

The purpose of the CaRE school is to re-engage young people between the ages of 15 – 19 in education and training. The cohort is made up of young people who are likely to:

- Have been excluded or are in the process of being excluded from mainstream high schools
- Refuse to attend a mainstream high school
- Have a history with the Justice Department

A Student Agreement in the Information Handbook is signed by all students prior to commencement and ensures that they are aware of consequences and procedures and this is shared with parents/guardians/caregivers to ensure processes are clear from the beginning. The Handbook outlines attendance requirements; behaviour and consequences; dress code and matters regarding personal property.

Enrolment Procedure

Information about enrolling at Comet CaRE School can be found:



- On the website
- By calling or emailing the Administrator or the Principal

An *enrolment interview* will be arranged which can be attended by the student and parent/guardian/caregiver. They will need to:

1. Complete the *enrolment form* and submit it to the Administrator with the \$60 *application fee*. An Enrolment Form is appended in this Policy.

NOTE: This fee is non-refundable and does not guarantee an offer of a place at the school.

2. Submit the following paperwork **BEFORE** the student starts at Comet:

-  A completed, DATED and SIGNED Enrolment Application Form
-  Birth Certificate
-  A copy of any psychologist reports

3. Two parent/guardian/caregiver conference days are scheduled during the year and progress reports are provided throughout the semester.

Fees

Enrolment Application Fee This \$60 fee is paid at the Office when the Enrolment Application Form is submitted. This fee must be paid prior to the student starting and is non-refundable.

Term School Fees School Fees to be paid in advance by the first day of term:

\$100 per term or \$50 for Concession Card holders. Invoices will be posted out to the parent(s) or caregiver.

Re-engaging the young person back into a pathway meaningful to them is our focus and do not want our fees to be a barrier to this. If there are any difficulties paying fees please discuss with our staff and we will negotiate an arrangement.

Direct debit of a small amount per week may make payment of bills easier, please see the Administrator.

Excursions On occasion the students may be taken on Excursion. A fee may be required at the time of the outing.

Please Note:

- *The school reserves the right to exclude a student from school if fees remain unpaid beyond the due date until the fees are recovered in full.*
- *Term Fees are non-refundable, including if a student is absent or leaves during the term.*

Any difficulties with fee payment should be discussed as soon as possible with the Principal.

Attendance

In order to gain benefits from school and make the most of their learning opportunities, students need to attend school on a regular basis. We optimise our life opportunities when we learn to deal with daily responsibilities and this information is provided in the Information Handbook on enrolment.

Acceptable reasons for absence	Unacceptable reasons for absence
✓ Sickness	☹ Truancy – just deciding not to go to school
✓ Danger of being infected by someone else who is sick	☹ Shopping expeditions with or without caregiver
✓ Temporary ill health	☹ Haircuts
✓ Permanent ill health	☹ Helping at home/caregivers place of work
✓ Unavoidable significant cause e.g. death of a close friend; family bereavement; family trauma	☹ Appointments which could be made outside school hours e.g. driving lessons/tests
✓ Attending a school organised activity e.g. a camp; excursion or work experience	☹ Part-time or casual work, including travel to or from work
✓ Sporting or cultural event.	☹ Excessive time for avoidable appointments.

Comet is an alternative learning environment where students may be involved with the Department of Child Protection or Corrective Services. These agencies may be notified if a student is absent.

PARENT/GUARDIAN/CAREGIVER MUST advise the School when the student returns to school explaining why they have been absent. LENGTHY UNEXPLAINED ABSENCES may result in LOSS OF CENTRELINK ALLOWANCE (if applicable).

Absences Reported to Parent/Guardian/Caregiver

Attendance is recorded in the Comet tracking system. The Administration Officer will contact parent/guardian/caregiver via telephone call or text when absence is longer than three days.

IMPORTANT: Parent/guardian/caregiver should NOTIFY COMET IMMEDIATELY in the event of the student

- 🔔 Transferring to another school, training organisation or TAFE.
- 🔔 Commencing part or full time work, including work experience.

Complaints

A Complaints Resolution Flowchart is included in this document. The procedure is followed for any complaint which cannot be resolved by teachers or in consultation with staff.

Complaints will be dealt with in writing and all parties will be notified within a set time frame. If the complaint proceeds through the flowchart it can go forward to the Board of Directors and ultimately to an independent arbiter.

Comet CaRE School aims to listen to all students, staff and volunteers who have a complaint and will always attempt to find a collaborative solution. However the school realises that at times a formal process is required to ensure everyone feels that they have been treated equitably and found a resolution.