



*Pymble Ladies' College*

*The details*

# Annual information 2020

Chair of College Council .....	03	Global connections .....	25
Our values .....	04	Out of School Hours Care .....	26
Our College .....	05	Extended Day Student Program..	27
Our community .....	06	Food service .....	27
Spiritual life .....	07	Transport.....	28
Outstanding HSC results .....	08	Parent Groups .....	29
Specialist facilities .....	09	College Uniform Shop .....	32
Secondary academic subjects .....	14	Scholarships.....	33
Music .....	16	Enrolments.....	37
Performing and Visual Arts.....	17	College fees 2020.....	38
Languages and TAS.....	18	College Fees and Refund Policy 2020 – Overseas Students.....	40
Sport and Activities.....	19	Tours and Open Events.....	42
House system .....	22	Contact us.....	43
College communications .....	23	Conditions of enrolment and continuing enrolment .....	44
Health and Wellbeing .....	23		
Exchange Programs.....	24		

# From our Chair of College Council

The College was founded in 1916 by Dr John Marden, a man of forward thinking, great capacity and drive, who believed women should be given the best education had to offer and encouraged girls to think for themselves and live by the College motto, *All' Ultimo Lavoro* – Strive for the highest.

Today the College exemplifies the spirit of its founder, as a school renowned for its outstanding opportunities, dedicated staff, innovative programs and facilities, where each girl is known, guided and challenged to reach her potential.

*Pymble* is an internationally acclaimed non-selective school that provides its students with the opportunities, encouragement and support to be extraordinary in whatever they choose to do in life.

The greatest gift that a parent can give their child is the opportunity to have the most enriching educational experience, whether this is in academic excellence, the arts, sports or the humanities. *Pymble Ladies' College* offers a comprehensive, well-rounded educational program that is designed to enable each student to reach their full potential.

Our mission is to create a personalised learning environment for each girl so she develops a passion for learning and scholarship, a strong assurance of her own worth, and the desire and values to contribute meaningfully to her local and global communities.

*Pymble* students have the opportunity to enter the College as girls and leave at the completion of their studies as confident young women, equipped with a well-rounded education and the skills to pursue a rewarding and bright future.

For the last decade, I have had the pleasure of watching my own daughter benefit from the '*Pymble* experience' and it is with the utmost confidence that I encourage you to give your daughter the opportunity to explore everything that this great College has to offer.



**Mr James Hunter**  
Chair of the College Council

# Our values

Care

Courage

Integrity

Respect

Responsibility

# Our College

*For more than 100 years, Pymble Ladies' College has been one of Australia's leading independent schools for girls, welcoming students from Kindergarten to Year 12 and Boarders from Year 7.*

*Pymble is five separate schools on one campus, with the schools reflecting girls' age-specific development, wellbeing and academic needs. Each school has its own precinct and provides girls with greater opportunities for pastoral care and leadership.*

*A Pymble distinctive is our commitment to personalised learning: knowing, guiding and challenging each girl to reach and surpass her potential. We do this by balancing strong academic challenge with vast sporting, cultural and leadership opportunities. Every girl's wellbeing is our absolute priority, and we demonstrate this through our integrated Wellbeing Program.*

*As a school of the Uniting Church in Australia, Pymble's ethos reflects our Christian heritage. The five values of the College – Care, Courage, Integrity, Respect and Responsibility – are evidenced by the actions of generations of Pymble girls, who have lived these values and who have dedicated themselves to community service and educational excellence from day one.*

# Our community

*Parents of girls at **Pymble** can expect their daughters to receive a comprehensive, well-rounded education. Students have the experience of being part of a vibrant community, both within the school environment and beyond. They are encouraged to explore their potential and contribute to the world around them in a positive way through service to the community.*

# Spiritual life

As a community, *Pymble* celebrates faith in many ways. All students participate in the spiritual life of the College and we encourage parents and families to be involved in this important aspect of their daughter's growth and development.

*Pymble's* two Chaplains provide spiritual leadership and support to the College community. This includes the oversight of the spiritual wellbeing of the girls, weekly Chapel services and pastoral ministry to students both past and present. The Chaplains are also involved in student fellowship groups, which provide a friendly forum for girls to discover and share their faith. Throughout the year there are further opportunities for the College community to gather together to worship.

Every *Pymble* student attends regular Chapel services to experience and engage in age-appropriate times of worship and reflection. Our Preparatory School has a relaxed Chapel service once a fortnight in the familiar space of their Performing Arts room. Junior School has weekly Chapel services in the Chapel itself and our Year 6 students participate in the leadership of these services. At the end of each term, the Preparatory and Junior schools join together for a special end-of-term Chapel service. Our Middle, Upper and Senior schools celebrate Chapel each week. These are important times of sacred reflection, worship and spiritual growth.

Community life and spirituality are further enhanced through the relationship with the local *Pymble* Uniting Church congregation. Boarders are able to attend Sunday morning worship and assist in other church activities and initiatives. Twice a year, the congregation's Morning Service is held at the College Chapel. The *Pymble* Uniting Church's Minister is a member of the College Council and the Church is also an active partner with the College's Service Learning Program.

# Outstanding 2019 HSC results

*Pymble Ladies' College students consistently achieve exceptional results in the Higher School Certificate.*

In 2019, 277 *Pymble* students sat for the NSW Higher School Certificate (HSC) and achieved outstanding results in a wide range of courses, including placing first in the state in two subjects.

Fifteen students achieved an ATAR of 99 or above, 70 achieved an ATAR of 95 or above and 125 achieved an ATAR of 90 or above.

Twenty-eight girls were named on the NESA All-round Achievers list for earning marks of 90 or above in 10 or more units.

A total of 11 *Pymble* HSC students earned places in the Top Achievers in Course list across a number of subjects, including Ancient History, Classical Greek Continuers, Food Technology, History Extension, Japanese Continuers, Latin Continuers, Modern History, Music Extension and PDHPE. The College also had a high number of students nominated for exhibitions and showcases of their HSC performances and major works in Visual Arts (three students), Music (five students), Textiles and Design (one student) and Dance (three students). In 2019, our Drama students set a new record for *Pymble*, with a total of 14 nominations and two selections for OnSTAGE.

*Pymble Ladies' College* provides diverse and extensive learning opportunities for students, including 46 courses for the HSC.



# Specialist facilities

*In addition to the deliberately designed facilities provided within **Pymble's** five schools, an abundance of dedicated learner-centred facilities are also available to enhance your daughter's educational experience.*

## **College War Memorial Chapel**

The College War Memorial Chapel was dedicated on 27 April 1956 and the first Chapel service was held on 30 April 1956. Services are regularly held in the Chapel, which is also a popular venue for the weddings of ex-students.

The Chapel's organ was built in 1886 and is considered one of the finest of its kind in Sydney. Stained glass windows designed by renowned artist David Saunders adorn the Chapel's front and back, with new additions by artist Pel Fesq along the sides.

## **Cisco Conference Room**

The Cisco Conference Room in the Senior School is a state-of-the-art circular room equipped with high-definition video-conferencing facilities suitable for collaborative work and locally- and globally-connected meetings.

## **Conde Library**

The Conde Library opened in 2001 and was named after Mr John Conde AO, who joined the Pymble Ladies' College Council in 1983 and became Chairman in 1992. The Library provides *Pymble* with a first-class contemporary learning facility designed around the needs of students and staff.

# Specialist facilities

## Conde Library

Differentiated environments for individual study, seminars and quiet reading give *Pymble* girls the opportunity to learn, develop and use their research skills. The Conde Library assists the transition from secondary to tertiary study by encouraging girls to take responsibility for self-directed study and research. It offers access to advanced technology, with print and electronic media professionally selected to support both independent study environments and seminar group work.

## David Blackwell Music School

The David Blackwell Music School was officially opened in 1992 and named in honour of Mr David Blackwell, former College Council member and Chairman. The outstanding facilities include:

- large classrooms with pianos and audio visual projection equipment;
- access to iPads, guitars, tuned and untuned percussion instruments and a mobile keyboard laboratory;
- music laboratories;
- a designated 'jam' space including an electric drum kit, synthesiser and 'jam' hub;
- smaller classrooms for group tutorials;
- gallery space for use as a rehearsal and performance venue, including grand pianos and a harpsichord;
- studios for individual tuition and for Boarders' practice.

## Ferguson Building (Visual Arts)

Opened in 1970, the name of this building commemorates the work and service given to the College by the Chair of the College Council at that time, Mr George Ferguson CBE BA.

# Specialist facilities

## **Ferguson Building (Visual Arts)**

The facility also acknowledges the service of George's grandfather, the Reverend John Ferguson, the first Chair of the College Council.

The Ferguson Building caters for the College's Middle, Upper and Senior School Visual Arts students, and features an art gallery, craft facilities, kilns for pottery and an open courtyard for sculpture.

## **Gillian Moore Centre for Performing Arts**

Completed in 2005 and named in honour of Mrs Gillian Moore AO, College Principal from 1989 until 2007, this performing arts complex features world-class, professional facilities.

A 750-seat auditorium is complete with orchestra pit, fly tower and backstage assembly and preparation space. School productions and concerts are performed here, using the state-of-the-art theatrical lighting and sound facilities.

Middle, Upper and Senior School students have the opportunity to learn how to use these facilities and may undertake theatre design, technical and front-of-house roles in addition to their studies. Other groups within the College also use the centre extensively for assemblies, lectures and presentations.

## **The HUB**

The HUB is the site of our Information Technology support service and a learning space which was opened in 2013. Students are encouraged to visit The Hub to investigate and learn with hands-on access to the latest devices. They also have the opportunity to provide feedback on future technologies used at the College.

# Specialist facilities

## Science Centre

Science provides a distinctive view and way of thinking about the world around us. An ever-evolving area of study, Science allows students to better understand and explain a variety of phenomena, and enables them to make sense of the biological, physical and technological world.

Serviced by dedicated laboratory staff, *Pymble's* Science Centre consists of 12 well-equipped modern laboratories – one of these being a specialist geology laboratory, housing an extensive collection of geological samples and fossils. The Science Centre also includes a lecture theatre and preparation areas.

## Sporting facilities

At *Pymble*, your daughter will have access to outstanding sporting facilities onsite including:

- The Centenary Sports Precinct – featuring a state-of-the-art Aquatic and Fitness Centre that includes a 50 metre heated indoor eight-lane swimming pool with multiple diving platforms (1x5 metre, 2x3 metre, 2x1 metre), a large Learn to Swim Pool, a multi-purpose Fitness Centre incorporating strength and conditioning facilities, a consultation and remedial treatment room, walkway, hockey field and secure undercover car park.
- The Jeanette Buckham Gymnasium – named in honour of the College's sixth Principal and officially opened in 1992, the building includes a Gymnasium, Artistic Gymnasium with foam pit, Diving facilities including a dryland diving centre with boards and foam pit, indoor courts for Basketball, Netball, Badminton, Futsal and Volleyball, as well as video facilities, classrooms, staff rooms and canteen.

# Specialist facilities

## Sporting facilities

- Three large multi-purpose playing fields.
- Ten Basketball/Netball courts and 26 outdoor Tennis courts.
- The College Rowing shed, located at Leichhardt, overlooks Iron Cove Bay on the Parramatta River. The shed provides storage for the College's fleet of boats and coaching equipment, a gym, as well as an open-plan area for training and instruction.

## Technology and Applied Studies Centre

The Technology and Applied Studies Centre has workshop areas for electronics, wood and plastics, and specialised learning spaces for Textiles and Design, Food Technology and Hospitality. With the opening of this facility in 1999 and the provision of commercial-standard kitchens, *Pymble* is able to offer a Hospitality course which provides a pathway to the qualification of SIT20416 Certificate II in Kitchen Operations as well as a Higher School Certificate mark which may count towards the ATAR.

## Audiovisual Studio

The Audiovisual Studio is professionally equipped with a sound-proof studio, green-screen capabilities and a comprehensive suite of pre- and post-production audio and video equipment and software. Students are able to use the facility with the guidance of the College's full-time video producer. There is also equipment in The Hub available to students for video editing.

# Secondary academic subjects

*The range and depth of subjects on offer at **Pymble** is extensive. Your daughter will be encouraged to explore a vast array of programs as she develops skills within an inspirational and positive school community. The College proudly offers a comprehensive and balanced educational experience and will nurture her to make the most of her individual potential.*

## 2020

### A

Agriculture (Years 9 to 12)

### B

Biology (Years 11, 12)

Business Studies (Years 11, 12)

### C

Chemistry (Years 11, 12)

Chinese (Years 7 to 10)

Chinese Continuers (Years 11, 12)

Chinese Extension (Year 12)

Classical Greek (Years 9, 10)

Classical Greek Continuers  
(Years 11, 12)

Classical Greek Extension  
(Year 12)

Commerce (Years 9, 10)

### D

Dance (Years 10 to 12)

Design and Technology  
(Years 9 to 12)

Drama (Years 9 to 12)

### E

Earth and Environmental Science  
(Years 11, 12)

Economics (Years 11, 12)

English (Years 7 to 10)

English Advanced (Years 11, 12)

English Extension 1 (Years 11, 12)

English Extension 2 (Year 12)

English Standard (Years 11, 12)

English EAL/D (Years 11, 12)

### F

Financial Literacy (Year 8)

Food Technology (Years 9 to 12)

French (Years 7 to 10)

French Continuers (Years 11, 12)

French Extension (Year 12)

### G

Geography (Years 7 to 12)

German (Years 7 to 10)

German Continuers (Years 11, 12)

German Extension (Year 12)

# Secondary academic subjects

## **H**

History (Years 8 to 10)  
History Ancient (Years 11, 12)  
History Modern (Years 11, 12)  
History Extension (Year 12)  
Hospitality (Years 11, 12)

## **I**

Italian Beginners (Years 11, 12)  
Investigating Science (Year 12)

## **J**

Japanese (Years 7 to 10)  
Japanese Continuers (Years 11, 12)  
Japanese Extension (Year 12)

## **L**

Latin (Years 8 to 10)  
Latin Continuers (Years 11, 12)  
Latin Extension (Year 12)  
Legal Studies (Years 11, 12)  
Literacy, Learning I (Years 8 to 10)

## **M**

Marine and Aquaculture  
Technology (Year 10)  
Mathematics (Years 7 to 10)  
Mathematics Advanced (Years 11, 12)  
Mathematics Standard (Years 11, 12)  
Mathematics Extension 1  
(Years 11, 12)  
Mathematics Extension 2 (Year 12)  
Music (Year 7)  
Music Elective (Years 8 to 10)  
Music Contemporary Studies  
(Year 9)

## **M**

Music 1 (Years 11, 12)  
Music 2 (Years 11, 12)  
Music Extension (Year 12)

## **P**

Personal Development, Health,  
Physical Education (PDHPE)  
(Years 7 to 12)  
Photographic and  
Digital Media (Year 10)  
Physical Activity and Sports  
Studies (PASS) (Years 9, 10)  
Physics (Years 11, 12)

## **R**

Religion and Ethics Education  
(Years 7 to 10)

## **S**

Science (Years 7 to 10)  
Science Extension (Year 12)  
Software Design and  
Technology (Years 11, 12)  
Studies of Religion 1  
(Years 11, 12)

## **T**

Technology (Years 7, 8)  
Textiles and Design  
(Years 11, 12)  
Textiles Technology  
(Years 9, 10)

## **V**

Visual Arts (Years 7 to 12)

# Music

*Pymble has a long tradition of excellence in Music. Supporting the College's commitment to providing a balanced education, Music is offered in curricular and co-curricular form.*

Music is offered as a subject through to Year 12 (HSC) level. Preparatory and Junior School students have regular classroom Music lessons as part of an integrated approach to the Performing Arts. Students entering Year 3 are invited to participate in the String Program and learn violin, viola or cello, while a Bands Program that incorporates wind, brass and percussion tutorials is introduced in Year 4. The mandatory Music course is completed in Year 7 and continues to explore the concepts of Music through the integrated learning experiences of listening, performing and composing. Students may then continue their Music studies by choosing the subject as an elective.

*Pymble* offers an array of opportunities for students to become involved in Music with a range of musical ensembles available including bands, choirs, orchestras, smaller ensembles and chamber Music groups. Many of these ensembles are graded to allow musicians to work together at the appropriate level of performance, culminating in the select ensembles performing at elite levels in the Middle, Upper and Senior schools.

Performance opportunities abound with regular ensemble concerts, Chapel services, music festivals and eisteddfods, special concerts with professional musicians, full-scale Broadway-style musical productions and specialist recitals. Bi-annual overseas Music performance tours are also undertaken to further expand and extend the students' performance and musical experience. Private tuition by practising professional musicians is available in most instruments.



# Performing and Visual Arts

## Dance

Dance is offered as a curriculum subject for girls in Years 10, 11 and 12. *Pymble* has specialist Dance staff whose knowledge, enthusiasm and professionalism allows students to learn, develop and refine their Dance technique. Students also learn to analyse and appreciate Dance as an art form. Dance is also offered as a co-curricular program. Students from all year groups are able to enjoy a variety of styles of Dance including Royal Academy of Dance (RAD) ballet, contemporary, jazz, hip hop and musical theatre. All co-curricular dancers perform in the annual Dance Showcase in the Gillian Moore Centre for Performing Arts.

## Drama

Drama is a key aspect of performing arts at *Pymble*. Students have the opportunity to participate in four different co-curricular components including Theatre Skills and Performance classes, Drama Productions in the Gillian Moore Centre for Performing Arts, Theatresports training and competitions and Film Clubs. Drama is also an important part of the College's curriculum. It is an elective subject from Year 9 through to the HSC, while Year 11 Drama students select a play to produce each year. The students learn about every aspect of production, from auditioning and rehearsing to designing sets and directing actors. *Pymble* encourages students to develop first-hand knowledge and skills in theatre design, lighting, sound, directing and stage-managing productions, and front-of-house roles.

## Visual Arts and design

*Pymble* students have extensive curricular and co-curricular choices in the area of Visual Arts. Classes include photography, drawing, printmaking, ceramics, jewellery, sculpture, painting, pottery and art appreciation. Visual Arts tutors are practitioners with experience teaching students at all levels, from beginners through to those desiring to extend their skills, understanding and love of art.

# Languages and TAS

## Languages

The study of languages offers students a rich and challenging experience whereby they can engage with and participate in the linguistic and cultural diversity of our interconnected world.

## Classical languages

At *Pymble*, students are offered the rare opportunity to study the world's classical languages. Whether it's Classical Greek or Latin, students will gain a greater insight into the origins of the English language, western culture and modern day institutions. A guided tour of the highlights of the classical world in Greece and Italy is offered to students every three years.

## Modern languages

Through the study of modern languages, our students continue on their paths toward becoming global citizens. At *Pymble*, students enjoy the opportunity to study a range of modern languages, namely French, German, Japanese, Chinese and Italian. Supported by exceptional teaching staff, students are encouraged to pursue their chosen languages with great skill and confidence. Learning in the classroom is supported by a range of cultural tours, exchanges and hosting opportunities.

## Technology and Applied Studies (TAS)

*Pymble's* TAS program provides students with the skills, knowledge and interest to successfully work and respond within a rapidly changing world. Areas of study within TAS include Technology, Food Technology, Textiles Technology, Textiles and Design, Design and Technology (Year 9) and Hospitality. Dressmaking and Woodwork are offered as co-curricular courses. Our students benefit from a range of outstanding specialist TAS facilities, including a commercial-standard kitchen. Unique access to accredited staff and industry professionals provides students with inspirational opportunities that are highly relevant to a career in the industry.

# Sport and Activities

*Pymble* supports its promise of a balanced education with a wide range of competitive and non-competitive sporting activities for every level of ability. Students are encouraged to participate in whichever sport they desire and the College will create new teams where there is interest.

The College aims to provide all students with a sporting experience that fosters an appreciation of the benefits of competition and the spirit of fair play, the pursuit of excellence and fulfilment of individual potential.

*Pymble* students in Years 7 to 12 participate in Independent Girls' Schools Sports Association (IGSSA) carnivals and competitions. The aim of IGSSA activities is to reflect the values and ethos common to its member schools and reinforce the appropriate components of their Personal Development, Health and Physical Education (PDHPE) programs. For those sports not offered by IGSSA, *Pymble* enters district, regional and invitational competitions and carnivals.

Students in representative teams are offered the opportunity to travel to other countries including the United Kingdom, United States of America and New Zealand to participate in invitational sporting tournaments.

*Pymble* Junior School students participate in Independent Primary School Heads of Australia (IPSHA) competitions. Junior School inter-school Saturday sport is available for students in Years 3 to 6. Age-appropriate sporting programs are available for all students from Kindergarten to Year 6 through the Sport and Activities Program. These include Swimming, Diving, Athletics, sports-specific skills programs, Gymnastics and fundamental programs.

The College also offers the ***Pymble* Elite Sportswomen's Program** to talented athletes in Years 7 to 12 across all sports. The program is designed to foster the development of these athletes through assistance and motivation and to help maintain a balance between high-level sporting commitments and academic study.

# Sport and Activities

*The College offers a comprehensive Sport and Activities Program, providing students with the opportunity to explore and develop their interests and talents.*

## **Preparatory School**

### **Sport**

Artistic Gymnastics, Athletics, Basketball, Diving, Hockey (6-a-side), Learn to Play Sports, Rhythmic Gymnastics, Snow Sports, Swimming (Learn to Swim), Tennis (Learn to Play).

### **Activities**

Art Programs, Chess, Co-curricular Drama and Film, Dance, Speech and Drama.

## **Junior School**

### **Sport**

AFL, Artistic Gymnastics, Athletics and Cross Country, Basketball, Cricket, Diving, Fencing, Football (Soccer), Golf, Health and Fitness, Hockey (Minkey), Learn to Play Sports, Netball, Public Speaking, Rhythmic Gymnastics, Sailing, Snow Sports, Swimming, Taekwondo, Tennis, Touch Football, Water Polo (Flippa ball).

### **Activities**

Art Programs, Chess, Debating, Co-curricular Drama and Film, Dance, Natural Skincare Programs, Robotics, Speech and Drama, Co-curricular STEM.

# Sport and Activities

## **Middle, Upper and Senior Schools**

### **Sport**

Artistic Gymnastics, Australian Rules Football (AFL), Athletics and Cross Country, Badminton, Basketball, Cricket, Diving, Equestrian, Fencing, Football (Soccer), Golf, Health and Fitness, Hockey, Netball, Rhythmic Gymnastics, Rowing, Rugby Sevens, Sailing, Snow Sports, Softball, Surfing, Swimming, Taekwondo, Tennis, Touch Football, Triathlon, Volleyball, Water Polo.

### **Activities**

Army Cadets, Art Programs, Book Club, Box-Fit, Cattle Club, Co-curricular Drama and Film, Dance, Debating, Duke of Edinburgh, Mock Programs, Natural Skincare Programs, Public Speaking, Speech and Drama, STEM programs, TAS Programs, Vocational Short Courses, Yoga.

# House system

The House system fosters a strong sense of spirit, identity and participation along with increased leadership opportunities. *Pymble's* House system includes eight Houses for Middle, Upper and Senior schools: Bennett, Goodlet, Hammond, Ingleholme, Lang, Marden, Thomas and Wylie. The Preparatory School and Junior School have three Houses: Gibbs, Mackellar and Turner.

## **Middle, Upper and Senior Houses**

Bennett House – Sky Blue  
Goodlet House – Royal Blue  
Hammond House – Orange  
Ingleholme House – Green  
Lang House – White  
Marden House – Red  
Thomas House – Purple  
Wylie House – Yellow

## **Preparatory and Junior Houses**

Gibbs House – Violet  
Mackellar House – Pink  
Turner House – Blue

# College communications

*Pymble provides its community with a wide range of communication platforms to connect, engage and seek information about the College. Communication platforms include a weekly eNewsletter, College website and Parent Portal, email, **Pymble** SkoolBag app and social media. The College also distributes a magazine-style bulletin and the annual School Magazine is issued to every student each year.*

# Health and Wellbeing

*The personal health and wellbeing of our students is a priority at **Pymble**. The College has a dedicated Health Care Centre available to Day students and Boarders. Registered nurses and trained professionals take care of our students. Counselling services are provided by registered psychologists and social workers with extensive training in child and adolescent health.*

# Exchange Programs

*Pymble offers a wide variety of Exchange Programs including language, cultural, sport and gap-year exchanges to a diverse group of countries. Language and cultural exchanges in 2020 will be conducted with schools in Argentina, Canada, China, England, France, Germany, India, Italy, Japan, New Zealand, Scotland, South Africa, Spain and the United States of America. Our students also undertake Exchange Programs with a number of schools within Australia.*



# Global connections

*A vital aspect of nurturing the minds and imaginations of **Pymble** students is providing them with opportunities to experience the world around them. Girls are invited to participate in a variety of tours to complement their learning in Music, Community Service, Cultural Studies, Co-curricular Sport and Activities, Language Arts and Languages. In 2020, **Pymble** students will travel overseas for a range of programs, including the Co-curricular Drama Tour, Europe – June/July 2020.*

# Out of School Hours Care

## **Before School Care**

*Pymble* Out of School Hours Care (OSHC) conducts Before School Care (BSC) for girls from Kindergarten to Year 6. BSC is held in the Junior School precinct in a dedicated space next to the John Reid Hall. BSC is available from 7.00am to 8.30am and includes a nutritious breakfast for your daughter. Preparatory girls are accompanied to Preparatory School at the end of morning care. Junior School girls make their own way to their classrooms.

## **After School Care**

After School Care is conducted from the end of the school day until 6.30pm. A nutritious, varied afternoon tea is provided each day and homework supervision is provided in the Library from 3.30pm to 4.00pm. If your daughter is waiting for collection by a sister in Senior School, they will be cared for free of charge until 3.30pm. You may be eligible for a 50 per cent rebate on your fees if you are both working or studying or are a single parent family. This is not means tested. Please contact the Department of Human Services (Centrelink) on 136 150.

## **Holiday Care**

Our 'Kids on Campus' Holiday Care program is available to current and future enrolled *Pymble* girls as well as male siblings (in Kindergarten, Year 1 and Year 2) of current *Pymble* students in between school terms. The centre is open from 7.30am to 6.00pm and welcomes children between the ages of five and 12 years (Kindergarten to Year 6).

# Extended Day Student Program

The *Pymble* Extended Day Student Program (EDSP) is designed to facilitate the needs of busy Secondary School students and their families. The program enables students to participate in their co-curricular activities while enjoying the convenience of returning to Boarding for afternoon tea, dinner, study and relaxation.

As part of the program, students have access to all Boarding facilities and attend our Evening Study Program in the Library where teaching staff and tutors are available to assist students with homework, study and organisation.

Students from Years 7 to 12 may enrol in the EDSP on a daily basis from Monday to Friday.

## Food service

The personal health and wellbeing of our students, staff and community is central to the provision of our fresh, high quality, nutritionally balanced meals. The cultural diversity and dietary needs of our community are complex and delivered in collaboration with accredited nutritionists and dietitians. The College partners with a trusted and innovative supplier that shares our passion for excellence through continuous improvement.

# Transport

*The College offers five dedicated, private bus services for **Pymble** students travelling to and from the College. These services cater for families living in the Lower North Shore, Hunters Hill, Northern Beaches, Lower Northern Beaches and North West areas. Bus passes for these services can be purchased on a term basis. The application form and more detailed information can be found on our College website.*

# Parent Groups

*Pymble* parents have the opportunity to join various support groups. At annual general meetings, parents are invited to take on a more active role on the elected committees.

## ***Pymble* Parent Association**

The *Pymble* Parent Association (PPA) organises functions that involve all of the College parent community. Parent Groups for each of the Preparatory, Junior, Middle, Upper and Senior schools organise the parent functions relevant to their school.

The PPA oversees the Parent Groups and helps to co-ordinate their activities. Meetings are held once a term.

All College parents are automatically members of the *Pymble* Parent Association. There is no joining fee.

## **School Parent Groups**

The Senior School Parent Group (SSPG), Upper School Parent Group (USPG), Middle School Parent Group (MSPG), Junior School Parent Group (JSPG) and Preparatory School Parent Group (PSPG) all play an important role in bringing together the *Pymble* community.

The main objectives of the groups are to promote networks of friendship and support, co-ordinate social functions and fundraising events, support the organisation of official College events and assist families in special need. The success of School Parent Groups depends on volunteer parent participation and we encourage all parents to become involved.

# Parent Groups

## **Boarding Parent Group**

The Boarding Parent Group (BPG) promotes networks of friendship and support within the Boarding community.

The BPG Committee meets with the Principal and Director of Boarding once a term. As Boarders come from overseas, as well as country and city areas, representation from all sectors of the community is appreciated. Each year group has a Boarding parent representative who is the contact for parents with a daughter in that year.

As well as this important liaison with the College's management, the BPG organises functions for Boarders' parents during the year, such as the annual BPG Welcome function. This event is held just prior to the beginning of the school year to give parents an opportunity to come together in a relaxed and friendly atmosphere.

All Boarding parents are automatically members of the BPG and are encouraged to become involved in the numerous events and activities held throughout the year.

## **Music Support Group**

Like the School Parents' Groups, the main objectives of the Music Support Group (MSG) include promoting supportive networks for musicians, co-ordinating social functions and fundraising events, and assisting with the organisation of College events. All parents of Music students are automatically members of the MSG. There is no joining fee.

The MSG helps manage concerts, including:

- serving supper and refreshments at intermission;
- assisting with front-of-house, ticketing and backstage at performances;
- logistical support for concerts and competitions outside the school;
- maintaining a register of secondhand instruments for sale;
- co-ordinating fundraising and other social activities.

# Parent Groups

## **Rowing Support Group**

The Rowing Support Group (RSG) brings together members of the Rowing community. All parents of Rowing students are automatically members of the RSG. There is no joining fee. There are many areas where the RSG provides assistance to the rowers, including:

- organising breakfast for students training on Saturdays;
- catering at regattas;
- towing boat trailers to regattas and erecting tents;
- assisting with camps and regattas if required;
- organising events throughout the season.

## **Artistic Gymnastics Support Group**

The Artistic Gymnastics Support Group (AGSP) assists with planning and supports the College's Artistic Gymnastic events. All parents of Artistic Gymnastics students are welcome to join the AGSP.

## **Snow Sports Support Group**

The Snow Sports Support Group (SSSG) supports the College's Snow Sports events, such as helping organise accommodation and equipment, and supplying training advice. All parents of Snow Sports students are automatically members of the SSSG.

# College Uniform Shop

*The College has a dedicated Uniform Shop based on the campus. The College Uniform Shop is open weekdays during term time. Appointments for new students can be arranged by contacting the College Shop manager. Full uniform lists for students are available on our website.*



# Scholarships

*Pymble Ladies' College offers several academic and performance-based scholarships with full or part remission of Tuition Fees for Middle, Upper and Senior School students.*

## **General information for all scholarship candidates**

Detailed application information for all of the scholarship opportunities available at *Pymble* is provided on the College website.

Candidates for Academic, Performance, All-rounder, Boarding and Ex-Students' Union Scholarships must register for and sit the Academic Assessment Services (AAS) Scholarship Test and provide supporting documentation as per the specific scholarship requirements.

Pymble Ladies' College reserves the right to offer scholarships to candidates at its discretion.

## **Academic – Year 7 and Year 11 entry**

Junior – Year 7 Entry: A number of scholarships providing full or part remission from academic Tuition Fees (excluding extras) are awarded to students entering Year 7 who have a demonstrated academic ability. A number of internal scholarships are awarded to current Pymble Ladies' College students.

Senior – Year 11 Entry: These scholarships provide 50 per cent remission from academic Tuition Fees (excluding extras) for two years and are awarded to students entering Year 11 who have a demonstrated academic ability.

# Scholarships

## **All-rounder Scholarship – Years 7 to 11 Entry**

The recipients of an All-rounder Scholarship are typically students who will add to the life of the College in areas of service, culture, sport and academia. This student will be a high academic achiever, with demonstrated strengths in a number of areas, which may include (but is not limited to) Sport, Drama, Music, Community Service and Visual and Language Arts. Scholarships are determined by results in the AAS examination, demonstrated ability in chosen areas, supporting documentation and interview.

## **Barbara Nippess Scholarship – Year 7 entry**

This is a scholarship for a student with a physical disability to commence in Year 7, which is open to Day or Boarding students for Year 7 to Year 12. The student will have aspirations to pursue tertiary education. The student will be part of and subject to the normal processes of the College and will not require any specialised technology or training programs as a result of her disability.

## **Boarding Scholarship – Year 7 entry**

### **The Alanda Clark, Jane Gay and Prudence Papworth Boarding Scholarship**

Candidates must be a Boarding student from a rural region (not necessarily NSW). The Scholarship covers full or part remission from Tuition Fees (excluding extras) for six years. Boarding Fees are not included in Boarding Scholarships.

## **Boarding Scholarship – Year 7 to 11 entry**

### **Primary Producer**

Candidates must be a Boarding student from a rural region (not necessarily NSW) and the daughter of a Primary Producer. Families are required to submit their Primary Producer status documentation. The scholarship covers full or part remission from Tuition Fees. Boarding Fees are not included.

## **Ex-Students Scholarship – Year 11 entry**

The Ex-Students' Union Scholarship is awarded to a daughter or grand-daughter of an ex-student of Pymble Ladies' College and covers 50 per cent remission of Tuition Fees (excluding extras) for Years 11 and 12.

# Scholarships

## **Indigenous Scholarships**

### **The Evonne Goolagong-Cawley Performance Scholarship**

This scholarship is open to candidates with performance and academic abilities, and leadership potential. Areas of performance include Art, Music and Sport.

To be eligible for the scholarship, candidates must be able to demonstrate the following criteria:

- performance in the relevant area of expertise;
- commitment to school life through attendance, application and involvement;
- leadership potential;
- commitment to the values of the College;
- support from the immediate family.

The scholarship covers enrolment, Tuition and Boarding Fees, laptop, uniform and school-related activities for the area of expertise.

### **Indigenous Leadership Scholarship**

This scholarship is open to candidates with academic ability and leadership potential. To be eligible for the scholarship, candidates must be able to demonstrate the following criteria:

- a school history demonstrating the potential to succeed academically;
- commitment to school life through attendance, application and involvement;
- leadership potential;
- commitment to the values of the College;
- support from the immediate family.

The scholarship covers enrolment, Tuition, Boarding Fees and laptop, uniform and school-related expenses.

### **GO Scholarship for Day girls**

In partnership with the GO Foundation, subject to availability.

# Scholarships

## **Performance Scholarship**

Performance Scholarships are offered in Sport and Music. Candidates must have a strong academic record and a proven ability in performance. Scholarships are determined by results in the AAS examination, demonstrated ability (Sport) or audition (Music), supporting documentation and interview.

## **Performance – Music – Year 7 entry**

Scholarships covering full or part remission from academic Tuition Fees (excluding extras) for all six years of education from Years 7 to 12 are awarded to students entering Year 7 who have a demonstrated ability in a musical instrument.

Candidates must have completed Australian Music Examinations Board (AMEB) (or equivalent) of Grade 5 for piano and Grade 6 for violin and Grade 3 AMEB (or equivalent) or above for other string instruments, flute, clarinet and saxophone. The completion of Grade 2 AMEB (or equivalent) or above is required for all other wind and brass instruments. Preference will be given to players of an orchestral/band instrument.

## **Performance – Sport – Years 7 to 11 entry**

Scholarships are offered covering full or part remission from academic Tuition Fees (excluding extras) for students who have a demonstrated ability in a particular sporting activity. Candidates must sit the AAS exam.

National or state level (or the highest possible equivalent depending on the sport for candidates in Years 5 or 6) must be shown in at least one sporting activity (team or individual) that is offered within the *Pymble* Sports Program. Applicants must provide a list of achievements in their sport with proof of performance as well as two referees' reports. There is an expectation of above-average academic performance.

# Enrolments

Pymble Ladies' College is a school for girls and young women from Kindergarten to Year 12 with Boarding available from Year 7. Our main entry points are Kindergarten, Year 5, Year 7 and Year 11, with occasional vacancies in other years.

As *Pymble* is a non-selective school, girls are placed on our enrolment list according to the date on which their application is received. As our positions fill quickly, we recommend that you return your Application for Enrolment form as soon as possible, accompanied by the non-refundable Application Fee of \$330.

Students entering the College in Kindergarten must be five years of age by 31 March.

If the College is able to make a provisional offer, a non-refundable Acceptance Fee of \$1,100 will reserve a place for your daughter. If a place is not immediately available, your daughter's name will be placed on our waiting list.

Two years prior to entry, you will be asked to confirm your intention to proceed with enrolment. Your daughter will be invited for an interview with the relevant Head of School prior to our request for payment of a non-refundable Entry Fee of \$2,200.

To learn more about *Pymble*, we invite you to attend one of our regular College tours conducted during term, or perhaps one of our open events held throughout the year for prospective students and their families.

# College Fees 2020

## Enrolment Fees

Application Fee: \$330 (incl GST)

Acceptance Fee: \$1,100 (incl GST)

Entry Fee: \$2,200 (incl GST)

All Enrolment Fees are non-refundable and are not credited towards Tuition Fees. The Application Fee is to be sent with the Application for Enrolment. The Acceptance Fee is payable when the offer of a provisional place is accepted.

The Entry Fee is payable after the student has been interviewed and the place is confirmed.

## Tuition Fees

All fees are in Australian dollars (AUD). Fees are set annually by the College Council and are subject to change. Any changes in fees will apply to both new and existing enrolments. Annual changes in fees do not constitute a change in Conditions of Entry or Continuing Enrolment terms and conditions.

<b>Preparatory School</b>	<b>Fees per term</b>	<b>Billing periods</b>	<b>Fees per annum</b>
Kindergarten, Years 1 and 2	\$7,100.00	3	\$21,300.00
<b>Junior School</b>	<b>Fees per term</b>	<b>Billing periods</b>	<b>Fees per annum</b>
Years 3 and 4	\$7,980.00	3	\$23,940.00
Years 5 <sup>^</sup> and 6	\$8,251.67	3	\$24,755.00
<b>Middle School</b>	<b>Fees per term</b>	<b>Billing periods</b>	<b>Fees per annum</b>
Years 7 and 8 <sup>+</sup>	\$10,375.00	3	\$31,125.00

# College Fees 2020

## Tuition Fees

<b>Upper School</b>	<b>Fees per term</b>	<b>Billing periods</b>	<b>Fees per annum</b>
Years 9 and 10 <sup>+</sup>	\$10,738.33	3	\$32,215.00
<b>Senior School</b>	<b>Fees per term</b>	<b>Billing periods</b>	<b>Fees per annum</b>
Years 11 and 12 <sup>+</sup>	\$11,215.00	3	\$33,645.00
<b>Boarding</b>	<b>Fees per term</b>	<b>Billing periods</b>	<b>Fees per annum</b>
Residential	\$9,555.67*	3	\$28,667.00*

<sup>+</sup> An Extended Day Student Program is available for Years 7 to 12 at a fee of \$46.00 per day, inclusive of GST on the food component.

\* Fees are the same for all year levels and are in addition to Tuition Fees. Fees include GST charged on the food component.

<sup>^</sup> Families of Year 5 students will be charged a compulsory annual iPad usage charge of \$350 in addition to Tuition Fees in January 2020 fee instalment

## Sibling discount

The allowances for fee-paying sisters currently attending the College have been set as follows (per annum):

- First child: Nil
- Second child: \$800.00
- Third child: \$1,600.00
- Fourth and subsequent children: \$2,400.00

*The most current College Fees schedule may be found on the website at [www.pymblelc.nsw.edu.au/enrolments/college-fees](http://www.pymblelc.nsw.edu.au/enrolments/college-fees)*

# College Fees and Refund Policy 2020 – Overseas Students

## **Enrolment Fees**

Application Fee: \$330 (incl GST)

Acceptance Fee: \$1,100 (incl GST)

Entry Fee: \$2,200 (incl GST)

All Enrolment Fees are non-refundable and are not credited towards Tuition Fees. The Application Fee is to be sent with the Application for Enrolment. The Acceptance Fee is payable when the offer of a provisional place is accepted.

The Entry Fee is payable after the student has been interviewed and the place is confirmed.

## **Tuition Fees**

All fees are in Australian dollars (AUD). Fees are set annually by the College Council and are subject to change.

Any changes in fees will apply to both new and existing enrolments. Annual changes in fees do not constitute a change in Conditions of Entry or Continuing Enrolment terms and conditions.



# College Fees and Refund Policy 2020 – Overseas Students

## Tuition Fees

<b>Preparatory School</b>	<b>Tuition Fee</b>	<b>Boarding Fee</b>
Kindergarten, Years 1 and 2	\$27,090.00	n/a
<b>Junior School</b>	<b>Tuition Fee</b>	<b>Boarding Fee</b>
Years 3 and 4	\$29,630.00	n/a
Years 5 and 6	\$30,415.00	n/a
<b>Middle School</b>	<b>Tuition Fee</b>	<b>Boarding Fee</b>
Years 7 and 8	\$38,035.00	\$27,591.00
<b>Upper School</b>	<b>Tuition Fee</b>	<b>Boarding Fee</b>
Years 9 and 10	\$39,085.00	\$27,591.00
<b>Senior School</b>	<b>Tuition Fee</b>	<b>Boarding Fee</b>
Years 11 and 12	\$40,455.00	\$27,591.00

*The most current College Fees schedule for Overseas Students may be found on the website at [www.pymblelc.nsw.edu.au/enrolments/college-fees](http://www.pymblelc.nsw.edu.au/enrolments/college-fees)*

# Tours and Open Events

***Pymble** conducts tours of the College and Open Events throughout the year.*

*College Tours are conducted regularly during term from 9.30am to 11.00am. Tours may be booked online through the College website.*

*Open Events provide the opportunity to tour the Preparatory, Junior, Middle, Upper and Senior Schools and meet the Principal, Heads of School and senior academic staff.*

*To find out more, visit [www.pymblelc.nsw.edu.au](http://www.pymblelc.nsw.edu.au).*

# Contact us

*If you would like any further information about **Pymble**, please do not hesitate to contact us.*

*Pymble Ladies' College  
Avon Road, Pymble NSW 2073 Australia*

*Mailing address:  
PO Box 136, North Ryde BC NSW 1670*

*Tel: +61 2 9855 7799  
Email: [enrol@pymblelc.nsw.edu.au](mailto:enrol@pymblelc.nsw.edu.au)*

*[www.pymblelc.nsw.edu.au](http://www.pymblelc.nsw.edu.au)*

# Conditions of Entry and Continuing Enrolment

These conditions are to be accepted by Parents or Legal Guardians when they submit their Application for Enrolment form and prior to the Student commencing at the College

## 1 DEFINITION

In the context of this document, these conditions, unless the context otherwise requires:

- 1.1 'Principal' means the Principal of the College or Acting Principal of the College or any other Staff Member of the College from time to time carrying out the duties or exercising the authority of the Principal
- 1.2 'Parent' means the Parent/s or legal Guardian of the Student
- 1.3 'College' means Pymble Ladies' College
- 1.4 'Fees' means Tuition Fees (as applicable to Students and Overseas Students), Boarding Fees, other ancillary charges or payments applicable to the Student
- 1.5 'College Fee schedule' is the document that outlines the fees and other charges set annually by the College
- 1.6 'School Year' means each calendar year
- 1.7 'Student' means the student to whom the enrolment relates. This includes Overseas Students studying on a subclass 500 visa
- 1.8 'Enrolment' means a contract between the parent/s of a student and the College to provide a course of education over a period of years
- 1.9 'Enrolment Fees' means the non-refundable fees required to be paid by the Parent to secure a confirmed place at the College for their daughter including Application, Acceptance and Entry Fee.

## 2 STUDENT'S OBLIGATIONS

Students are required to have high standards of behaviour and attend the College and compulsory activities throughout the School Year and in particular must:

- 2.1 abide by the Student Code of Conduct
- 2.2 behave courteously and considerately at all times
- 2.3 support the goals and values of the College
- 2.4 attend all religious education classes, Chapel services, assemblies, outdoor education programs and excursions;
- 2.5 wear the College uniform as prescribed and follow conventional standards of appearance in accordance with the College guidelines and the expectations of the College community
- 2.6 attend the College during school hours, except in the case of sickness or where leave not to attend has been given.

## 3 PARENTS' OBLIGATIONS

The Parent

- 3.1 must accept and abide by the requirements and directions of the College Council and the Principal relating to the Student or students generally and not interfere in any way with the conduct, management and administration of the College
- 3.2 must support the goals, values and Christian ethics and activities of the College
- 3.3 must read the College newsletter. The College publishes an electronic newsletter, on a weekly basis during each school term and sent by email, containing information of importance to the Parent. Both parents/guardians are required to read this newsletter
- 3.4 must advise the College in writing of any change of home, mailing, email address or contact details or other information on the Application for Enrolment, within one (1) month of such change. Applications and provisionally confirmed enrolments may be cancelled if the College loses contact with the Parent or has mail returned to it
- 3.5 acknowledges that the College's academic and other programs and activities may be altered or added to at any time. This may include discontinuance of teaching subjects and other programs;

# Conditions of Entry and Continuing Enrolment

## 3 PARENTS' OBLIGATIONS

- 3.6 must ensure the Student has each item of official required uniform, clean and in good repair, and all other requirements such as textbooks and stationery
- 3.7 acknowledges that the academic reports will be sent to the address or addresses notified by the Parents. Where the Parents are separated or divorced, reports and College communication will be sent to both Parents unless there is an Order of the Court or an agreement that the reports are to be sent to only one Parent.

## 4 ENROLMENT FEES

All Enrolment Fees are non-refundable and are not credited towards Tuition Fees. Enrolment Fees include:

- 4.1 the Application Fee which must be paid at the time of application
- 4.2 the Acceptance Fee which must be paid at the time a place is provisionally offered
- 4.3 the Entry Fee which must be paid at the time a place is confirmed
- 4.4 the Application, Acceptance and Entry Fees are not refundable.

## 5 FEES AND CHARGES

- 5.1 Parents are jointly and severally responsible for the payment of Fees set out in the annual College Fees schedule and/or incurred by or on behalf of the Student.
- 5.2 Fees are set annually by the College Council and are subject to change. Any increases in fees during enrolment will apply to both new and continuing students.
- 5.3 All Fees, including Tuition and Boarding Fees must be paid:
  - a) in three equal instalments per annum at the beginning of Terms 1, 2 and 3 unless 5.3 (b) applies;
  - b) in two equal instalments per annum at the beginning of Term 1 and Term 3 for Overseas Students
  - c) within 30 days of the date of issue of the invoice
- 5.4 Two additional invoices will be sent in October and November each year for charges that have been incurred subsequent to the third instalment invoice, or second instalment for Overseas Students.
- 5.5 If a Student wishes to discontinue a special activity or subject for which extra Fees are payable, not less than one term's notice of such discontinuance must be given.
- 5.6 Where Fees are unpaid, except where special arrangements for payment have been made in writing and accepted by the College, the College reserves the right to:
  - a) suspend the Student until a satisfactory arrangement for payment of unpaid Fees is negotiated
  - b) terminate the enrolment of the Student at the end of the current term
  - c) exclude a Year 12 Student from sitting final exams at the College
  - d) apply an Administration Fee of \$25 immediately after the due date to all unpaid accounts. Where an account remains unpaid at the date of the next invoice, a further \$100 charge will be levied.
- 5.7 The College may take any appropriate action in the collection of unpaid Fees, including the use of a collection agency.
- 5.8 In all cases of unpaid Fees, including where the Student's enrolment has been terminated, the College will make every effort to recoup the debt and all expenses incurred in pursuing recovery of overdue amounts, including (but not limited to) legal fees, tracing fees, administrative costs and any fees payable to debt recovery consultants will be the responsibility of the parents/guardians.
- 5.9 The Parent acknowledges that GST may apply to some of the Fees payable to the College. Wherever possible, the College will quote its Fees on a GST inclusive basis.
- 5.10 If for any reason GST becomes payable in respect of any part of any Fees payable by the Parent to the College, then the College reserves the right to amend those Fees at any time.
- 5.11 Parents agree to keep a copy of this agreement and evidence of all payments for Fees.

# Conditions of Entry and Continuing Enrolment

## 6 WITHDRAWAL OF STUDENTS

- 6.1 If a Student is to be withdrawn from the College, at least one full term's notice must be given, in writing, to the Principal, otherwise 25% of the annual Tuition Fee (at Overseas Student rate if applicable) and Boarding Fee, where relevant, in lieu of notice will be charged.
- 6.2 It would normally be expected that a withdrawal or change of status would take effect from the end of a school term in which case notice must be given before the end of the school term preceding the term in which the change is to occur.
- 6.3 If the withdrawal is to take place at any other time, notice of the change must be given before the beginning of the school term preceding the term in which the change is to occur.
- 6.4 If providing notice of withdrawal, under current NSW Education Standards Authority requirements, the Parent must provide the name of the school to which their daughter is being transferred.

## 7 BOARDING

- 7.1 Boarders are expected to remain as boarders for the full School Year unless otherwise agreed in writing with the Principal.
- 7.2 At least one school term's notice must be given to change the status of a Boarder, otherwise 25% of the annual Boarding Fee in lieu of notice will be charged. Where the Student also withdraws from the College, 25% of the annual Tuition Fee (at Overseas Student rate if applicable) in lieu of notice will be charged.
- 7.3 The offer of a place in the Boarding House does not ensure acceptance as a Day student after the Student has commenced. Such a change (from Boarding to Day) shall be granted subject to vacancies. All such requests for change from Boarder to Day student should be made, in writing, to the Principal.
- 7.4 Every Student residing in the Boarding House must have a guardian as her carer during her enrolment at the College. The guardian needs to be responsible for the student in the absence of the parents and must live within a reasonable distance from the College. This is important to enable the student to be collected by the guardian and cared for should she become ill or need to be accommodated for any other reasons outside the College Boarding House.

## 8 OVERSEAS STUDENT ADDITIONAL CONDITIONS

- 8.1 Where Fees in lieu of notice are to be charged in respect of an Overseas Student withdrawing with insufficient notice as per paragraph 6.1, they will be payable at the Overseas Student Tuition Fee rate.
- 8.2 Where the visa status of an Overseas Student changes to a temporary or permanent resident, Tuition fees will continue to be levied at the Overseas Student rate until the date the visa status change becomes active. Parents undertake to advise the College within 7 days of receipt of any such change in status.
- 8.3 In addition to the College Conditions of Entry and Continuing Enrolment, there will be no refund of Fees for an Overseas Student where enrolment is cancelled for the following reasons:
  - a) Failure to maintain satisfactory course progress (visa condition 8202)
  - b) Failure to maintain satisfactory attendance (visa condition 8202)
  - c) Failure to maintain approved welfare and accommodation arrangements (visa condition 8532), if applicable
- 8.4 The Overseas Student agrees to allow the College to open a learning profile account in the student's name and required contact details with the NSW Education Standards Authority for the purpose of recording the study program.
- 8.5 Any amounts paid to an Education Agent by the Parent in respect of the Overseas Student are not covered by the College's Conditions of Entry and Continuing Enrolment.
- 8.6 In the event of a significant or critical welfare issue involving the Overseas Student, and if determined necessary by the College, a Parent, legal guardian or approved relative agrees to travel to a designated location within 2 days to assume care of the student until the situation has been resolved to the College's satisfaction.

# Conditions of Entry and Continuing Enrolment

## 9 REFUND POLICY RELATING TO OVERSEAS STUDENTS

- 9.1 Application, Acceptance and Entry fees paid are non refundable.
- 9.2 All refunds will be paid to the person who enters into the written agreement and paid in Australian Dollars.
- 9.3 If a visa application is refused by Department of Immigration such that the Overseas Student cannot undertake the course, the College will refund any unspent Tuition Fees where evidence of the refusal by the relevant authorities is provided.
- 9.4 If the Overseas Student does not start the course on the agreed day unspent Tuition Fees will be refunded within four weeks of written notice.
- 9.5 If the Overseas Student cannot start the course on the agreed day, or cannot continue in the course as the College cannot offer or continue the course, all unspent Tuition Fees will be refunded within four weeks.
- 9.6 Requests for a refund under this policy should, in the first instance, be advised to the Enrolments Department at [enrol@pymblelc.edu.nsw.au](mailto:enrol@pymblelc.edu.nsw.au) together with all relevant details and supporting evidence. The Enrolments Department will advise College Finance of any refunds approved for payment. Notice of withdrawal or change in Boarding status should also be advised to the Principal in writing.
- 9.7 In the event the College is unable to deliver an agreed alternative course, or a refund, the Overseas Student can seek assistance from the Australian government's Tuition Protection Service (TPS). Further information can be found at <https://tps.gov.au>.
- 9.8 This agreement, and the availability of complaints and appeals processes, does not remove the right of the Overseas Student to take action under Australia's consumer protection laws.

## 10 ABSENCES

- 10.1 If the Student is absent from the College or arrives late to the College, a written explanation from the Parent must be provided on the next day of attendance at the College.
- 10.2 Extended leave for any reason other than illness must be sought, in writing addressed to the Principal, at least two weeks beforehand and will only be granted in special circumstances.
- 10.3 If the Student is absent from College, Fees will not be refunded in whole or in part.

## 11 REQUEST TO CHANGE DATE OF ENTRY

- 11.1 If the Parent wishes to transfer the date of entry of the Student to the College (either to another date in the same year or to an earlier or later enrolment year) the Parent must give notice in writing of that request to the College.
- 11.2 The College in its absolute discretion may or may not agree to that request.
- 11.3 If the College agrees to the Parent's request the Parent acknowledges that the Student will be placed on a waiting list for the year of enrolment if a place is not available in the year requested.

## 12 PARENTS' INSTRUCTIONS

If the College needs instructions from the Parent then:

- 12.1 if more than one Parent has signed the Application for Enrolment as Parent, the College may in its discretion act upon the instruction of either or both Parents
- 12.2 if at any time there is in force a Parenting Order or Registered Parenting Plan of the Family Court of Australia relating to the care, welfare or development of the Student, or more specifically to her education, the College will act only upon the instruction of the person on whom the Order or the Plan confers duties, powers, responsibilities or authority in relation to the particular matter upon which the College seeks instruction, regardless of who executed this Agreement as Parent
- 12.3 in the case of Boarders, the Principal (or her nominee) has the authority to give permission on behalf of parents/guardians for students to participate in excursions and activities if the parents/ guardians cannot be contacted within a reasonable period.

# Conditions of Entry and Continuing Enrolment

## 13 PERSONAL BELONGINGS

Students are responsible for their personal belongings and the College will not be liable for any loss of those belongings. All items must be labelled.

## 14 ACADEMIC PROGRESSION

Progression from one academic year to another academic year is dependent on the Student successfully completing the requirements of the applicable academic year.

## 15 DISCIPLINE AND EXPULSION

- 15.1 Any breach of the terms and conditions will entitle the College Council, at its discretion, to suspend or terminate the attendance of the Student at the College.
- 15.2 The Principal (or her nominee) reserves the right to discipline, suspend or expel any student whose attitude or behaviour is not in keeping with the expectations of the College, provided that the Principal must confer with the Chair of Council or nominee before expelling a student.
- 15.3 If the Student is expelled or suspended, no refund of Tuition Fees will be made.
- 15.4 The Council may also determine that the conduct of the Student prior to her taking a place at the College on the date of entry warrants termination of the Agreement, which shall be effected by written notice to the Parent.
- 15.5 If the Council believes that a mutually beneficial relationship of trust and co-operation between the Parent and the College has broken down to the extent that it adversely impacts on the relationship, then the College Council may terminate this Agreement which shall be affected by written notice to the Parent. No remission of Fees will be given.

## 16 HEALTH AND WELLBEING

- 16.1 The Parent confirms that the Parent has disclosed in the Student's Application for Enrolment any diagnosed social, emotional or intellectual difficulties or specific medical or learning needs or disabilities that may impact on her ability to fully participate in the curricular or co-curricular programs provided by the College.
- 16.2 If the Parent has indicated in the Student's Application for Enrolment that the student has special needs (as detailed in paragraph 16.1), should any of those needs change in any way the Parent must notify the College immediately.
- 16.3 If at any time prior to or during the Student's enrolment at the College the Student has any special needs (as detailed in paragraph 16.1) which were not in existence at the time the Application for Enrolment was signed, the Parent must immediately inform the College of those special needs.
- 16.4 Students for whom English is an additional language/dialect will be required to demonstrate their proficiency in English and meet the determined proficiency levels. This proficiency is supported by a certificate of English fluency from the Australian Education Assessment Service – [www.aeas.com.au](http://www.aeas.com.au). This certificate must accompany the Application for Enrolment before an interview can be arranged and a definite place offered.
- 16.5 The Parent acknowledges that if they have failed to disclose or not fully disclose any material matter, either in the Application for Enrolment form or subsequently, the College may, if the student is not enrolled, withdraw the offer, or, if enrolled, terminate the enrolment without notice.
- 16.6 In the event of any medical or other emergency arising, concerning the Student, and the College is unable to contact the Parent after making reasonable efforts the Parent authorises the College to give authority for such treatment. The Parent indemnifies the College, its employees and agents in respect of all costs and expenses arising directly or indirectly out of such treatment.

## 17 COLLECTION AND DISCLOSURE OF PERSONAL INFORMATION

- 17.1 The Parent acknowledges they have read and understood the College Privacy Policy. The College's full privacy policy is available at: [www.pymbletc.nsw.edu.au](http://www.pymbletc.nsw.edu.au)
- 17.2 The Parent acknowledges that the College will collect personal information about the Parent and the Student from time to time which may be necessary for the College's function or activities.



# Conditions of Entry and Continuing Enrolment

## 17 COLLECTION AND DISCLOSURE OF PERSONAL INFORMATION

- 17.3 Students holding a visa regardless of residency status authorises the College to log into the Department of Immigration website to check visa entitlements electronically via Visa Entitlement Verification Online system (VEVO) for the duration of enrolment on: <https://www.homeaffairs.gov.au/>
- 17.4 The Parent acknowledges the College's duty at law to collect information on Student background characteristics as part of the National Goals for Schooling (1999). The enrolment of the Student will not be complete without the provision of the required information.
- 17.5 The Parent authorises and consents to the College's use of such information for purposes related to the education, health, care, welfare or development of the Student.
- 17.6 The College may take photographs, video recordings or other means of recording images of the Student and may use those photographs, videos and images in any publication such as newsletters, magazines, newspapers, social media and website which contain personal information, for marketing purposes, unless the Parent advises the College they do not wish this to occur.
- 17.7 If a Parent does not wish the College to use their daughter's personal information or photograph or image for marketing and fundraising purposes, the Parent must inform the College in writing.

## 18 AMENDMENT OF TERMS AND CONDITIONS

These conditions may be changed from time to time by giving not less than two terms notice and any new or revised conditions will apply from the commencement of the following year.

# Notes

# Notes



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