

# Appendix: Annual Report

## 1. Enrolment policies

### Enrolling at Wenona

The first step towards enrolling a girl at Wenona is the completion of an application form and payment of the \$300 non-refundable application fee. Accompanying the application should be the girl's birth certificate and a reference, and where appropriate, copies of relevant reports, visas and passports. The Enrolments Office will confirm receipt of any application.

The reference should not be written by a relative. For applicants who are not yet at school, a family reference should be provided (i.e. 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.

Wenona's intake years are Kindergarten, Year 3, Year 5 and Year 7. Students may be offered places in other years pending the availability of places.

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

### Offer of places

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.

The offer of a place at Wenona is at the discretion of the Principal with consideration given to the:

- date of receipt of the Application for Enrolment form
- availability of an appropriate day or boarding place for the student
- student's ability to benefit from Wenona's programs
- family connection to Wenona
- outcome of an enrolment interview
- ability of the School to meet the needs and ambitions of the student.

The Principal has discretionary authority in relation to the enrolment of any student at Wenona. Special consideration may be given to daughters of families transferring from interstate or overseas, pending the availability of places.

To accept an offer of place, parents must sign and return the Acceptance of Offer of Place letter together with the non-refundable enrolment confirmation fee of \$3,000, by the required date.

If Wenona cannot offer a place to a student on our enrolment lists at a particular point of entry, the family is contacted 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. In order for

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the Enrolments Office to communicate with families, it is vital that parents advise the School of any change of address or contact details as soon as known. If at any stage of the enrolment procedure we do not receive a reply to one of our letters or we are unable to contact the family, we will be unable to further progress their application and the girl will be removed from all of our lists.

Wenona reserves the right to change the enrolment policy from time to time as it may consider necessary to reflect the changing needs of the School and community.

## **Scholarships**

Wenona offers a range of academic scholarships to both current and prospective students who are required to sit an examination one year prior to the commencement of the scholarship. Music scholarships are available for Year 7, and boarding scholarships are available for Years 7 to 11. The scholarship testing is conducted by an external examiner, Robert Allwell and Associates. Results of the testing go to the Principal's office and scholarships are awarded at the Principal's discretion based on these results and an interview with the Principal or delegate.

Information concerning scholarships and bursaries for Wenona is available on our website and from the Enrolments Office.

## **Boarding**

Our small and friendly boarding community welcomes girls from all over Australia and elsewhere in the world, who enjoy academic benefits in a vibrant community. Boarding provides girls with a secure environment where long-lasting friendships are formed, enriching life and broadening horizons.

Boarding is available from Year 7 to Year 12 with intakes in each year. Students enrolled as boarders are expected to remain as boarders. It is a long-term commitment unless the School has previously agreed otherwise.

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 two full terms before the change would take place, or the payment of two term's boarding fees in lieu of that notice would be required. Such a change would be granted solely at the discretion of the Principal.

## **Full fee-paying overseas students (FFOS)**

Wenona is registered by both State and Federal Government departments to accept Full Fee-Paying Overseas Students (FFOS). Our CRICOS Provider Code is 02275A.

A FFOS is an international student studying on a student visa. All FFOS are required to board and once their enrolment as a boarder has been accepted, they will not be permitted to become day girls at a later date unless they become Australian citizens.

To apply to come to Wenona, a FFOS must complete an application form, accompanied by a copy of the student's passport and visa, results from an English test, such as the AEAS, and copies of the student's latest school reports. Our classes are in English, and in order for us to meet a student's learning needs a FFOS applicant must have an English speaking and comprehension level of at least Upper Intermediate. Wenona does require an interview with the prospective student, either in person or by telephone or Skype.

If a FFOS is offered a place at Wenona, additional fees and an Overseas Student Bond are required. FFOS are required to pay medical, government and other costs that arise due to their student status and in

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compliance with their Visa requirements. All FFOS must continue to meet all of the relevant visa requirements, including attendance requirements, as a condition of continuing enrolment.

Wenona does not have a policy enabling us to deal with agencies, nor do we pay referral fees for the recruitment of students.

### **Withdrawal of current students**

One full term's notice in writing must be given to the Principal if a girl is to be withdrawn from the School. Failure to give sufficient notice will result in one full term's fees (including boarding fees where applicable) to be payable in lieu of notice. In the event that a school-owned laptop and/or equipment in the student's possession are not returned to the School prior to the student leaving, parents will be charged the replacement value for the laptop and equipment as determined by the Business Office.

The School may change these documents from time to time as it may consider necessary to reflect the changing needs of the School and community.

### **Conditions of continuing enrolment**

Students and their families are expected to comply with school policies on behaviour, attendance and fee payment within a context of procedural fairness. Once enrolled, students are expected to act consistently with the Schools' ethos and comply with the School rules to maintain their enrolment. Parents are also expected to be supportive of the ethos of the School.

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

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

Girls are expected to support all School functions, to wear correct school uniform, to abide by the School's rules, and to act in accordance with the directives of the School staff.

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## 2. Student welfare and student management policies

### Policies for student welfare

The provision of pastoral care (student welfare) at Wenona is central to our School community, reflecting our vision, mission and values. Effective pastoral care is integral to the central core of learning and it is fundamental to the sense of community. Pastoral care at Wenona is valued and implemented through a range of student welfare policies. It is responsive and proactive and provides guidance to ensure that our girls are individually valued and supported. An understanding of the value of developing compassion for others underpins student welfare.

Our student welfare policies seek:

- To support our girls to achieve their potential in all aspects of life
- To develop resilience, to meet life's challenges
- To foster a culture of service among all members of the Wenona community
- To encourage the development of individual talents, leadership and teamwork
- To support and equip parents to play an active role in the education of their child
- To encourage our girls to be proactive in their support of others, both in school and within the broader community
- To promote and encourage the development of personal integrity, self-discipline and a sense of responsibility for one's actions
- To promote and support a strong partnership between parents, teachers and students
- To develop and maintain a school environment that is open, happy, caring and inclusive.

### Policies for student management

Wenona has a strong ethos of pastoral care and seeks to nurture the growth and development of students within a safe, engaging and caring learning environment. Student management policies and practices are undergirded by a whole-school approach to pastoral care, values education and character development. Schools provide an important social context for students, in which they are supported, while also being encouraged to accept responsibility for their behaviour. The School will seek to include a balance of clear and consistent consequences and affirmations, in its management of student behaviour.

The Student Code of Behaviour (located in the Student Planner), is a key guide to the management of students. The Code is framed within a pastoral system designed to support and nurture individual student development towards respect for self and others, personal integrity and responsibility, compassion and appropriate conduct. The School has developed a set of easily understood rules and guidelines to provide direction to students.

Aims:

1. Develop and maintain a safe, caring, supportive and orderly learning environment.
  2. Establish structures and processes which focus on a positive, preventative approach to the management of students, with a focus on early intervention.
  3. Define and promote acceptable student behaviour and appropriate discipline and support measures, through the communication of clear expectations and guidelines.
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4. Protect the safety of both individuals and the School community, discourage destructive behaviours, restore relationships, encourage reconciliation, foster responsibility, enable personal growth and promote the common good.
5. Provide opportunities for students to learn and practise appropriate pro-social behaviours and self-discipline.

## **School Policies**

### **Guiding principles:**

1. The management of students will be enhanced through a focus on prevention and early intervention.
2. Student behaviour is best managed in ways that promote Christian values, restorative justice practices and are educative in nature.
3. All processes and decisions relating to the management of students are aligned with the values of the School and the principles of procedural fairness.
4. Student behaviour should not be viewed in isolation but as part of an interaction between the student, staff and the School community.
5. Wenona staff will demonstrate accountability for evidence-based decision making, reporting, record keeping and referral to appropriate support.
6. Parental involvement and support in the management of students is critical to the success of the interventions and strategies.
7. Corporal punishment is expressly prohibited.

All student management processes will be in harmony with the School's Child Protection and Mandatory Reporting Policy and the Staff Code of Conduct.

Student management procedures will vary according to the breach of rules or code and the context of the situation. All staff have a responsibility to ensure that the behaviour and appearance of students conforms to School rules and expectations. Teachers are required to refer more serious incidents to their Head of Department, Year Coordinator, Head of School or to the Deputy Principal, as appropriate.

## **School Policies for complaints and grievances**

The School has in place processes for dealing with complaints and grievances raised by students and/or parents. These processes will incorporate, as appropriate, principles of procedural fairness.

## **Pastoral Care**

- Students are made aware of various pastoral care supports within the School. Pastoral care teachers, Year Coordinators, Heads of School and the Dean of Students are all points of contact and are available to provide for the needs and wellbeing of each student. In addition, girls have access to counselling services at school with qualified psychologists on staff.
  - The School takes reasonable measures to identify students with special needs and provide them with an appropriate level of support to assist such students with their schooling with minimal disruption, taking into account the resources available.
  - Students requiring health and/or medical services and support or medication will be assisted to access these in an appropriate manner.
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