



Local Student

Enrolment Agreement

The MLC Enrolment Agreement is a legal contract between the College and the Student's parents and/or guardians listed in the Acceptance of Offer of Enrolment. The basis on which students are offered enrolment at the College is set out in the Enrolment Policy.

By accepting an offer of enrolment at MLC, parents/guardians (together known as Parents as defined below) agree to be bound by the Terms & Conditions and behavioural expectations outlined in the Enrolment Agreement.

The Enrolment Agreement comprises of the following:

- MLC Terms & Conditions of Enrolment;
- Schedule of Fees & Charges;
- Parent Code of Conduct;
- Behaviour Management Policy – Relationships for Learning and
- Student Code of Conduct

Each of these documents form part of the agreement between the College, Parent/s, and Student. The Current Fee Schedule, Parent Code of Conduct, Behaviour Management Policy – Relationships for Learning and Student Code of Conduct are available on the College website.

By enrolling your child at MLC you agree to act in accordance with these documents. Offers of enrolment are accepted by signing an Acceptance of Offer of Enrolment form.

SAMPLE



Terms & Conditions of Enrolment

Methodist Ladies' College (MLC) is a day and boarding school for girls from Prep to Year 12, with an early learning centre (MLC Kindle) for girls and boys from six weeks to five years. As an open-entry, non-selective day and boarding school, MLC is a welcoming, diverse community offering a broad, holistic education that inspires the future citizens the world needs.

This document sets out the terms and conditions under which Students are enrolled at MLC. The College reserves the right to vary and amend the terms and conditions from time to time. Notice of changes will be provided to Parents.

Educational Services Provided

1. MLC provides educational services that are within the scope of the College's registration, being:
 - (a) Preparatory – Year 10 under the Victorian Foundation-10 priorities and standards (or equivalent if superseded) (P – 10).
 - (b) Senior secondary courses which are normally provided in Years 11 – 12, include the Victorian Certificate of Education (VCE), Vocational Education and Training (VET) and the International Baccalaureate (IB).
 - (c) The College also operates MLC Kindle, an early learning centre service.
2. MLC's course offerings, including co-curricular activities and programs, will be determined by the College at its sole discretion and may be varied or withdrawn at any time without prior notice. This may include making changes to the curriculum, co-curricular offerings, teaching methods and processes and other services affecting its students. The College's offering and delivery may be subject to government directives in place at the time.
3. A proportion of funds raised or fees collected on behalf of the College may be applied to the operations of MLC Kindle.

Continued Enrolment

4. This document sets out the Terms & Conditions of Enrolment at the College.
5. In signing the Enrolment Agreement, the Applicant and Student agree to these Terms & Conditions of Enrolment and the College's Rules, Policies and Procedures, which may be changed during the period of enrolment at the discretion of the College. The College's Rules, Policies and Procedures do not form part of the Enrolment Agreement.
6. Enrolment at MLC commences in the first year of a Student's enrolment and continues each subsequent year until completion of Year 12 or until the Student is otherwise withdrawn or removed from the College, except for boys where enrolment ceases in the final year of MLC Kindle.
7. The holistic development of the Student remains the priority of the College in carrying out its duty of care to the Student. As such, the College makes no representation or promise regarding any particular academic achievement or level of performance of any Student.

Enrolment Procedure

8. Application for Enrolment to the College

A Student's name will be registered on payment of an Application Fee. The Application Fee covers administrative costs and is non-refundable. An application is a pre-requisite to admission but not a guarantee of enrolment.

It is the responsibility of the Applicant to ensure the College is informed of any changes to contact details. An application may be removed from the waiting list if after repeated attempts, the Applicant is unable to be contacted.

Prior to an Offer of Enrolment, the Applicant is required to provide all relevant information and supporting documents in relation to a Student's enrolment. This includes (but is not limited to) any additional learning needs, educational history and assessments, legal or court orders, relevant medical records or other factors that may be relevant to a Student's education or welfare. Applicants should also advise the College if any additional information relevant to admission becomes available in the period up to the Students commencement date.

9. Offer of Enrolment

Offers of Enrolment are made in accordance with MLC's Enrolment Policy and at the Principal's discretion.

English is the language of instruction and assessment across MLC. A Student must meet the College's English language requirements to be able to access the curriculum and be eligible for a place. A Student may be required to sit an English Language Assessment Test, to determine if their Australian Education Assessment Services AEAS proficiency score meets MLC's requirements.

To accept an Offer of Enrolment from the College, Applicants must sign the **Acceptance of Offer Form** and pay the Enrolment Fee. The Enrolment Fee is non-refundable and non-transferable and cannot be offset against future Tuition Fees.

An Offer of Enrolment accepted by new MLC Kindle families are for the confirmed commencement date only and cannot be deferred to future years. If an Offer of Enrolment is declined, the original MLC Kindle application can be amended to change the preferred year of entry to the following year. The MLC Kindle application will then be reassessed along with other applications for that incoming year.

10. Conditional Offers of Enrolment

In some circumstances, the College may make a Conditional Offer of Enrolment, which will be subject to additional terms and conditions.

If an Applicant accepts a Conditional Offer of Enrolment, the Applicant is bound by any additional terms and conditions applicable to that enrolment and also continues to be bound by these Terms & Conditions of Enrolment.

11. Deferral or Cancellation of Enrolment

A Student's year and level of entry may be deferred to a later year by the Applicant. Any subsequent deferrals will be subject to availability of places and at the College's discretion.

Deferral of an accepted place for entry to a later year may require payment of a holding fee of 30% of the Tuition Fees, in order to keep the place available. Deferral will be subject to availability of places and is at the College's discretion. A holding fee is non-refundable and is not offset against any future Tuition Fees.

12. Acceptance into the Boarding House

Students can be considered for entry into MLC's Tiddeman Boarding House once they have met the College enrolment criteria as set out in MLC's Enrolment Policy and are in Year 7 to 12. An interview with the Head of Boarding is required prior to an offer to enter the Tiddeman Boarding House being made. Applicants must sign the MLC Boarding Acceptance Agreement to accept a place in the Tiddeman Boarding House.

13. Scholarships

MLC makes a number of scholarships available for students with talent and an enthusiasm for learning and also for students who might otherwise not have the opportunity of an MLC education. The College awards scholarships based on a scholarship application and testing process. Scholarship holders are bound by the terms and conditions in these Terms & Conditions of Enrolment and also MLC's Scholarship Terms and Conditions which are available on the College website.

Expectations of Students and Parents

14. All Students and, where applicable, their Parents are required to abide by the College policies and procedures (as introduced or amended or varied from time to time) including but not limited to those concerning
- a. codes of conduct
 - b. the care, safety and welfare of students
 - c. student behavior, discipline and standards of dress

- d. anti-harassment and discrimination
- e. technology and social media use
- f. complaints and grievances.

15. Failure to abide by the College policies may result in disciplinary action for the student or cancellation of enrolment.
16. Students in Prep - Year 12 returning to the College after school holidays must join their classes on the dates fixed for commencement. A Student is not permitted to leave the College at the end of a term until the recognised closing date, except under special circumstances and with prior approval from the Head of School. Parents must notify the College immediately of any absence.
17. The College may not permit a Student to attend classes when Tuition Fees and Charges remain outstanding.

Disclosure

18. The Applicant acknowledges that the Application for Enrolment has been completed honestly and correctly, and that the Applicant has made full disclosure in response to the matters and questions raised in the Application for Enrolment.
19. A failure to complete the Application for Enrolment honestly and correctly, or to make full disclosure, may result in the immediate termination of the Enrolment Agreement by the College.
20. The College reserves the right to obtain further information regarding the Student including all academic information, school reports, living arrangements and all medical and other reports regarding the Student, if applicable.

Student Withdrawal or Deferral

21. Notification Period

If the Parent wishes to withdraw the Student from the College, or defer the Student's enrolment at the College, the Applicant must give to the College one term's notice in writing signed by each of the Parents who signed the Enrolment Agreement or pay to the College the equivalent of one term's Tuition Fees. No 'part of' a term or school holiday period will be included in determining the notice period. The following notice periods apply for the withdrawal of a Student:

- a. Day Student: One full term's notice is required, in writing to the Principal, before the withdrawal of a day Student from the College. If the required notice is not given, one full term's Tuition Fees will be charged in lieu of notice.
- b. Boarding Student: Two full term's notice is required, in writing to the Principal, before the withdrawal of a boarding Student from the College. If the required notice is not given, two full term's Boarding House fees and one full term's Tuition Fees will be charged in lieu of notice.
- c. Boarding Student transferring to Day Student: Two full term's notice is required, in writing to the Principal, when a boarding Student no longer requires accommodation and is transferring to a day Student. If the required notice is not given, two full term's Boarding House fees will be charged in lieu of notice.
- d. MLC Kindle: One full school term's notice is required, in writing to the Principal, before the withdrawal of a MLC Kindle Student from the College. If the required notice is not given, one full term's Tuition Fees will be charged in lieu of notice.

22. Refunds and Notice Periods

Application Fees and Enrolment Fees are non-refundable. For Tuition Fees and Charges, if the required notice is provided, pre-paid pro-rata fees will be refunded within three months to the person/s who made the relevant payment or the Applicant.

The withdrawal of a Student and subsequent re-enrolment of the same Student requires a new Application for Enrolment and payment of the Application Fee and Enrolment Fee. A new date of application will be allocated.

A half term's notice is required to discontinue a special subject, or a fee equivalent to a half term's Tuition Fees will be charged. A full term's notice is required to discontinue a co-curricular activity, or a fee equivalent to a full term's fee will be charged.

No refund of Tuition Fees paid or waiver of any Tuition Fees outstanding will be made if the Student is withdrawn from the College during a term or is absent for any reason without providing the requisite notice period.

All student mobile computing devices are financed through a fixed term rental program. On withdrawal, Parents will be contacted regarding either the return of devices and subsequent credit of any recoverable costs; or the amount payable should they wish to retain the device and its bundled accessories.

23. Cancellation/suspension of enrolment

The College may cancel or suspend a Student's enrolment at any time by giving notice of such to the Parent. Cancellation or suspension of enrolment is at the sole discretion of the Principal and may occur as a result of (but not limited to):

- a. unsatisfactory conduct, behavior or attendance of the Student
- b. failure by the Student or Parent to follow any College rules, procedures or codes of conduct
- c. failure to pay Tuition Fees or Charges within the terms of this agreement
- d. a break down in the relationship of trust and cooperation between the Parents, the College or its staff to the extent it is detrimental to the education or welfare of the Student or the good of the College.

24. Disciplinary action

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

Disciplinary action may be implemented against the Student in line with the College's Student Code of Behaviour and Discipline Policy (including detention, suspension, and up to expulsion from the College if in the opinion of the Principal the Student is found to have breached the College policies or is found to have engaged in behaviour detrimental to the College, its staff or Students).

If the Principal suspends the Student, the Parent shall be notified to that effect and the period for which the suspension shall operate.

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

The Parents are expected to support the aims, objectives, ethos, rules and policies and discipline of the College. Disciplinary action may be implemented against the Student and/or Parent if in the opinion of the Principal the Parent is found to have breached the Parent Code of Conduct. Disciplinary action may include, but is not limited to, termination of enrolment of the Student.

Business Terms and Conditions

25. Tuition & Boarding Fees

Tuition Fees and Boarding House fees can be found on the College website (www.mlc.vic.edu.au). The College Board may vary Tuition Fees and Charges from time to time at its sole discretion. Parents will be notified in advance of any such variation, and an updated Fee Schedule will be provided to Parents by the end of Term 3. Any Parents wishing to withdraw their child following the College notification of the updated Fee Schedule must do so by the final week of the Term 3 holidays, to allow the College adequate time to find a new Student and to ensure sufficient subject choices and/or staffing for the following year.

Tuition Fees are billed one instalment in advance. The first instalment invoice is billed in October each year and relates to the following year's fees. The remainder of the Tuition and Boarding House fees are payable in February and June of the following year. All invoices and statements are sent by email and are available on the College intranet site, myMLCfamily. Families are responsible for ensuring the College has their current email addresses and mobile phone details.

Signatories to the Offer of Enrolment from the College acknowledge that they are jointly and severally responsible for all Tuition Fees and Charges payable as a result of enrolling a child at MLC. Responsibility for Tuition Fees and Charges remains with all signatories irrespective of what may happen to the relationship of the signatories. MLC may agree to add new billing nominees at its sole discretion.

26. Other Charges

A compulsory technology levy is applied to all local Students from Prep to Year 12. This levy covers the cost of computer technology, support and peripherals. A per annum non-refundable software charge is also applicable to Students in Years 7 – 12.

MLC's Education Outdoors program costs are in addition to Tuition Fees and boarding fees. The cost associated with the compulsory Marshmead and Banksia Education Outdoors programs are billed in Term 1.

Students of the International Baccalaureate (Year 11 and 12) incur an additional fee to undertake the program.

The Principal may authorise other particular expenditures (for example medical expenses, school materials or charges for elective subjects) to be charged to the Student's account.

In circumstances where Students apply and are granted permission by the College to study subjects offered by external providers, the cost will be an additional expense of the family and may be charged by the College or the external provider.

Charges apply for a range of optional co-curricular services available at MLC, including but not limited to some sports (for example, rowing, kayaking, snow sports), Music Tuition and Speech and Drama. Before school, after school and holiday care is run on campus by an external provider and available to all MLC Junior School Students. Fees are billed directly by the external provider.

MLC Kindle will apply fees for late pick up of Students after the centre closing time of 6.30pm.

27. Payment

Accounts are payable within 14 days from the date of issue of the invoice. Payment must be made in Australian dollars. A late payment fee of \$200 is applied if a payment is not received by the College by the due date.

Any credit card or direct debit payment which is declined by the bank, for any reason, will incur an administration fee of \$75. When paying by international bank transfer, families must include any applicable bank fees in addition to the College Tuition Fees and Charges to ensure that your account is paid in full. The College may not permit a Student to attend classes when Tuition Fees and Charges remain outstanding.

28. Early payment

The College may offer a small discount for fees paid in advance for 12 months only. The discount is applicable on Tuition Fees, boarding fees and the technology levy only. To be eligible for this discount a full year of fees must be paid in advance of the due date for the October invoice. Parents should contact the MLC Family Accounts team to access details.

29. Non-payment of Fees and Debt Recovery Fees

The College may at its absolute discretion enter into a payment plan with parents in respect of outstanding Tuition Fees, where the College considers special circumstances justify it.

The College may on 30 days' written notice to the parents of a Student, discontinue the Student's enrolment or cancel the new enrolment of a sibling if an account remains outstanding for more than 30 days, where a payment plan has not been entered into.

In the event that an account is referred to debt collection, the reasonable expenses of such recovery will be added to the account with responsibility for settlement of those collection expenses borne by the account holder.

30. Attendance

Students must attend the College on the dates and between the hours advised by the College. After holiday periods it is expected that Students will return to the College on the dates fixed for resuming unless permission is obtained from the relevant Head of School.

Students are not permitted to leave the College at the end of term until the published closing date unless permission is obtained from the relevant Head of School.

It is the responsibility of the Parent to advise the College as soon as practicable if a Student is to be absent for any reason and the estimated length of absence.

The Parent will encourage the Student to take full advantage of the curricular and co-curricular opportunities provided to further their education so that the Student may develop holistically.

31. Leave of Absences

A leave of absence, subject to the College's discretion may be granted for a minimum of one term's absence. All requests for a planned leave of absence from the College, for one term or more, must be submitted in writing to the relevant Head of School for approval at least one full term in advance of the

commencement of the leave. The request must include the proposed dates of absence and the reason for the absence. The request can be granted only where all Tuition Fees and Charges and any other amounts owing to the College at the time of the request have been paid in full.

For an approved leave of absence, 30% of the applicable Tuition Fees will be charged in advance as a holding fee to guarantee re-entry. This is non-refundable and not offset against future Tuition Fees. In addition to the holding fee, the notebook payout fee will be charged to your Family Account.

During a leave of absence, the Student will be provided with a broad outline of the curriculum. A leave of absence will not be considered, nor will Tuition Fees or Charges be refunded where schoolwork is still provided, assessed and supervised and/or reports submitted.

On a Student's final day prior to commencing a leave of absence, any College issued device must be returned to the Centre for Computing and Communications (CCC). Should the parent(s) elect to retain the device throughout the leave of absence period, approval must be granted by the Principal. Upon approval, the full payout fee for the device will be charged.

32. Prolonged illness

In the case of prolonged illness (one school term or more), an application, accompanied by a medical certificate, may be made to the Director of Corporate Services for consideration of some remission of Tuition Fees.

33. Annual Booklists

Students in Years 7 to 12 are issued with an annual booklist that details all resources and stationery requirements for the year. Books can be purchased directly from the College's official book supplier. The costs of purchasing the books on the annual booklist are in addition to the Tuition Fees.

34. Child Care Subsidy – MLC Kindle

Any Child Care Subsidy (CCS) owed to families following the Government's end of year reconciliation process will be paid directly to the CCS claimant in Term 1 of the following year. If a family has been overpaid the Child Care Subsidy during the year, the family will be required to repay Centrelink the overpayment. The balance owing to the College is payable by the College Fee Schedule due dates. Any CCS payments received will be credited to the Parent's account progressively on receipt from Centrelink.

35. MLC Star Card

The MLC Star Card is an important identification item for Students. If lost, it must be reported immediately to the MLC Centre for Computing and Communications ('CCC'). The card will be cancelled, and a new card reissued, with the replacement card fee of \$5 charged to the Family Account.

36. GST

Tuition Fees and Charges quoted for taxable supplies include GST where applicable.

37. Consumer Protection Laws

These Terms & Conditions of Enrolment, and the availability of the College's complaints and appeals processes, do not affect the rights of the Applicant to take action under the *Australian Consumer Law* if the *Australian Consumer Law* applies.

Medical

- 38.** The College must be kept up to date and informed of a Student's physical and/or medical needs, including any significant illness suffered or developed by the Student before and during their enrolment. The College reserves the right to assess and determine its ability to provide ongoing education to a Student, and reserves the right to require the Parent to provide the College with information as requested, or to require the Parent to withdraw the Student for a period of time reasonably required to undergo medical treatment.
- 39.** The College must be immediately notified of any infectious or contagious illnesses or diseases which are contracted by a Student and that Student will not be permitted to attend school, or any College activity, until a medical clearance has been obtained in writing.
- 40.** The College will notify the Parent of any injury or illness the Student may suffer at the College, which

warrants staff intervention or a visit to the College sick bay.

41. In the event of an accident or medical emergency when it is impractical to communicate with the Parent or nominated contact person, the Parent authorises the College to take action and incur expenditure as the College considers necessary in the best interests of the Student. The Parent will be responsible for any expenses incurred by the College on behalf of the Student arising from any such emergency or urgent medical treatment. The Parent will indemnify the College for the cost of any such treatment or action taken.
42. Students may access the services of specialists such as the College Nurse, Counsellors and Chaplain. By accepting these Terms & Conditions of Enrolment as part of the Enrolment Agreement, the Parent consents to those services being provided and for confidentiality between Student and specialist to be maintained without reference to the Parent where the specialists deem that appropriate.

Losses due to theft or damage to property

43. It is the responsibility of the Student and the Parent to take care of any personal possessions including musical instruments, sporting equipment, electronic devices, clothing and other personal possessions, and the College is not liable for any loss, theft or damage to this property.
44. The Parent will indemnify the College for any loss or damage to school property arising from the use or possession of such property by the Student.

International Students

45. International Students must also refer to the document entitled Terms & Conditions of Enrolment – International Students for additional terms and conditions applicable to International Students.

Privacy: Standard Collection Notice

46. The College collects personal information, including sensitive information about Students and Parents before and during the course of a Student's enrolment at the College. This may be in writing, through technology systems or in the course of conversations. The primary purpose of collecting this information is to enable the College to gather information for the application process and to provide schooling to Students enrolled, exercise its duty of care, and perform necessary associated administrative activities which will enable Student to take part in all the activities of the College.
47. Some of the information collected is required to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
48. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include the *Privacy Act 1988* (Cth), *Education and Training Reform Act 2006* (Vic), *Privacy and Data Protection Act 2014* (Vic) and *Health Records Act 2001* (Vic). The College abides by all relevant legislative requirements in relation to the collection, use and dissemination of personal information.
49. Health information about Students is sensitive information within the terms of the Australian Privacy Principles (**APPs**) under the *Privacy Act 1988* (Cth). The College may ask Applicants to provide medical reports about the Student from time to time.
50. A Student's enrolment or commencement at the College may be delayed or prevented if the College cannot collect certain personal information. This is particularly so where the information is relevant to the wellbeing, health and safety of the Student, other Students and/or staff.
51. The College may disclose personal and sensitive information for educational, administrative and support purposes, including to:
 - other schools and teachers at those schools;
 - government departments (including for policy and funding purposes);
 - medical practitioners;
 - people providing educational, support and health services to the College, including specialist visiting teachers, coaches, volunteers, and counsellors;
 - providers of learning and assessment tools;
 - assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN);
 - people providing administrative and financial services to the College;
 - anyone the Applicant authorises the College to disclose information to;

- anyone to whom the College is required or authorised to disclose the information to by law, including child protection laws; and
- anyone who is entitled to receive that information as an Information Sharing Entity pursuant to the Child Information Sharing Scheme or the Family Violence Information Sharing Scheme.

52. Personal information collected from Students is regularly disclosed to their Parents.
53. The College may use online or 'cloud' service providers to store personal information and to provide services to the College that involve the use of personal information, such as services relating to communication, education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's server which may be situated outside Australia.
54. The College's Privacy Policy, accessible on the College website, sets out how Parents or Students may seek access to and correction of their personal information which the College has collected and holds. However, access may be refused in certain circumstances such as 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. Any refusal will be notified in writing with reasons where appropriate.
55. The College's Privacy Policy also sets out how Applicants and Students can make a complaint about a breach of the APPs and how the complaint will be handled.
56. The College may engage in fundraising activities. Information received from Parents may be used to make an appeal to Applicants. It may also be disclosed to organisations that assist in MLC's fundraising activities solely for that purpose. The College will not disclose Parent's personal information to third parties for their own marketing purposes without prior consent.
57. On occasions information such as academic and sporting achievements, Student activities and similar news are published in College newsletters and magazines, on the College intranet, website and social media. This may include photographs and videos of Student activities such as sporting events, school excursions and tours. The College will obtain permissions from the Student's Parent (and from the Student if appropriate) if MLC would like to include such photographs or videos or other identifying material in its promotional material or otherwise make this material available to the public such as on the internet.
58. Any Applicant providing the College with the personal information of others, such as doctors or emergency contacts, is encouraged to inform them that such disclosure is being made to the College and the reason why it has been disclosed.

Definitions

"Applicant" means the person/s set out in the Enrolment Agreement being the Parent's and/or Guardian/s of the Student listed in the Agreement and if more than one, each of them jointly and severally.

"Application Fee" means the amount payable, as advised by the College in the Offer of Enrolment.

"Application for Enrolment" means the document which the Applicant is required to complete in order to be eligible to be considered for enrolment at the College.

"Boarding House Fees" means the fees payable to MLC for the Student's boarding house accommodation, as advised by MLC to the Parent/s and available on the MLC website.

"Charges" means non-Tuition Fees including, but not limited to IT charges, consolidated charges, camp, excursion charges, charges for elective subjects, school materials, medical expenses and other expenses referred to in these Terms & Conditions of Enrolment.

"Conditional Offer of Enrolment" means an Offer of Enrolment which is subject to additional terms and conditions

"Terms & Conditions of Enrolment" means these conditions of enrolment including any subsequent amendments made by Methodist Ladies' College.

"College" refers to Methodist Ladies' College Ltd. ACN 55 006 036 979, 207 Barkers Road Kew, Victoria, Australia.

“Enrolment Agreement” means the Agreement comprised of these Terms & Conditions of Enrolment, the Fee Schedule, the Parent Code of Conduct and Student Code of Behaviour and Discipline Policy by which the Applicant agrees to be bound.

“Enrolment Fee” means the fixed amount which is payable at the time of enrolment, as set out by the College.

“Fee Schedule” means the list of fees published on the College website.

“International Student” has the same meaning as “overseas student” in section 1.1.3 of the Education and Training Reform Act 2006 (Vic).

“Methodist Ladies’ College” or **“MLC”** means Methodist Ladies’ College Ltd ABN 55 006 036 979, 207 Barkers Road Kew, Victoria, Australia.

“MLC Kindle” means MLC’s early learning centre.

“Offer of Enrolment” means the offer letter the College sends to an Applicant, offering a Student a place at the College.

“Parent” refers to the parent/s and or guardian/s of the Student enrolled at the College, and if more than one, each of them jointly and severally.

“Principal” means the Principal of the College, or the Principal’s authorised representative.

“Student” means the student named in the Enrolment Agreement.

“Tuition Fees” means the tuition fees payable to the College, as advised by the College to the Applicant and available on the College website.

SAMPLE

2023 Schedule of Fees and Charges



Application Fee

Single applicant	\$100
Multiple applicants (from the same family)	\$150

Except as prescribed in the refund conditions outlined in the MLC International Student Additional Terms & Conditions of Enrolment, this fee is neither refundable nor transferable.

Enrolment Fee

Upon acceptance of an offer of enrolment and return of the signed Enrolment Agreement, a non-refundable and non-transferable entry fee is payable:

First student	\$1,250
Each subsequent sibling (from the same family)	\$1,000

2023 Annual Fees*

Prep	\$21,420
Year 1	\$22,170
Year 2	\$23,760
Year 3	\$25,830
Year 4	\$27,900
Year 5	\$29,790
Year 6	\$31,710
Year 7	\$32,610
Year 8	\$33,270
Year 9	\$33,870
Year 10	\$34,800
Year 11	\$35,910
Year 12	\$35,910

Boarding Fees*

Years 7 – 12	\$32,610
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International Full Fee

Prep – Year 9	\$46,530
Years 10 – 12	\$50,310

Technology Levy**

Prep – Year 2	\$360
Years 3 – 6	\$960
Years 7 – 12	\$1,230

*Per annum software charges will be added for students in Year 7–Year 12, in February. These charges are non-refundable (Technology Levy not payable for International Full Fee students).

**If prepaying the full year in advance, a 1.5% discount is applicable on tuition, boarding fees and the technology levy only if the full payment is received by 31 October 2022.

Additional Charges

International Baccalaureate

Year 11 – 12	\$1,980
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MLC Banksia

Year 5	\$620
Year 6	\$680
Year 7	\$770
Year 8	\$770

MLC Marshmead

Year 9	\$5,500
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Boarders do not pay an additional Marshmead fee.

Melbourne Term	\$810
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Kindle

Infant

2 days (Thurs, Fri)	\$17,430
3 days (Mon, Tues, Wed)	\$26,100
Full time	\$43,530

Toddler

2 days (Thurs, Fri)	\$17,430
3 days (Mon, Tues, Wed)	\$26,100
Full time	\$43,530

Three Year Old

2 days (Thurs, Fri)	\$15,870
3 days (Mon, Tues, Wed)	\$23,790
Full time	\$39,660

Four Year Old

Core	\$39,660
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Operates between 7:30 am and 6:30 pm Monday to Friday (excluding Public Holidays). 50 weeks per annum. Two or three days may be available on request.

Sessional Kindergarten	\$20,820
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Operates between 8:45 am and 3:00 pm Monday to Thursday (excluding Public Holidays), during term time.

MLC Kindle fees for late pickup

\$26.00 per first 10 minutes or part thereof.
\$54.00 per second 10 minutes or part thereof.
\$80.00 per third 10 minutes or part thereof.

Tuition fees are charged in 3 equal instalments and billed one instalment in advance (Due: 31 Oct 2022, 28 Feb 2023, 30 Jun 2023). For further details on billing and due dates, please refer to the MLC terms and conditions of enrolment available on myMLCfamily. Debt recovery fees are payable if a debt is sent for debt collection.

International students should refer to the additional terms and conditions relevant to international full-fee paying students.



Parent Code of Conduct

1. Purpose

Methodist Ladies' College (MLC) values parents and guardians as part of the College community and recognises that they have a right to participate in their child's education. Cooperation, collaboration and partnership between parents and the College ensures that student learning, wellbeing and the core values of responsibility, respect and compassion are supported.

The purpose of the Parent Code of Conduct is to ensure such cooperation and support by outlining the College's expectations for all parents and guardians regarding the conduct expected of them while engaging in College related activities or representing MLC.

2. Scope

This Code applies to all MLC parents, guardians and caregivers, (collectively, "Parents") with students enrolled at MLC. This Code applies across all College environments, including at all MLC campuses (Kew and the Boarding House, MLC Banksia and MLC Marshmead), both during and outside school hours and within and outside the physical school environments, including online.

3. Policy Statement

3.1. Responsibilities

The **Board** is responsible for endorsing this Code of Conduct.

The **Principal** is responsible for defining this Code of Conduct and implementing the standards of conduct.

Staff members are responsible for providing guidance to Parents through positive role modelling and when appropriate, clear and respectful directions.

Parents are responsible for adhering to this Code of Conduct in support of the College's effort to maintain a safe and respectful learning environment for students and workplace for staff. Parents agree to be bound by this Code of Conduct when they accept an offer of enrolment from the College.

3.2. General expectations

3.2.1. Be a positive role model and support the College

Parents are expected to support the educational ethos and values of the College, model appropriate behaviours for their children to learn from, and work with the College as it educates and provides wellbeing support to all students.

Parents can support the College and be positive role models by:

- Abiding by the College's policies, procedures and directions, and ensuring their children do the same.
- Being aware of the College's child protection protocols and, in particular, the Child Safety Policy which aims to ensure the safety and wellbeing of students.

- Respecting (and showing to their children they respect) that the College is inclusive and welcomes students from a variety of backgrounds, and with different needs.
- Encouraging their children to actively participate in the life of the College, including in the many sporting and co-curricular activities available (noting that some will be compulsory).
- Being responsive to concerns raised by the College about their own child, including by being cooperative, providing information and attending meetings when required.
- Keeping the College informed about their child's behavioural or educational needs, including by providing updated medical information as it becomes available. However, parents also need to appreciate that while the College will take into account any new information, the College cannot accommodate every need.
- Keeping the College informed about their child's parenting arrangements, including any court orders that may be in place. However, parents should not involve the College in parenting disputes, or expect the College to act as the go-between for estranged parents.
- Recognising the damage that gossip can do within a College community, and avoiding unconstructive commentary (including criticism, uninformed rumour or speculation) with other parents, including on social media.
- Understanding that the College endeavours to make considered decisions that are in the best interests of all students and the entire community, and that any concerns or grievances regarding College practices should first be raised via the College's established internal complaints mechanisms.
- Completing forms and providing information and permissions in a timely manner when requested to do so by the College, in order to enable the College to comply with its many regulatory requirements regarding child safety, health and welfare.

3.2.2. Behave respectfully towards members of our community

MLC expects that parents will always behave respectfully towards College staff (including employees, contractors and volunteers), students and other parents.

The following is a non-exhaustive list of behaviours that are not considered respectful:

- Bullying, intimidation, discrimination, sexual harassment, victimisation and child abuse.
- Actual or threatened aggression or violence.
- Behaviour that causes a risk to a person's health and wellbeing.
- Defamatory comments.
- Gossip, rumour, and innuendo.
- Raising one's voice, or using offensive language, while communicating.
- Age-inappropriate language when communicating with children.

3.2.3. Appropriate use of technology and social media

The expectations set out in this Code of Conduct also apply to the way a parent uses technology and behaves online.

For example, Parents should:

- Respect a staff member's professional and personal boundaries, by not using their personal online presence to raise College matters (or otherwise engage in disrespectful behaviour).
- Not take photos, videos or other recordings of another student without their parent's consent, and not publish information (including personal details, contact information, images and recordings) concerning a staff member, parent, student or other member of the College community online without express consent.
- Avoid publishing information which may bring the College (or any of its staff, students, Parents and other members of the College community) into disrepute. This includes where an image or recording shows a student in College uniform behaving inappropriately.

- Not communicate with other students outside of the College, including by email or on social media, without prior consent from that student’s parent(s).
- Not discuss confidential or sensitive College matters, including any matter relating to grievances about a particular staff member, students or other Parents online.
- Not set up any online website, forum or group which features the College’s name in its title, or which may suggest that it is operated or sanctioned by the College.

3.2.4. When visiting College grounds, or attending College activities and events

Parents must respect the College’s risk management procedures when visiting the College. Parents should immediately proceed to Reception upon arrival to sign in, and should only enter a classroom or other student environment when invited to do so by a staff member. This requirement does not apply when visiting the College only to:

- attend an activity or event to which all members of the College community have been invited;
- visit the College Uniform Shop; or
- drop off or collect a child from College.

When visiting the College, or attending College activities and events, Parents should model appropriate and respectful behaviour. This includes:

- Demonstrating good sporting conduct and fair play when attending the College’s art, drama and sporting events.
- Adhering to applicable occupational health and safety and risk management procedures.
- Following any reasonable directions given by College staff.
- Showing appropriate care and regard for the property of the College and others. Any damage should be promptly reported to the College.
- Dressing appropriately for the occasion.
- Not being under the influence of drugs or alcohol.

3.2.5. Drop off / pick up

When dropping off and picking up students from the College, Parents are expected to ensure the health and safety of all members of our College community, as well as the wider community, at all times.

Parents must adhere to all traffic rules and any College traffic management system in place. This includes adhering to applicable speed limits, observing all traffic signs, limiting the use of car horns (unless indicating imminent danger), and parking appropriately and safely.

3.3. **Responsibility for others**

Parents are expected to ensure that other individuals involved in their child’s life, such as other relatives and carers, are also aware of and adhere to this Parent Code of Conduct.

3.4. **Raising concerns appropriately and productively**

The College is committed to the education and wellbeing of each student. It is therefore critical that Parents are able to raise genuine concerns and grievances they may have about such matters in an appropriate, constructive and respectful forum.

The College’s grievance management procedures are set out in the Grievances, Complaints and Appeals Policy. This policy sets out how concerns and grievances may be raised with the College; who they should be raised with, and how the College will deal with these in a respectful and timely manner.

Parents with concerns and grievances should consult the Grievances, Complaints and Appeals Policy. However, in general:

- Parents should not communicate with another student about an issue concerning their own child. Parents must not attempt to discipline a student who is not their child and should not raise their voice or be aggressive or hostile when communicating (verbally or non-verbally) with another family's child.
- Parents should raise their concerns with their child's teacher in the first instance. More serious concerns or grievances, including where a parent is dissatisfied with a teacher's response to a concern, may be raised with the appropriate member of the College leadership (as set out in the Grievances, Complaints and Appeals Policy).
- Parents should clearly set out their concerns and grievances, and what they would practically like to see happen.
- Parents should appreciate that while the College is committed to dealing with their concerns and grievances in a timely manner, it will not always be practicable for staff to provide an immediate acknowledgement or response (particularly where a concern or grievance is sent by email).
- Parents should respect that the College employs experienced educators and other professionals who are well-trained in making academic, disciplinary, co-curricular and wellbeing decisions every day. While the College will always take into account the interests of the parent's child, the College must ultimately make decisions that take into account the interests of all students (and others who may be affected by the College's decisions).
- Parents should recognise that just as the College will seek to respect each student's privacy, the College will also respect the privacy of other members of the College community. This means there are limits to what information the College may share with a parent when issues arise. This does not mean that the College is not taking an issue or situation seriously or hiding information from a parent.

4. Consequences for Breaching Code of Conduct

The Principal will have absolute discretion for deciding how to best respond to concerns about a parent's compliance with this Code of Conduct.

Where the Principal considers that a parent has breached this Code of Conduct, the Principal may take one or more of the following actions (and not necessarily in any particular order):

- Request that the relevant conduct immediately cease.
- Provide a written warning.
- Ban a parent (or another relevant person) from the College grounds, either for a particular period or permanently.
- Exclude a parent (or another relevant person) from College activities or events.
- Require that a parent (or another relevant person) only communicate with a nominated College representative.
- Issuing either an Ongoing or Immediate Community Safety Order under the School Community Safety Orders Scheme.
- Termination of the enrolment of a Parent's daughter(s) / child(ren).

Staff and volunteers are empowered to take steps to protect their own health and wellbeing. If they feel that a parent is being inappropriate, they are encouraged to indicate this and ask that it stop. If it does not, or if a staff member feels that a parent's actions are posing a risk to their or someone else's health and wellbeing, they are empowered to remove themselves from the situation. This may include by immediately concluding a meeting or phone call, or by requiring that a parent immediately leave the College grounds (or activity or event).

5. Related College Policies and Documents

- Child Safe Policy
- Child Safety Code of Conduct
- Staff Code of Conduct
- Grievances, Complaints and Appeals Policy
- Behaviour Management Policy – Relationships for Learning
- Student Code of Conduct Policy and Procedure

6. References

- [School Community Safety Order Scheme, Department of Education and Training](#)

7. Governance

Document Details		
Title:	Parent Code of Conduct Policy	
Policy Approver:	Principal	
Policy Owner:	Vice Principal	
Date Created:	April 2021	
Review Timeline:	Triennial	
Date of Next Review:	May 2025	

Version Control		
Version	Date	Description
V1	April 2021	New policy
V2	August 2022	Updated to include reference to the School Community Order Scheme

Audience	Publication Location
Public	MLC Staff Hub > Document Central
	myMLCfamily
	External MLC website

Behaviour Management Policy – Relationships for Learning



1. Purpose

The purpose of this policy is to provide students, staff and parents with clarity as to the behaviour expected of Methodist Ladies' College (MLC) students and the consequences when those expectations are not met.

MLC affirms that a culture of positive behaviour and high levels of student engagement are essential as prerequisites for student learning. The Behaviour Management Policy sets out MLC's approach to the development of positive student behaviour and engagement, and aligns with the College values and best supports students' learning.

This policy seeks to ensure compliance with the requirements of the Education and Training Reform Act 2006 (Vic.) to implement a behaviour management policy and procedures

2. Scope

The application of the policy is relevant to the MLC Board, Principal, staff, students and parents in the MLC College environment.

The MLC **College environment** refers to all College premises and functions, residential programs including the Tiddeman Boarding House, MLC Marshmead and MLC Banksia, excursions, tours, global learning programs, camps, organised functions such as socials, formals and sports events. It also includes travel to and from these events. It also refers to expectations of MLC student behaviour when they are in uniform and representing MLC in the community

3. Policy Statement

3.1. Principles

Relationships are at the centre of everything that we do at MLC. Respectful, trusting, and caring relationships create the ideal conditions for learning and for students to thrive. Methodist Ladies' College believes that it has a responsibility, in partnership with students and parents/guardians, to create a culture of positive behaviour with high levels of student engagement.

This Policy is guided by the College's desire to:

- promote a culture of safety, fairness, support and mutual trust in the MLC Community between students, staff and parents/guardians in order to create the expectation of positive student behaviour
- ensure students are taught the skills, knowledge and strategies to engage positively with themselves, each other and the world around them, understanding that all actions have consequences and this it is possible to reset and move forward when poor choices are made.
- communicate clear expectations in relation to positive student behaviour and in so doing to define what constitutes unacceptable behaviour and the consequences when standards of behaviour are not met.
- ensure behaviour management policy and procedures are fair and reasonable and are applied in a consistent and non-discriminatory manner.
- Consider student learning, health and wellbeing needs in the implementation of any disciplinary processes.

MLC prohibits corporal punishment, humiliation, and any form of abuse (physical, verbal or emotional) as a consequence for breach of this Policy.

3.2. Responsibilities

Role	Responsibility
MLC Board	<ul style="list-style-type: none"> – approve the Behaviour Management Policy – consider any appeals from a decision to expel a student
Principal	<ul style="list-style-type: none"> – ensure MLC has behaviour expectations policies and procedures in compliance with the VRQA Minimum Standards – ensure strategies are in place to ensure the culture of MLC is one in which positive behaviour and respectful relationships are given high priority – ensure staff have access to regular training in the development of positive behaviour – approve the suspension of a student following the recommendation of the Senior Vice Principal/Vice Principal or relevant Head of School. – expel a student from the College on disciplinary grounds – consider an appeal from a decision to suspend a student – notify the Chair of the MLC Board prior to a student being expelled from the College
Director of Student Wellbeing	<ul style="list-style-type: none"> – oversee the development and implementation of strategies used to manage behaviour and monitor their effectiveness – develop and implement strategies and procedures that ensure students, staff and parents are clear as to what constitutes unacceptable behaviour and the consequences when the Code is breached – ensure procedures are in place for the reporting and monitoring of behaviour
Senior Vice Principal Vice Principal Heads of School	<ul style="list-style-type: none"> – inform the Principal of any student behaviour that may result in suspension or expulsion in line with this Policy
All other staff	<ul style="list-style-type: none"> – work in collaboration with students and parents to ensure issues of behaviour and relationships are given high priority at all times

3.3. Approach to Behaviour Management

Schools have a duty of care to ensure the safety and wellbeing of students. In discharging this duty, principals, teachers and other school staff are held to a high standard of care in relation to students. The duty requires MLC staff to take all reasonable steps to reduce the risk of harm to students, including the implementation of strategies to create a culture of positive behaviour. The duty is non-delegable, meaning that it cannot be assigned to another party

MLC provides age-appropriate and evidence based targeted opportunities for students to develop their social and emotional learning skills and knowledge in order to develop positive behaviour and respectful relationships.

The MLC Behaviour Management approach is informed by Restorative Practices philosophy, which:

- provides students with the opportunity to develop self-discipline and positive behaviours;
- establishes and maintains positive, respectful relationships between all parties;

- encourages students to engage in collaborative problem solving;
- ensures all voices are valued equally;
- sees conflict or poor choices as an opportunity for students to learn about the consequences of their actions; and,
- enhances accountability and responsibility to empower change and repair relationships.

MLC will ensure that all members of the College community have a shared understanding of what constitutes acceptable and unacceptable behaviour together with clear systems of recognition and consequences. MLC's Student Code of Conduct Policy and Procedure details the expected behaviours of students. This Code sets out clear definitions of minor, moderate, serious and extremely serious behaviours and possible responses. Any consequences should be matched appropriately in magnitude and nature, and applied in a timely way as soon as practicable after the event

The College is committed to avoiding the need for restrictive interventions or seclusion to manage behaviour, but understands that, in exceptional circumstances, the use of such interventions as a last resort may be necessary in order to protect the student or others from harm. For further detail refer to MLC's Restrictive Interventions Policy.

3.4. Suspension and Expulsion

MLC may suspend or expel a student if it is judged that the seriousness of the behaviour warrants this level of response.

When determining a consequence of Suspension or Expulsion the Principal will consider the following:

- the seriousness and impact of behaviour for which the student is being suspended or expelled
- the safety of all MLC students, staff and visitors
- the educational needs of the student
- any disability of the student
- the age of the student
- the family (residential, ability to care, etc.) circumstances of the student
- the wellbeing of the student and their willingness to repair harm caused and ability/ motivation to alter their behaviour and avoid any further inappropriate behaviour

The College maintains a register of suspensions and terminations of enrolments under this Policy. Penalties imposed are also retained on individual student files.

3.4.1. Suspension

Only the Principal is authorised to require a student to take a period of suspension (internal or external). The Senior Vice Principal/Vice Principal or Heads of School can recommend to the Principal a period of suspension for a student but must provide the Principal with evidence that procedural fairness has been followed.

The decision to suspend a student can only occur after:

- the student has been provided with an opportunity to discuss their behaviour and any incidents that have occurred
- any information or documentation provided by the student or their parent/guardian has been taken into account in making the decision regarding suspension
- a review of any previous recorded behaviour concerns and the outcomes of these has been made

- an assessment of the student's individual circumstances, which may mean that not everyone will be treated in the same way due to their age/ development/ health or learning needs
- consideration of alternative actions to address the behaviour for which the student is being suspended have been considered.

A suspension may be either **internal** or **external**:

Internal

This involves a student remaining at school, and completing a combination of the following:

- Student remains at school, is isolated from their peers, is supervised by a staff member and completes school work
- Writes a reflective piece on their behaviour, including how they can reset and repair any relationships
- Undertakes tasks /duties that give service to the MLC Community.

External

The student is not permitted on College grounds for a specified period of no more than 5 school days. They cannot participate in co-curricular activities or classes but can complete school work from home and can access learning materials via a digital platform. The decision to suspend a student will be communicated in writing to the student and the student's parents/guardians. The Principal (or delegate) will also attempt to communicate this decision verbally.

Following a period of external suspension, the student and their parent/guardian must attend a Return to School Meeting with the Head of School (or delegate) to plan for their return and put in place any measures/supports to guide the student's return to school and encourage positive behaviour in the College Environment.

3.4.2. Expulsion

The Principal may expel a student in the following circumstances:

- continued unacceptable behaviour after they have already served a time of suspension;
- the student has committed an extremely serious offence which jeopardises the safety and security of other members of the MLC community or which seriously harms the reputation of the College
- the student has possession of or has used an illegal or dangerous substance;
- for a serious breach of the MLC Enrolment Agreement and/or Acceptance Agreement for Tiddeman Boarding House, including but not limited to the MLC Terms and Conditions, the Student Code of Conduct and the Parent Code of Conduct.

Expulsion will occur following an investigation by the Principal of the extremely serious behaviour and / or repeated serious behaviour The Principal will hold a meeting with the student and their parent/ guardian and the outcome of the meeting will be communicated in writing to the parent/ guardian with a copy uploaded to MLC Connect. The MLC Board Chair will be notified prior to the student being informed.

In the case of expulsions, MLC should do all it can to support the student and their family during their transition to another school. The College's duty of care continues whilst the student remains on the College's enrolment register.

MLC will record and monitor student behaviour including the application of sanctions. Data will be systematically reviewed to enable the College to identify emerging patterns over time and used to inform the ongoing development of College strategies and policy.

3.5. Appeals

A student may seek a review of a decision made under this policy. All appeals must be made in writing setting out the grounds of the appeal.

An appeal from a decision to **terminate the enrolment** of a student must be made to the Chair of the MLC Board in accordance with the formal complaint processes outlined in the Complaints, Grievances and Appeals Policy.

4. Related Documents

- Duty of Care Policy
- Student Code of Conduct Policy and Procedure
- Equal Opportunity Policy (students)
- Electronic Agreement - students
- Student Uniform Requirements Policy
- Drug Education Health and Wellbeing policy
- Attendance Policy
- Restrictive Interventions Policy
- Records Management Policy
- Complaints, Grievances and Appeals Policy

5. Governance

Document Details		
Title:	Behaviour Management Policy – Relationships for Learning	
Policy Approver:	MLC Board	
Policy Owner:	Director of Student Wellbeing	
Date Created:	November 2022	
Review Timeline:	Biennial	
Date of Next Review:	2024	

Version Control		
Version	Date	Description
V1	Nov 2022	Updated policy to replace Student Code of Behaviour and Discipline Policy

Audience	Publication Location
MLC Staff	MLC Staff Hub > Document Central
MLC Students	MLC Student Hub
Parents/Guardians	myMLCfamily



Student Code of Conduct

1. Purpose

The MLC Student Code of Conduct outlines the College's expectations for all students regarding the behaviour expected of them while in the school community, when participating in College related activities or while representing MLC.

2. Scope

This policy applies to all students Prep - Year 12, including students who reside in the Tiddeman Boarding House. The application of this Code is not limited to the College sites (which includes the remote sites at Marshmead and Banksia) and school hours. It extends to all activities and events that are MLC related and when representing or acting on behalf of the College.

3. Policy Statement

3.1. Policy Principles

The Student Code of Conduct is based on the expectation that students, parents and staff work together in an environment of trust and mutual respect. Courtesy is to be shown to everyone in the community and at school. It should be displayed in the way students speak to each other and to staff, as well as behaviour inside and outside the classroom, including when using electronic communication. Courteous and thoughtful behaviour is expected in the community and in public at all times, together with honesty and respect for the rights and welfare of others.

3.2. Positive Behaviours that Support the MLC Values

The MLC values make clear what we stand for and aspire to, guiding the culture we foster and the behaviours we expect of everyone within our community:

*Engage with **Respect***

*Aspire with **Responsibility***

*Act with **Compassion***

*Explore with **Courage***

In learning spaces I will	On all school properties I will	In the community I will	In the digital world I will
Welcome diversity, recognise individual circumstances and be responsive to individual needs			
Take responsibility for my own actions and decisions			
Behave in a manner that ensures my safety and the safety of others			
Demonstrate optimism, determination and resilience			
Approach every interaction with an open mind	Respect property and facilities ensuring College grounds are clean and tidy.	Take responsibility for myself, others and the environment	Carefully read and follow the Agreement for Student Use of Technology at MLC
Make positive contributions and respect those made by others by listening and being attentive	Dispose of waste appropriately	Follow uniform guidelines	Use digital resources to support my learning
Take responsibility for self-directed learning	Report any anti-social behaviour to a staff member	Always uphold the College values	Report any inappropriate online behaviour to a staff member
Keep all spaces clean and tidy	Keep all shared spaces clean and tidy	Always uphold the law	Show respect for myself and others
Set suitable goals and utilise my strengths to achieve these	Show respect for all members of the community, including students, staff, parents/guardians and visitors	Be generous and considerate in my support of others	Use apps and sites that are appropriate for my age
Ensure that all members of the class can maximise their learning	Be punctual to all classes and activities	Demonstrate respect for all members of the community	

3.3. Behaviours that don't support the MLC values

3.3.1. Level 1 – Minor Misbehaviours

Managed by Class / Subject teachers / Home Group Teachers and Tutors / Boarding Supervisors

Across each MLC site (Kew, Banksia and Marshmead), including the Tiddeman Boarding House, our school-wide, values-based expectations are taught and modelled. They form the basis for developing positive expectations of behaviour. Every staff member will take action to support students in being accountable for their choices and will respond calmly and assertively, reminding and redirecting students about classroom and school grounds expectations.

In Level 1, students will undertake a restorative conversation with a staff member, working together to explore solutions.

Behaviour Category	Example	Possible response/s (in sequential order)
Respecting MLC Uniform Requirements	Wearing jewellery or make-up, Hair not tied back. Dress/skirt length inappropriate Wearing non-MLC clothing items	<ul style="list-style-type: none"> – Uniform conversation issued via attendance tracking following a discussion with the student, which includes request to remove jewellery /non uniform items/ tie hair back.
Lateness to class	Late to roll call or class Late to Community based duties at Marshmead	
Disruptive	Distracting peers and/or staff whilst in class or undertaking activities.	<ul style="list-style-type: none"> – If repeated, staff may retain jewellery/ clothing items for the day – HGT/Tutor has a restorative conversation when 3 uniform conversations are recorded.
Refusal to participate	Passive refusal to complete work. Incomplete assignments, class work or homework. Not completing assigned duties at Marshmead such as morning inspections. Not engaging in boarding house LACE program, or other boarding activities, events or duties.	
Unexplained absence from class	Missing part or all of a class or Boarding Prep that is not explained	<ul style="list-style-type: none"> – Classroom teacher has a restorative conversation, which may include: <ul style="list-style-type: none"> ▪ informing the student that they are to stay behind if class is prior to recess, lunch or end of day ▪ moving the student or removing them from the classroom for a short period ▪ an agreement regarding how and when the student will complete work. ▪ an agreement regarding how student will act in class in the future. ▪ request to place phone in locker or in mobile phone resting box ▪ Reminder about classroom expectations. ▪ Reflection sheet
Uncooperative or disrespectful to staff	Ignoring staff requests or instructions. Interrupting inappropriately, speaking whilst staff are teaching.	
Inappropriate physical contact	Inappropriate displays of affection or unwanted physical contact between students	<ul style="list-style-type: none"> – Boarding supervisor has a restorative conversation, which may include <ul style="list-style-type: none"> ▪ A reminder about expectations in the boarding house ▪ Informing the student that they may be gated for a period of time
Use of phones/smart devices and other technologies without permission	Students in JS/JSS having mobile phones/smart devices (not switched to flight mode) in their possession during school hours without teacher permission Students in MS/SS using mobile phones/devices during class time without permission Boarding students in JSS/MS deliberately keeping their phones and electronic devices after tech time	
Bringing contraband items to MLC Marshmead or MLC Banksia	Student brings a contraband item such as confectionary, movies, computer games to Marshmead.	<ul style="list-style-type: none"> – Referral to HGT/Tutor if ongoing – Contact parent/guardian

3.3.2. Level 2 – Moderate or Repeated Misbehaviours

Student Coordinator / Deputy Head of School / Head/Deputy Head of Boarding / Deputy Director/Director of Marshmead or Banksia

Focused Intervention and Targeted Behaviour Support. Students will sometimes require more support and guidance to change their inappropriate behaviour and learn more appropriate ways to relate with peers and adults at MLC. When behaviour becomes chronic (repeated) or acute (moderate level), students will be managed at a Level 2. This may involve Student Coordinator/Deputy Head engaging with parents through student support meetings to guide students in making better choices.

Behaviour Category	Example	Possible Restorative Response/s
Cheating	Breaches of dMLC's Academic Integrity Policy, e.g., a student submitting work that is not their own.	<ul style="list-style-type: none"> - Discussion with Yr 7-10 student so that they understand issue. Option to undertake reflection activity. - Verbal or written warning - Completing an alternative task - Receiving a score of 0 - If occurs in an IB or VCE class refer to relevant Curriculum Coordinator for follow up discussion. - (as per the MLC Academic Integrity Policy) - Contact parent/guardian
Lying	Not telling the truth	<ul style="list-style-type: none"> - Restorative conversation - Mediation
IT misconduct	Breach of the Agreement for Student Use of Technology at MLC Policy Bringing a prohibited device such as a Phone to Marshmead or Banksia Not handing in their phone or other electronic devices at tech time in Tiddeman Boarding House.	<ul style="list-style-type: none"> - Letter of apology - Reflective writing (adapted to age ability and learning needs of student) - Individual Behaviour contract - Lunchtime/after school reflection session
Bullying	Breaches of the Bullying Prevention and Intervention Policy such as inappropriate conduct in relation to another student.	<ul style="list-style-type: none"> - Service activity in MLC Community - Contact parent/guardian
Racism / Trans or Homophobia	Racist behaviours that belittle, mock, intimidate, vilify or shame based on ethnic background, cultural practices, religion or physical appearance Trans / Homophobic behaviours that humiliate, intimidate, shame or vilify based on sexuality or gender identity.	
Defiance	Failure to respond to adult request / instruction.	
Inappropriate verbal conduct	Swearing, aggressive tone to staff or other students	
Unexplained absence from class	Two or more unexplained absences from class	
Breach of school rules	Being out of school grounds without permission Being outside of Marshmead or Banksia boundaries Taking food from the Marshmead kitchen without permission. Behaviour on school excursion or trip that puts self or others at risk or damages the reputation of the College Boarder leaving the Tiddeman Boarding House without completing an appropriate leave pass or not adhering to the details submitted on the pass.	

3.3.3. Level 3 – Serious Misbehaviour

Behavioural strategies, approaches, and problem-solving conversations with Head of School / Head of Boarding/Vice Principal / Principal

This level of intervention is designed to provide intensive support for students presenting with complex, ongoing difficulties or who are considered significantly at risk of harm to themselves or others. When a student has been identified as needing Level 3 support, they will be managed by a Head of School/Head of Boarding/Vice Principal/ Principal. These processes will only happen in consultation with parents and could involve a Student Support Meeting. Where applicable, additional input will be sought from external professionals.

Behaviour Category	Example	Possible Response/s
Intentionally disrespecting/ causing damage to classroom environment or equipment or possessions of other students	Graffiti on any College property, deliberately breaking College equipment or personal items of other students	<ul style="list-style-type: none"> - Conversation with Head of Boarding/Director of Marshmead/ Head of School/Vice Principal/Principal - Repairing or restitution for any damage caused
Breach of school rules - involving safety issues	Being outside of Marshmead or Banksia boundaries, Tiddeman Boarding House or tour accommodation at night	<ul style="list-style-type: none"> - Letter of apology - Lunchtime/after school reflection session
Possessing prohibited items	Breaches of the drug and alcohol policy such as possessing/consuming alcohol, drugs, and vaping or illicit substances.	<ul style="list-style-type: none"> - Individual Behaviour contract - Contact parent/guardian
Property misconduct (theft)	Theft of belongings from another student, staff, school property.	<ul style="list-style-type: none"> - Early return from Marshmead/ Banksia or Tour
Threats to others	Making threats of violence, or harm towards another person via any means.	<ul style="list-style-type: none"> - Education ie Quit material/ referral to health support - Service to MLC community activity - Internal suspension - Suspension from Tiddeman Boarding House - Suspension from Day school

3.3.4. Level 4 – Extremely Serious Behaviour

The Principal may suspend or expel a student in the following circumstances:

Behaviour Category	Example	Possible Response/s
Severe threats to others	Making serious threats of violence, to harm or hurt or cause death, or illegal act towards another person via any means	<ul style="list-style-type: none"> - Conversation with Head of School/ Principal - Contact parent/guardian
An extremely serious offence which jeopardises the safety and security of other members of the school community or which seriously harms the reputation of the School.	Physical violence to staff or student. Bringing a weapon or dangerous item to school or school event.	<ul style="list-style-type: none"> - Search of student bag / locker / boarding house bedroom - Internal suspension - Suspension - Suspension/expulsion from Tiddeman Boarding House
Illicit/ Illegal substances	Breaches of the drug education health and wellbeing policy such as using illicit substances whilst in school uniform, bringing illicit substances on school grounds. Includes possessing, consuming, inhaling, procuring or supplying drugs (see WHO definition)	<ul style="list-style-type: none"> - Early return from Marshmead / Banksia or Tour - Expulsion - An illegal act would involve consultation with Police
A serious breach of the School's enrolment agreement, including but not limited to the Enrolment Terms and Conditions, the Student Behaviour Management policy and the Parent Code of Conduct.		

4. Procedures for Responding to Student Misbehaviour

4.1. Principles

Managing relationships in the classroom should be predominantly proactive, rather than reactive. Examples of proactive measures (micro moments) include hints/prompts/cues such as a glance or a brief pause when a student is off-task or praise in recognition of positive behaviour.

Effective consequences at MLC follow the 4 R's principle:

- They must be **Related** to the behaviour – for example, this may mean giving up personal time to make up for the teaching and learning time they have wasted during a lesson
- They must be **Respectful** – not demeaning or humiliating
- They must be **Reasonable** – developmentally appropriate for the student
- They must be **Relational** – focus on repairing relationships

4.2. A restorative conversation

A restorative conversation generally follows a prescribed series of questions which may include:

- **What happened?** We are seeking to focus on the actual events first. May also include some support questions to help the student understand the situation they have contributed to, such as: **Where did it happen? When did it happen? Who was involved?**
- **What were you thinking at the time?** Seeking to focus on the student's contribution. Helping them to understand their motivations.
- **What have you been thinking about since?** Focus on the process of reflection; the student may already have insight into their responsibility and the impact on others.
- **Who has been affected by this?** Looking for the student's perception of their impact on others.
- **What can you do to fix this situation? How are you going to repair the relationships?**

The student may provide input into what they see as an appropriate consequence. (Thorsborne & Vinegrad, 2021).

4.3. Reflective writing

Student is to complete a piece of writing that allows them to reflect on their poor choices and explain how their future choices will result in different outcomes. The signature of a parent may also be required.

4.4. Mediation

Meetings are aimed at resolving conflict between staff/student or student/student. These meetings may include relevant staff member/s, Coordinator, Boarding Supervisor, Deputy Head of Boarding, Deputy Director of Marshmead, Deputy Head of School, Head of Boarding, Director of Marshmead, Director of Banksia, Head of School and/or member of the school counselling team.

4.5. Lunchtime Reflection session

This may be held any day of the week and for a length of time determined by the coordinator. Students will be required to reflect on their behaviour either via a conversation with the coordinator and/or a reflective writing piece.

4.6. After School Reflection session

This may be held any day of the week for an hour, but should be in a student's "free time". This will

be supervised by the Deputy Head/Head of School, Deputy Head/ Head of Boarding, Deputy Director or Director of Marshmead, Director of Banksia. Students will be required to reflect on their behaviour via a conversation with the Deputy Head/Head and may be required to complete a reflective writing piece. A service to the community task may also be appropriate. This is a more significant consequence than the lunchtime reflection session.

The lunchtime/afterschool reflection session is a strategy to achieve a set of outcomes that include:

- Stop the behaviour
- Promote better behaviour
- Provide the most effective learning
- Reflect MLC values.

4.7. Individual Behaviour Management Plan

Individual Behaviour Management Plans may be implemented following repeated, serious misbehaviour and on return to school following suspension. These plans will be negotiated between College staff, students and parents/carers, and will consider the student's:

- Age
- developmental needs
- behavioural context
- cognitive needs.

Individual Behaviour Management Plans are designed to support the student to demonstrate appropriate behaviour in the school environment. Desired behaviour/goals of the student will be clearly described and agreed upon by all parties. The plan will outline changes and/or support required in the learning environment to enable the student to modify their behaviour.

The College will refer the student to additional support available and review, assess, change and modify the plan as required. The student, staff member responsible and the parent/carer is required to sign off on the Individual Behaviour Management Plan.

4.8. Internal suspension

This is a more significant consequence that will normally only be used when other measures have not produced a satisfactory change in behaviour, or an incident has occurred that warrants this action. This involves a student remaining at school, and completing one or more of the following:

- Student remains at school, is isolated from their peers and completes school work
- Writes a reflective piece on their behaviour
- Undertakes tasks /duties that give service to the MLC Community

4.9. Suspension from School

Suspension from School or Tiddeman Boarding House or a return from Marshmead is used sparingly, in situations where students have breached particular school policies, such as the Bullying Prevention and Intervention or Student Drug Education, Health and Wellbeing Policy.

At MLC we consider students' individual circumstances when responding to inappropriate behaviour or determining an appropriate consequence. This will mean that not everyone will be treated in the same way. Responses to students will also be differentiated based on age. If a student continues to make choices that do not align with the College values, a conversation with the Principal regarding whether MLC is the right learning environment will take place.

5. Related MLC policies

- Bullying Prevention and Intervention Policy
- Behaviour Management Policy – Relationships for Learning

6. Governance

Document Details		
Title:	Student Code of Behaviour Policy (formerly Student Code of Discipline and Behaviour Policy)	
Policy Approver:	Vice Principal	
Policy Owner:	Director of Student Wellbeing	
Involved in Review:	Student Wellbeing Committee, Head of Boarding, Dir MLC Marshmead, Schools Management Team, Student Representative Council (students)	
Date Created:	April 2006	
Review Timeline:	Triennial	
Date of Next Review:	October 2025	

Version Control		
Version	Date	Description
V1	Apr 2006	Policy created
V2	Feb 2011	Minor updates
V3	Nov 2012	Minor updates
V4	Apr 2013	Minor updates
V5	Dec 2018	Minor updates to aligning this policy with updates to other College policies (Positive Relationships at MLC – Student Anti Bullying Policy and Procedures; Student Drug Education, Health and Wellbeing Policy)
V6	Sep 2021	Reformatted to new College Policy template. This policy is currently undergoing a major review.
V7	Oct 2022	Major update. Policy renamed (formerly Student Code of Discipline and Behaviour Policy) and completely rewritten.
V8	May 2023	Minor update to include appendices for Boarding and MLC Marshmead

Audience	Publication Location
MLC Staff	MLC Staff Hub > Document Central
MLC Students	MLC Student Hub
Parents/Gurdians	myMLCfamily
Wider community	External MLC website