

**Contact Details:**

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**IPSWICH GIRLS'  
GRAMMAR SCHOOL**  
— & —  
**IPSWICH JUNIOR GRAMMAR SCHOOL**

# APPLICATION FOR ENROLMENT

## Student Enrolment Contract

Full Name of Student: \_\_\_\_\_

Proposed Year of Entry: 20\_\_

Year Level:        7        8        9        10        11        12        Entry Term: \_\_\_\_\_ (1-4)

Day Student         Full Time Boarder         Weekly Boarder

All sections must be completed.  
Tick the relevant responses identified with a box.   
Attach documents for responses where requested. 📎

If you have previously been enrolled at the School, please indicate the last year or year level of enrolment: \_\_\_\_\_

This *Student Enrolment Contract* must be completed and forwarded to the **Enrolments Registrar** at the above address, at least **three business days prior** to an Enrolment Interview.

Prior to enrolment it is important that as Parents you inform the School if your daughter has any particular additional needs such as medical, physical, learning (including giftedness) or social/emotional, which require specialised and professional attention (above and beyond the level of individual attention already offered to students at Ipswich Girls' Grammar School). Please advise on these additional needs in the space provided in this *Student Enrolment Contract* and attach supporting documentation as applicable. The School reserves the right to determine its ability to meet the needs of students with additional needs.

Information collected on this form is covered by the School's *Privacy Policy*, *Standard Collection Notice* and *Enrolment Statement*. By completing this *Student Enrolment Contract* you agree to the collection and use of personal information by the School in processing your application and for School communications. These policies can be viewed at [www.girlsgrammar.com.au](http://www.girlsgrammar.com.au).

### OFFICE USE ONLY

Application Rcvd \_\_\_\_/\_\_\_\_/\_\_\_\_    Entered Date \_\_\_\_/\_\_\_\_/\_\_\_\_ by \_\_\_\_    App Fee Paid Date \_\_\_\_/\_\_\_\_/\_\_\_\_    Receipt No \_\_\_\_\_  
Parent Code \_\_\_\_\_    Student Code \_\_\_\_\_    Scanned Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## Student Information

Surname \_\_\_\_\_ Given Name(s) \_\_\_\_\_  
Preferred Name \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_  
Proposed Year of Entry (e.g. 2017) \_\_\_\_\_ Proposed Year Level (e.g. Year 7) \_\_\_\_\_  
 Day Student  Weekly Boarder  Full Time Boarder  
Permanent Resident of Australia  Yes  No Nationality \_\_\_\_\_  
Temporary Resident of Australia  Yes  No Visa No. \_\_\_\_\_ Visa Class No. \_\_\_\_\_  
Overseas Student (studying on student visa) – please complete *International Student Enrolment Form*, available at [www.girlsgrammar.com.au](http://www.girlsgrammar.com.au)

## Current School

Name \_\_\_\_\_ Location \_\_\_\_\_  
Current Year Level \_\_\_\_\_ Reason for transfer \_\_\_\_\_  
Has the student ever been expelled, suspended or asked not to return to any school?  Yes  No *If yes, please provide details separately in writing*

## Brothers/Sisters currently enrolled at or attending IGGS / IJGS *If more than 2, please provide on a separate piece of paper.*

Enrolled Name \_\_\_\_\_ Current Year Level \_\_\_\_\_ House \_\_\_\_\_  
Enrolled Name \_\_\_\_\_ Current Year Level \_\_\_\_\_ House \_\_\_\_\_

## Brothers currently enrolled at or attending Ipswich Grammar School *If more than 2, please provide on a separate piece of paper.*

Enrolled Name \_\_\_\_\_ Current Year Level \_\_\_\_\_  
Enrolled Name \_\_\_\_\_ Current Year Level \_\_\_\_\_

## Relatives who have attended IGGS / IJGS *If more than 2, please provide on a separate piece of paper.*

Current Name & Previous Name \_\_\_\_\_ Relationship \_\_\_\_\_ House \_\_\_\_\_  
*(if applicable)*  
Current Name & Previous Name \_\_\_\_\_ Relationship \_\_\_\_\_ House \_\_\_\_\_  
*(if applicable)*

*Houses – Armitage, Carter, Connell, Hunt, White*

## How did you hear about Ipswich Girls' Grammar School?

- |  |  |  |  |
|--|--|--|--|
| <input type="checkbox"/> Current family      | <input type="checkbox"/> Relative in school    | <input type="checkbox"/> Mother is Old Girl      | <input type="checkbox"/> Relative IGGS/IJGS Old Girl/Boy |
| <input type="checkbox"/> Brother at IGS      | <input type="checkbox"/> Father IGS Old Boy    | <input type="checkbox"/> Returning student       | <input type="checkbox"/> Local knowledge                 |
| <input type="checkbox"/> Recommendation      | <input type="checkbox"/> Advertising           | <input type="checkbox"/> Promotional booth/stand | <input type="checkbox"/> IGGS/IJGS Promotional material  |
| <input type="checkbox"/> Open Day/Morning    | <input type="checkbox"/> School event          | <input type="checkbox"/> Website enquiry         | <input type="checkbox"/> Internet search                 |
| <input type="checkbox"/> International agent | <input type="checkbox"/> Scholarship applicant | <input type="checkbox"/> Other _____             |  |

## Why did you choose Ipswich Girls' Grammar School?

- |  |   |  |  |
|--|---|--|--|
| <input type="checkbox"/> Academic standards            | <input type="checkbox"/> All-girls education          | <input type="checkbox"/> Atmosphere            | <input type="checkbox"/> Co-curricular opportunities       |
| <input type="checkbox"/> Community Involvement         | <input type="checkbox"/> Curriculum                   | <input type="checkbox"/> Diversity of cultures | <input type="checkbox"/> Heritage and traditions           |
| <input type="checkbox"/> Facilities/Resources/Services | <input type="checkbox"/> Co-educational Prep – Year 6 | <input type="checkbox"/> Location              | <input type="checkbox"/> Non-denominational                |
| <input type="checkbox"/> Pastoral Care                 | <input type="checkbox"/> Sport programs               | <input type="checkbox"/> Tour of the School    | <input type="checkbox"/> Transport services                |
| <input type="checkbox"/> Information on website        | <input type="checkbox"/> Vision, Mission, Values      | <input type="checkbox"/> Reputation            | <input type="checkbox"/> Visual & Performing Arts programs |
| <input type="checkbox"/> Boarding facilities           | <input type="checkbox"/> Parent Information           | <input type="checkbox"/> Other _____           |  |

## Student Needs Profile

Consideration will be given to the ability of the School to meet the needs of the student. Parents must fully inform the School of any special needs of the student and the School reserves the right to determine its ability to meet those needs. **Where relevant information relating to the student's learning needs is not disclosed, the School will have the right to terminate this enrolment.**

Has the student participated in any enrichment programs?  Yes  No

*If yes, please attach documentation.*

Has the student ever received Learning Support Assistance?  Yes  No

Has the student ever been 'Verified'?  Yes  No

*Ascertainment is based on an educational need arising from a disability. It is a joint decision-making process used to recommend the level of specialist educational support needed by students with learning disabilities. This education support is provided by or accessed through specialist learning personnel.*

Has the student ever repeated a year?  Yes  No If yes, which year? \_\_\_\_\_

Has the student ever been accelerated (skipped a year)?  Yes  No If yes, which year? \_\_\_\_\_

Has the student ever had any of the following challenges / disabilities?  Yes  No If yes, please tick appropriate boxes below.

Intellectual  Autism / Aspergers  Hearing  Physical

Social / Emotional  ADD / ADHD  Dyslexia  Vision

Learning difficulty  Non-verbal learning disorders  Specific Medical Condition

*If any of the above have been ticked, please attach documentation.*

English as a Second Language (ESL)\* - *For students where English is not their first language, the School may request an assessment of their English language ability.*

Please specify any type of specialist who has assessed the student for any conditions mentioned above:

Guidance Officer  Occupational Therapist  Paediatrician  General Practitioner (GP)

Child Psychologist  Speech Therapist  Developmental Optometrist  Psychiatrist

Other \_\_\_\_\_

Do you have a report from the above specialist(s)?  Yes  No

Have all reports (academic / specialist) been provided to the School?  Yes  No

Has the student ever suffered any serious trauma, or been diagnosed by, or had consultations with a Counsellor, Psychologist or Psychiatrist?

Yes  No

If yes please provide details \_\_\_\_\_

Does the student take medication on a regular basis?  Yes  No

If yes, what type of medication and how often is it taken? \_\_\_\_\_

Has the student ever been on prolonged periods of medication?  Yes  No

If yes, please provide details \_\_\_\_\_

Was the student born prematurely?  Yes  No

If yes, please provide details \_\_\_\_\_

Does the student have any social difficulties with other children?  Yes  No

If yes, please provide details \_\_\_\_\_

Has behaviour management ever been an issue with the student in a school setting?  Yes  No

If yes, please provide details \_\_\_\_\_

If the student's special needs impact on them as a learner and on classroom practices, e.g. a need for preferential seating, use of FM/AM transmitter, etc., please attach details and copies of any relevant reports.

Do you grant approval for the student to receive counselling from the School Counsellor or medical assistance from the School Nurse as required?

Yes  No

The School reserves the right to determine its ability to meet the needs of students with special needs.

Parent Information			
	Mother / Parent 1 / Legal Guardian	Father / Parent 2 / Legal Guardian	Step Parent / Relative / Legal Guardian <i>(with whom the student lives most of the time)</i>
Title and Full Name			
Other Names (if applicable)			
Address			
Telephone Home			
Work			
Mobile			
Email			
Occupation			
Employer			

Addresses for Communication  as above or complete the table below

	For Correspondence <i>(if different from student's residential address)</i>	For Fee Statements <i>(if different from correspondence address)</i>
Title and Full Name		
Postal Address		
Email		

Please tick this box if you require correspondence to be sent to both parents separately.

Please complete this section if parents are not living together:

Australian students, regardless of age, must reside with parent(s)/guardian(s).

Student lives with  Both parents  Father only  Mother only  Guardian

Shared arrangement \_\_\_\_% with Mother/Legal Guardian \_\_\_\_% with Father/Legal Guardian

Please attach copies of Family Court Orders or Protection Orders relating to the student. In lieu of Court Orders, attach written consent from biological parent in support of this application.

If only one parent/legal guardian is completing this form or signing the declaration below, and no Court Order is in place, a statement describing the parenting and fee responsibility of each parent, in relation to the student's enrolment at the School, must be attached to this application. @

Mother/Legal Guardian      Father/Legal Guardian

With whom should the School communicate regarding day to day matters?

With whom should the School communicate regarding daily attendance?

To whom should the School send a copy of the academic reports?

To whom should the School send the invoice for tuition fees each term?

## Declaration

I/We hereby apply to have the abovenamed student enrolled at Ipswich Girls' Grammar School including Ipswich Junior Grammar School.

I/We agree to the following Terms and Conditions of the Student Enrolment Contract on page 8 including:

- The Registration Fee of \$110.00 (including GST) is non-refundable.
- On receipt of an offer of a place in the School from the Principal, the following non-refundable Confirmation Fee is payable:
  - Girls commencing in any Year Level from Prep to Year 12 - \$500.00
- If, prior to commencement at the School, the student's enrolment is cancelled after the Principal's offer of a place has been accepted and confirmed through payment of the non-refundable Confirmation Fee, written notice of enrolment withdrawal must be received by the Principal at least 10 weeks prior to the proposed date of commencement at the School by the student.
- If, prior to commencement at the School and after acceptance of offer of place and confirmation through payment of the non-refundable Confirmation Fee, enrolment deferral is sought, a written Request of Deferral must be received by the Principal at least 10 weeks prior to the proposed date of commencement at the School by the student.
- After commencement at the School, one full term's written notice of withdrawal is required prior to the student's final day at the School. This notice must be submitted in writing to the Principal.
- Full fees for the ensuing term will be charged if Notice of Withdrawal, deferral or non-commencement is not provided as described above.
- In extenuating circumstances, the Principal, in consultation with the Board of Trustees, reserves the right to over-ride the policy in respect to the period of notice.

I/We undertake to support the ethos of the School and its existing policies, regulations and work programs, plus changes which may be introduced in the future.

I/We understand that I am/we are responsible for payment of fees and agree to comply with the Conditions for Student Enrolment Contract (Page 3 of this document). This contract binds signatories to fee responsibility unless a new contract is entered into by both parties. *See over for Conditions of Student Enrolment Contract*

I/We have read the Fee Schedule and Fee Payment Policy (available at [www.girlsgrammar.com.au](http://www.girlsgrammar.com.au)) and I/we understand and agree to accept them in full in relation to the enrolment of the student named herein.

I/We have read the Code of Conduct (available at [www.girlsgrammar.com.au](http://www.girlsgrammar.com.au)) for students and parents and I/we accept them in full in relation to the enrolment of the student named herein and agree to co-operate with the school authorities in all matters of school discipline.

I/We understand that the initial and continuing enrolment of the student named herein is dependent upon open and honest disclosure of information relating to the health and wellbeing of the student. I/We accept that the Principal reserves the right to cancel the student's enrolment at the School, for breach of the rules and regulations or for non-payment of fees.

***The signature of both parents or legal guardians is requested.***

***If only one parent/legal guardian is completing this form or signing the declaration below, and no Court Order is in place, a statement describing the parenting and fee responsibility of each parent, in relation to the student's enrolment at the School, MUST be attached to this application. @***

***All adults responsible for the PARENTING and PAYMENT OF FEES of the student are required to sign here.***

Parent 1 / Legal Guardian	Name	Signature	Date
Parent 2 / Legal Guardian	Name	Signature	Date
Stepfather / Relative / Legal Guardian	Name	Signature	Date
Stepmother / Relative / Legal Guardian	Name	Signature	Date

***If person/s responsible for the PAYMENT OF FEES are different to above, please complete the following:***

Name	Name
Postal Address	Postal Address
Email address	Email address
Relationship to student	Relationship to student
Signature	Signature
Date	Date

## MCEECDYA Data

The following information is collected on behalf of the *Ministerial Council for Education, Early Childhood Development and Youth Affairs* (MCEECDYA) and is covered by the School's Privacy Policy.

Is the student of Aboriginal or Torres Strait Islander descent?  Yes  No

If yes,  Aboriginal  Torres Strait Islander  Both

*If yes, what community do you belong to?* \_\_\_\_\_

*If yes, have you applied for Abstudy funding to support this application?*  Yes  No

Was the student born in Australia?  Yes  No If no, which country? \_\_\_\_\_

Does the student speak only English at home?  Yes  No If no, which language? \_\_\_\_\_

Does the student's mother / legal guardian speak only English at home?  Yes  No If no, which language? \_\_\_\_\_

Does the student's father / legal guardian speak only English at home?  Yes  No If no, which language? \_\_\_\_\_

		Mother/Legal Guardian	Father/Legal Guardian
What is the highest year of primary or secondary school the parents/guardians have completed?	Year 12 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
	Year 11 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
	Year 10 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
	Year 9 or equivalent or below	<input type="checkbox"/>	<input type="checkbox"/>
What is the level of the highest qualification the parents/guardians have completed?	Bachelor degree or above	<input type="checkbox"/>	<input type="checkbox"/>
	Advanced Diploma/Diploma	<input type="checkbox"/>	<input type="checkbox"/>
	Certificate I to IV (including trade certificate)	<input type="checkbox"/>	<input type="checkbox"/>
	No non-school qualification	<input type="checkbox"/>	<input type="checkbox"/>
What is the occupation group of parents/guardians? See below for occupation groups.	Group 1	<input type="checkbox"/>	<input type="checkbox"/>
	Group 2	<input type="checkbox"/>	<input type="checkbox"/>
	Group 3	<input type="checkbox"/>	<input type="checkbox"/>
	Group 4	<input type="checkbox"/>	<input type="checkbox"/>
	Group 8 ( <i>Currently not in paid work</i> )	<input type="checkbox"/>	<input type="checkbox"/>

### Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals

- **Senior executive/manager/department head** in industry, commerce, media or other large organisation.
- **Public service manager** (Section head or above), regional director, health/education/police/fire services administrator
- **Other administrator** [school principal, faculty head/dean, library/museum/gallery director, research facility director]
- **Defence Forces** Commissioned Officer
- **Professionals** generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others
  - **Health, Education, Law, Social Welfare, Engineering, Science, Computing** professional
  - **Business** [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]
  - **Air/sea transport** [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller]

### Group 2: Other business managers, arts/media/sportspersons and associate professionals

- **Owner/manager** of farm, construction, import/export, wholesale, manufacturing, transport, real estate business
- **Specialist manager** [finance/engineering/production/personnel/industrial relations/sales/marketing]
- **Financial services manager** [bank branch manager, finance/investment/insurance broker, credit/loans officer]
- **Retail sales/services manager** [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]
- **Arts/media/sports** [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official]
- **Associate professionals** generally have diploma/technical qualifications and support managers and professionals:
  - **Health, Education, Law, Social Welfare, Engineering, Science, Computing** technician/associate professional
  - **Business/administration** [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]
  - **Defence Forces senior Non-Commissioned Officer**

### Group 3: Tradesmen/women, clerks and skilled office, sales and service staff

- **Tradesmen/women** generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.

- **Clerks** [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]
- **Skilled office, sales and service staff:**
  - **Office** [secretary, personal assistant, desktop publishing operator, switchboard operator]
  - **Sales** [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]
  - **Service** [aged/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

**Group 4: Machine operators, hospitality staff, assistants, labourers and related workers**

- **Drivers, mobile plant, production/processing machinery and other machinery operators.**
- **Hospitality staff** [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper]
- **Office assistants, sales assistants and other assistants:**
  - **Office** [typist, word processing/data entry/business machine operator, receptionist, office assistant]
  - **Sales** [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]
  - **Assistant/aide** [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]
- **Labourers and related workers**
- **Defence Forces** ranks below senior NCO not included above
- **Agriculture, horticulture, forestry, fishing, mining worker** [farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]
- **Other worker** [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]

## Supporting Documentation

Please attach copies of the following documents:



- |   |   |
|---|---|
| <input type="checkbox"/> Student's Birth Certificate                      | <input type="checkbox"/> Details of expulsions or suspensions (if applicable) |
| <input type="checkbox"/> Student's last two (2) school reports            | <input type="checkbox"/> Specialist reports (if applicable)                   |
| <input type="checkbox"/> Student's NAPLAN (Year 3, 5, 7 & 9) test results | <input type="checkbox"/> Medical reports (if applicable)                      |
| <input type="checkbox"/> Student's visa (if not an Australian citizen)    | <input type="checkbox"/> Court Orders (if applicable)                         |

## Enrolment Application Fee Payment – (if not paid previously on a *Student Registration* or an *Early Education Centre Enrolment form*)

I/We enclose our payment of the **\$110 (including GST)** Enrolment Application Fee. I/We understand this fee is to cover administrative costs and is not refundable irrespective of the outcome of this application.

- Cheque made payable to Ipswich Girls' Grammar School       Cash (payable in person)
- Credit Card -     Visa     Mastercard    Card number \_\_\_\_\_    Expiry \_\_\_\_/\_\_\_\_
- NB: A merchant surcharge is applicable to all payments made by credit card.*

Name of cardholder \_\_\_\_\_ Signature of cardholder \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

- Direct debit/ transfer from my bank. Please indicate the bank from which IGGS will receive the transfer of funds:
- \_\_\_\_\_

**IGGS Bank Details for Bank Transfer:**

Ipswich Girls' Grammar School  
 Westpac Banking Corporation, Ipswich Branch  
**B.S.B. (Branch Number):** 034 189  
**Account Number:** 000092  
**Reference for transfer:** Student's Name

OFFICE USE ONLY	
Student Code _____	Parent Code _____
Student Name _____	Year of Entry _____ in 20____
Receipt # _____	Date ____/____/20____

# Terms and Conditions of Student Enrolment Contract

## Definitions

- 1.1 "Agreement" means this Student Enrolment Contract.
- 1.2 "IGGS" and "School" mean Ipswich Girls' Grammar School including Ipswich Junior Grammar School
- 1.3 "Fees" includes tuition, boarding, special or other fees.
- 1.4 "Principal" includes any designated appointee who is for the time being carrying out the duties or exercising the authority of the Principal.
- 1.5 "Parent" is the parent(s) and/or legal guardian named above.
- 1.6 "Rules" includes regulations and policies designated by the Principal from time to time.

## Parental Responsibilities

- 2.1 The Parent accepts that he/she is primarily responsible for the conduct, attitudes and general education of the student while the student is enrolled at IGGS.
- 2.2 The Parent agrees to support IGGS in the education of the student by promoting adherence to IGGS rules. The Parent agrees to support within the home environment the general standards and values for which IGGS stands.
- 2.3 The Parent agrees that he/she has read the outline of behaviour and dress regulations currently in place at IGGS and will support these regulations. The Parent further agrees that he/she will undertake to be conversant with the policies in place at IGGS on such matters as drugs and discipline, and that all rules may be altered or added to at any time by announcement at School assembly or in the IGGS newsletter or by publication on the IGGS website.
- 2.4 The Parent agrees to raise any concerns discreetly with the school and not to make comments on the school which would bring its reputation into disrepute.
- 2.5 The Parent agrees to provide IGGS with all information of a medical, psychological or social nature which may be relevant to the student's welfare and education.
- 2.6 The Parent agrees to fully consider suggestions of specialist diagnostic testing and/or implementation of strategies to assist in the education of their child.

## Discipline

- 3.1 The Principal is authorised to initiate whatever reasonable disciplinary measures the Principal deems necessary in relation to the conduct of the student or to suspend the student as a result of any act, omission or behaviour, judged to be sufficiently serious, or to terminate this agreement without notice. This will apply to behaviour on campus, at School events and anywhere else where the student's behaviour reflects adversely on IGGS.
- 3.2 The Parent indemnifies the School against any loss or damage caused by any failure of the student to comply with IGGS rules.
- 3.3 The School may search lockers, bags and property of the student where it is reasonable for the School to do so or as part of a general or random search of a place where the School conducts any activities.
- 3.4 The School may confiscate forbidden or dangerous property.

## Student Activities

- 4.1 The Parent agrees that the student will participate in the School's activities programme to the required levels, as designated by the Principal from time to time. Should the student exhibit a talent in any area, whether sporting, cultural or educational, then the Parent accepts that the Student's first commitment, where possible, will be to IGGS.
- 4.2 The Parent consents to the student attending and participating in school excursions during school hours as required, in accordance with the school curriculum and with the Parent's understanding that whilst in Years 8 and 9 the student is to trial/participate in a winter activity unless dispensation is provided by the Head of Sport due to the student's other commitments. The Parent will ensure that the student is available, if requested, to attend certain QGSSSA events, e.g. swimming, athletics and cross country. The Parent consents to the School transporting the student as necessary for any school-related purpose.

## Risk and Insurance

- 5.1 IGGS accepts no liability for the loss of personal effects, whether the student is a Boarder or a Day Student.
- 5.2 IGGS does not insure the student's property of any description. It is the responsibility of the Parent to take action in this respect if the Parent considers insurance cover to be desirable.
- 5.3 IGGS recommends that the Parent take out appropriate health insurance for the student.
- 5.4 IGGS provides limited personal accident insurance for the student and recommends that where further cover is required, the Parent take out such cover.

## Fees

- 6.1 The Parent agrees to abide by the terms of the Fee Payment Policy issued by the School and published on its website [www.girlsgrammar.com.au](http://www.girlsgrammar.com.au)
- 6.2 The Parent will pay punctually, as they fall due, all fees and expenses in accordance with the terms set forth in the Fee Payment Policy and Fee Schedule issued by the School from time to time.
- 6.3 Where more than one Parent is a party to this contract, each parent is jointly and severally liable for payment of all fees and charges levied by the School from time to time.
- 6.4 Appropriate recovery action will commence immediately after the due date for fees has passed. Any additional costs incurred by the School to recover overdue fees will be added to the balance of the account in default.

## Privacy

- 7.1 The Parent has read the Privacy Policy which is attached to this Agreement, and agrees to abide by its terms including alterations made to the Privacy Policy from time to time. The Privacy Policy is also available on our website [www.girlsgrammar.com.au](http://www.girlsgrammar.com.au)

## Photographs and Recordings

- 8.1 The Parent authorises the School to use photographic and video recordings of the student in School publications, on the School website, in promotional material for the School and in other usual purposes of the School. The School owns the copyright to such material. If you do not agree to this, please advise the School in writing now.

## Miscellaneous

- 9.1 If the student is unable to attend timetabled lessons through illness or other reasonable excuse, the Parent will telephone the School on the morning of the absence to register the student's absence. The Parent will notify the School in writing of any extended absences for whatever reason.
- 9.2 If any medical or other emergency arises in which the Principal considers it impossible or impractical to communicate with the Parents of the student, the Principal or his designated appointee is authorised to act as he/she may think necessary or expedient having regard to the best interests of the student and the student's health, safety and protection.
- 9.3 IGGS will promote the best interests of the student at all times and will remain impartial in the event of any matrimonial or custodial disputes. Generally the School has no duty and no right to enforce Family Court orders, and the Parent will refrain from asking the School to intervene in any such matter.
- 9.4 Where more than one Parent is a party to this agreement the School may act on the instruction of either Parent.
- 9.5 IGGS reserves the right in its sole subjective discretion to place the student in a class which IGGS believes is appropriate.
- 9.7 The Principal and the School's Board of Trustees each has the right at their discretion to close the School during any epidemic or other serious circumstance affecting the School, during such time and in such circumstances as the Principal and The Board of Trustees think fit without creating any right to a refund of any fees paid or payable.
- 9.8 The School may alter its academic and other programs at any time without notice to the Parent.
- 9.9 The Principal has complete discretion to decline to continue the enrolment of the student at the commencement of any school year.
- 9.10 The School may interview students and Parents for the purpose of its own research.