



**SCHOOL RULES / ENTRY AGREEMENT  
ACCEPTANCE OF OFFER**

PLEASE READ CAREFULLY AND SIGN AND RETURN AND RETURN THE SIGNATURE PAGE

This acceptance which is signed by both parents and your son acknowledges that you have read and understand all content of this Offer of Place and all attachments provided and reviewed links to information contained on the school's website in regard to overseas student and provider compliance policies: <http://www.hutchins.tas.edu.au/international-compliance/>

I have reviewed and understand the conditions within this Offer of Place which form the basis of my son's enrolment at The Hutchins School. These documents have been endorsed by The Hutchins School and are regulated by CRICOS and the ESOS Act of Australia.

We sign below to acknowledge we understand and agree to the following conditions and compliance for enrolment and acknowledge that the full course cost from entry to end of the study period of this Offer of Place is as follows:

Secondary Junior Grades 7-12 Course Code: OO4729D	AUD\$
Course start date: _____	Course end date: _____
Prepaid <u>tuition</u> fees.....	.....*
Prepaid <u>non-tuition</u> fees (including health cover) .....	.....*
<b>TOTAL</b> course fee <u>tuition</u> (Years .....)	.....*
<b>TOTAL</b> course fees <sup>^^</sup> <u>non-tuition</u> (Years 8-12).....	.....*
(as at 2014 fee level)	

<sup>^^</sup> *Non-Tuition total course fee includes – boarding fees, medical cover, averaged uniform/textbook estimates over the period (\$300 per year), enrolment deposits, enrolment application fee, capital fee, EAL testing and/or tutoring fees (private provider), levy (boarding bank) and other non-tuition sundry fees estimates.*

**Student Visa Regulations**

International Students must adhere to 80% course attendance to maintain their Student Visa status. Hutchins will regularly monitor attendance. It is a condition of enrolment for all international students that they meet certain levels of performance in their academic work. School reports, when issued, must contain a minimum of 80% "satisfactory" or better ratings for Application, Effort, Behaviour and Attitude. They must also achieve ratings of SA, CA, HA or EA in at least half their subjects and assessments at level "C" or higher in at least 80% of the criteria being assessed.

It is School policy that all boys meet all expectations of the Principal and in particular that they:

- Acknowledge and experience the religious life of the School while continuing to observe their own beliefs
- Commit themselves fully to their studies and to their homework
- Present and conduct himself in a manner consistent with the rules and accepted customs of the School
- Participate in the total academic, cultural and athletic program of the School and that they will give priority to all School commitments involved
- Attend all designated School occasions
- Be present at School for each teaching day of each term

**Additional conditions**

This enrolment is conditional on your agreement/consent and conditions of the Offer have been fully explained within this Offer of Place letter on previous pages. We, the parents and student in signing this acceptance and agreement and understanding all that this Offer of Place contains and further agree to special conditions as follows:

- a) The Hutchins School offers its own EAL/EFL program inclusive in the school tuition fees. However, should your son commence and review assessment indicate that his English proficiency levels are not to the standard required to enter into mainstream classes and there are not sufficient students who require 'intensive' language instruction, additional tutoring fees may be charged to bring your son quickly up to the standard he needs for entry into normal classes. The Head of EAL/EFL will determine his requirements and discuss with you prior to the intensive additional tutoring program being commenced. Fees for additional intensive EAL are charged to your school account and could range from \$50-\$100 per hour (depending on tutor level and availability).

Should additional intensive ESL lessons be identified you will be advised of the duration and expected costs prior to this being delivered. Should you not agree with intensive tutoring being delivered nor the cost involved and your son is not coping with the standard expected at his year level due to low level proficiency in English language, the School reserves the right to request he be withdrawn from the School.

Regular assessment of your son's English progress throughout each term is undertaken and reports will indicate to you his on-going needs. Should a tutor be appointed, the tutor's details will be noted on these reports to enable you to discuss any aspect of his progress.

This agreement and acceptance which is signed below by both parents and your son acknowledges that you have read and understood all conditions, content and attachments and booklets provided and that together they form the conditions of enrolment into The Hutchins School. These documents have been endorsed by The Hutchins School and are regulated by CRICOS and the ESOS Act of Australia.

We sign below to acknowledge we understand and agree to the following conditions of enrolment:

- I have received and read the School Rules and agree to be bound by same.
- I have received and read the "Additional Information for International Students" booklet noting the Refund Policy within the handbook.
- I understand that should a subject not be available from the list of subjects provided for his course, that the Academic Administrator will discuss with my son an alternative subject appropriate to the course level and pathway. Subjects within a course at times vary depending on class sizes and availability.
- I agree that should my address details change during the enrolment period that I will immediately advise the School of the new address and contact details.
- The National Code states that a student may request a change of Provider. However please note that it is a condition of enrolment into The Hutchins School that the School will not release a student to another Provider within the first six months of enrolment unless exceptional circumstances can be proven i.e. health, interstate relocation or where it has been deemed to be of benefit to the student whether academically or socially and only following counseling process and the correct procedures as outlined by the School.
- The Hutchins School reserves the right to defer, suspend or cancel a student's enrolment should a student continually break School Rules, not maintain expected attendance under Student Visa regulations or not perform academically due to an unwillingness to apply themselves to study. This action will only be taken after counseling, verbal and written warnings and where discussions with the boy's family have all proven to be ineffective.
- Information provided by applicants may be made available to Commonwealth and State agencies pursuant to obligations under the ESOS Act 2000 and the National Code
- Deferment or suspension of an enrolment by a student or the student's family may be granted under compassionate reasons and in accordance with procedures of The Hutchins School.

Please sign that you consent, agree and understand with the above conditions of this Offer of Place and accept the Offer of Place and agree to pay all fees as outlined for your son's enrolment into The Hutchins School.

BOY'S NAME:

LEVEL/YEAR OF ENTRY:

Student's Signature and acknowledgment: .....

.....  
(Parent/Guardian 1)

.....  
(Parent/Guardian 2)

**PARENT'S AND STUDENT'S SIGNATURES PLEASE**

**Please sign and return this page and all other documents via email to our Director of Enrolments at Australian Boarding Schools International (ABSI). Our ABSI team works on behalf of admissions of The Hutchins School.**

If English is not sufficient to understand the content of forms, policies, business agreements or the conditions of the Offer of Place, it is your responsibility to engage a translator to ensure you have clearly understand what you are signing. Agents please assist family



## **SCHOOL RULES LAST UPDATED: 9/2013**

### **1. Conduct**

Boys must act honestly, show common sense and good manners and be loyal to the School. In all matters of school discipline and behaviour, the School will view more seriously circumstances where older or more senior boys have involved other boys, whether by intention or not.

### **2. The co-curricular program**

- 2.1 The academic program including homework where set will have priority over other activities and teachers will require boys to complete all class work or homework missed.
- 2.2 Official school detentions will take priority over co-curricular or outside commitments or interests.
- 2.3 Cultural, sporting and related activities are an integral part of the curriculum: boys will participate where and when required. Where a student has a conflict with Club and Hutchins sport (playing or training) or any other activity the Hutchins sport or activity has priority.
- 2.4 Attendance by students at school camps is compulsory.
- 2.5 Sport is compulsory for all boys and no boy may play the same sport throughout the year.
- 2.6 No Hutchins boy may compete against other Hutchins boys who are representing the School.
- 2.7 Where State or National selection is imminent, the Principal may grant approval for State or National training to take priority over school training. A student who plays a sport for a club must also represent the School in that sport provided the School is also represented in that sport. The only exception is when the student is representing the School in an activity which would clash with that sport.
- 2.8 Exemption from any of the rules relating to the co-curricular program may be granted only by the Principal.

### **3. Uniform and Personal Appearance**

- 3.1 Boys must wear the approved School or sporting uniform to and from School and at any School-related activity.
- 3.2 Boys must be neat in dress and conservative in appearance at School and at all School-related activities.
- 3.3 The wearing of jewellery or body adornments in any form is prohibited.
- 3.4 Boys' hair must be its natural colour and worn in a clean, tidy style acceptable to the Head of School.
- 3.5 Boys must be clean shaven unless exemption is granted by the Principal.
- 3.6 Shoes are to be formal shoes with polished black leather uppers and black laces. Sports shoes may not be worn to School when dressed in formal School uniform at any School-related activity.
- 3.7 Boys must have an approved hat at School and when away from the School on School-related activities and will wear it when directed.

#### 4. **School Hours**

Normal School hours (ie. supervision provided until school classes commence at 8.30 am or 9.00 am for Kindergarten) are 8.10 am – 3.50 pm (3.15 pm for Early Learning Centre and 3.35 pm for Junior School) Monday – Friday during the published term dates.

#### 5. **Health and Safety**

The safety of the school community is of prime concern to the School.

5.1 Boys must not possess or deal in prohibited substances while on School premises or while wearing any item of School uniform or while participating in any activity connected with the School or in circumstances where they are likely to be identified with the School. The Deputy Headmaster, a Head of School, or the Director of Boarding may search any property of a student, any student's locker and any student's room in the Boarding House, if it is believed that the student is in possession of prohibited substances. "Prohibited substances" includes but is not limited to tobacco in all its forms, alcohol unless the boy has reached the age of eighteen and has the permission of the Principal, prescription drugs used in any manner contrary to the issuing doctor's instructions and any substance which is illegal in the State of Tasmania.

5.2 Boys must not bring to School or to any School-related activity offensive or dangerous items.

5.3 Boys must not enter or take food or drink into any classroom or teaching area unless given permission by a member of staff. Chewing gum is forbidden at any School-related activity.

5.4 In areas such as the Science laboratories, the Design and Technology Faculty, the computer laboratories, the Performing Arts studios, the gymnasium, the swimming pool and other specialist areas, boys must observe the special regulations which apply to those areas.

5.5 During normal School hours boys may not leave the grounds without permission from the Head of School.

5.6 Burbury House is out of bounds to all day boys unless the Director of Boarding gives permission or when it is being used as a "safe house".

5.7 Parents/guardians are advised and accept that the School does not hold Personal Accident Insurance for boys.

#### 6. **Damages**

If boys damage or break any item of School property, or notice any breakages, they must immediately report it to the Head of School. Where damage occurs as a result of carelessness or misbehaviour, boys will be charged for the cost of repairs.

#### 7. **Vehicles**

Year 12 boys may drive to and from School if granted permission by their parents/guardians and the Head of School. Under exceptional circumstances, such permission may also be granted to Year 11 boys. Boys may not park in the School Car Park. A boy may transport another boy in his vehicle only with the express permission of the Head of School, his own parents/guardians and his passenger's parents/guardians.

#### 8. **Computers**

The School has a right to monitor electronic transmission on the School network. Boys are bound by an Acceptable Use Agreement when using School computers. The School has the right to bar access to any site.

## 9. **Absence**

- 9.1 In the event of a boy's absence due to illness, parents/guardians must notify the School by 9.00 am each day of his absence. A note to his Class or House Tutor explaining his absence must be brought when he returns to School.
- 9.2 Boys will attend School during the published dates for each term. Under exceptional circumstances the Head of School may grant permission for a boy to be absent during these dates.
- 9.3 For absences greater than four consecutive weeks, a fee equivalent to 50% of the leave period will be charged. For absences up to four consecutive weeks or individual periods of no more than four weeks, 100% of the fee will be charged. In the case of illness, no fee will be charged on production of a medical certificate covering any extended period of leave ie. more than four consecutive weeks.

## 10. **Immunisations**

It is a requirement of the School to collect information in regard to a child's immunisation history. It is also a parent's obligation to keep the School up-to-date with any further immunisations given to that child at any other stage throughout their time at Hutchins. On first enrolling at Hutchins, or for any consequent immunisations given after this date, an immunisation certificate (Health Record Booklet) or other proof of immunisation must be produced to the School. In the event that this cannot be supplied, a Statutory Declaration must be signed and lodged with the School.

The School however accepts parents' rights not to immunise their child, however those parents must understand that their child/children will be excluded from the School in the event of an outbreak of any infectious disease. Parents who wish not to immunise their child/children must sign a Statutory Declaration confirming their objection to do so. In the event that a child is excluded from the School due to an outbreak of an infectious disease, full fees will be payable for the duration of that child's absence.

## 11. **Tidiness and Lost Property**

- 11.1 All boys' property must be named. Articles left lying around the School will be impounded and a fine may be imposed for their recovery.
- 11.2 The School will not accept responsibility for loss of or damage to clothes or other personal effects of boys while on the School premises or in transit to or from the School.

## 12. **Application for Admission (THIS IS NOT APPLICABLE FOR INTERNATIONAL STUDENTS)**

By signing the "Application for Admission" form parents/guardians agree:

- 12.1 To pay an Application fee of \$110.00, which is non-refundable.
- 12.2 To provide when requested any relevant information concerning the boy's educational or medical history.
- 12.3 To provide, when requested, the names of referees from whom the School may seek advice.

## 13. **Business Arrangements**

By signing the Enrolment Form parents/guardians agree:

- 13.1 That the enrolment is subject to the School's acceptance of the enrolment and offering of a place in the School.

- 13.2 To pay all Tax Invoices issued by the School for its tuition fees and charges by the due date.
- 13.3 Interest will be paid on any overdue amounts owing to the School (including tuition fees, charges and interest) calculated at the Westpac Banking Corporation Indicator Lending Rate, as varied, from the due date until the date of payment in full of those overdue amounts.
- 13.4 To pay an Enrolment Deposit prior to commencement of schooling which shall be determined according to the level of entry, and as specified in the School's Offer of a Place letter.

The Enrolment Deposit will be refunded upon the parents/guardians written request to the School, which can be made from the date the last child in the family ceases attending the School ("cessation date"). However, if the request is not made within 6 years of the cessation date, the Enrolment Deposit will be applied as income of the School and dealt with for School purposes at the discretion of The Board of Management.

The Enrolment Deposit and other fees paid to the School are subject to National Code 2007 conditions relating to refunds should withdrawal of enrolment be made and will depend on the notice given of the withdrawal. This being in accordance with regulations governed by National Code and outlined on the International Student Agreement page signed by both parents within the documentation issued.

- 13.5 To give at least one term's written notice of withdrawal of the student from the School. If this period of notice is not given, to pay to the School, half of the term tuition fees, calculated at the level at which the student is currently enrolled.
- 13.6 To immediately notify the School in writing of any serious illness or disability suffered or developed by the student from time to time.
- 13.7 To be bound by the School Rules as amended from time to time.

#### **14. Termination of Enrolment**

Where any breach of these Rules is judged by the Principal to constitute a serious threat to the health, safety or welfare of the school community, or where the breach violates parents'/guardians' obligations to the School under Clause 12, the enrolment may be terminated. This may also include the non-payment of fees by their due date.

#### **15. Use of Photographs**

Boys and their parents/guardians agree that the School may use photographs taken at school or on school-related activities of Hutchins boys in any publications (whether written or electronic) published by or on behalf of the School for purposes associated with the School and that the School is not required to obtain any further permission from the boys or their parents/guardians to do so.

#### **16. Disputes**

If any boy or his parents/guardians has a complaint or dispute concerning the interpretation or application of the School Rules or the operation of the School, then it will be considered and dealt with by the School Board as the School Board sees fit, upon a written submission to the Principal.

International Students follow processes as approved by National Code 2007 in accordance with the School's CRICOS Provider Registration and the process is provided to all parents / students enrolled.

17. **Amendment to School Rules**

The Board may amend these Rules from time to time by giving notification in the School's newsletter at least one school term before the amendment is to take effect.

\*\*\*\*\*