

# SYDNEY ENRICHMENT

## Policy Document

Sydney Enrichment classes are run by reputable teachers through partner organisation. Each class has one teacher with up to 20 students.

Sydney Enrichment expectations:

- To provide quality out of school programs for primary aged students.
- To ensure all teachers are appropriately qualified, have a current Working With Children Check and liability insurance.
- To oversee registrations, payments and student information.
- To provide clear and open communication with schools, teachers and parents/carers.

Teacher expectations:

- Ensure that spaces used for classes are safe and any hazards removed or controlled during the class.
- Engage students in age appropriate material.
- Ensure classes are fun and educational following set outcomes.
- Ensure communication with students is at their level, including crouching or sitting down if required.
- Include all students within the class in activities presented.
- Be firm with class rules, and discuss inappropriate behaviour with students as soon as practicable after the event. If inappropriate behaviour continues, the Behaviour Management Policy will be implemented.

Student Expectations:

- Students are expected to attend the assigned classroom by the start time of the class.
- Students should behave in class in a respectful manner.
- Students should engage and participate in activities provided appropriately.
- Students should not leave the room in which the class is held without the teacher's approval.
- If leaving the classroom to attend the bathroom, bubblers or other location, students will go in pairs.
- Students are to leave the spaces they work in during the class as they find them. They are not to touch items or equipment within the room without direction from the teacher.

Parent/carer expectations:

- Parents are to collect their children by the assigned time, or the Sydney Enrichment Late Fee Policy will come into effect.
- Class fees are to be paid by the second week before each terms class starts.
- Parents are to provide all emergency, medical, and pick up details to Sydney Enrichment before the beginning of each term.
- To advise Sydney Enrichment of any behavioural issues and behaviour management plan when enrolling their child in a class.
- To not send their child to class should they be unwell.

Sydney Enrichment and their teachers are not responsible for:

- Medication management.
- Location of children that do not attend the classroom by the class start time.
- Loss or damage of student's property
- Damage caused to property by the student
- Any financial loss due to illness, injury or removal of a student from classes
- Transporting children to and from class

Safety:

- Sydney Enrichment and designated teachers will ensure that spaces for each class are appropriate for the activities involved.
- All incidents will be dealt with appropriately as required by law.

Behaviour Management:

- For non-serious events;
  - On the first occasion of inappropriate behaviour, the teacher will speak to the student/s involved as soon as practicable regarding the behaviour, stating why it was inappropriate and discuss more appropriate behaviours for the situation.
  - If the inappropriate behaviour continues, the teacher will once again discuss the behaviour with the student/s involved, as well as the parent/carer who collects the student.
  - If after the above steps, the behaviour of a student/s is still inappropriate, all of the above steps will take place as well as a written warning regarding the possibility of removal from the class should the inappropriate behaviour continue
  - If after all the above steps have taken place, and behaviour has not improved, the student's parent/carer will be contacted and advised that the student/s are being removed from the class and will no longer be allowed to attend.
- For serious events;
  - Student will be removed from the class immediately
  - Parents/carers will be contacted immediately
  - If required by law, authorities will be contacted

Fees:

- All fees are to be paid by the second week before classes commence
- Fees are on a whole term basis, any other option are at the discretion of Sydney Enrichment
- Refunds will not be provided for absences or for removal from the class during the term
- Refunds will be provided if;
  - A student is required to permanently leave the class due to serious illness or injury
  - Sydney Enrichment is advised by the second week before classes commence each term
  - Required by law in certain situation
  - By mutual agreement at the discretion of Sydney Enrichment

Late Fees:

- Students are to be collected by the class end time.
- If parents/carers are unable to collect a student due to an emergency, the following fees will not apply.
- There will be a \$5 per minute fee payable by the parent/carer of students that are not collected within a reasonable period of the class ending. This is to cover the cost of the teacher who will be supervising the student until they are collected.
- If a student is not collected within a reasonable period of the class ending, the parent/carer will be contacted

- If the teacher is unable to contact anyone on the students contact list, they will wait up to 30 minutes from the end of class. If they are still unable to contact someone regarding the student, the police will be contacted to ensure the welfare of the student.

Privacy:

- All information provided to Sydney Enrichment will be kept confidential as required by law.
- Student information will be shared with the school and designated teacher
- Photos may be taken, and may be shared as per the agreement option selected during student registration, unless “Not at all” is selected
- Parents/carers may request information at any time and it will be provided within a reasonable time frame.