RATIONALE
Toongabbie Christian School is a ministry to primarily Christian families. We believe that it is parents who are given the responsibility of raising their children but in so doing they enlist the support of Christian educational institutions to assist them in this task. TCS reflects the values and beliefs that the Christian home promotes. The School is a Christ-centred learning community where teachers and families serve together in partnership to assist students to grow up into Christ. TCS seeks to provide a high quality Christian education that reflects the biblical worldview and the way of life that it inspires which is consistent with our mission statement.

MISSION
“To be a caring Christian community that supports families by providing a quality Christ-centred education which develops the whole person for life and eternity.”

OPERATION
Enrolment is available to students who meet the criteria that they have at least one parent who is a Christian and part of a local Church, or, in exceptional circumstances, where only the child shows a Christian commitment. Children who have special learning needs or a physical disability will be accepted for enrolment providing they meet the criteria for enrolment, and do not cause unjustifiable hardship for the school community. Parents are required to disclose these details during the application process and provide all necessary documentation and professional reports at their own cost. The School will use this additional information to outline what it can realistically provide in each case. Upon acceptance of enrolment, families must indicate their support of the stated purpose of the school, its ethos and policies by signing the enrolment conditions.

In keeping within this framework, the following categories show the priority order in which we accept students:

Primary Enrolments
1. Siblings of children already enrolled in the school.
2. Children of established families of Toongabbie Baptist Church.
3. Children transferring from other Christian schools (based on our criteria).
4. Children involved in the life of Toongabbie Baptist Church
5. Children with at least one parent actively involved in a Protestant church other than T.B.C.
6. Other children, at the Principal’s discretion. (Board to be notified).

Secondary Enrolments
1. Children from our Primary Department.
2. Siblings of children already enrolled in the school.
3. Children of established families of Toongabbie Baptist Church.
4. Children transferring from other Christian schools (based on our criteria).
5. Children involved in the life of Toongabbie Baptist Church
6. Children with at least one parent involved in a Protestant church other than T.B.C.
7. Other children, at the Principal’s discretion. (Board to be notified).

Kindergarten Starting Age
As a general rule, prospective students enrolling in Kindergarten must turn five years old on or before 30th April in the year of commencement. Individual cases, where parents would like consideration to enrol a child at a younger age will be considered at the discretion of the Principal.
CONDITIONS OF ENROLMENT

Enrolment at Toongabbie Christian School is subject to the following terms and conditions.

1. That the parents/carers will agree to allow the child to participate fully in the life and program of the School, including activities that reflect the school's Christian emphasis.

2. That the parents/carers undertake to provide the child with the correct uniform approved by the School, and to ensure that the child is always sent to School neatly and modestly dressed in the required uniform.

3. That the parents/carers undertake to provide the child with all necessary text books and other equipment of a personal nature that may be required to enable the child to benefit from the education offered.

4. That the parent agrees to support the child and measures taken by the School to assist the child to meet the academic and attendance requirements of the NSW BOSTES and those of other providers at which they are enrolled.

5. That the parents/carers accept the right of the School to employ such discipline as it seems wise and expedient for the child, and agree to uphold in every way possible the School’s authority and right to administer appropriate discipline in accordance with the policies of the School.

6. That all fees are payable in advance by the tenth day of each term. In cases where this requirement would cause hardship, parents must make contact with the school Business Manager before the due date, to enable alternative arrangements to be approved. Failure to do so may result in your child not being allowed to enter a new term.

7. That the parents/carers will give at least one term’s notice of termination of enrolment in writing and failure to do so will result in a liability to pay half of one term’s standard fees.

8. That a bond be paid by the due date, by each family whose children are accepted for enrolment. The bond will be refunded after the last child leaves the School provided all outstanding liabilities and Condition 7 have been met by the parents/carers.

9. The child agrees to exhibit appropriate standards of behaviour as outlined in the Student Handbook and School policies and to refrain from involvement in any other activity that brings the name of the School into disrepute. This will include but is not limited to the following: dress; speech and behaviour; use of tobacco and alcohol*; possession, use or supply of harmful drugs or prohibited substances; use/misuse of the internet; use/misuse of mobile phones or a variety of technology; bullying/cyberbullying; pornography; possession and use of weapons; inappropriate student relationships and any illegal activity.

10. That the parents/carers will support the Christian ethos of the School so that the child will be given every opportunity to grow up into Christ.

11. The parents/carers agree to supply at their own cost:
   - copies of any Court Orders regarding parenting/fee arrangements; or
   - AVO’s relevant to the child or family; or
   - copies of health professional and other specialist reports pertaining to medical and/or learning disorders concerning their child.

12. That the School may suspend or terminate enrolment at its discretion for failure to comply with these conditions or other serious breaches of the School’s rules and policies.

*Parents agree not to make alcohol freely available at any 18th birthday party or other celebrations while their child is enrolled at TCS as this would be a breach of their enrolment conditions.

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PROCEDURE

New Enrolments

- Initial telephone, email or counter contact;
- Information, Prospectus and applications forms sent;
- Upon application form and all supporting documents being received, interview arranged with Principal or person delegated by the Principal;
- The Principal will require all health professional reports and may require additional testing or contact with the previous school of a student in determining the level of Educational Support needs or EAL/D assistance. If the interview is successful an offer of enrolment is made.
- Offer accepted by payment of enrolment deposit, and signed acceptance of the Conditions of Enrolment. This amount is later deducted from the student’s first term fees, upon the student commencing at the school. If the student does not commence at the school, the enrolment deposit is non-refundable.
- Bond to be payable either on enrolment or, if not starting until the start of the following year, by the end of November of the preceding year.
• In the initial stage of enrolments for Kindergarten and Year 7 in each new year, 50% of places are to be held for siblings and 10% of places are to be held for established families of Toongabbie Baptist Church until 30th November i.e. 15 months prior to the student/s commencement day. After 30th November any remaining places in these years can be filled as per the priorities. When all places are filled a waiting pool is created from which casual vacancies in these years, prior to commencement day, will be filled as per the priorities;

• If vacancies do not exist in any of the grades being applied for, the parents are advised in writing of the outcome and the student is placed in a waiting pool for that grade;

• Unsuccessful applicants are advised in writing.