



THE KING'S COLLEGE

Be exceptional.

Application to Enrol

BE EXCEPTIONAL

170 Bertram Road, Wellard | PO Box 450 Kwinana 6966 | P: +61 8 9411 4100 | F: +61 8 9411 4145

E: enrolments@tkc.wa.edu.au | W: www.tkc.wa.edu.au

Vision, Mission and Values

Our Purpose

For every individual to be equipped to fulfil their God given potential.

Vision

To BE and exceptional Christ centred learning community.

Our Passion

Our passion and purpose is:

- For each person to know and see that God is Good, He is for us and His goodness is revealed through Jesus Christ.
- For each person to experience a personal relationship with Jesus Christ and live a life of significance.
- To equip each student to do with excellence that which God has called and purposed them to do.
- To encourage each person to use their gifts and calling to serve God and others.

Core Values

To practice exceptional:

- Generosity
- Integrity
- Leadership – developing transformational leaders
- Honour – God, family and community
- Service

Enrolment Procedure Guidelines

- Each entry point is treated independently of each other. Until you are offered a place you will be asked to confirm that your application for registration is still valid at subsequent dates.
- If a confirmed enrolment is postponed, it will only be possible to place the student's name on a waiting list for the new date.
- It is essential to keep the College updated of any changes to personal particulars such as change of address, phone and email. If parents are unable to be contacted due to changes in details, their place may be allotted to another student.
- Acceptance is conditional, amongst other things, upon the Principal being confident that the student does not have any particular needs, learning or otherwise, which the College could only satisfy if it were to suffer unjustifiable hardship.

“...The excellence of knowledge is that wisdom gives life to those who have it.”

Ecclesiastes 7:12

The King's College Statement of Affirmation of Faith

The College believes in and asserts the following basic truths:

- (a) **THE HOLY SCRIPTURES** – The divinely inspired and infallible Word of God and its consequent entire trustworthiness and supreme authority in all matters of faith and conduct (2 Timothy 3:16, 17). The Bible, which is comprised of the books of the Old and New Testament, is the Spirit inspired, inerrant and infallible Word of God and derives its authority from the Kingdom of God.
- (b) **THE GODHEAD** – One God eternally existent in three persons comprising the Father, the Son and the Holy Spirit. There is one God and He is sovereign and eternal. He is revealed in the Bible as three equal divine Persons - Father, Son and Holy Spirit. God depends on nothing and no one; everything and everyone depends on Him. God is holy, just, wise, loving and good.

God created all things of His own sovereign will, and by His Word they are sustained and controlled. God is the God and Father of our Lord Jesus Christ. He is also Father of all whom He has adopted as His children. Because of God's faithfulness and His fatherly concern, nothing can separate His children from His love and care. (John 15:26; 2 Corinthians 13:14; John 17:21)

- (c) **THE LORD JESUS CHRIST** – His humanity, deity, virgin birth, sinless life, atoning death for the sins of the world, resurrection for our justification, ascension to the Father's right hand and abiding intercession and personal return to reign upon earth. The Lord Jesus Christ is the eternally existing, only begotten Son of the Father. He is the Creator and Sustainer of all things. He was crucified, buried, rose from the dead in bodily form and ascended to heaven.

Jesus is the Baptiser in the Holy Spirit. (Luke 3:16; John 1:33) He is King of the universe and Head of the Church, His people whom He has redeemed to Himself.

Having already inaugurated the Kingdom of God, He will return to gather His people to Himself, to judge all people and bring in the consummation of God's Kingdom. (John 1:4; John 1:1; Isaiah 7:14; Luke 2:7; 2 Corinthians 5:21; John 3:16; Romans 4:25; Mark 16:19; Matthew 24:29-31)

- (d) **FIVE FOLD ASCENSION MINISTRIES** – We believe in the Five Fold Ascension Ministries in accordance with Ephesians 4:11 "And he gave some Apostles, and some Prophets, some Evangelists, and some Pastors and Teachers" and as stated in 1 Corinthians 12:28-31 "And God hath set some in the church. First Apostles, secondly Prophets, thirdly Teachers, after that, Miracles, then Gifts of Healings, Helps, Governments, diversity of tongues..."

We believe the Elders would come from the Five Fold Ministry as directed by the Holy Spirit. Likewise the Deacons would come out from amongst the whole church in accordance with Acts 6:3, as the need arises.

- (e) **SALVATION AND GOD'S REDEMPTIVE PLAN** – That all have sinned and come short of God's glory and standard of righteousness and that by faith in and confession of Jesus Christ as Lord, right relationship is restored with God. (Romans 3:23; 10:10; Galatians 5:22-26)

Adam and Eve, the parents of all humankind were created in the image of God to worship their Creator by loving and serving Him, and exercising dominion under God's rule by inhabiting, possessing, and ruling, caring for and enjoying God's good creation.

Sin entered the world through Adam's disobedience, because of which dominion was lost and all people are alienated from God and each other and, as a result, they and all creation are under God's judgment. All people have sinned and come short of God's standard of holiness and righteousness.

God holds each person responsible and accountable for choices made and actions pursued through the exercise of free will. Human responsibility and accountability do not limit God's sovereignty. God's sovereignty does not diminish human responsibility and accountability.

The King's College Statement of Faith Cont.

Salvation from the penalty of sin is found only through the substitutionary, atoning death and resurrection of the Lord Jesus Christ. As the only sinless One, and because God is both just and holy, Jesus took upon Himself the just punishment for our sins. In doing so, He fulfilled His covenant and demonstrated His unfailing love for us.

Through His death and resurrection, the Lord Jesus has destroyed the power of Satan, who is destined to be confined forever to hell along with all those who reject Jesus as Lord.

Through the power and presence of the Holy Spirit indwelling in believers, and through the work of Calvary, believers are empowered to participate in the restorative work of the Kingdom. Through the Spirit's work in restoring the dominion that was lost and the believer's participation in the Kingdom of God, the eschatological redemption of Creation at Christ's Second Coming awaits.

- (f) THE ORDINANCES – Repentance and Water Baptism for believers by full immersion as acts of obedience to Christ. (Matthew 4:17; Acts 2:38) The Lord's Supper celebrated regularly in remembrance of Christ. (1 Corinthians 11:23-30).
- (g) DIVINE HEALING – Secured for every person through faith in Christ's completed work and deliverance from all bondage to the power of Satan.
- (h) THE HOLY SPIRIT – The Holy Spirit is the Promise of the Father, God's Empowering Presence. The Holy Spirit is the divine seal and guarantor of God's promises to His people. Through salvation, a believer receives the person of the Holy Spirit, the Promise of the Father. The baptism with the Holy Spirit is the power which releases the living waters of God inside the believer. (See Matthew 3:11, Luke 24:49, John 7:38, 39; 14:15-17, 26, Acts 1:5; 2:14-18.)
- (i) THE BAPTISM OF THE HOLY SPIRIT- with speaking in other tongues. (Acts 2:4; 10:46; 19:6; Romans 8:26, 27; 1 Corinthians 14:4). The Ministry of the Holy Spirit is to glorify the Lord Jesus Christ. During this age He indwells, guides, instructs and empowers the believer for Godly living and service. Every believer should be filled with the Holy Spirit. He convicts people of their sin, leads them to repentance, creates faith within them and regenerates them. He is the source of their new sanctified life bringing forth His fruit in the life of believers. He gifts believers according to His sovereign will, enabling them for service in the work of God's Kingdom. (Joel 2:32; Acts 2:4; Acts 2:39; Mark 16:17)
- (j) THE GIFTS OF THE HOLY SPIRIT – for the equipment of Ministry and the edification of the Church; to continue in this present Age until the Perfect has come and the consummation of God's Kingdom on "earth as in heaven." (1 Corinthians 12:8-11; Matt 6:10) The Holy Spirit is the Divine administrator of His gifts, distributing them at will for the purpose of building the church. (Mark 16:17; 1Corinthians 12:11; Hebrews 2:4)
- (k) THE CHURCH UNIVERSAL – Comprising all born-again believers of all Nations and denominations under the headship of the Lord Jesus Christ. (Hebrews 12:23; Colossians 1:18, 24)
- l) BIBLE PROPHECY & ESCHATOLOGY – Its fulfilment in world events, heralding the climax of this age and the personal, visible return of the Lord Jesus Christ and consummation of His Kingdom. (2 Peter 1:21)
- (m) THE NEW HEAVENS AND NEW EARTH – "We, according to His promise, look for new heavens and a new earth in which righteousness dwells." Entry to the new heaven and new earth is made possible only through the salvific plan of God revealed through Jesus Christ. Only righteousness will dwell in the new heavens and new earth. (Isaiah 65:17; 2 Peter 3:7-13; Revelation chapters 20:11; 21-22).

We understand The King's College Statement of Faith

Father's signature _____

Mother's signature _____

General Regulations

1. It is important that parents/guardians and students actively support and participate in the College's Christian traditions and expectations. The College mission, code of conduct, purpose and values are published and used as a guide for behavior and decision making.
2. The College is committed to the safety and wellbeing of every child in its care as set out in The King's College policy for Child Protection. Parents/carers are expected to support and uphold the College's child safety policy and procedures. Signing the Enrolment Form indicates an agreement to support and respect the intentions of the College.
3. The King's College is a child safe organization and is committed to the National Principles for Child Safe Organisations. It is a condition of enrolment that all students, parents and guardians agree to commit to and conduct themselves in a manner consistent with the National Principles for the Child Safe Organisations and the schools 'Child Safe Policies. Students, parents and guardians agree to uphold all child safety measures across the school including participation in all necessary parent/guardian volunteer induction programs and training provided by the school.
4. The College has an open enrolment policy and accepts applications from all homes without discrimination in accordance with the equal opportunity law.
5. Student attendance is required at official College functions and all timetabled activities, presentation nights, inter school sporting events, including Christian education classes and Chapel. **SUCH ATTENDANCE IS A CONDITION OF ENROLMENT.**

Father's Initial: _____ **Mother's Initial:** _____

Students are expected to attend the College on the published term dates. If circumstances require a student to be absent from the College for a period greater than 3 days, advance application must be made in writing to the Principal. Parents/guardians will always abide by the College policies and procedures. These are published and available on the school website and in both the Family Handbook and the Student Diary.

Father/Guardian signature: _____ **Mother/Guardian signature:** _____

6. Parents/guardians will undertake to provide the student with all necessary textbooks and other equipment of a personal nature that may be required to enable the student to benefit from the education offered.
7. Parents/guardians will undertake to provide the student with correct uniform approved by the College, and to ensure that the child is always sent to school neatly and modestly dressed in the required uniform.
8. The College reserves the right to discipline students for breaches of College rules and general misbehavior. The Principal reserves the right to suspend or expel a student from the College.
9. Wilful damage to College property or damage caused by a student's negligence will render the parents/guardians (jointly or individually) of the student(s) liable for the restitution costs.
10. Whilst present on College property, or at a gathering involving students of our College, students will behave respectfully to themselves, others and property, does not bring dishonor to the name of Christ or disgrace to the College.
11. All fees and charges are to be paid in advance. Payment of such fees and charges must be made prior to commencement of the period to which they relate and are to be forwarded to the College Office. The College Council reserves the right to alter such fees and charges at its discretion, without notice. Parents/guardians are jointly responsible for ensuring payment is made to the College.
12. A student will be refused admission to a new term at the College if any fees or charges from the previous period remain unpaid. The Principal may permit the student to continue at the College if any fees and charges remain outstanding, upon the receipt of satisfactory reasons for such non-payment and the negotiation of a plan for payment.
13. The payment of full fees is necessary to hold a guaranteed place whenever a student is absent from the College for any period of time during the year. An Enrolment Fee of \$500.00 is paid on acceptance of a place for the first student and \$300 for the second student to attend the College and is non-refundable. No Enrolment will be charged for 3rd & subsequent children (i.e. max \$800.00 per family). The Enrolment fee is set by the College Board each year.

General Regulations Continued

14. The College reserves the right to amend these regulations from time to time without prior notice. Students may be suspended or expelled from the College if they cease to reside with their parents/guardians. It is the responsibility of parents/guardians to inform the College of proposed residential arrangements other than with parents/guardians and gain the permission of the Principal to ensure continuation of the student's enrolment.

Signing the Enrolment Form indicates a commitment to having read and understood the General Regulations of The King's College.

The King's College Enrolment Process

We are so pleased your family is considering enrolment at The Kings College for your child/children's education. To enable us to process your application in full and provide you with a timely outcome please complete the following document in full and provide copies of the requested documents for each child applying.

Enrolment Documents

Please tick:

- Family Application to Enrol (this document)
- Your child's Birth Certificate – including any change of name documents
- Your child's Immunisation Record
- Your child's most recent two last school reports and NAPLAN test results (where applicable)
- Your child's visa/passport documentation (if applicable)
- A Pastor's and/or Class Teacher reference
- Pre-Kindy, Kindy Immunisation Documentation (compulsory)
- Ezi-Debit Form
- Medical documents provided to support formal diagnosis/diagnoses

Enrolment Stages

Parents/Guardians to submit the completed application form along with the listed supporting documents and \$60 application fee.

The Principal considers the application and will arrange a time for a family interview on campus.

1. Following the interview, families will be notified in writing within 3 working days of the outcome.
2. If a place is offered an enrolment fee of \$500 for the first child and \$300 for the second child (to a maximum of \$800 per family i.e. no enrolment fee for third and subsequent children). This non-refundable fee guarantees your student's place at the college and is not credited towards fees.

The King's College Enrolment Progress Continued

3. All offers are forfeited if the enrolment fee is not paid or the student does not commence studies at the agreed date. Payment in full of the enrolment is the only way to guarantee your child's place at the school. The school has a first-in policy which means that while you can delay the payment of your enrolment fee if another family applies and are accepted with full payment they will receive priority of placement. This is something to be mindful of, particularly in the classes that are already full or in high demand (e.g. Kindy, Yr 7) classes.

If you would like to book a tour of the college prior to completing the enrolment process please contact our school office, we would love the opportunity to show your family our college facilities

Father's Initial: _____

Mother's Initial: _____

Parent/Guardian 1 Details

Father Male Guardian

Surname: _____ **Given Names:** _____

Preferred Name: _____ **Title (Mr, Dr, etc):** _____

Home Address: _____ **State** _____ **P/Code** _____

Postal Address: _____ **State** _____ **P/Code** _____

Email: _____

Home Phone: _____ **Mobile:** _____

Work Phone: _____ **Religion:** _____

Place of Birth: _____ **Nationality:** _____

Occupation: _____ **Employer:** _____

Church Affiliation: _____ **Date of Birth:** _____

Language/s spoken at home other than English: _____ **Original language** _____

Australian Citizen Permanent Resident Visa Holder

Indigenous/Torres Strait Islander: No Yes

Parent/Guardian 2 Details

Mother Female Guardian

Surname: _____ Given Names: _____

Preferred Name: _____ Title (Mr, Dr, etc): _____

Home Address: _____ State _____ P/Code _____

Postal Address: _____ State _____ P/Code _____

Email: _____

Home Phone: _____ Mobile: _____

Work Phone: _____ Religion: _____

Place of Birth: _____ Nationality: _____

Occupation: _____ Employer: _____

Church Affiliation: _____ Date of Birth: _____

Language/s spoken at home other than English: _____ Original language _____

Australian Citizen Permanent Resident Visa Holder

Indigenous/Torres Strait Islander: No Yes

Student 1 Details

Surname: _____ First Name: _____

Other names: _____ Preferred name: _____

Date of Birth: _____ Male Female Academic Year of Entry: _____

Calendar Year of Entry: _____ Country of Birth: _____ Nationality: _____

Language/s spoken at home other than English: _____ Original language _____

My child is a/an: Australian Citizen Permanent Resident Visa Holder

Visa Details: Date Granted: _____ Subclass: _____ Number: _____ Expiry Date: _____

Passport Details: Date Issued: _____ Expiry Date: _____ Number: _____

Date of arrival in Australia: _____

Is your child Aboriginal or of Torres Strait Islander origin?

No Yes, Aboriginal Yes, Torres Strait Islander Yes, both Aboriginal and Torres Strait Islander

Student 1 Details Continued

Please list your child's religion _____ Is your child currently attending a Sunday School or Children's Ministry, Youth group and an active member of a church? Yes No

If yes, please provide details: _____

Schooling History

Previous/Current School: _____ Year Level: _____

Years attended: _____ Reason for leaving: _____

We/I give permission for a member of the College staff to contact the previous/current school in which my child was enrolled, to allow school records to be transferred to The King's College.

Address of Previous School: _____ P/Code: _____

Fax: _____ Date left if applicable: _____

Additional Information *Please note that disclosure of the following information does not affect eligibility to enrol*

Does your child have special needs? Yes No _____

Does your child have educational or learning difficulties? Yes No If yes, please give details

Has your child ever been asked to leave a school or refused enrolment? Yes No

If yes, please state the reason: _____

Has your child ever been suspended or currently under suspension? Yes No

If yes, please state the reason: _____

Does your child have an existing Individual Education Plan or Behavioural Management Plan? Yes No
If yes, please attach a copy to this application

Do you have any concerns about your child's emotional wellbeing or behaviour? Yes No

If yes, please give details: _____

Is your child under the care of any learning or behavioural specialists? Yes No

If yes, please give details: _____

Medical History

Please indicate if your child has any of the following conditions:

- | | | |
|-----------------------------------|------------------------------------------|---------------------------------------------|
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Heart Condition | <input type="checkbox"/> Anaphylaxis* _____ |
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> ADHD/ADD | |
| <input type="checkbox"/> Epilepsy | <input type="checkbox"/> Other _____ | |

Student 1 Details Continued

*** For students with Anaphylaxis please ask for a copy of the college Anaphylaxis Policy and Action Plan**
A detailed medical plan should be provided for students with conditions that may require treatment at the school (e.g., diabetes, asthma), please consult with the office for more details.

Does your child have a disability? (Hearing, sight, physical impairment etc) Yes No

If yes please give details: _____

Please list any medication/treatment required for this student whilst at school: _____

Medical Action Plan: (please give details for treatment below or provide a copy of your medical action plan)

Emergency Contacts (Other than listed parents/guardians)

Person 1 Name: _____ Relationship to child: _____

Home Phone: _____ Mobile: _____

Person 2 Name: _____ Relationship to child: _____

Home Phone: _____ Mobile: _____

Private Medical Insurer: _____ Member No: _____

Medicare No: _____ Position _____ Expiry Date _____ Ambulance Cover: Yes No

Is permission given to school staff to administer the following medications to your child?

Panadol Yes No Antihistamine (allergies/hay fever): Yes No

Father's / Guardian's Signature

Mother's/ Guardian's Signature

Date

Student 2 Details

Surname: _____ First Name: _____

Other names: _____ Preferred name: _____

Date of Birth: _____ Male Female Academic Year of Entry: _____

Calendar Year of Entry: _____ Country of Birth: _____ Nationality: _____

Language/s spoken at home other than English: _____ Original language _____

My child is a/an: Australian Citizen Permanent Resident Visa Holder

Student 2 Details Continued

Visa Details: Date Granted: _____ Subclass: _____ Number: _____ Expiry Date: _____

Passport Details: Date Issued: _____ Expiry Date: _____ Number: _____

Date of arrival in Australia: _____

Is your child Aboriginal or of Torres Strait Islander origin?

No Yes, Aboriginal Yes, Torres Strait Islander Yes, both Aboriginal and Torres Strait Islander

Please list your child's religion: _____ Is your child currently attending a Sunday School or Children's Ministry, Youth group and an active member of a church? Yes No

If yes, please provide details: _____

Schooling History

Previous/Current School: _____ Year Level: _____

Years attended: _____ Reason for leaving: _____

We/I give permission for a member of the College staff to contact the previous/current school in which my child was enrolled, to allow school records to be transferred to The King's College.

Address of Previous School: _____ P/Code: _____

Fax: _____ Date left if applicable: _____

Additional Information *Please note that disclosure of the following information does not affect eligibility to enrol*

Does your child have special needs? Yes No _____

Does your child have educational or learning difficulties? Yes No If yes, please give details

Has your child ever been asked to leave a school or refused enrolment? Yes No

If yes, please state the reason: _____

Has your child ever been suspended or currently under suspension? Yes No

If yes, please state the reason: _____

Does your child have an existing Individual Education Plan or Behavioural Management Plan? Yes No
If yes, please attach a copy to this application

Do you have any concerns about your child's emotional wellbeing or behaviour? Yes No

If yes, please give details: _____

Is your child under the care of any learning or behavioural specialists? Yes No

If yes, please give details: _____

Student 2 Details Continued

Medical History

Please indicate if your child has any of the following conditions:

- | | | |
|-----------------------------------|------------------------------------------|---------------------------------------------|
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Heart Condition | <input type="checkbox"/> Anaphylaxis* _____ |
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> ADHD/ADD | |
| <input type="checkbox"/> Epilepsy | <input type="checkbox"/> Other _____ | |

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A detailed medical plan should be provided for students with conditions that may require treatment at the school (e.g.,
diabetes, asthma), please consult with the office for more details.**

Does your child have a disability? (Hearing, sight, physical impairment etc) Yes No

If yes please give details: _____

Please list any medication/treatment required for this student whilst at school: _____

Medical Action Plan: (please give details for treatment below or provide a copy of your medical action plan)

Emergency Contacts (Other than listed parents/guardians)

Person 1 Name: _____ Relationship to child: _____

Home Phone: _____ Mobile: _____

Person 2 Name: _____ Relationship to child: _____

Home Phone: _____ Mobile: _____

Private Medical Insurer: _____ Member No: _____

Medicare No: _____ Position _____ Expiry Date _____ Ambulance Cover: Yes No

Is permission given to school staff to administer the following medications to your child?

Panadol Yes No Antihistamine (allergies/hay fever): Yes No

Father's / Guardian's Signature

Mother's/ Guardian's Signature

Date

Student 3 Details

Surname: _____ First Name: _____

Other names: _____ Preferred name: _____

Date of Birth: _____ Male Female Academic Year of Entry: _____

Calendar Year of Entry: _____ Country of Birth: _____ Nationality: _____

Language/s spoken at home other than English: _____ Original language _____

My child is a/an: Australian Citizen Permanent Resident Visa Holder

Visa Details: Date Granted: _____ Subclass: _____ Number: _____ Expiry Date: _____

Passport Details: Date Issued: _____ Expiry Date: _____ Number: _____

Date of arrival in Australia: _____

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No Yes, Aboriginal Yes, Torres Strait Islander Yes, both Aboriginal and Torres Strait Islander

Please list your child's religion: _____ Is your child currently attending a Sunday

School or Children's Ministry, Youth group and an active member of a church? Yes No

If yes, please provide details: _____

Schooling History

Previous/Current School: _____ Year Level: _____

Years attended: _____ Reason for leaving: _____

We/I give permission for a member of the College staff to contact the previous/current school in which my child was enrolled, to allow school records to be transferred to The King's College.

Address of Previous School: _____ P/Code: _____

Fax: _____ Date left if applicable: _____

Additional Information *Please note that disclosure of the following information does not affect eligibility to enrol*

Does your child have special needs? Yes No _____

Does your child have educational or learning difficulties? Yes No If yes, please give details

Has your child ever been asked to leave a school or refused enrolment? Yes No

Student 3 Details Continued

If yes, please state the reason: _____

Has your child ever been suspended or currently under suspension? Yes No

If yes, please state the reason: _____

Does your child have an existing Individual Education Plan or Behavioural Management Plan? Yes No

If yes, please attach a copy to this application

Do you have any concerns about your child's emotional wellbeing or behaviour? Yes No

If yes, please give details: _____

Is your child under the care of any learning or behavioural specialists? Yes No

If yes, please give details: _____

Medical History

Please indicate if your child has any of the following conditions:

- | | | |
|-----------------------------------|------------------------------------------|---------------------------------------------|
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Heart Condition | <input type="checkbox"/> Anaphylaxis* _____ |
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> ADHD/ADD | |
| <input type="checkbox"/> Epilepsy | <input type="checkbox"/> Other _____ | |

*** For students with Anaphylaxis please ask for a copy of the college Anaphylaxis Policy and Action Plan
A detailed medical plan should be provided for students with conditions that may require treatment at the school (e.g., diabetes, asthma), please consult with the office for more details.**

Does your child have a disability? (Hearing, sight, physical impairment etc) Yes No

If yes please give details: _____

Please list any medication/treatment required for this student whilst at school: _____

Medical Action Plan: (please give details for treatment below or provide a copy of your medical action plan)

Emergency Contacts (Other than listed parents/guardians)

Person 1 Name: _____ Relationship to child: _____

Home Phone: _____ Mobile: _____

Person 2 Name: _____ Relationship to child: _____

Home Phone: _____ Mobile: _____

Private Medical Insurer: _____ Member No: _____

Medicare No: _____ Position _____ Expiry Date _____ Ambulance Cover: Yes No

Student 3 Details Continued

Is permission given to school staff to administer the following medications to your child?

Panadol Yes No Antihistamine (allergies/hay fever): Yes No

Father's / Guardian's Signature

Mother's/ Guardian's Signature

Date

Custody Information

With whom the student/s live/s: Parents Mother Father Both Mother and Father
Other

Days at Mother's home: _____

Days at Father's home: _____

Other (please specify) _____

If parents are living separately please state who should receive the following information:

Correspondance: _____

Reports/Assessments: _____

Accounts/Financial Information: _____

Name of person(s) with legal guardianship: _____

Is a Parenting or Restraining Order applicable? Yes No (If yes, please attach a copy)

Please give details of any other conditions or Family Court Orders enforced at law applicable to your family

Are all legal guardians in support of the student's enrolments: Yes No

Privacy Policy

The School is bound by the National Privacy Principles contained in the Commonwealth Privacy Act. On the back of this form is the Standard Collection Notice. A copy of the Privacy Policy can be viewed on the School's website.

I/we have read the enrolment policy and apply for my/our child to be registered for enrolment at The King's College, Western Australia.

To the best of my/our knowledge the information contained within this application is complete and correct. I/we acknowledge and agree that if we have knowingly withheld information relevant to the enrolment process or have knowingly incorrectly completed this Application form, the school may refuse or terminate the enrolment of my/our child. Should my/our child's educational or health circumstances change between date of application for registration and entry to the School, I/We will inform the School.

Father's / Guardian's Signature

Date

Mother's/ Guardian's Signature

Date

It is a requirement of the Department of Education for schools to have a policy in place concerning the administration of medications to students, prescribed or otherwise. The College will not provide or administer medications to students, nor be keeping analgesics (e.g. Panadol) for short term conditions.

In the case of short term medication needing to be taken, it is to be the student's responsibility to take this at the correct time and dosage. The medication is to be kept in the classroom office and must be accompanied by a medical certificate from the Parent/Guardian and/or family GP. The medication is not to be left on the College premises overnight. In case of emergency, where the parent/guardian cannot be contacted, the child will be taken to a Medical Practitioner. Parents/guardians need to read and be aware of all the information in this form.

INDEMNITY DECLARATION

I hereby acknowledge and accept that whilst every reasonable precaution will be taken by The King's College, its staff, volunteers, agents and servants, to ensure the good welfare and protection of all students who enroll and attend The King's College. The King's College is not responsible for any accident or misfortune, injury or loss to person or property whatsoever that may be suffered by any child or person attending The King's College.

Indemnity Information

I hereby agree to release and to defend, indemnify, save and hold harmless The King's College against any and all liability, loss or damage, including any costs or expenses such as legal and attorney's fees (on a solicitor/client basis), paid or incurred by or on behalf of The King's College by reason of any act, fault, omission, negligence, breach or otherwise by The King's College, other than those permitted by College insurance policies.

Father's / Guardian's Signature

Mother's/ Guardian's Signature

Date

Medical Information

MEDICAL TREATMENT CONSENT

I being the parent/guardian of the said child understand that whilst every precaution will be taken to ensure the good welfare and protection of my child, The King's College, it's staff and volunteers acting on behalf are hereby released from any and all liability in the event of any accident or misfortune, damage or loss that may occur to the child and their property.

In the case of any emergency, I hereby give permission to the First Aid Staff/St John's Ambulance to ensure proper treatment for my child. I understand that every effort will be made to contact me before instituting such procedures. I agree to pay all such doctor, ambulance and hospital fees incurred on behalf of my child. I have attached a list of any health information about my child that the College First Aid Staff may need to know.

In the event of an emergency, I/we authorise the college to secure an ambulance or medical attention for my student/s

Father's / Guardian's Signature

Mother's/ Guardian's Signature

Date

Student Attendance & Participation

Student attendance is required at official College functions and all timetabled activities, including Biblical studies, Christian education classes and Chapel. **SUCH ATTENDANCE IS A CONDITION OF ENROLMENT.** Students are expected to attend the College on the published term dates. If circumstances require a student to be absent from the College for a period greater than 3 days, advance application must be made in writing to the Principal.

Personal Faith and Pastoral Care

Please describe your/your family's relationship with the Lord Jesus Christ: _____

Denomination: _____ Church Attending: _____

Pastor's name: _____ Phone No: _____

Family involvement in church: _____

Please share your main reason for applying to The King's College: _____

Additional Family Information

Please note any specific circumstances which the school needs to be aware, in order to provide maximum care and assistance to each student:

- Divorce or separation: _____
- Family member's ill health: _____
- Family member disability: _____
- Other family health or special circumstances: _____

Please list any other siblings under 18 who are NOT seeking enrolment into The King's College at this stage:

Name: _____

Name: _____

Male /Female Date of Birth: _____

Male /Female Date of Birth: _____

Current School _____ Year _____

Current School _____ Year _____

Name: _____

Name: _____

Male /Female Date of Birth: _____

Male /Female Date of Birth: _____

Current School _____ Year _____

Current School _____ Year _____

How did you hear about The King's College:

- Existing King's Family: _____ Website Prospectus Advertising
- Church Other: _____

In the Event of a Bushfire/Emergency Evacuation

Our grounds are well cleared and we have sort to minimize the danger from fire to any of our College buildings or to the grounds **In the event of a bushfire that is deemed a danger to the school community or in the case of an evacuation Parents/guardians will not be able to pick up their child/ren from the College.**

The office staff will ring all parents/guardians to inform them of the fire/Emergency and the actions required by parents/guardians.

Publications Consent

The College produces a wide variety of print and on-line materials with which staff, members of The King's community and the wider community will view and interact over the course of a given year. It is important that the College ask parents/guardians permission to use their child's image and their College works in such publications and on-line media (names of children in these materials are never displayed).

If you are happy for photographs of your child or for their College works to be used in College produced materials, please complete the authorization below.

I/we wish for my/our child's image/name/work to be featured on the following:

Web Promotional Materials School Publications Social Media (Facebook/Instagram/Radio)

Father's/Guardian's Signature

Mother's/Guardian's Signature

Compulsory Events

In accordance with clause 4 of the General Regulations, it is a condition of enrolment students to attend and participate in all timetabled activities including Christian education classes and college Chapel.

The following list, though not exhaustive, is illustrative of the types and kinds of activities that are timetabled events and deemed compulsory for all students without exception.

Inter house swimming, athletics and cross country carnivals (Parents initial.....)

Swimming lessons (Parents initial.....)

Years 6, 7, 9 and 11 camps (Parents initial.....)

Excursions and incursions (Parents initial.....)

Presentation nights (Parents initial.....)

Unless a medical certificate is provided or special permission is granted by the Principal (or delegate).

* an annual Activity Levy will be charged and this will cover all **compulsory curricular events** and courses, such as swimming lessons, camps, carnivals, VET courses, incursions and excursions.

The Activity Levy for primary students will be \$213per year and for secondary students it will be \$321 per year.

In an Event of a Bee Sting

This action plan is to be completed by parents/guardians if their child suffers from bee sting reaction.

If this is so, the College wishes to have an Action Plan for your child in case of a problem at the College. This action plan must be arranged in consultation with yourself and must be completed each year.

Reaction: Mild Moderate Severe Local General/Anaphylaxis

* Anaphylactic reactions will require a separate Anaphylaxis Plan, please ask the office for a copy

Details of Reaction: _____

Recommended action to be taken at the College:

Medication and dose (if applicable):

If medication is needed for use at the College, this will be kept:

With Student In First Aid Room/Office Other

Do we need to notify parent/guardian? Yes No

Ambulance if required? Yes No (Parent/Guardian/Ambulance fund liable for cost)

Father's/Guardian's Signature

Mother's/Guardian's Signature

Exiting The King's College

Should it become necessary I/we give permission for a member of the College staff to transfer my child's school records to the new school where they are enrolled.

Father's/Guardian's Signature

Mother's/Guardian's Signature

Parent/Guardian Volunteering

Our Parent Class helpers and Parents and Friends Committee are a vital part of College life. We would love to speak with you regarding volunteering options including canteen, library, class helpers, and excursions, P and F, uniform shop and many more opportunities to get involved in the College.

Yes, I would like to be contacted with more information, my availability is as follows: _____

Fee Schedule

REGISTRATION / APPLICATION FEE

In order to register a student an application fee of \$60 must be accompanied with a completed Application Form along with all necessary supporting documentations. This Fee is non-refundable and is designed to cover administration costs associated with enrolments and interviews. Please note that this payment does not guarantee enrolment.

ENROLMENT FEE

An enrolment fee that is allocated to college development is payable after a placement has been offered from Pre-Kindergarten and prior to commencement of the school term. Enrolment fee is a once only fee that schools charge as a contribution to the on-going development of resources for your children, the college continually invests in resource maintenance and expansion.

The enrolment fee contributes to this. This enrolment fee is \$500 for the first student and \$300 for a second child. No enrolment fee will be charged for 3rd & subsequent students (i.e., max \$800 per family). The enrolment fee may only be paid by cash, credit card or direct debit and is non-refundable. **A student may not start in the College until this fee is paid in full.**

The College Board reserves the right to alter fees and charges at its discretion, without notice.

Financial Arrangements Information

The Tuition fees and financial charges associated with The King's College education for your child are clearly detailed in this document.

The College Board reserves the right to alter fees and terms & conditions within this document at any time.

TUITION PAYMENT OPTIONS

The King's College has partnered with Edstart to improve school fee payment options for our families.

Commencing January 2024, the College will no longer be accepting school fees directly. This arrangement is underpinned by a commitment to improve the affordability and accessibility of a King's College education for all families in our community.

Through an Edstart account, families can pay annually, termly, monthly, fortnightly or weekly, at no additional cost.

To open an account, go to: <http://edstart.com.au/kingswa>

An annual statement will be emailed by mid-January, which will provide the amounts payable for the year.

TUITION FEES FOR 2024	Annual Fee	Activity Levy
Pre – Kindergarten	\$2,496	\$0
Kindergarten	\$2,344	\$213
Pre-primary	\$4,351	\$213
Primary (Years 1-2)	\$4,408	\$213
Primary (Years 3-6)	\$4,732	\$213
Secondary (Years 7-9)	\$4,971	\$321
Secondary (Years 10-12)	\$6,221	\$321

FAMILY CONCESSION 2024 (K - 12)	
First Child	0%
Second Child	20%
Third Child	30%
Fourth Child	40%
Fifth Child	80%
Sixth Child +	100%

Please note that the booklist charges are subject to change.

5% Early Bird Discount only from Pre-Primary to Year 12.

The Sibling Discounts apply from Kindy to Year 12.

EARLY BIRD DISCOUNT EXPLANATION

Early payment discounts are only applicable to the tuition component invoiced in January. If you are invoiced for other expenses throughout the year, you are not entitled to a discount on these charges. In order to qualify for the Early Bird Discount Full Tuition Fee Payment must be received by 16 February 2024.

TERMS AND CONDITIONS OF ENROLMENT

This document contains specific terms and conditions of enrolment. The signatories on this booklet will be deemed jointly and severally liable for the payment of fees for the student/s concerned.

OTHER CHARGES	Annual Fee	Years
Resource Levy	\$11	K - 5
Resource Levy	\$35	6
Resource Levy	\$216	7 - 9
Resource Levy	\$198	10
Resource Levy	\$93	11 - 12
1 - 1 Device Program	\$280	4
1 - 1 Device Program	\$370	5
1 - 1 Device Program	\$280	7
1 - 1 Device Program	\$370	8
1 - 1 Device Program	\$380	9
1 - 1 Device Program	\$660	10
1 - 1 Device Program	\$735	11
1 - 1 Device Program	\$560	12
Outdoor Education Camp	\$200	11 - 12
Cert IV Music	\$400	11
Cert III Childcare	\$400	11
Cert III Ed Support	\$400	11

*Resource Levy combines charges such as Seesaw Learning, Diary, Education Perfect, English Books and Math Resources)

ABSENCE FROM THE COLLEGE

No reduction in fees will be made on account of an absence from the College, as the costs incurred in operating the College are not lessened by the absence of individual students.

Booklist items are shown separately and are not included in the Tuition Fees, Activity Levy or other charges.

Please note that the above fees are subject to change and on occasion other fees may be levied.

NOTICE OF WITHDRAWAL

The principal must be given a school term's notice in writing prior to the withdrawal of a student from the College. In default of such notice, up to a full term's fee will be charged. Verbal notice is not considered to be due notice of withdrawal. Failure to give such notice by the last day of the previous term will involve the payment of the next term's tuition fees. This fee can only be waived in the case of there being, in the view of the College Board, extenuating circumstances that could not have been anticipated leading to the withdrawal of the student. These circumstances need to be set out in the letter notifying the intent to withdraw. Such circumstances may include, although are not exhaustive and are not limited to, (1) secondment by current employer to remote locations with little notice; (2) individuals who serve in the Australia Defence Forces; or (3) essential services; will be regarded as having sufficient reason for late notice. A pro-rata refund of payments will be made if the notice of withdrawal is in order.

YEAR 12 FEES

While students typically complete their Year 12 schooling early in Term 4, due to the resource intensive nature of this final year, the full annual fee is payable.

SCHOOL FEES FIRST POLICY

The College operates on the understanding that parents prioritise the payments of compulsory tuition fees over the cost of voluntary events such as, but not limited to, year level social events, Music Tuition Programme, camps and excursions.

To ensure your child is not excluded from any of these events or programmes, all tuition fees and levies must be up to date.

LATE PAYMENT OF FEES

Parents/guardians who are unable to pay fees by the due date must apply to the Bursar for an extension of payment.

The principal reserves the right to cancel a student's enrolment where fees are overdue.

Any expenses, costs or disbursements incurred by The King's College in recovering any outstanding monies may also be charged to the account.

FINANCIAL HARDSHIP

Many families experience a period of financial hardship sometime during the schooling of their child/ren. Although our ability to offer assistance is limited, should you find yourself in this situation, please contact the Finance Officer.

SPLIT BILL ARRANGEMENT

Tuition fees will not be split between more than one account. However, under Edstart, separated families can each have an Edstart account to pay agreed amounts to the one account. Please note that having such a split bill arrangement does not change the Enrolment Form Conditions and Agreement that have been signed. Split billing arrangements do not remove joint and several liability for the payment of fees.

FEE INCREASES

As with other private schools, there are unavoidable annual increases to tuition fees as each organisation works within the economic climate at the time. At The King's College, we are very mindful of fee increases and do our best to consider families without sacrificing quality education.

DECLARATION

I/We understand I/we will be jointly and severally liable for all school accounts and liable for interest payable on any outstanding or overdue amounts. Such interest is to be calculated at the current rate charged by lending institutions. The College reserves the right to amend the rate of interest, which may apply, at any time, without notice.

I/We accept full liability for the recovery of all outstanding fees and costs incurred to employ the services of a collection agency, if so needed.

Father's / Guardian's Signature

Date

Mother's/ Guardian's Signature

Date

Government Required Data Collection

The College is required to collect this information for government reporting purposes; this data is not used to assess students for entry into the college.

Name of Student(s):

First Name	Surname
1	
2	
3	
4	
5	
6	

1. What is the level of highest qualification the parents/guardians have completed?

	Mother/Female Guardian/ Parent 1	Father/Male Guardian/ Parent 2
Bachelor degree or above.....	<input type="checkbox"/>	<input type="checkbox"/>
Advanced Diploma/Diploma.....	<input type="checkbox"/>	<input type="checkbox"/>
Certificate 1 to IV (including trade cert).....	<input type="checkbox"/>	<input type="checkbox"/>
Non-school Qualification.....	<input type="checkbox"/>	<input type="checkbox"/>

2. What is the highest year of primary or secondary school the parents/guardians have completed?

	Mother/Female Guardian/ Parent 1	Father/Male Guardian/ Parent 2
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 year 9.....	<input type="checkbox"/>	<input type="checkbox"/>

3. Please select the appropriate parental occupation group from the list on the following page

(a) What is the occupation group of Mother/Female Guardian/Parent 1?

(b) What is the occupation group of Father/Male Guardian/Parent 2?

- If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation.
- If the person has not been in paid work for the last 12 months, enter '8' in the box above.

List of Parental Occupation Groups for Question 3

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]
 - **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]
 - **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]

Group 8: Not in paid work in last 12 months

General Agreement

General Agreement:

I/We agree to have the above named student (s) considered for admission to The King's College.

I/We enclose the supporting documents as requested.

I/We will provide if requested, further information concerning our student's education or medical history

I/We endorse and support the schools Statement of Faith, Core Values and General Regulations as detailed in this document

I/We understand I/we will be responsible for all school accounts and liable for interest payable on any outstanding or overdue amounts. Such interest is to be calculated at the current rate charged by lending institutions. The College reserves the right to amend the rate of interest, which may apply, at any time, without notice.

I/We accept full liability for the recovery of all outstanding fees and costs incurred to employ the services of a collection agency, if so needed.

Mother's/Female Guardian Signature: _____ **Date:** _____

Father's/Male Guardian Signature: _____ **Date:** _____

Submission of Application

Please forward the application form and supporting documents to the college either in person, via post or email:

The King's College, 170 Bertram Road, WELLARD WA 6167

Postal Address: The King's College, PO Box 450, KWINANA WA 6966

Email: enrolments@tkc.wa.edu.au

Thank you for considering The King's College for your family's education

OFFICE USE ONLY

Name of Child/ren enrolling:

1. _____ 2. _____ 3. _____

Family Name: _____

Application Fee Received: YES NO (Internet Payment) (Cash) (EFT) Receipt No: _____ Date: _____

Acceptance/Waitlist Letter issued YES NO

Enrolment fee paid: Yes NO \$ _____ Receipt No: _____ Date: _____

(Internet Payment) (Cash) (EFT)

THE KING'S COLLEGE STANDARD COLLECTION NOTICE

The following points regarding the collection of personal information by The King's College (*'the School'*) is provided for parents and students information. The School is bound by the Australian Privacy Principles contained in the *Privacy Act 1988* (Cth). A copy of the School's Privacy Policy is available from the School office on request.

1. The King's College collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the College. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the College to provide schooling to the student and to enable them to take part in all the activities of the College.
2. Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws.
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about students from time to time.
5. The College from time to time discloses personal and sensitive information to others for administrative and educational purposes, including to facilitate the transfer of a student to another school. This includes to other schools, government departments, medical practitioners, and people providing services to the College, including specialist visiting teachers, [sports] coaches, volunteers and counsellors.
6. Personal information collected from students is regularly disclosed to their parents or guardians.
7. The College may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.
8. The College's Privacy Policy sets out how parents or students may seek access to personal information collected about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College's duty of care to the student, or where students have provided information in confidence.
9. The College Privacy Policy also sets out how you may complain about a breach of privacy and how the College will deal with such a complaint.
10. As you may know the College from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. [It may also be disclosed to organisations that assist in the College's fundraising activities solely for that purpose.] We will not disclose your personal information to third parties for their own marketing purposes without your consent.
11. On occasions, information such as academic and sporting achievements, student activities and similar news is published in College newsletters and magazines [and on our website]. Photographs of student activities such as sporting events, school camps and school excursions may be taken for and published in College newsletters and magazines and on our intranet. The College will obtain separate permissions from the students' parents or guardians if we wish to include photographs or other identifying material in promotional material for the College or otherwise make it available to the public such as on the internet.
12. We may include students' and students' parents' contact details in a class list and College directory.
13. If you provide the College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish and that the College does not usually disclose this information to third parties.