  - upon receiving advice from appropriate specialists, the College/School is deemed to be unable to provide the educational services required for our child/ren because of their unique needs, and in their best interests, alternative service providers (schools) are recommended, or
- agree that the Principal may, in the Principal's absolute discretion, but subject to affording our child/ren procedural fairness, expel, suspend or dismiss our child/ren for breaches of the Student Code of Conduct or ill-discipline even if the offending conduct takes place away from College/School premises or outside normal College/School hours.
- In the event that a single parent/guardian has enrolled the child/ren (i.e. signed the enrolment form), only that parent/guardian is permitted to remove the child/ren from the school and that parent/guardian is responsible for ensuring the payment of any outstanding fees. If two parents/guardians have signed the enrolment form, then it is desirable for both to be involved with the withdrawal of the child/ren, if that is their decision. In any case, either one of them is responsible for the payment of outstanding school fees.



## General; we agree

- that the College/School may send notices and fee accounts to our last provided email address/s.
- to tell the School/College about anything that could affect our child/ren's ability to participate in the School/College's program or activities and any change in our contact details or where or with whom our child/ren are living.



Beechboro  
Christian School



Ellenbrook  
CHRISTIAN COLLEGE



Kalamunda  
CHRISTIAN SCHOOL



Mundaring  
CHRISTIAN COLLEGE



Northshore  
Christian Grammar School



SOUTHERN HILLS  
Christian College



Swan  
Christian College

# Agreement

I/we agree to abide by the Parent Code of Conduct for (School/College) in recognition that our child/ren are enrolled in the School/College, and we are consequently part of a community that values us.

Child Name: \_\_\_\_\_

Child Name: \_\_\_\_\_

Child Name: \_\_\_\_\_

Child Name: \_\_\_\_\_

## Parent 1/Guardian 1

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Parent 2/Guardian 2

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Your School/College:

- |  |  |
|--|--|
| <input type="checkbox"/> Beechboro Christian School              | <input type="checkbox"/> Northshore Christian Grammer School |
| <input type="checkbox"/> Ellenbrook Christian College            | <input type="checkbox"/> Southern Hills Christian College    |
| <input type="checkbox"/> Kalamunda Christian School              | <input type="checkbox"/> Swan Christian College (Jnr School) |
| <input type="checkbox"/> Mundaring Christian School (Jnr School) | <input type="checkbox"/> Swan Christian College (Snr School) |
| <input type="checkbox"/> Mundaring Christian School (Snr School) |  |

*Please sign and return this page to school administration.*





**Swan Christian**  
EDUCATION ASSOCIATION

**WEBSITE**  
scea.wa.edu.au

**CONTACT**  
info@scea.wa.edu.au  
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**ADDRESS**  
1 Padbury Terrace, Midland, WA 6056



***OFFICE USE ONLY.***

*To be completed by the school/college.*

Internal Parent Code: \_\_\_\_\_