



Enrolment Agreement

for Parents / Carers / Guardians

This enrolment agreement is for: _____
(student's name)

Enrolment

Offers of enrolment will be made in line with Learning Co-operative's Enrolment Policy. This Enrolment Agreement and the associated documents need to be completed and returned to the school after the offer of a place and prior to the student's first day at school.

Overview

Our school is a relationship-centred learning community built on trust, respect, inclusion and shared responsibility. We believe children learn best when they feel emotionally safe, known and supported, and when learning is meaningful, creative and responsive to their interests. Our approach values child centred, child-led learning within clear structures, high expectations and a strong commitment to wellbeing, independence and community contribution. All decisions made by the School are guided by the best interests, safety and wellbeing of the child. Families are an integral part of our school community, and enrolment reflects a shared commitment to our philosophy, values and ways of working. This includes respectful communication, collaboration between families and staff, support for agreed school processes, and an understanding that learning, behaviour and relationships are developed together over time. By enrolling, families acknowledge their role in upholding the school's culture and working in partnership to support the learning, wellbeing and growth of all students. When joining the school adults become active members of the Co-operative and have commitments that are outlined in a separate document - the Pledge of Commitment- which include attending time on, fortnightly parent group meetings, working bees and weekend cleaning. These commitments are a condition of enrolment and support the functioning of the cooperative model.

Educational Services

The Victorian Curriculum F–10 (Revised) forms the foundation of the Educational Services provided by the Learning Co-operative. Teaching and learning are delivered through a combination of structured and flexible learning experiences across the school day. Students participate in both morning and afternoon learning sessions, which may include explicit teaching, guided group work, collaborative projects, play-based learning, inquiry learning and independent practice. Learning is intentionally designed to be responsive to student needs, interests and developmental stages while ensuring coverage of curriculum requirements. Individual Learning Plans (ILPs) are used to guide, document and review each student's personalised learning journey and are developed in accordance with the Victorian Curriculum F–10 (Revised) curriculum planning and reporting guidelines. All students are expected to engage in the full learning program, including participation in scheduled learning sessions and agreed school routines.

School Fees

School fees at Co-op cover all stationery, books and classroom resources, sports, music and all incursions. Some camps and excursions will require families to cover some costs, and these will be communicated to students and families prior to commitment.

In 2026 school fees are \$367 per child/ per term. School Fees are updated each year and published on the school website under Enrolment.

A sibling fee discount of 10% applies to the second child and 50% discount to third and subsequent children that are attending concurrently. Lower fees are available for low income/health care card holders.

Families should refer to the School Fee Policy and the Enrolment Cancellation section in this agreement to understand what action the school may take for outstanding school fees.

Grounds on which this Agreement may be Terminated

By Parents/Carers/Guardians

Families are required to provide one (1) term's notice to withdraw a student (cancellation of enrolment) from the Learning Co-operative. A term is considered to have commenced once the invoice for that term's fees has been issued.

By the School

Reasons for the cancellation of enrolment by Learning Co-operative could include but are not limited to: wilful or intentional breach of any of the school's Codes of Conduct (Student Code of Conduct, Digital Technologies Code of Conduct, Parent Code of Conduct), failure to comply with any of the Specific Clauses in this agreement, failure to pay school fees as per the School Fees Policy, failure to maintain minimum attendance levels as per the Attendance Policy, or Stage 8 (Enrolment Cancelled - Expulsion) is reached on the Behaviour Management Pathway as per the Behaviour Management Policy.

There may also be times when we think the level of engagement between the school, student and parents/carers/guardians is not sufficient, including lack of participation in agreed processes, meetings, or support plans. Or the strategies available to the school do not match the needs of the student in a way that enables the school to deliver a good personal and/or educational experience for the student or the school community. In the first instance, the school will endeavour to work with the family and student to resolve this gap, through meetings with teachers, the Coordinator and the Parent Group. In the event the school is unable to close this gap or feels that any underlying issues cannot be resolved, we will let you know and support the student to transition to another learning environment.

Decisions regarding suspension or cancellation of enrolment will follow principles of procedural fairness. This includes providing families with notice of concerns and an opportunity to respond before a final decision is made, except where immediate action is required to ensure safety.

Codes of Conduct

At the beginning of each school year, students and adults will together create the Student Code of Conduct and students will also be reminded of the Safe Use of Technology Agreement. Copies will be provided to parents to review and discuss with their child, prior to the student enrolling at the school. These codes of conduct link with the school's Behaviour Management Policy and agreement and are a requirement of enrolment.

Parents are required to adhere to our Parent Code of Conduct which outlines expected and unacceptable behaviours. A copy will be issued to all families upon enrolment, and updated on our website when changes are made.

All codes of conduct apply to interactions between students, and between parents and other members of the school community including other parents, students and staff, both during and outside of school hours.

Medical & Social Conditions & First Aid

Prior to a student commencing at the school, parents/carers/guardians must share with the school any information known at that time, related to medical or social conditions which may assist the school to appropriately care for the child, meet their needs during school activities, and carry out its Duty of Care to all within the school community.

If, during the period of enrolment, the physical and/or mental health of the student changes, parents/carers/guardians must notify the school and provide any relevant medical information or reports in a timely manner. The school may request that additional information be sought by external practitioners to obtain information the school deems necessary to enable them to support the student during school activities.

Parents/carers/guardians may be required to meet with school staff to discuss and develop strategies to enable the school to meet the needs of the student and the school community.

For any medical conditions or where medication is required a Medication Consent Form and/or Medical Management Plan must be completed. If information or medication relating to serious medical conditions (e.g. Anaphylaxis) has not been provided by the parents/carers/guardians, the Principal will not allow a student to attend school until this has been done.

In the event the student is involved in an incident or medical emergency the school will take immediate and appropriate action such as First Aid treatment or emergency responses (eg. calling an ambulance). In an emergency the school will contact parents/carers/guardians (or nominated emergency contact person if parents/carers/guardians cannot be reached) to provide information and updates.

Attendance

Attendance is a key part of a successful enrolment. Regularly missing days can make it difficult for students to connect with others and to feel part of the community. It can also make it difficult to keep up with schoolwork and for teachers to support and assess a student's learning.

Students are expected to attend school each day on which their school program is in operation, except in instances that they are unwell, have health appointments, or other type of approved

absence. Not maintaining minimum attendance levels risks the cancellation of a student's enrolment as outlined in the Attendance Policy.

If students have physical or mental health conditions that cause them to miss school regularly, the school, in collaboration with families, will develop a study plan that best supports a student's wellbeing and learning. This plan will include any actions the family will take to assist the student to attend school regularly and any adjustments the school will make to facilitate regular attendance. Absences that are consistent with the plan are considered 'approved' absences.

On each occasion that their child is absent, parents/carers/guardians are required to provide an explanation to the school, before or on the day of the absence, by phone, text or email.

The Attendance Policy outlines further detail in relation to how attendance is managed at the school and is available on our website.

Reasonable Adjustments

Reasonable adjustments will be made by the school for students with a disability or health condition to ensure access to teaching and learning as set out in the Disability Discrimination Act 1992. Reasonable adjustments ensure that people with a disability or health condition have access to and participate in the academic, occupational, and social activities of the school.

These adjustments may include:

- explicit adjustments, including targeted or differentiated teaching, assessments, or activities
- specific and relevant teaching strategies to support targeted areas of communication
- active monitoring and supervision, meeting health, personal care, and safety requirements
- enabling access to learning through a differentiated approach to teaching and learning and modifications to buildings and learning environments.

In deciding whether an adjustment for a student with disability is **reasonable**, all relevant circumstances and information will be taken into account, including the:

- impact of the disability on the student's learning, participation and independence
- views of the student with disability, or their family, about their preferred adjustment
- impact of the adjustment on relevant parties, such as other students, staff members, the student's family and the education provider
- costs and benefits of making the adjustment
- need to maintain the essential requirements of the course or program
- likelihood that the student could not participate in the activity or derive any substantial benefit from the adjustment, even after it has been implemented

Child Safety

As a Child Safe organisation, the Learning Co-operative values diversity in our community, invites engagement from families, and ensures we have practices in place to allow all children and young people to be safe and feel safe.

The Learning Co-operative is focused on the safety and wellbeing of its students at all times and has a zero tolerance for child abuse and harm. The School complies with the Victorian Child Safe Standards.

All adults have obligations under Victorian law to report reasonable beliefs of child abuse. This includes reporting sexual offences against a child to Victoria Police. Failure to disclose may constitute a criminal offence.

For further information please see our Child Safety & Wellbeing Policy and our Protecting Children Policy (available on our website).

Concerns & Complaints

The school takes any issues that are brought to its attention seriously. If parents/carers/ guardians express concerns to the school, they can expect to be treated with courtesy and respect in order to try to resolve the matter.

Parents/guardians/carers are asked to follow the process for raising a concern or complaint as outlined in the school's Concerns and Complaints Policy (available on our website).

If a parent/carer/guardian feels a matter they have raised is unresolved, not satisfactorily resolved, or involves an issue of procedural fairness, they may appeal the decision in accordance with the steps laid out in the Policy. The School is committed to resolving concerns at the lowest appropriate level wherever possible.

School Policies, Procedures and Enrolment Agreement

This Agreement may be updated, amended, or supplemented from time to time by the School. Updates do not require the execution of a new agreement, and updated terms will be deemed to be incorporated into and form part of this Agreement. Parents will be provided with a copy of the revised Agreement annually, and a current version will always be available on the school's website. Continued enrolment after notification will be taken as acceptance of the updated terms.

By signing this agreement parents/carers/guardians agree to follow the school's policies and procedures (as introduced, amended and/or added to by the School from time to time) which can be found on the school's website.

The documents below are those most commonly referenced in the daily life of our school (all are available on the school website):

- School Philosophy
- Enrolment Agreement
- Parent/Carer/Guardian Code of Conduct
- Student Code of Conduct
- Enrolment Policy
- Child Safety & Wellbeing Policy
- Behaviour Management Policy
- Digital Technologies Policy
- Concerns and Complaints Policy
- Attendance Policy

- School Fees Policy
- Privacy Policy

School Closures

In certain circumstances, the school may be directed to close or revert to an online learning program for a set period of time by direction of Victoria's Chief Health Officer or Department of Education.

The school may also close at short notice (with or without reverting to an online learning program) in response to a severe weather event, power outage, or other local emergency, as per its Emergency Management Plan. Parents/carers/guardians will be contacted as early as possible about any closures and may be required to collect their children from school should buses not be available.

The Learning Co-operative operates on a school calendar that differs from most mainstream schools, including longer holiday periods at certain times of the year. Families should consider how this aligns with their work, care and family arrangements prior to enrolment. Term dates are published in advance and form part of the school's annual program.

The school is not obligated to reduce or refund fees for any periods of school closure.

Privacy

The Learning Co-operative will collect, hold, use and disseminate personal information, including health and other sensitive information about students and parents/carers/guardians before, during and after the course of a student's enrolment at the school. The School's primary purpose of collection is to enable the School to provide the education services for the student enrolled at the school, exercise its duty of care, and perform necessary associated administrative activities, which will enable students to take part in all the activities of the School. The Learning Co-operative has a Privacy Policy which is available on the school's website and outlines how we will fulfil our privacy obligations.

In instances where we are required to provide data to government departments and agencies, any related collection notices will be available on the school's website.

Camps and Outdoor Education

Going on camps and spending intentional time outdoors away from school are highly valued as part of our school philosophy. The engagement of students with the natural environment on a number of levels and on a frequent basis is a key component of our programs. This includes staying away from home and more extensive outdoor programs. The expectation is that students participate in and attend camps and other outdoor experiences that are part of their program.

Specific Clauses :

Please initial at the bottom of each of the following pages to confirm you agree with the specific clauses set out below.

School Philosophy & Shared Values

I/We have read the school's Philosophy and understand that it outlines the world view from which the school operates.

I/We feel a natural alignment with the school philosophy and values and understand that is important for consistency and authenticity in the partnership between school and home.

I/We understand that we will have commitments as active members of the Co-operative and that these are outlined in a separate document- the Pledge of Commitment

I/We understand that my child will have regular opportunities to make decisions about their learning and other school experiences and this is consistent with the role I want my child to have in their educational journey.

I/We understand that the school has a range of learning area priorities in addition to academic learning which include self-awareness, self-management, social awareness, relationship skills, doing and thinking skills, and community living.

I/We understand that off-site activities are an important way in which the school enacts its philosophy, and agree to support my child(ren) to attend camps and out-and-about that are important parts of the school's program.

Engagement with the School

I/We understand that the school's model requires a high level of parent/carer/guardian engagement and am willing to communicate and meet regularly with school staff to be involved in the creation and implementation of my child's Individual Learning Plan (ILP).

I/We understand that my child's ILP may require me to undertake agreed actions or responsibilities outlined in the plan which could include seeking external supports to help guide appropriate school-based supports and activities.

I/We will actively contribute to creating a sense of community at the school by attending activities, events and information sessions held by the school.

Information Sharing

I/We have shared with the school (or will update with this completed enrolment agreement) any information about my child in relation to medical, behavioural or social conditions which are relevant to the successful delivery of the school program, cohesion of the school community, or that will enable the school to carry out its Duty of Care.

I/We have provided the school with (or will provide with this completed enrolment agreement) copies of court / parenting orders (if applicable) and information regarding any child safety issues.

I/We will keep the school informed of any change in circumstances or impactful events that may affect the student's enrolment, wellbeing, or behaviour.

I/We will promptly notify the school of any suspected or actual bullying or harassment, or breaches to any of the school's codes of conduct, or any other behaviour which is detrimental to safety or wellbeing of my child(ren) or any other member of the school community.

I/We understand that if the status of legal Parental Responsibility change during the period of the Student's Enrolment, a new Agreement must be completed and signed.

School Policies & Codes of Conduct

I/We agree to abide by all school policies and codes of conduct.

I/We have read both the Student Code of Conduct and Digital Technology Code of Conduct and will actively support my child to remain within these behavioural expectations.

I/We understand that the Student Code of Conduct, Digital Technology Code of Conduct, and Behaviour Management Policy apply to interactions between students both during and outside of school hours while they are enrolled at the school.

I/We understand that Learning Cooperative is also a workplace, and the school has a duty of care to provide a safe working environment for everyone employed by, visiting, or coming into contact with the school.

Child Safety & Wellbeing

I/We understand Learning Co-operative is focused on the safety and wellbeing of its students at all times and has a zero tolerance approach for child abuse and harm.

I/We understand that all adults have a legal obligation to report child abuse and must report to Victoria Police when they form a reasonable belief that a sexual offence has been committed against a child.

Medical & Social Conditions

I/We agree to keep all relevant information on any school Medical and Anaphylaxis Management Plans up to date.

I agree not to send my child to school in the event of sickness or infectious illness.

I/We will, either independently or in collaboration with the school, seek external advice or support for my child if the school feels this is necessary to meet the educational, behavioural and/or social needs of my child.

I/We understand that it is the school's first priority to work in collaboration with families in relation to the health, safety and wellbeing of my/our child. In exceptional circumstances relating to immediate safety or wellbeing, the school may facilitate access to external services and will inform parents/carers as soon as practicable.

Attendance

I/We understand the school's attendance expectations as set out in the enrolment agreement and Attendance Policy.

I/We agree to notify the school of any planned absences in advance, or unexpected absences on the day (or as soon as possible after they occur) and am aware of the school's minimum attendance levels and pathway.

I/We understand that the Learning Co-operative operates on a school calendar that differs from most mainstream schools, including longer holiday periods, and agree to support our child's attendance within this structure.

I/We will be proactive in communicating with the school if my child is having difficulty attending school and will work with the school on strategies to address any relevant issues.

Excursions

I/We agree to my child being taken off school grounds for excursions within the local area as defined by the school under the supervision of school staff.

School Fees

I/We agree to pay school fees or arrange a payment plan with the school by the due date.

I/We agree that where more than one parent signs this Agreement (e.g., both parents/guardians), each individual is jointly and severally liable for all fees and charges relating to the student. The School may recover the whole amount from any one individual.

I/We understand if fees are not paid by the due date, the school will work with families to establish a payment plan where needed. In circumstances of ongoing non-payment without engagement, the School may take further action in line with the School Fees Policy, which may include review of enrolment.

I/We agree that if we withdraw our child from the school that the balance of outstanding fees remain payable in full. Payment plans or withdrawal do not constitute a waiver, reduction or deferral of the underlying liability to pay the full term's fees. Any remaining instalments under an active payment plan must continue to be paid until the full amount has been received.

Concerns & Complaints

I/We understand that there is a process for concerns and complaints (which can be found on the school website) and will follow that process if an issue arises.

School Closures

I/We understand that as well as when directed to by the Chief Health Officer or Department of Education, the school may also close in response to a severe weather event, power outage, or other local emergency. The school may or may not revert to an online learning program during this period and fees will not be refundable.

Agreement Termination

I/We understand that this agreement can be terminated by either myself or the school and this will result in the cancellation of my child's enrolment at the school.

I/We are aware that the school may also cancel a student's enrolment for reasons including, but not limited to: a wilful or intentional breach of the parent/carer/guardian code of conduct, non-payment of school fees, low attendance, or a student's failure to comply with the Behaviour Management Policy, Student Code of Conduct and Digital Technologies Code of Conduct.

Initials

P/C/G 1: _____ P/C/G 2: _____

**Include initial box on each page or
use a tick box for each clause**

Signed by:

Principal Signature: Date:

Parent / Carer / Guardian (1) name:

Signature: Date:

Parent / Carer / Guardian (2) name:

Signature: Date:

*This agreement must be signed by **all** persons that have parental and/or legal guardianship responsibility for the student.*

Our school follows the Family Law Act definition of parental responsibility. Only a parent or person with legal authority (by court order, parenting plan, or ICSD for day-to-day matters) may make decisions or access information about a student.