



Hellenic Community of Western Australia

Centre for Hellenic Studies, WA
PART TIME LANGUAGE – CULTURE PROGRAMME

APPLICATION FOR ENROLMENT

Please select the program of attendance

- *Saturday School (9.00am – 12.30pm)*
- *Afternoon Classes at St. Andrew's Grammar*
- *Afternoon Classes at Claremont Primary School*
- *Afternoon Classes at St. Mark's School, Hillarys*

APPLICATION FOR ENROLMENT

ABOUT YOUR CHILD

Preferred School-Programme* _____

Surname _____ Given Name _____

Preferred Name _____ Sex M / F

Current Year Level and **Day School** (if attending) _____

Date of Birth ____ / ____ / ____ Country of Birth _____

Nationality _____ Religion _____

Main Language Spoken _____ Other Languages Spoken _____

* Saturday School or Afternoon Class

		<i>Invoice Number</i>	<i>Date</i>
Annual Tuition Fee	\$		

I/We the undersigned request that the child named on this Enrolment Application Form be considered for enrolment to The Centre for Hellenic Studies, WA. We have read the Centre's literature contained within and agree to fully support the Centre's philosophy and objectives and agree to be bound by the rules and regulations governing the Centre for Hellenic Studies, WA. We agree that our child will fully participate in prescribed school activities including religious and other activities of the Hellenic Community.

We accept responsibility for the fees and that a full term's notice in writing to the Coordinator is required of the intention to withdraw the child named on this Enrolment Application Form from the Centre for Hellenic Studies, WA and that failure to do so will necessitate the charge of one quarter of the annual tuition fee.

Signature of Parent/Guardian _____ Date _____

Hellenic Community Administrative Services Unit.

2 Hellenic Drive Dianella WA6059

Phone: (08)9376 5800 – Fax: (08)9376 5839 – Email: CentreForHellenicStudies@hcwa.org

PARENT INFORMATION

MOTHER OR FATHER

Preferred Title _____ Surname _____

Given Name _____ Religion _____

Language _____ Country of Birth _____

Australian Citizen Y / N

Residential Address _____

Telephone (home) _____ Telephone (work) _____

Mobile _____ Email _____

Please tick the following if you do not allow the Centre for Hellenic Studies, WA to contact you on your email address for newsletters etc []

What are the most important expectations you have when you decide to send your child/ren to a Greek Community School?

FAMILY DEMOGRAPHICS

FAMILY INFORMATION

Student Resides with (please circle) Both Parents / Mother / Father / Guardian/s

GUARDIAN INFORMATION

Only give guardian details if student does not permanently reside with the parents detailed in this form

Name _____ Relationship to Student _____

Address _____

Telephone (home) _____ Telephone (work) _____

Mobile/s _____

Are you a current member of the Hellenic Community of W. Australia? YES NO

EMERGENCY CONTACT/S

Names of persons to be called when parents/guardians cannot be contacted

Name _____ Relationship to Student _____

Telephone _____ Mobile _____

Name _____ Relationship to Student _____

Telephone _____ Mobile _____

STUDENTS WITH DISABILITIES

For students with disabilities a *Supplementary Enrolment Form for Students with Disabilities* must also be completed. This form can be provided upon request.

MEDICAL INFORMATION

STUDENT

Medicare Number _____ Doctor _____ Telephone _____

MEDICAL CONDITIONS *Please list and detail any medical conditions relating to your child*

Tick yes or no to the following medical conditions relating to your child and where relevant, provide details

Intolerance to any food Yes [] No [] _____

Have asthma Yes [] No [] Mild Moderate Severe

Have diabetes Yes [] No [] _____

On any medications Yes [] No [] _____

Have epilepsy Yes [] No [] _____

Have heart problems Yes [] No [] _____

Have allergies Yes [] No [] _____

Reaction to insect bites Yes [] No [] _____

Had a recent operation/s Yes [] No [] _____

Allergic to ointments/elastoplasts Yes [] No [] _____

Other Yes [] No [] _____

Please be aware we have a nut minimisation policy in our school. As some students at our school have severe allergies to these products we do not allow them on campus. Please ensure your child/ren do not bring these foods to school. Foods such as peanut butter sandwiches and nutella are not allowed.

RULES REGULATIONS & CONDITIONS FOR ADMISSION

School Copy Compliance with the following regulations of the Centre for Hellenic Studies, WA is understood to be a condition of the Applicant's admission to the Centre. Please read the following carefully and seek explanations where necessary prior to signing the Application Form.

ADMISSION

- Students commencing The Centre for Hellenic Studies, WA must be at least 4 years of age.
- Accordingly, the Centre for Hellenic Studies, WA reserves the right to determine the commencement year on an individual basis.
- Application for enrolment must be made on the attached form only.
- The Application Form must be completed and signed by the Parents/Guardians.
- It is the duty of the parents to advise the Centre for Hellenic Studies, WA of any change of particulars shown on the original Application for Enrolment Form.

ARRIVAL AND SUPERVISION

- All students must arrive punctually for the programme but not prior of 10 minutes from the beginning of the lessons. Supervision will commence 10 minutes prior to the commencement of the lesson. No adequate supervision is available prior to this time. Students should not arrive any earlier and no responsibility can be taken by the School at these times for any mishaps. Students from Kinder - Year 1 must be picked up by parents from their classroom. Parents are responsible for the drop-off and pick-up of all students at all times. In the event that a student will be picked up by someone other than the parent/guardian, the teacher must be informed

SCHOOL CODE OF CONDUCT

The Centre for Hellenic Studies, WA recognises the individual needs and rights of every child. The safety and respect of all students is paramount to the Centre for Hellenic Studies, WA, therefore, students and their families are expected to adhere to the rules and regulations that follow, in order to ensure the effective operation of the Centre for Hellenic Studies, WA, the safety of the students and the provision of a quality educational environment for all.

Students have the right to:

1. Be respected as individuals.
2. Have their personal property respected.
3. Learn in a safe and enjoyable environment.
4. Be given the opportunity to learn to the best of their ability.
5. Appeal a decision made by the school.

Students have the responsibility to:

1. Abide by all school rules.
2. Respect other people.
3. Respect other people's property. If property damage occurs then students responsible for the damage are expected to make good the loss.
4. Complete all work requirements on time and to the best of their ability.
5. Give others the opportunity to learn to the best of their ability.
6. Attend extra-curricular activities organised by the School.
7. Remain within school premises at all times during school hours and until picked up by their parents.
8. Avoid unacceptable behaviour, which:
 - is dangerous to the school community.
 - is offensive, abusive or inconsiderate.
 - interferes with the right of teachers to teach and students to learn.
9. Be punctual and always well prepared for class.

Any serious problem is reported to the Centre for Hellenic Studies, WA coordinator, who discusses the matter with the student, parents and/or teacher concerned, in an effort to reach a just and impartial resolution

FEES

- The school fees are payable in advance.
- No reduction will be made in respect of a student's absence from school for extended holidays.
- School Fees are set by the Board and are subject to variation without notice.
- The Centre for Hellenic Studies, WA reserves the right to cancel the enrolment of a student where there is no satisfactory response on the part of the parent/s to school reminders for the payment of outstanding school fees.

ILLNESS AND INJURY

- In the event of an acute illness or injury to a student during school hours, the School will attempt to contact the parents, or nominated person by phone.
- Students at school, will, under no circumstances, be allowed to leave during school hours to go to an unattended home.
- If no contact can be made with the student's parents (or guardian) then the School will immediately arrange for medical treatment.

- The School takes no responsibility for payment of medical, hospital, transport or any other expenses that may be incurred.

LEARNING TECHNOLOGIES

- When using the School’s Computer Network, students:
- -must not visit unauthorised web sites when using the Internet. If an inappropriate web site is accidentally visited, then students must immediately report this to their teacher.
- -are forbidden, unless directed by their teacher, to enter details into any *online* application form while using the Internet at school. This ban applies to use of their own name or personal details, names and personal details of other students, teachers, family or friends and fictitious names and details.
- -are forbidden, unless directed by their teacher, from accessing and using web mail, email accounts, newsgroups or chat rooms while using the Internet at school.
- -are forbidden to save text, games, music, media clips and/or images to the School Network or on to memory sticks that do not support the educational goals and objectives of the School.
- -are forbidden to bring to school, personal computers, laptops, iPods, MP3 Players, Palm Tops, PDA’s and other electronic storage devices (other than memory sticks/thumb drives) at any time without the express permission of the coordinator.
- When saving information from web sites to student folders students:
- -must include the URL and author/copyright owner when saving information/images etc.
- -must appropriately acknowledge the source used in an assignment/investigation in order to avoid plagiarism.
- When printing text documents students:
- -must cut and paste the information into a Word document for editing to avoid paper wastage.
- -must transfer the URL and author/copyright owner to the Word document to ensure acknowledgement and avoid possible plagiarism.

GENERAL

The Centre for Hellenic Studies, WA reserves the right to vary these rules from time to time as it deems necessary.

Parents acknowledge and accept that the Centre for Hellenic Studies, WA and its agents and employees may use photographs and/or audiovisuals of the students and/or their work involved in school-based activities for use in any publication, on display boards, in any electronic form or media or for any school use whatsoever, and I fully understand the contents, meaning and impact of this release.

Parents hereby waive any right to inspect or approve the finished photographs, electronic images or final compositions that may be used in conjunction with them now or in the future, whether those uses is known to them or unknown, and waive any right to royalties or other compensation arising from or relating to the use of photographs or other audiovisual images.

Parents hereby agree to release, defend, and hold harmless the Centre for Hellenic Studies, WA and its agents or employees, including any firm publishing and/or distributing the finished product in whole or in part, whether on paper or via electronic media, from and against any claims, damages or liability arising from or related to the use of the photographs, including but not limited to any misuse, distortion, blurring, alteration, optical illusion or use in composite form, either intentionally or otherwise, that may occur or be produced in taking, processing, reduction or production of the finished product, its publication or distribution.

Signature of Parent/Guardian _____ Date _____

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