

入学条件 (Conditions of Enrolment)

本校は、ニュー・サウス・ウェールズ州教育省に登録・認定され、シドニー日本クラブ（JCS）の傘下である語学学校です。入学、在籍する際、児童および保護者はこの書面に掲載される入学条件、学校で適応されている規則、規制を遵守していただく必要があります。以下の条件や学校規則に同意が得られない場合の児童の入学、在学は認められません。

Our school as a part of the Japan Club of Sydney (JCS) is registered as a Community Language School that is accredited by the Ministry of Education NSW.

Upon enrolment, all students and parents/carers will be subject to the requirements as set out in this document, school information, conditions and regulations adopted by the school. Children cannot be enrolled in the school unless the following terms and conditions are agreed to.

1. 入学金は、本校に入学の際、\$50（第一子）を納入する。（同一家族の第二子からは、一人につき\$25）

The enrolment fee is \$50 (for the first student) and must be paid at the time of enrolment. (Any additional student of the same family is \$25 per student.)

2. 授業料は、学期毎に\$150 を支払うもので、年間で4学期ある。入学最初の学期分は、入学確定から2週間以内に納入し、入学後は毎学期分を、前学期第8週までに納入すること。期日までに支払われない場合は、延滞料として\$20支払うこと。1年間に3学期分の支払いが遅れた場合には、更に\$40(合計\$100)お支払い頂く。

The tuition fee is \$150 per term and there are 4 terms per year. The first tuition fee must be paid within two weeks of the date of the enrolment. The payment of each term fee must be finalized by the 8th week of the prior term. In case of delayed payment an additional fee for late payment (\$20) will be imposed. If the delayed payment occurs 3 times per calendar year, further fee of \$40 (total \$100) will be imposed.

3. 入学初年の学校運営費（年間一家族\$70）は、入学時に納入し、それ以降は毎年第4学期中に翌年分を学校に納入する。学校運営費は、学校の運営、教育の向上、保険料に適用されるものである。尚、未就学児についてはグラント対象外のため、別途、学校運営補助費（年間未就学児一名につき\$40）を申し受ける。

The school operation fee (\$70 per annum per family) for the first year must be paid upon enrollment and, for every year afterwards, the payment (for the next year) must be made within Term 4. This fee is used for school operations, improvement of teaching and insurance. For Preschool students, as they are not eligible for the government grant, an extra fee of \$40 per student per year will be incurred.

4. 返金

一度納入された入学金、授業料、学校運営費は、理由の如何に関わらず、一切返金されないものとする。また、中途休学・退学に対する一部返金などは行わない。

The paid enrollment fee, the tuition fee, and school operation fee is non-refundable. Additionally, there can be no proportional refund for the long-term absence or for a midyear cancellation of school enrollment.

5. 欠席・休学・退学・再入学

学校を欠席する場合には学校と担任に連絡する。休学は、前学期の7週目までに休学届を提出し、学費\$40（一学期間）を支払うことでその在籍が確保され、宿題を受け取ることができる。一年に最長2学期間までとする。退学する場合も前学期の7週目までに退学届を提出すること。再入学の際には入学金を支払う。

Parents/Carers need to inform the school and teacher when the student(s) will be absent from school. The long-term absence of school registration is secured with tuition fee (\$40) per term with submission of a report of absence needed by the 7th week of the previous term and enables a student to receive homework. Maximum absence permitted is up to 2 terms. If the student(s) wish to cancel their enrollment, Parent/Carer must notify the school in writing about the cancellation needed by the 7th week of the previous term. The Parent/Carer must pay a new enrollment fee if the student(s) wishes to re-enrol in the school.

6. 損害賠償責任

児童または保護者が、故意・不注意を問わず、校内の建物・器物・備品等を損壊した場合、当該児童・保護者はその損害賠償責任を全て負うものとする。

If a student or a Parent/Carer intentionally or unintentionally breaks, destroys or causes damage to any assets owned or leased by the school, the Parents/Carers are liable for said damage.

7. 登校の自粛

児童の体調が悪い場合、熱、嘔吐、下痢などがある場合には、児童に登校させてはならない。

If a student is sick, has a fever, is nauseous and/or has diarrhoea, the student must not be sent to school.

8. 持病・病歴

児童に持病があり、アレルギー、喘息、てんかんを起こすなど、他に心配な症状を持つ場合、その保護者は、その症状を学校に報告することが義務づけられ、校内待機すること。

If a student has a chronic illness, allergy, asthma, is subject to epileptic seizure and/or any other issues which may be of concern the Parent/Carer must inform the school and remain on the school grounds during school hours

9. ファーストエイド・免責事項

児童が校内において病気になったり、怪我を負った場合、故意・不注意を問わず負傷したことを発見もしくは報告を受けた場合、運営役員はできる限り迅速に保護者に連絡し、該当する児童を速やかに引き渡せるよう務める。その間、運営役員、教員またはアシスタント、当番保護者等を含む全ての学校関係者（以下「学校」）は応急処置や救急車の手配など、妥当と思われる努力をする。しかしながら学校は、児童の病気や怪我、または応急処置を施す事により起こる結果から生じるあらゆる損害に関しては偶発的に生じる損害も含め、一切の責任は負わないものとする。全ては当事者及びその保護者の責任とし、保護者及び児童は、学校をそのような責任から免責することに同意すること。

If a student becomes ill or is injured at school, the school staff will attempt to contact the parent as soon as reasonably practicable. The student must be collected from the school as soon as possible. In the meantime, all school personnel and other related parties including the members of the management committee, teachers, assistants and duty parents (the “School”) will use all reasonable endeavours to deal with the ill or injured student including giving any reasonable first aid assistance or calling an ambulance. However, the School accepts no liability whatsoever including any incidental or consequential loss or damage with regards any student’s injury or illness sustained at school and/or with

regards any first aid assistance provided to the student, and the school shall be released and indemnified from such liability by the parent and the student.

10. 緊急対応

児童が緊急に医療行為を必要としているとみなした場合、学校は医師、救急車又は救急隊を要請する。その際の費用の全ては保護者が負担する。

If it appears to the school staff that the student needs urgent medical attention, the school staff will attempt to contact Parent/Carer, while at the same time calling an ambulance. School committee will attend to the student if the Parent/Carer is absent. Any expense incurred must be borne by the Parent/Carer.

11. 運営役員

この学校の運営及び事務は、年次総会/保護者会によって承認された保護者によって構成される運営役員が遂行し、保護者は学校活動を円滑に行うための協力を要請される。保護者は当番制で学校の運営を支援する。また、ボランティアとして授業や学校活動の手伝いを要請される。保護者は運営役員、または業務担当係を務め、運営や決定事項に責任を持つ。任期はうち3名（代表、教務先生、総務）は2学期終了翌日から、翌年の2学期最終日までとする。業務の引継ぎは第2学期で行う。残りの3名（副代表、教務生徒、事務）は業務の引継ぎを4学期に開始し、任期は4学期終了翌日から翌年4学期最終日までとする。任期が始まるまでにWWCC (Working with Children Check)を取得しておくこと。いくつかの役員免除対象者制度を設けている。運営役員の仕事は無償とするが、交通費、業務準備費として\$36/週支給される。また、会議に参加する場合は会議費として1会議につき\$20支給される。保護者は子供が在学中に一度は運営役員を担当する必要がある、それは入学、在学の条件の一つとなる。`

The operation and administration of this school are carried out by the school Parents Committee composed of parents/carers endorsed at the annual general meeting/parents meeting during the term. Parents/Carers are requested to cooperate to ensure the smooth running of school activities. They are expected to support the school's operations on a rotating basis and may be asked to assist with classes and school activities as volunteers. Parents/Carers serve as the school Parents Committee members or task coordinators, taking responsibility for operations and decision-making. The tenure for the three members (President, Teacher Liaison, and General Management/Treasurer) commences the day after the end of Term 2 and runs until the last day of Term 2 of the following year. The handover of duties takes place in Term 2. The tenure for the remaining three members (Vice President, Student Liaison, and Administrator) starts the day after the end of Term 4 and runs until the last day of Term 4 of the following year. The handover of duties takes place in Term 4.

A WWCC(Working with Children Check) must be obtained prior to the commencement of their tenure. While the Parents Committee roles are unpaid, a weekly allowance of \$36 is provided for transportation and preparation costs. Additionally, if participating in meetings, an allowance of \$20 per meeting is provided.

Serving in the Parents Committee at least once is a condition of your child's school enrolment. Some exemptions are available. Along with the Parents Committee, it is a requirement for parents/carers to undertake rostered class and school duties. Be aware that failure to satisfy these requirements may invalidate your child's enrollment unless you have been granted special exemption.

12. 作品・肖像の利用

児童の授業作品、写真、映像等が、学校やJCSの広報活動、日本語教育や日本文化の普及を図るために一般に公開されることがある。

The student(s)'s class works, photographs, video footages may be open in public to promote the school and JCS's public relations, Japanese education and cultures.

13. 個人情報の取り扱い

入学時および在学中に頂いた個人情報は、州法および連邦法に従い当校の個人情報保護方針を適用します。NSW 州政府、日本政府やその他の機関には補助金を受給するためにその範囲において個人情報を開示します。その他個人情報の取り扱いに関するご質問は、当校へお問い合わせください。

The personal information collected at the time of enrollment and during the student's time at the school is handled in accordance with state and federal laws, following our school's privacy policy. Personal information may be disclosed to the NSW Government, the Japanese Government, and other relevant agencies as required for obtaining grants. For any other questions regarding the handling of personal information, please contact our school.