



School Conditions and Policies

Please retain this section for your records.

Information About Wenona's Enrolment Policy

In order for a girl to be enrolled at Wenona, the Application for Enrolment Form must be completed and returned to the Director of Enrolments, accompanied by a reference and birth certificate and payment of the non-refundable application fee, currently \$300 per child.

The reference should not be written by a relative. For applicants who are not yet at school, a family reference should be provided (ie a reference written about the family rather than specifically about the child). The reference should include how long the referee has known the family and the referee's relationship with the family and name and contact details. Other information about the family may be included as appropriate.

The School will confirm receipt of your application.

Approximately two years before the proposed year of entry, the School will conduct a comprehensive information session, giving families the opportunity to visit the School, meet staff, talk to current students and tour the School.

Following the information session, and pending availability of places, girls may be invited to attend an interview, after which a place may be offered in writing.

To accept an offer of place, parents must sign and return the Acceptance of Offer of Place form, together with the non-refundable Enrolment Confirmation Fee, by the required date.

If Wenona is unable to offer a girl a position at a particular point of entry, the family is contacted by mail and given the opportunity to amend the girl's future point of entry. If the family chooses this option, the girl is placed on the chosen Wait List according to her *original* date of application.

It is essential that at all times the Director of Enrolments is kept updated with each family member's contact details because if at any stage of the enrolment process we cannot contact the family, we will be unable to further progress this application, and the girl will be removed from our enrolment lists.

Any changes of address details or a request for a change of entry year must be forwarded to the Director of Enrolments in writing, by fax, letter or email (enrolments@wenona.nsw.edu.au).

Wenona reserves the right to change the enrolment policy from time to time.

Conditions of Enrolment

Wenona, a non-denominational day and boarding school for girls from Kindergarten to Year 12 in North Sydney, aims to promote a co-operative environment where girls are able to develop self-discipline and a sense of responsibility for themselves and others.

The possession, supply or taking of alcohol, drugs and smoking cigarettes are forbidden. It is School Policy to suspend or, in serious circumstances to expel students involved in such activities.

1. Expectations

Each girl is expected to conduct herself at all times in a considerate and helpful manner.

2. Attendance and leave

Each girl is expected to attend throughout the School year. All absences must be explained in a letter written to the Principal and signed by a parent or guardian. If a student is requesting special leave, written requests should be directed to the Principal well in advance. It is not School Policy to grant leave in term time except under exceptional circumstances.

3. Compulsory school functions

Girls are expected to support all School functions. The Fete, concerts, plays, athletics and swimming carnivals, Foundation Day, Carol Service and Speech Day or Speech Night are all compulsory.

4. Uniform

All girls must wear correct school uniform as prescribed. Girls are not permitted to eat or drink on their way to and from school when in uniform.

5. Discipline

Enrolment signifies agreement to abide by the School rules and to act in accordance with the directives of the School staff. The Principal may at her discretion suspend or require withdrawal of a pupil. In the event that a student is withdrawn after the commencement of a term or is excluded from the School, the full fees for that term will be payable and no deduction or rebates will be allowed.

6. Fees

Fees are set by the Board of Governors and are reviewed annually. For all matters concerning fees, reference should be made to the Fees Schedule current at the time of enrolment.

Where fees are not received by the due date, an administration fee is then charged unless an acceptable arrangement for payment has been made. Without such an arrangement, the pupil will not be allowed to continue at the School. Any exception to this policy is at the discretion of the Board of Governors.

Absence from School during the whole or any part of a term does not remove the obligation to make payment of the term's fees and charges.

7. International students

International students will incur an Overseas Student Charge and are required to pay an Overseas Student Bond. All full-fee paying overseas students (FFOS) are required to board, except by prior arrangement with the Principal.

8. Acceptance

Acceptance into the School is subject to a satisfactory interview with at least one parent/guardian and the applicant together with the Registrar and/or Principal prior to the desired date of commencement. Where a pupil is currently attending a school, recent school reports would need to be produced.

9. Enrolment Confirmation Fee

A non-refundable Enrolment Confirmation Fee is required at the time enrolment is confirmed. The Wenona Board of Governors reviews the amount of this fee annually.

10. Withdrawal of a pupil

One full term's notice is to be given in writing to the Principal if a girl is to be withdrawn from the School. In the event of failure to provide adequate notice of withdrawal, the equivalent of one term's fees will become payable. In the event that a School-owned laptop is not returned to the School prior to the student leaving, parents will be charged the replacement value for that laptop as determined by the Business Office.

11. Boarding

If a student wishes to leave the Boarding House and remain as a day girl, a request must be made in writing to the Principal one full term before this change would take place, or the payment of one term's boarding fees in lieu of that notice would be required. Such a change would be granted at the discretion of the Principal.