



# CHRYSALIS STEINER SCHOOL

educating the whole child

## Enrolling at Chrysalis

## Practical Steps



### Choosing a School

Choosing a school is one of the most important decisions that parents make for their children.

The Chrysalis enrolment process is designed to support parents making an informed and mindful decision.

At the Chrysalis School, children have the opportunity to learn in an unparalleled natural environment, taught and cared for by excellent professional staff within the context of an enriching Steiner curriculum.

We invite you to explore the opportunity to enrol your child at Chrysalis.

#### Step 1: Application

Following your initial contact, you will receive an enrolment pack. Upon completing the requirements in the enrolment pack, including payment of the \$150 non-refundable administrative fee per child, your child's name will be added to the appropriate class wait list.

#### Step 2: Enrolment Interviews

Once a place becomes available for your child, an enrolment interview is offered. Interviews are an important part of the enrolment process. The focus of the interview is for both parties to determine whether it is in everyone's best interest that your child/ren join the Chrysalis Steiner School community and when it is most appropriate to do so.

#### Step 3: Enrolment

Following the successful outcome of the enrolment interviews, the Education Director will advise you of the offer of a place at Chrysalis. This offer will need to be accepted within a suitable time frame and be accompanied by a \$500 non-refundable deposit towards the first term's school fees. Sibling discounts apply for subsequent children in the same family enrolling at Chrysalis. Once you have accepted your place and the fees have been received, your child/ren's place at Chrysalis Steiner School will be assured.





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## Chrysalis School Fee Information for 2022

Class	\$ Costs per Term				\$ Per Term
	Tuition	Camps & Materials	Music Programme	Maintenance Levy	
Morning Star Kindergarten	\$ 1,008	\$ 298	\$ -	\$ 100	\$ 1,406
River Song Kindergarten	\$ 1,008	\$ 298	\$ -	\$ 100	\$ 1,406
1	\$ 1,008	\$ 298	\$ -	\$ 100	\$ 1,406
2	\$ 1,008	\$ 298	\$ -	\$ 100	\$ 1,406
3	\$ 1,008	\$ 298	\$ -	\$ 100	\$ 1,406
4	\$ 1,008	\$ 330	\$ 136	\$ 100	\$ 1,574
5	\$ 1,008	\$ 464	\$ 272	\$ 100	\$ 1,844
6	\$ 1,008	\$ 598	\$ 272	\$ 100	\$ 1,978
7	\$ 1,107	\$ 716	\$ 272	\$ 100	\$ 2,195
8	\$ 1,107	\$ 716	\$ 272	\$ 100	\$ 2,195
9	\$ 1,107	\$ 950	\$ 272	\$ 100	\$ 2,429

### Our Fee Values:

Chrysalis School aims to offer an excellent Steiner education at a well-resourced & beautiful campus. Financial management is critical to our school's sustainability and fees are an important source of school income. We work in partnership with you to achieve our aim.

### Changes for 2022

- A 1.5% increase in fees over 2021 levels.
- Class 9 is being offered in 2022 with a bigger camps program than the younger years.
- Chrysalis is working with Edstart to provide more flexible payment arrangements.
- Annual fee payments are due prior to Term 1 commencing. Termly fee payments are due the first day of each term. Instalment payments to be arranged directly with Edstart only.

### Fee Assistance:

In recognition of our School's principle that Steiner Education be available to as wide a group of students as possible within our Shire, Temporary Fee Support is available (which includes Tuition Fee Support and Bursaries). Information and application forms are available from the school office. Families are encouraged to communicate early if financial hardship arises.

### Fee Collection and Management:

Upfront Annual and Termly fee collection payments will continue to be managed by the Business Operations Manager. All payment by instalment arrangements will be managed by Edstart.

### Payment of Fees:

**Fees** are due by the first day of each term. It will be assumed that you will pay in full for each term by the due date, **unless you have registered with Edstart**.

### Invoices and Statements:

An **Invoice** for Term Fees (including Music Tuition and Instrument Hire where applicable) will be sent electronically at least 14 days before the first day of term.

**Statements** will be sent with Invoices, and at the beginning of each month, and will include any charges and payments made.

### Fee Payment Incentives:

**Incentives** are available to encourage and reward timely payments.

**Payment Options to the School:**

For payment **by direct bank transfer** please use:

Account name: Chrysalis School

BSB: 533-000

Account number: 32853105 (please note the school's new account number)

Reference/Description: Your eldest child's name, or, the Invoice/Statement number

Fees may also be paid **by credit card** (Mastercard or Visa) via the office.

To pay **by cash**, please deposit the cash directly into the BCU Bellingen branch quoting the account details above and ensuring the BCU puts a reference on the payment as above. The School will not receive cash payments for security reasons.

**Yearly fee payments**

Please advise the school in writing prior to Wednesday 12 January 2022 in order for accurate calculations of your family's annual fees to be made, including the 6% discount on Tuition Fees.

Yearly Invoice due by Friday 28 January 2022

**Termly payments**

The Termly Invoices are sent at least 14 days before the first day of term or upon enrolment.

Termly Invoices due dates (first day of each term):

Term 1: Monday 31 January 2022

Term 2: Wednesday 27 April 2022

Term 3: Tuesday 19 July 2022

Term 4: Monday 10 October 2022

**Payment Options via Edstart:****Instalment payments**

In order to pay by instalments, families now need to register with Edstart. Edstart are a school payment specialist institution. The Edstart Pay+ option will allow you to pay school fees by instalments spread evenly across the entire year on a weekly, fortnightly or monthly basis for no extra cost to families. Applications to Edstart are completely confidential and arrangements with Edstart are independent of Chrysalis Steiner School.

To set up a plan, register with Edstart online via the following link [edstart.com.au/chrysalis](https://edstart.com.au/chrysalis).

**Longer term repayments or managing an overdue debt via Edstart**

For families looking for repayment options beyond the school year, Edstart Extend\* offers extended repayment terms up to 5 years after graduation.

\*Note: Extra fees and charges are associated with Edstart Extend.

This is particularly suitable for families who are facing ongoing financial hardship beyond the assistance available on a temporary basis through the School's Bursary and Tuition Fee Support programme. The School strongly suggests families apply for this option if needed, as under the Education Act the school cannot serve as a financial institution, and expects all overdue debts to be managed through an Edstart arrangement only by the end of 2022.

The School can no longer carry over debt beyond the end of each school year.

Note: All fees and interest associated with the Edstart Extend option are arranged between Edstart and families directly, the school does not cover these costs.

Alternately, you may wish to arrange funding through your own financial lending institution.





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## Chrysalis School Fee Information for 2022 (continued)

<b>Annual Fees</b> (the Invoice is sent at least 14 days before the first day of the school year or upon enrolment)	
<b>Insurance</b>	\$30 per child per annum (or part thereof), and covers specific injuries.
<b>SEA Levy</b>	\$30 per child per annum (or part thereof). This levy supports our school's participation in Steiner Education Australia (SEA).
<b>Term Fees</b> (the Invoice is sent at least 14 days before the first day of term or upon enrolment)	
Term Fees includes <b>Tuition Fees</b> and the following specific components:	
<b>Camps &amp; Materials</b>	<ul style="list-style-type: none"> <li>This includes all classroom materials supplied.</li> <li>Camps and excursions are compulsory and occur throughout the year. Chrysalis School will endeavour to keep the excursions and camps programme to budget. There will be no refunds given unless camps cannot be rescheduled.</li> <li>For Kindergarten children, as well as materials, this line item relates to the ingredients for the food used in Kindergarten as they do not go on camps or major excursions.</li> </ul>
<b>Maintenance Levy</b>	\$100.00 per family per term is charged (pro-rata for Morning Star families). All families will have the opportunity to participate in targeted activities to have their Maintenance Levy refunded.
<b>Music Programme</b>	From Class 4 Music Tuition is charged: \$136.00/term in Class 4 for paired lessons, and \$272.00/term in Classes 5 to 9 for solo lessons. Music Tuition charges are added to your Term invoice. Instrument hire is charged to your school fee account on an annual basis.
<b>Morning Star</b>	Fees for attendance at Morning Star for less than 5 days per week are charged pro-rata: \$843.60/term for 3 days per week and \$1,124.80/term for 4 days per week. Additional days may be added at the start of a new term, and encouraged to be 4 days by Term 4 for transition to River Song.
<b>Other Fee Information</b>	
<b>Fee Payment Incentives</b>	<p><u>Yearly fees:</u> which are paid in full by 28 January 2022 will receive 6% discount of the total <b>Tuition Fees</b> component.</p> <p><u>Term fees:</u> Fees that are paid in full by the first day of each term will receive a \$40.00 discount per family toward the following term's fees (pro-rata for Morning Star families).</p> <p><u>Fees by Instalment:</u> All families whose fees are paid in full by the last day of the academic year – Friday 9 December 2022 – will receive a \$100.00 discount per family toward the following year's fees, irrespective of other incentives accessed.</p>
<b>Sibling Discount</b>	<b>This applies to the Tuition Fee component only.</b> The eldest child is always the first child for billing purposes. The second child receives 30% discount of the Tuition Fees and additional children 50% discount of Tuition Fees.
<b>Camp Component</b>	Due to the extensive camp programme in Classes 6 to 9, if your child commences after Term 1 in those classes, an additional camp fee of \$450.00 per term not enrolled will be charged.

<b>Withdrawal Fee</b>	<p>If you are intending to withdraw your child/ren from Chrysalis, 1 term's notice (10 weeks) is required in writing to the Education Director, or a Withdrawal Fee Invoice equivalent to 1 term's fees will apply from date of notice per child, where notice is provided after the commencement of your child/ren's final term.</p> <p>If a family on a Bursary or Fee Support does not provide appropriate notice, all Bursary or Fee Support will be forfeited and the Withdrawal Fee will be charged at the full term's cost.</p> <p>A final statement will be sent electronically. Families withdrawing must settle any outstanding fees within four weeks of departure unless a payment arrangement has been negotiated and approved by the Business Operations Manager.</p>
<b>Withdrawal for 2023</b>	<p>A withdrawal of a student for the 2023 school year must be communicated in writing to the Education Director by 31 October 2022. Withdrawals after that date will be charged a pro-rata Withdrawal Fee Invoice based on a 10 week term as above.</p>
<b>Withdrawal Form</b>	<p>Parents must complete a Withdrawal Form, which will be emailed on receipt of the written Withdrawal Notice, to advise their child/ren's next place of learning (whether it be home-schooling, or a new school).</p>
<b>School Fee Debt</b>	<p><b>If school fees are in arrears (debt) beyond 2 terms, this may lead to your child/ren's enrolment being withdrawn.</b></p> <p>Statements will be sent electronically and act as a formal reminder notice. Where families have not settled their fees account by the due date, or have not successfully applied to make payment instalments through Edstart, a student may be prevented from commencing a new term when no payment arrangement has been negotiated.</p>
<b>Collection of Fees</b>	<p>Liability for payment of the fees accounts rests jointly and severally with the person(s) signing the Application Form which means each party who has signed the enrolment application is individually responsible for payment of all school fees and levies regardless of which party has paid the fees, unless the School is advised in writing of a change in circumstances and forms are resigned and accepted by the School.</p> <p>Costs associated with fee collection (eg. dishonoured cheques, debt collection agency charges, etc) will be wholly charged to debtors via their fee account.</p> <p>Any family failing to settle the account or to negotiate a payment plan will be referred to a debt collections agency for immediate recovery action.</p>



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## Chrysalis School Music Programme 2022: Fees and Conditions

### Lesson fees

- **Class 3** – Music Tuition is provided as part of the regular school fees, there are no fees for instrument tuition.
- **Class 4** – Music Programme fees are \$136.00 per term and include paired tuition and participation in a specialist music ensemble. Although usually in pairs, there are instances where Class 4 children may have solo tuition due to a variety of possible circumstances which are discussed with parents.
- **Class 5 through Class 9** – Music Programme fees are \$272.00 per term and include both individual tuition and participation in a specialist music ensemble.

### **Attendance and Accountability:**

Teachers keep an ongoing record of student's attendance at lessons, and their reasons for absence and lessons made up. The school tries to provide 34 lessons per year, although this is not guaranteed. If a child is absent from a lesson due to a school activity (e.g. camp, excursion) then teachers will provide make up lessons. If a child is absent from a lesson for family reasons, sickness, or forgetting to attend the school is **not obliged** to make up the lessons, however, the teacher will endeavour to make it up if they have time to do so. Music concerts, rehearsals and in school music performances may be counted as lessons.

### **String Family Instruments:**

#### Violins

- **Class 3** – students are charged \$88.00 per year for the hire of a violin sized to suit each child. It is best not to purchase a violin for your Class 3 child, as they will outgrow it. If hired instruments are damaged beyond reasonable wear and tear, cost of repairs or a replacement fee will be charged. Replacement strings and general maintenance will be at the school's expense.
- **Class 4 to Class 9** – children are able to hire school violins, however once students have progressed to a full size violin, families will need to purchase an instrument. The School can give advice regarding brands and where to buy a new violin.

#### Violas

Violas are available for hire at \$100.00 per academic year. If they are damaged beyond reasonable wear and tear, cost of repairs or a replacement fee will be charged. Viola hire will be charged to your school fees account. Alternatively, the School can give advice regarding brands and where to buy a new viola.

#### Cellos

Cellos are available for hire at \$140.00 per academic year. If they are damaged beyond reasonable wear and tear, cost of repairs or a replacement fee will be charged. Cello hire will be charged to your school fees account. Alternatively, the School can give advice regarding brands and where to buy a new cello.

### **Resale/upsizing of String Family instrument:**

As children grow, their requirements regarding an appropriately sized string instrument change. Chrysalis will arrange the next instrument to suit, or advice when a full sized instrument is required to be purchased.

### **String Family Instrument repairs:**

Local instrument repairer Bob Demkin is most readily available; his number is available from the office.

**Percussion Family Instruments:****Marimba**

Marimbas are available for hire at \$ 100.00 per academic year. If they are damaged beyond reasonable wear and tear, cost of repairs or a replacement fee will be charged. Marimba hire will be charged to your school fees account. Alternatively, the School can give advice regarding brands and where to buy a new marimba.

**Drums**

Students learning drums are required to have their own drum kit or practice pads at home for practice. Students are required to bring their own sticks to lessons.

**Guitar and Ukulele Family Instruments:**

All students learning one of these instruments are required to own their own instrument and to bring it to school for lessons. The School does not sell these instruments but can give advice regarding brands and where to buy them.

**Piano/Keyboard:**

Students learning piano are required to have a piano or suitable keyboard at home for practice. Lessons will be given on the school piano/keyboard.

**Strings and conditions for instruments owned by students:**

- All instruments, sticks, mallets, owned by students are the responsibility of the owner/family.
- Any damage or loss is the responsibility of the owner/family.
- Strings for guitars and ukuleles need to be bought independently by the parents. The School can advise brands and retailers.
- As good violin, viola and cello strings and rosin can be harder to come by and more expensive, the School can replace strings for students from school stock and charge to fees account at the end of each term.
- The School recommends all stringed instruments have a spare set of strings in the case console so that tutors can assist promptly with the replacement of strings.

**Progressive music books:**

- Progressive music books (e.g. Suzuki, Progressive Guitar) are provided to students as part of the program.
- Students will be charged for any books that are lost and therefore need to be reissued. This cost of re-issue will be added to term fees at the end of the term.



# CHRYSLIS STEINER SCHOOL

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## ENROLMENT POLICY

### OVERVIEW

*Chrysalis School for Rudolf Steiner Education is an inclusive, secular, co-educational K–8 school providing an education underpinned by the philosophy and values of Steiner education, and registered by the NSW Educational Standards Authority (NESA). All applications will be processed in order of receipt and consideration will be given to the applicant's support for the ethos of the school, siblings already enrolled in the school and other criteria determined by the school from time to time. To maintain their enrolment, once enrolled, students are expected to act consistently with the school's ethos and comply with the conditions and terms of enrolment. Parents and guardians are also expected to be supportive of the ethos of the school.*

### POLICY (CONDITIONS OF ENROLMENT)

#### *Education*

1. Chrysalis School welcomes students from all backgrounds and acts in accordance with anti-discrimination legislation.
2. The educational program at Chrysalis School meets NESA registration requirements while teaching from the National Steiner Curriculum. (This may include: the use of natural materials in play such as dirt, grass, logs and climbing trees during supervised play times; and participation in the music program, school excursions, camps, outdoor education, festivals and additional education programs.)
3. Students are required to take part in all school activities including, school excursions, camps, festivals and alternative education programs.
4. Students will be placed in a class according to their age guided by Steiner principles of education and in line with legislative requirements. Placement into classes will be at the Education Manager's discretion.
5. Parents and guardians are expected to be supportive of and involved in the Steiner educational impulse inherent in the Chrysalis ethos, education policies and programs and to adhere to *Codes of Conduct* and school rules.
6. To maintain their enrolment, students are expected to support the School's ethos, demonstrate satisfactory effort, attitude and behaviour, and adhere to the *Codes of Conduct* and school rules.



## ***Legal***

1. All applications for enrolment will be processed as per *Chrysalis School Enrolment Procedures & Process*. Applications are processed in order of receipt. Consideration is given for siblings already attending Chrysalis School, parents or guardians who are Chrysalis School staff members, previous attendance at a Steiner school, the needs of the incumbent students in each class, and other criteria determined by the School from time to time.
2. Prior to enrolment, parents and guardians must disclose any special circumstances that may need to be taken into account by the School including medical, behavioural, psychological and educational testing information.
3. An **enrolment contract** (*Enrolment Application Form*) must be completed for each student enrolled in the School and signed by both parents or guardians.
4. At Chrysalis Steiner School we aim to maintain single stream classes. Class sizes will be within the legal requirements of State and Federal governments and school policy. (Class size Policy)

## ***Financial***

1. A non-refundable *Application Fee* is payable on submission of the *Enrolment Application Form*; a non-refundable *Enrolment Deposit Fee* is payable in order to confirm the place offered to a student.
2. Prior to enrolment, parents and guardians will be advised of the financial requirements of enrolling.
3. To maintain an active enrolment, payment of all tuition and other fees and charges must be satisfactorily observed as per the *Chrysalis School Fee Information* for each year.
4. Where applicable, the *Chrysalis School Fee Agreement* is to be signed by both parents or by both guardians. The *Chrysalis School Fee Agreement* must also be completed and signed by any third party responsible for paying school fees.
5. It is the parent's/guardian's responsibility to inform the School of any change of address, telephone numbers or email as soon as it is known.

## ***Health and Wellbeing***

1. Chrysalis School provides a managed First Aid and Student Sick Bay area where students who are taken ill or injured are accommodated while contact is made with parents or guardians as required. If a student requires urgent medical or hospital treatment of any nature and the School is unable to contact the parent or guardian after making reasonable efforts, parents/guardians authorize the School to give authority for such treatment. Parents/guardians indemnify the School, its employees and agents in respect of all costs and expenses arising directly out of such treatment.
2. Students are responsible for their personal belongings and the School will not be liable for any loss of these belongings.

## ***Conduct***

1. If the Education Manager considers that a student is in serious breach of or has otherwise engaged in conduct, which is harmful or detrimental to Chrysalis School or its students or staff, the Education Manager may remove the student permanently or temporarily at their absolute discretion. No refund of fees will usually be granted in these circumstances. Behaviour Support Policy and attachments are available for viewing on the school website.

2. Before a child is removed permanently, the School will provide the student, parents or guardians with details of the conduct pertaining to the situation and give them a reasonable opportunity to respond.
3. If the Board of Governors upon recommendation from either the Education or Business Manager believes that the relationship of trust and cooperation between a parent or guardian and the school has significantly broken down, then it may direct a parent/guardian to remove their child from the school. No refund of fees will usually be granted in these circumstances.
4. The Board of Governors' may alter these conditions of entry at any time providing not less than one terms notice, and which will take effect from 1 January in the following year.

### ***Attendance, Absence, Withdrawal, Exemption***

1. Students must comply with attendance procedures. Parents must notify the school administration of a student's absence in person, through a phone call, note or email, texts are not suitable. The School administration will record all messages as per the *Attendance Policy*. Unexplained absences are followed up by the Class Teacher and Office Staff.
2. Exemption from Attendance and Enrolment at School: In 2012 the Minister under section 25 of the Education Act 1990 delegated the power to the principal of a non-government school to grant and cancel a certificate of exemption from being enrolled and attending school in certain prescribed circumstances for periods totaling up to 100 days in a 12 month period. Students who are granted exemption from attendance are not included in the absence return.
3. **Exemption from Enrolment at School:** Education Manager (or delegated authority in EM absence) may grant exemptions to students of compulsory school age from the requirement to be enrolled in school in exceptional circumstances. (refer DEC Guidelines)
4. Applications for exemption from enrolment must be made in advance to the Education Manager (or delegated authority in EM absence) using the *Application for Exemption from Enrolment at School Form*, and be approved by the Education Manager. If approved the Education Manager will grant a *Certificate of Exemption from Enrolment at School*. If false or misleading information is given by parents/guardians or the conditions for exemption are not met, the certificate is no longer valid and will be cancelled.
5. **Exemption from Attendance at School:** Application for *part-day* and *full-day* exemption from school attendance must be made in advance to the Education Manager (or delegated authority in EM absence) using the *Application for Exemption from Attendance at School Form*, and be approved by the Education Manager (or delegated authority in EM absence). If approved the Education Manager will grant a *Certificate of Exemption from Attendance at School*.
6. An application for exemption from attendance for extended periods of time (more than a week) must be submitted to the Education Manager (or delegated authority in EM absence) not less than 4 weeks before the anticipated date of departure. As the student is still enrolled at the school, in usual circumstances the school will request that *Tuition Fees* continue to be during the period the child is exempt, which reserves the child's place in the class. If false or misleading information is given by parents/guardians or the conditions for exemption are not met, the certificate is no longer valid and will be cancelled. In some situations, parents may prefer to end their enrolment contract, in which case, re-entry of the student into the school will be subject to the usual administrative *Enrolment Procedure and Process*.
7. **Withdrawal of students:** For a student to be withdrawn from school once he/she has commenced at Chrysalis School, i.e. for parents to end the enrolment contract, the School requires a minimum of one term's notice. Parents and guardians must inform the Enrolments Coordinator in writing, one term in advance if they intend to withdraw their child from the school and end the enrolment contract. If no such notification is received a *Withdrawal* of one terms fees will be charged.

8. The School shall not be obliged to continue the enrolment of any student who does not observe all the listed conditions or whose parents or guardians do not observe all of the listed conditions of enrolment.

#### **RELATED FORMS**

Chrysalis School for Rudolf Steiner Education Enrolment Application and Enrolment Contract K-8  
Chrysalis School Guidelines for Students Withdrawing

#### **RELATED POLICY**

Chrysalis School Fee Information  
Chrysalis School Attendance and Absence Policy  
Chrysalis School Codes of Conduct for Parents and Guardians, and Students  
Chrysalis School Behaviour Support policy  
Chrysalis School Privacy Policy and Collection Notice Policy

#### **RELATED ACTS, STANDARDS AND REGULATIONS**

Education Act 1990 (Amended Education Act 1990 Delegation)  
Disability Discrimination Act  
Disability Standards for Education 2005  
Education Services for Overseas Students (ESOS) Act 2000  
DEC NSW Exemption from School Procedures (Guidelines)



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## **STUDENT WITHDRAWAL – APPROPRIATE NOTICE POLICY AND PROCEDURE**

### **POLICY**

Chrysalis School charges fees to supplement government funding so that it can provide the educational resources to fulfil its mission.

The School seeks to balance financial accessibility with sustainability and the fees are a critical component of overall income.

To ensure the School is able to offer a place to as many students as possible, the School requires appropriate notice be given by families in writing to the Education Director advising of their intention to withdraw their child/ren. This enables the School to consult with families on waiting lists, as well as adjust resources and programmes where savings/cost reductions may be required.

Where insufficient notice of withdrawal is provided to the School, a fee will be charged consistent with the practice of schools within the independent education sector.

### **ENROLMENT CONTRACT**

Parents who enrol their children at Chrysalis sign an enrolment contract committing them to the payment of fees published in the Schedule of Fees and Charges.

In addition to standard fees for tuition, camps, materials and miscellaneous costs, there is a fee for families withdrawing their children with insufficient notice (i.e. not appropriate notice).

This policy and procedure will be included in the information provided with the enrolment contract.

### **Enrolment Fee**

To help make Steiner Education accessible within our Community, Chrysalis School charges a comparatively low enrolment fee, which does not recover the administrative costs of enrolment.

### **APPROPRIATE (SUFFICIENT) NOTICE**

Appropriate notice is the equivalent of one standard school term (10 weeks) from the date of written notice sent to the Education Director.

### **Withdrawal Fee for Insufficient Notice**

Where families do not provide appropriate written notice to the Education Director, they will be charged the equivalent of a term's fees per child withdrawing, including tuition fees (class and music tuition) and camps and materials charges.

### **FAMILIES ON BURSARY AND FEE SUPPORT**

Chrysalis provides temporary bursary and fee support to families suffering financial hardship, with the intention of helping families stay engaged with the School during such periods.

Where a family is in receipt of a bursary or fee support, it is expected they will comply with the requirement for appropriate notice.

If a family on a bursary or fee support does not provide appropriate notice, all bursary or fee support will be forfeited and the withdrawal fee will be charged at the full term's cost.

### **RECOVERIES**

The withdrawal fee remains recoverable, similarly to any other outstanding fees and charges.





# CHRYSLIS STEINER SCHOOL

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## CODE OF CONDUCT FOR PARENTS AND GUARDIANS

### Purpose

This *Code of Conduct for Parents and Guardians* is developed on reasonable community expectations of behaviour encompassing mutual tolerance, respect and personal safety of all with the goal of making Chrysalis School a safe and pleasant environment within the professional setting of an independent Steiner School.

### Overview

Chrysalis is dedicated to providing a caring, nurturing and safe teaching and learning environment for the benefit of the students, staff, and parents and guardians of all our families.

Within the wider educational and in context of Chrysalis School's ethos, policies and practice, we strive for supportive and harmonious outcomes. Violation of law and non adherence to Chrysalis School's ethos, policies and practice will not be tolerated.

### Code of Conduct for Parents and Guardians

Chrysalis School for Rudolf Steiner Education anticipates that parents and guardians will:

- support the School ethos and values
- show an active interest in their child's schooling and progress
- cooperate with the school and demonstrate behaviour that achieves the best outcomes for their child
- support school staff in maintaining a safe and respectful learning environment for all students
- initiate and maintain constructive communication and relationships with school staff regarding their child's learning, wellbeing and behaviour
- contribute positively to behaviour support plans that concern their child
- use appropriate channels of communication for reasonable, constructive criticism for situations when parents are dissatisfied with the quality of teaching and learning, the quality and management of pastoral care, the timely follow up of issues and concerns, or the assistance and service they have received from Chrysalis.
- never approach a student(s) in the school grounds or during a school related activity to intervene in personal disputes
- use the processes and procedures in the Chrysalis Complaints Policy and Procedures for complaints and grievance resolution

### Code of Conduct for Parents and Guardians

Chrysalis School for Rudolf Steiner Education expects its entire staff to deal professionally, competently and courteously with all parents and guardians, including during those exceptional transactions where parents and guardians violate the staff's inherent right to be treated with civility and respect. Chrysalis will however reserve the right to:

1. Limit the access to the school or school activity.
2. Limit the communication with staff.
3. And if no resolution can be reached, terminate the enrolment contract for those who are involved in repeated situations concerning verbal intimidation, escalating anger, abusive language or physically threatening behaviour.



# CHRYSLIS STEINER SCHOOL

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## PRIVACY POLICY AND COLLECTION NOTICE

1. Chrysalis School for Rudolf Steiner Education (or the School) collects personal information, including information classified as "sensitive" under the *Privacy Act*, about students and parents or guardians before and during the course of a student's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your child.
2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care and to meet Government reporting requirements.
3. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws.
4. Health information about students is sensitive information within the terms of the *National Privacy Principles* under the *Privacy Act*. We ask you to provide medical reports about students from time to time.
5. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your child.
6. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes other schools, government departments, medical practitioners, and people providing services to the School, including specialist visiting teachers, sports and other coaches, volunteers and counselors.
7. The School from time to time may also collect and disclose personal information about current or prospective students in accordance with the *Education Act* or child protection legislation.
8. Personal information collected from students is regularly disclosed to their parents or guardians.
9. On occasions information such as student activities such as music concerts or plays and other news is published in School publications, including without limitation, newsletters and magazines and may be published on our website if appropriate. This includes names and photographs of students and of their work. Photographs of students and their work may also be used for marketing, educational and promotional purposes.
10. Parents may seek access to personal information collected about them and their child by contacting the School. Students may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the student, or where students have provided information in confidence.
11. As you may know the School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
12. We may include your contact details in a class list. If you do not agree to this you must advise us now.
13. From time-to-time the School has auxiliary bodies of parents such as the Parents and Friends Association and others. We disclose names and addresses of parents/guardians to the Committees of such bodies, which play a valuable part in the life of the School. If you do not want us to do this, please contact the Office. Not allowing such information to be provided to such bodies may affect your ability to take part in the life of the School.
14. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.
15. Any parent/guardian student or other person concerned about any aspect of this notice should contact the Managers.



# CHRYSLIS STEINER SCHOOL

educating the whole child

## Parents' Checklist for submitting Application to Enrol at Chrysalis

Completed Application Form

☐

Application Fee of \$150

☐

Most recent School report

☐

Copy of any assessments if applicable

☐

Court/ custody orders if applicable

☐

Completed Interview Questions

☐

Copy of Birth Certificate

☐

Copy of Vaccination History Statement/ Conscientious Objection Form

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