

ILIM COLLEGE

Enrolment Policy

INCLUDING:

Terms & Conditions

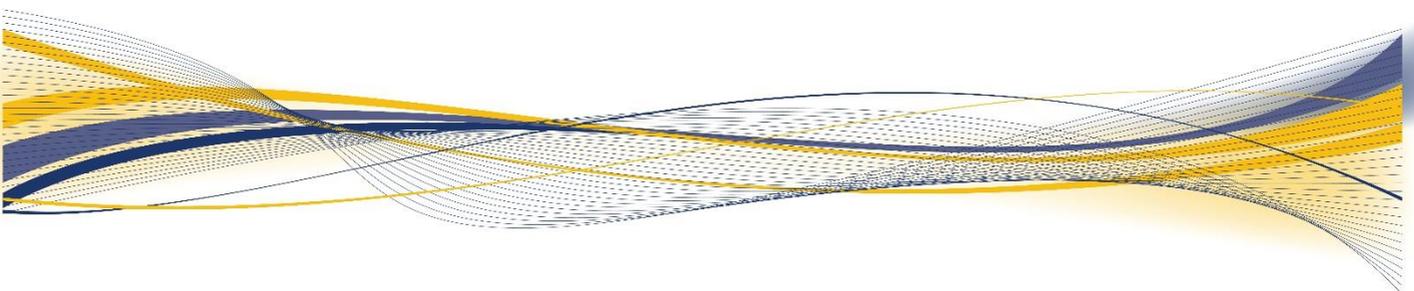
Parent Code of Conduct

Student Code of Conduct

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1. Introduction

- 1.1 The purpose of this policy is to help you learn more about Ilim College (**the College**) and whether it is the right school for your child. This policy also outlines the process that we use to consider enrolment applications.
- 1.2 While application is a pre-requisite to admission, it is not a guarantee of admission and the College reserves the right to offer or to refuse a place to any boy or girl in accordance with this policy.
- 1.3 If you have a question in relation to enrolment at the College, you can find contact details of each campus on www.ilimcollege.vic.edu.au or via email to info@ilimcollege.vic.edu.au.

2. Meaning of words and expressions

- 2.1 **“We”, “us”** and **“our”** refers to the College.
- 2.2 **“You”** and **“your”** refers to the Applicant.
- 2.3 **“Applicant”** means the person or persons named in the Application for Enrolment seeking to enrol their child at the College.
- 2.4 **“Campus Principal”** means the Campus Principal of the College and/or their nominee.

3. Delivering an Islamic education

- 3.1 Our College is a multi-campus Islamic school for students from Prep to Year 12. Students are educated at the following campuses, being:
 - a) Dallas Primary Campus: co-education from Prep to Grade 6;
 - b) Dallas Boys Kiewa Campus: male education from Grade 7 to12;
 - c) Dallas Secondary Campus: female education from Grade 7 to12; and co-education for VCE;
 - d) Glenroy Campus: co-education from Prep to Grade 6; and
 - e) Doveton Campus: co-education from Prep to Grade 6.
- 3.2 The College was commenced to serve Muslim families by providing an Islamic education.
- 3.3 We want to ensure consistent and efficient enrolment processes across our College that satisfies the needs of both students and the College.
- 3.4 We believe that we have a shared responsibility with parents for the educational outcomes of their children and therefore we aim for quality outcomes, parent engagement and teaching and learning based on an Islamic world view.

- 3.5 Through high quality teaching and learning in a nurturing, stimulating and religiously directed environment, students grow in their commitment to Islamic life.
- 3.6 The College expects Applicants to support the mission, values, beliefs and policies of the College.
- 3.7 We believe that Applicants are the first educators of their children and have the obligation to ensure an adequate education for their children, consistent with the rights and obligation of their belief and values.
- 3.8 To reflect the diverse nature of Australian society, the College welcomes the enrolment of non-Muslim students. Such students are expected to fully participate in all aspects of the curriculum and obey all College rules.

4. Priority order of enrolment

At the discretion of the Campus Principal, preference of enrolment may be given to children:

- a) who are awarded well above benchmark scores on the entrance test;
- b) who have been listed on the waiting list for entry to the College in the immediate preceding year but failed to gain a place;
- c) who have attended a College early education centre, namely Dallas Early Learning Centre or Glenroy Early Learning Centre;
- d) who are siblings of current students;
- e) of employees of Ilim College;
- f) of alumni of Ilim College;
- g) transferring from interstate campuses, namely Irfan College or Garden College;
- h) in special circumstances; or
- i) based on compassionate grounds.

5. Enrolment procedure

- 5.1 This section applies to enrolment inquiries made during advertised intake dates.
- 5.2 Applicants are sent the College enrolment information pack, containing the Ilim College brochure, applications forms and fee schedule.
- 5.3 Following an Application for Enrolment being lodged, the College may contact Applicants to discuss the enrolment and the suitability of the College, the prospective student and Applicant.
- 5.4 In the event the Applicant or prospective students do not speak English fluently, support is available in Arabic and Turkish.

- 5.5 All enrolment applications will be considered fairly, transparently, and in accordance with this policy.
- 5.6 Applications must be made on the official Application for Enrolment form.
- 5.7 Consistent with this commitment, the College will implement the following procedure to consider your application for enrolment:
- a) The College requires both biological parents of a child to complete and sign the Application for Enrolment (unless the Campus Principal authorises otherwise based on an exception, including but not limited to, where a court order disclosed to the College specifies otherwise or a biological parent is deceased or has lost capacity).
 - b) In the event the Applicant is not the natural parent/s, copies of supporting documentation evidencing legal guardianship of the child must be supplied to the College with the Application for Enrolment.
 - c) The following fees and additional information must be delivered to the College with the Application for Enrolment:
 - i. payment of the application fee (which is non-refundable) per child;
 - ii. a copy of the child's most recent school report;
 - iii. the original of the child's birth certificate;
 - iv. identification as required by the College;
 - v. a copy of the child's immunisation status certificate;
 - vi. two passport size photos clearly labelled with the child's full name and date of birth;
 - vii. details about any special needs the child has (e.g. due to an illness, allergy, physical disability, or intellectual disability); and
 - viii. any additional information requested by the College.
 - d) On receipt of the Application for Enrolment, the College will:
 - i. send a letter to the Applicant to acknowledge receipt and provide details of the entrance exam; and
 - ii. record the Application for Enrolment on a waiting list for the nominated year of enrolment, according to the date of lodgement (unless a priority applies as per clause 4).
 - e) The College will arrange for the Applicant to attend interviews with the Campus Principal (or their nominee) The interviews provide an opportunity to:
 - i. discuss with the Applicant any special needs of the child; and
 - ii. obtain any other additional information requested by the College to ensure that the College can properly consider the application.

Interviews are compulsory for prospective children applying for Grades 7 to 12 and optional for Grades 1 to 6.

- f) The College requires an immunisation status certificate to permit enrolment at the College.
- g) The College will exercise its discretion in determining whether to make an offer of enrolment. Enrolment decisions shall be based on a range of information and factors and determined on a case-by-case basis. Each case shall be judged on its merits, taking individual circumstances, finances and practical implications into account as well as:
 - i. the physical numbers of currently enrolled students;
 - ii. the resources available to cater for the educational needs of students; and
 - iii. the willingness of the child and the Applicant (where applicable) to comply with the College's policies and procedures.
- h) The College reserves the right to refuse an application or remove an application from the waiting list if there are reasonable grounds for doing so.
- i) At the conclusion of the enrolment application process, the College will either:
 - i. make a formal offer in writing to the Applicant;
 - ii. notify the Applicant that the child has been placed on the waiting list; or
 - iii. notify the Applicant in writing that the application was unsuccessful. This decision is at the College's discretion and cannot be disputed by the Applicant. The child will not be eligible to reapply until the following year.
- j) An enrolment offer may be withdrawn, regardless of the availability of places, in situations where:
 - i. relevant information is withheld, or information provided is found to be inaccurate; or
 - ii. there is a significant change in the circumstances of the Applicant and/or their child which cannot be reasonably accommodated by the College. In these circumstances, all due consultation will take place with the relevant Applicant and their child.
- k) In such circumstance where the prospective student is successful but there is no available space in the required year level, the child may be placed on the waiting list. Parents will be notified if a space becomes available throughout the calendar year. A child will be removed from the waiting list after one year.

6. Expression of interest procedure

- 6.1 Due to the high volume of applications received by the College, and to ensure that each application is treated fairly, the College maintains a waiting list for each year of

enrolment. Applicants are recorded on the waiting list according to the date that they lodged their enrolment application.

- 6.2 At the discretion of the College, some enrolment applications may be given preference on the waiting list (irrespective to date of lodgement) on the basis of criteria such as:
- a) siblings of current students;
 - b) children of staff members.
- 6.3 If a parent or guardian wishes to enrol a child in the College outside of the advertised enrolment dates, they are required to complete an Expression of Interest form and lodge, it with the College. No supporting documentation is needed.
- 6.4 If there is no place in the applicable year the child will be placed on the waiting list. This list is capped at 10 places per year group. If there is no room on the waiting list, the child will be placed on the expression of interest list.
- 6.5 The College will contact the parent or guardian should a place become available for a child. No contact shall be made if a place does not become available.
- 6.6 A child will remain on the expression of interest list until the end of the academic year in which they have applied. Should a child wish to remain on the expression of interest list for the following academic year, a new expression of interest form will be required to be lodged.

7. Previously enrolled students

- 7.1 Should a previously enrolled College student wish to return to the college within two terms of terminating their enrolment from the College they may be able to reenrol at the discretion of the Campus Principal.
- 7.2 The Applicant will be required to:
- a) provide current school reports;
 - b) consent to the College contacting the current school; and
 - c) confirm current details
- 7.3 At the discretion of the College Principal, the prospective student may be required to sit an entrance test. An application processing fee will not be required.
- 7.4 Two terms after the termination of their enrolment from the College they will be treated as a new applicant.

8. Visas

- 8.1 The College can only accept overseas students listed on the DDWR visa.

- 8.2 The College can accept students on cultural visits for a period of three months only on the approval of the Campus Principal. These students will have their attendance registered but do not need to formally enrol. The school fees will be determined at the discretion of the Campus Principal.

9. Refusal of enrolment

- 9.1 The Campus Principal reserves the right to refuse the enrolment of a child to the College at their discretion.
- 9.2 Refusal of enrolment could occur, but is not limited to, due to the following factors:
- a) the child is likely to represent a threat to the safety, well-being and happiness of other students;
 - b) the child has not attended a registered kindergarten;
 - c) the child has been assessed as not ready for schooling at the time of application;
 - d) the Applicant's financial circumstances do not accommodate payment of school fees;
 - e) the Applicant has accumulated school fees from previous years;
 - f) the child's age does not meet the government cut-off date for school entry;
 - g) the enrolment application is incomplete or does not have complete supporting documentation, including but not limited to birth certificate, passport, photographs, immunisation certificate, previous school reports or medical action plans as required;
 - h) the child has not obtained the appropriate pass score for both maths and English skills in the school set entrance test.
 - i) the application is received after the application closing date;
 - j) the Applicant has not paid the capital levy payment or other specified fees in advance by the required deadline;
 - k) the Applicant has indicated an unwillingness to observe the values, beliefs and policies of the College.

10. Fee support

- 10.1 The College in its absolute discretion may provide successful Applicants with financial assistance for a specific time period to pay for school fees on compassionate grounds including financial hardship or illness.
- 10.2 Such arrangements will be subject to review and amendment on an annual basis, or more frequently if the College requires. The fact that financial assistance has been

provided in the past by the College does not guarantee ongoing financial assistance or the repeat of any arrangements.

- 10.3 Sibling discounts are offered for biological siblings, and the College has discretion, but no obligation, to extend similar discounts to step-siblings, foster children or other family members.

11. Reasonable adjustments

- 11.1 The College will consider enrolment applications in accordance with equal opportunity legislation, including in circumstances where a child seeking enrolment has a disability.

- 11.2 “**Disability**”, in relation to a child, means:

- a) total or partial loss of the child’s bodily or mental functions; or
- b) total or partial loss of a part of the body; or
- c) the presence in the body of organisms causing disease or illness; or
- d) the presence in the body of organisms capable of causing disease or illness; or
- e) the malfunction, malformation or disfigurement of a part of the child’s body; or
- f) a disorder or malfunction that results in the child learning differently from a child without the disorder or malfunction; or
- g) a disorder, illness or disease that affects a child’s thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour.

- 11.3 Where information obtained by the College indicates that a child seeking enrolment has a disability, the Campus Principal will consult with the Applicant to determine whether the disability would affect the child’s ability to participate in or derive substantial benefit from the educational program at the College.

- 11.4 Following the consultation process, the College will assess whether it is necessary to make an adjustment, and whether that adjustment is reasonable.

- 11.5 The College will take into consideration relevant circumstances and interests when identifying what is a reasonable adjustment, including the following:

- a) the nature of the child’s disability;
- b) the information provided by, or on behalf of, the child about how the disability affects the child’s ability to participate;
- c) views of the child, or an associate of the child, about whether a proposed adjustment is reasonable and will enable the child with a disability to access and participate in education and training opportunities on the same basis as children without disabilities;

- d) information provided by, or on behalf of, the child about his or her preferred adjustments;
- e) the effect of the proposed adjustment on the child, including the child's ability to participate in courses or programmes and achieve learning outcomes and independence;
- f) the effect of the proposed adjustment on anyone else affected, including the education provider, staff and other students; and
- g) the costs and benefits of making the adjustment.

11.6 The Campus Principal may require the Applicant to provide medical, psychological or other reports from external specialists, and/or require an independent assessment of the child to enable the College to determine what adjustments are necessary and whether they are reasonable (having regard to the criteria above for determining reasonable adjustments).

11.7 If reasonable adjustments are necessary to enable a child to enrol in or participate at the College, the College will make those adjustments to the extent that they do not involve unjustifiable hardship. In determining whether an unjustifiable hardship would be imposed on the College, the Campus Principal will take into consideration the relevant circumstances of the case, including:

- a) the nature of the benefit or detriment likely to accrue or be suffered by any persons concerned (such as other students, staff, the College community, the child and their family). This includes (without limitation):
 - i. costs resulting from the child's participation in the learning environment, including any adverse impact on learning and social outcomes for the child, other students and teachers;
 - ii. benefits deriving from the child's participation in the learning environment, including positive learning and social outcomes for the child, other students and teachers;
 - iii. the effect of the disability of the child;
 - iv. the College's financial circumstances and the estimated amount of expenditure required to be made by the College – including costs associated with additional staffing and the
 - v. provision of special resources or modification of the curriculum;
 - vi. the impact of the adjustments on the College's capacity to provide education of high quality to all students while remaining financially viable;
 - vii. the availability of financial and other assistance to the College (such as financial incentives, subsidies or grants available to the College as a result of the child's participation); and
 - viii. the nature of the child's disability, his or her preferred adjustment, any adjustments that have been provided previously and any recommended or alternative adjustments.

- 11.8 The Campus Principal will discuss with the Applicant the concerns that the College has regarding any proposed adjustment that would cause unjustifiable hardship to the College.
- 11.9 If the Campus Principal is satisfied that it has sufficiently consulted with the Applicant, and the adjustments required are not reasonable, would cause unjustifiable hardship, the College may decline to accept the enrolment application.
- 11.10 Throughout the consultation process above, the College will consult with the Applicant and the relevant child (as appropriate).

12. Privacy

- 12.1 The College will collect, use and disclose personal information for the purpose of completing the enrolment process.
- 12.2 Please refer to the Privacy Policy on our website for more information.

ENROLMENT TERMS & CONDITIONS

1. INTRODUCTION

1.1 To accept an offer of enrolment provided by the College, the Applicant must sign and return to the College the Enrolment Terms and Conditions within the specified time frame.

1.2 The College requires both biological parents of the child seeking enrolment to complete and sign the Enrolment Agreement (unless the applicable Campus Principal authorises otherwise due to an exception, including but not limited to, where a court order disclosed to the College specifies otherwise or a biological parent is deceased or has lost capacity).

1.3 In signing the Enrolment Agreement, the Applicant agrees to the College's policies which may be changed during the period of enrolment at the discretion of the College.

1.4 The College's policies, except for the Parent Code of Conduct, do not form part of the Enrolment Agreement.

1.5 The College will encourage the Student to achieve their personal best but does not make specific promises or representations of any kind regarding specific academic outcomes or individual student achievement, and no such representations are to be implied on the basis of the College accepting the Student for enrolment. We attempt to support all our students, whatever their gifts, in the pursuit of excellence.

1.6 The College has set Islamic Values - students will be taught and graded according to the Hanafi School of Thought.

1.7 For the purposes of these terms and conditions:

(a) "**Applicant**" means the person or persons named in the Application for Enrolment seeking to enrol their child at the College.

(b) "**Student**" means the child named in Application for Enrolment.

(c) "**Campus Principal**" means the Campus Principal of the College and/or his nominee.

2. FEES & CHARGES

2.1 The Applicant will be required to pay a once only per child capital levy as a pre-entry payment prior to the Student commencing at the College.

2.2 An offer of admission must be accepted within the period prescribed in the letter of offer, and the only method by which the offer can validly be accepted is by the payment of the requested capital levy payment. Failure to pay the capital levy payment in time may result in the revocation of the offer for a place. The capital levy payment is non-refundable. The amount of the capital levy payment is provided in the attached Fee Schedule.

2.3 The Applicant shall at such times as the College may require, pay to the College

such fees as the College may determine, and reimburse any expenses incurred by or on behalf of the student.

2.4 If there is more than one Applicant, both persons will be equally responsible jointly and severally for all fees and charges payable under the Enrolment Agreement.

2.5 All fees and charges are due and payable in full on the date set out in the fee schedule published annually.

2.6 Accounts not paid in full by the due date may be charged an administration fee from the commencement of term. The administration fee will be equivalent to the College's average borrowing interest rate.

2.7 If the Student is admitted to the College during a term, tuition fees will be charged on a pro rata weekly basis.

2.8 No refund of fees paid or waiver of any fees outstanding will be made if the Student is withdrawn from the College during a term or is absent for any reason.

2.9 If the Student is withdrawn at the insistence of the College (e.g. due to the unsatisfactory conduct or behaviour of the Student), the Applicant is liable for all fees and charges to the date of notification of the Student's enrolment at the College being terminated.

2.10 If fees and expenses are not paid in accordance with the College's requirements, including any expenses incurred by or imposed on the Student as a result of any breach of the College rules or other misconduct by the student, the College may refuse to allow the Student to attend, or may remove the Student from the College.

2.11 The Chief Executive Officer or nominee is authorised to take such action deemed necessary to recover unpaid fees or charges.

2.12 The Applicant agrees to pay all costs incurred by the College in recovering or attempting to recover unpaid fees including, but not limited to, legal costs and disbursements incurred by the College.

3. DISCLOSURE

3.1 The Applicant acknowledges that the Application for Enrolment has been completed honestly and correctly, and that the Applicant has made full disclosure in response to the matters and questions raised in the Application for Enrolment.

3.2 The Application for Enrolment forms part of the Enrolment Agreement, and failure to complete the Application for Enrolment honestly and correctly, or to make full disclosure may result in the immediate termination of the Enrolment Agreement by the College.

3.3 Prior to and during enrolment, the College reserves the right to obtain (at the cost of the Applicant) further information regarding the Student including all academic information, College reports and all medical and other reports regarding the Student, if applicable.

3.4 The Applicant declares that the Student is either an Australian citizen; has Australian residency status; or, has a Student Visa for entry and stay in Australia that allows education to be provided on the same cost basis as for an Australian citizen.

4. DISCIPLINE

4.1 The continued enrolment of the Student is dependent on their behaviour being in accordance with the College's policies, rules and regulations, as amended from time to time, as well as the behaviour of the Applicant being in accord with relevant policies.

4.2 The Applicant acknowledges that attendance of the Student at the College shall be at the sole discretion of the College irrespective of whether the Applicant or the Student are in breach of any of these conditions.

4.3 Disciplinary action may be implemented against the Student (including suspension, detention and up to expulsion from the College) if in the opinion of the Campus Principal (or their nominated representative) the Student is found to have breached the College's policies or is found to have engaged in behaviour detrimental to the College, its staff or students.

4.4 The College reserves the right to discipline the Student, including for out of hours behaviour that may affect other students or staff or unduly damage the reputation or property of the College.

4.5 The Applicant agrees that the proper and effective operation of the College requires the College to be able, in its sole discretion:

- (a) to terminate the right of the Student to attend the College; and
- (b) to discipline or suspend the Student.

4.6 If the Campus Principal (or their nominated representative) suspends the Student, the Applicant shall be notified to that effect and the period for which the suspension shall operate.

4.7 If suspended, the Student shall not enter upon any of the College's grounds for any purpose during the period of suspension without the express permission of the Campus Principal and shall be the sole responsibility of the Applicant during such period.

PARENT CODE OF CONDUCT

1. Introduction

1.1 At Ilim College (**the College**) we aim to provide an open, welcoming, inclusive and safe environment for all.

1.2 All parents, guardians, step-parents, family members, and friends of students enrolled at the College must support and encourage the values, activities and ethos of the College, and are encouraged to read and understand the policies of the College (including this Parent Code of Conduct).

1.3 This Parent Code of Conduct applies to all Parents and/or Guardian/s listed in an Enrolment Agreement in connection to a student enrolled at the College, herein after referred to as "**Parents**".

1.4 We believe that Parents are valuable contributors in our community and we aim to work in partnership with Parents in the care and growth of each student. We have a zero-tolerance policy regarding violence and aggressive behaviour of any kind.

1.5 This Parent Code of Conduct outlines the way in which the College requires Parents to conduct themselves when visiting the College campus, participating in College activities and communicating with members of our community (including students, staff, visitors and other parents).

2. When visiting the College

2.1 Parents are required to:

(a) comply with all safety policies and procedures in place at the College;

(b) comply with relevant legal obligations under the legislation and any court order;

(c) only enter a classroom or attend a College related activity with permission from a staff member;

(d) listen respectfully, in the same manner required by students and staff, when attending any kind of College assembly, activity, presentation, class event, or public meeting;

(e) treat all parents, staff, contractors, volunteers, students (including their own), and visitors to the College with courtesy and respect; and

(f) when attending a College event in a voluntary capacity, accept the authority of the teacher (or teachers) when visiting a College activity and comply with any reasonable direction.

2.2 Parents and/or guardians must not:

(a) Use violence of any kind at any time

(b) disparage the College's Islamic teaching or act otherwise in a manner

which is disrespectful or contradictory to the College's Islamic ethos;

(c) interrupt or disrupt a teacher whilst classroom instructions or learning activities are taking place;

(d) discipline or reprimand a child;

(e) bully or harass parents, staff, contractors, volunteers, students, and visitors to the College;

(f) take a photo or video recording of a child if that child is not their own child, unless the parent of the child is present at the time and consents to the photo or video recording being taken; or

(g) attend the College whilst intoxicated on drugs or alcohol; or

(h) smoke on the College grounds.

3. When communicating with staff, contractors and volunteers

3.1 All staff, contractors and volunteers are entitled to a safe and enjoyable work environment.

3.2 If a Parent contacts a staff member, contractor, or volunteer in relation to a query or concern, the recipient will respond within a reasonable period of time.

3.3 In order to most effectively discuss a particular query or concern, Parents wishing to speak to a staff member, contractor, or volunteer (either in person or over the phone) must make an appointment in advance.

3.4 Whilst the College will make reasonable attempts to comply with a court order, the College's priority is the wellbeing of the students and will only comply with court orders to the extent necessary. The College prefers not to become involved in family law proceedings.

3.5 Parents are required to:

(a) speak to staff, contractors, and volunteers with courtesy and respect;

(b) communicate with staff, contractors, and volunteers in a clear, friendly and open manner; and

(c) respect the privacy of staff, contractors, and volunteers.

3.6 Parents must not:

(a) use violence of any kind at any time;

(b) raise their voice or interrupt whilst a staff member, contractor, or volunteer is trying to speak;

(c) speak to staff, contractors, or volunteers in a derogatory or offensive manner;

(d) take a photo, video recording, or audio recording of a staff member, contractor or volunteer without prior consent;

(e) post a photo, video recording, or audio recording of a staff member, contractor or volunteer on social media without prior consent;

(f) assault (sexually or physically) a staff member, contractor or volunteer; or

(g) intimidate, undermine, threaten, bully or harass staff, contractors, or volunteers.

4. When communicating with other students (not their own) and parents

4.1 Parents are required to:

(a) speak to other students and parents with courtesy and respect;

(b) contribute to a positive and friendly culture within the College community;

(c) support and encourage the values, activities and ethos of the College; and

(d) respect the privacy of other students and parents.

4.2 Parents must not:

(a) use violence of any kind at any time;

(b) raise their voice when speaking to other students and parents;

(c) deliberately exclude a student or parent or treat a student or parent differently to other students or parents;

(d) speak to other students or parents in a derogatory or offensive manner;

(e) take a photo or video recording of another student or parent without their consent;

(f) post a photo or video recording of another student or parent on social media without consent;

(g) post a photo or video recording of a child that is not their own on social media without obtaining consent from the child's parent beforehand;

(h) intimidate, undermine, threaten, bully or harass other students or parents; or

(i) disclose the personal details of a student or parent to another person without consent.

5. When using social media

5.1 Parents recognise the potential for damage to be caused, directly or indirectly, to the College and others as a result of their personal use of social media especially in circumstances when they can be identified as a Parent of the College.

5.2 When using social media, Parents must:

- (a) respect a person's professional and personal environment and must not harass other people online;
- (b) act with integrity;
- (c) not use social media to voice grievances about the College;
- (d) make reasonable efforts to ensure that their children comply with the College's Social Media Policy;
- (e) be respectful to staff, contractors, volunteers, other parents, and/or students; and
- (f) never reveal confidential information relating to the College, staff members, contractors, volunteers, other parents, and/or students at the College.
- (g) Parents and/or guardians must not post on social media defamatory, offensive, sexually inappropriate, or other material that may damage the reputation of the College. This includes not disparaging the College's Islamic teaching or acting otherwise in a manner which is disrespectful or contradictory to the College's Islamic ethos.

6. When making a complaint

6.1 Parents have the right to raise issues and concerns related to the education of their child or other matters relating to the College.

6.2 Parents should ensure that they raise their issues and concerns with the right person and follow the correct communication channels according to our policies and procedures including the College's Grievance Procedure.

6.3 When making a complaint to the College, Parents are required to act in a manner consistent to the Parent Code of Conduct.

7. Consequences of a breach

7.1 Any person may notify the Principal of a possible breach of the Parent Code of Conduct.

7.2 The Principal or their representative will investigate the complaint to determine whether there has been a breach of the Parent Code of Conduct or other policy.

7.3 If satisfied that a breach has occurred, the Principal or their representative

may implement disciplinary action against the respondent such as a warning, direction to provide an apology, direction not to enter College grounds over a period of time, or termination of enrolment.

8. Related policies and procedures

8.1 Privacy Policy;

8.2 Enrolment Agreement;

8.3 Student Code of Conduct;

8.4 Enrolment Policy;

8.5 Enrolment Terms and Conditions;

8.6 Uniform and Presentation Policy; and

8.7 Grievance Procedure.

STUDENT CODE OF CONDUCT

1. Introduction

1.1 At Ilim College (**the College**) we aim to provide an open, welcoming, inclusive and safe environment for all.

1.2 This Student Code of Conduct applies to all students currently enrolled at the College, herein after referred to as “**Students**”.

1.3 This Student Code of Conduct outlines the way in which the College requires Students to conduct themselves when visiting the College campus, participating in College activities and communicating with members of our community (including Students, staff and parents).

2. Acceptable conduct

2.1 Students are required to:

(a) treat all Students, staff, contractors, volunteers, parents and visitors to the College with courtesy and respect;

(b) express themselves in a virtuous and responsible manner;

(c) value the individual differences of others;

(d) listen and be open to other peoples’ point of view;

(e) utilises services available at the College in an appropriate manner;

(f) take advantage of learning opportunities;

(g) cooperate with the teaching processes inside the classroom;

(h) seek assistance from others as required;

(i) listen to and act on progress reports from teachers and other staff members;

(j) meet assessment criteria to the best of their ability;

(k) take advantage of decision making opportunities;

(l) uphold the reputation of the School by observing an appropriate standard of behaviour when wearing School uniform and observe appropriate personal hygiene standards;

(m) respect the property of other Students, teachers and of the College;

(n) be punctual and attend all classes;

(o) comply with all safety policies and procedures in place at the College;

- (p) it is essential to uphold the College's core values;
- (q) speak to other Students, staff, contractors, and volunteers with courtesy and respect;
- (r) communicate with other Students, staff, contractors, and volunteers in a clear, friendly and open manner;
- (s) respect the privacy of other Students, staff, contractors, and volunteers; and
- (t) listen respectfully in the classroom and when attending any kind of College assembly, activity, presentation, class event, or public meeting.

2.2 Students must not:

- (a) use violence of any kind at any time;
- (b) criticize the College's Islamic teaching or act otherwise in a manner which is disrespectful or contradictory to the College's Islamic ethos;
- (c) interrupt or disrupt a teacher whilst classroom instructions or learning activities are taking place;
- (d) raise their voice when speaking to other Students and staff;
- (e) discipline or reprimand another Student;
- (f) bully or harass Students, staff, contractors, volunteers, and visitors to the College;
- (g) take a photo or video recording of another child unless the parent of the child is present at the time and consents to the photo or video recording being taken; or
- (h) smoke cigarettes or attend the College whilst intoxicated on drugs or alcohol.
- (i) deliberately exclude another Student or treat a Student differently to other Students;
- (j) speak to other Students in a derogatory or offensive manner;
- (k) post a photo or video recording of another Student on social media without consent;
- (l) post a photo or video recording of a Student on social media without obtaining consent from the Student's parent beforehand;
- (m) intimidate, undermine, threaten, bully or harass other Students; or
- (n) disclose the personal details of a Student to another person without consent; or.

(o) bring unsafe, dangerous or inappropriate equipment, materials or tools to the College.

3. When using social media

3.1 Students recognise the potential for damage to be caused, directly or indirectly, to the College and others as a result of their personal use of social media especially in circumstances when they can be identified as a Student of the College.

3.2 When using social media, Students must:

(a) respect a person's personal environment and must not harass other people online;

(b) act with integrity;

(c) not use social media to voice grievances about the College;

(d) make reasonable efforts to ensure that they comply with the College's Social Media Policy;

(e) be respectful to Students, staff, contractors, volunteers and parents;

(f) never reveal confidential information relating to the College, staff members, contractors, volunteers, other parents, and/or Students at the College; and

(g) not post on social media defamatory, offensive, sexually inappropriate, or other material that may damage the reputation of the College. This includes not disparaging the College's Islamic teaching or acting otherwise in a manner which is disrespectful or contradictory to the College's Islamic ethos.

4. Making a complaint

4.1 Students should report any cases of behaviour in breach of the Student Code of Conduct to a teacher or staff member in confidence.

4.2 When making a complaint to the College, Students are required to act in a manner consistent to the Student Code of Conduct.

5. Consequences of a breach

5.1 Any person may notify the Campus Principal of a possible breach of the Student Code of Conduct.

5.2 The Campus Principal or their representative will investigate the complaint to determine whether there has been a breach of the Student Code of Conduct or other policy.

5.3 If satisfied that a breach has occurred, the Campus Principal or their representative may implement disciplinary action against the respondent such as a warning, direction to provide an apology, exclusion from extracurricular

programs, suspension from the College grounds for a period of time, or termination of enrolment.

5.4 In accordance with applicable legislation, the Police or Department of Human and Health Services will be informed of any unlawful breaches of the Student Code of Conduct.

6. Related policies and procedures

6.1 Privacy Policy;

6.2 Enrolment Agreement;

6.3 Parent Code of Conduct;

6.4 Enrolment Policy;

6.5 Enrolment Terms and Conditions;

6.6 Uniform and Presentation Policy; and

6.7 Grievance Procedure.