



**Pinnacle Academic College**  
Strive. Empower. Perform.

## **PINNACLE ACADEMIC COLLEGE – ENROLMENT REQUIREMENTS**

The following is a comprehensive (yet not necessarily complete) list of requirements for families wishing to enroll with Pinnacle Academic College and it will be updated regularly. PLEASE read these carefully and ensure you can meet ALL REQUIREMENTS before you email the College to continue the enrolment process.

If at any stage during your enrolment you do not adhere to these requirements, you will be seen to be choosing to cease your enrolment with Pinnacle Academic College effective immediately and will be sent correspondence to confirm this.

### **ENROLMENT PACKAGE**

- Please read the Enrolment Checklist and ensure you have completed all requested tasks as listed on the checklist.

### **ENROLMENT PROCESS**

- Parent Survey MUST be completed for each child and returned to Pinnacle Academic College by the end of week 2 of term 1 or 3 (depending on your enrolment date) for Enrolment to be confirmed.
- Pinnacle Academic College Staff will schedule an Intake Phone Interview once the Parent Survey has been returned to individualise the student program.

### **DISTANCE EDUCATION**

- Attendance log for February and July, sent in on the date set by Pinnacle Academic College, (to coincide with the State and Commonwealth Government Funding Census dates), all other months will be sent in at the end of each term by the specified dates.
- Activity log for February and July, sent in on the date set by Pinnacle Academic College, (to coincide with the State and Commonwealth Government Funding Census dates), all other months will be sent in at the end of each term by the specified dates.
- ONE signed and dated Pinnacle Academic College Standardised Assessment Task (PAC SAT) PER SUBJECT AREA PER SEMESTER to be sent in to Pinnacle Academic College each year, a total of 8 PAC SATs per child per Semester (16 PAC SATs each year). These are scheduled within the Distance Education Program and must arrive promptly and appropriately signed and dated. The PAC SATs can be found on the College Website and will need to be downloaded, completed and returned by the due date.
- Other assessment paperwork as listed in the DE Program is due at the end of EACH TERM via email or via upload to the Office 365 Family Folder.
- At the end of term 2 & 4 assessments are required to be submitted in week 7 in order to be included in the reporting process.

## **ON CAMPUS, MULTIFACTED & DEPA ENROLMENTS**

- All On Campus Students MUST be signed IN and OUT each day by a Parent/Guardian/Carer and escorted to and from the College Grounds by this Parent/Guardian/Carer. Please refer to the On Campus Supervision Policy for Drop Off and Pick Up for further information.

## **ALL ENROLLED FAMILIES**

- MUST have access to a computer and be checking emails regularly (EVERY Day is recommended, however 3-4 times once a week MAY suffice). ALL enrolled families MUST be prepared for a large volume of emails that ALL need to be read and responded to if appropriate.
- Communication between the parent and the college will be via the PAC EDU email address supplied by the College.
- MUST enrol with a community spirit and be prepared to contribute as such. Pinnacle Academic College has a commitment to building community, it is not just a group of disconnected families. Those who enroll are asked to mix at drop off and pick up times and in the playground and not just to connect with those families they interact with outside of Pinnacle Academic College while also abiding by current Covid-19 regulations.
- Personal religions, philosophies, and at home teaching styles are just that...PERSONAL. Whilst healthy and appropriate adult discussion is encouraged, it is expected that all due respect is Akademeia Ltd trading as Pinnacle Academic College afforded to EVERY enrolled family in Pinnacle Academic College regardless of their personal religion, philosophy or at home teaching style.
- Staff at Pinnacle Academic College choose the way in which they prefer to be addressed and the MAJORITY prefer to be called by their first name only. Staff will ensure all students KNOW what they prefer. Parents and Students are expected to respect the choices of staff members and call them what THEY prefer.
- Behaviour On Campus and at PA Days is expected to be always INCLUSIVE. Students and Adults alike are expected to include EVERYONE in their activities, discussions and play. It is NOT EVER appropriate to say NO to any child or adult if they request to join in an activity or discussion.
- Students or adults who do NOT adhere to the INCLUSIVE play rules will be informed that their behavior is not within the agreed requirements and if the behavior continues you will be choosing to cease your enrolment with Pinnacle Academic College.
- Closed in footwear, hats and sun safe clothing are ESSENTIAL for ALL Pinnacle Academic College activities and PA Days. Sun Safe Clothing includes clothing that covers a substantial part of BOTH arms and legs. Sleeveless shirts and short shorts are NOT considered sun safe. We expect students to be covered from Neck to knees to elbows at ALL Pinnacle Academic College events. There is a school uniform for purchase that suits the sun safe requirements, it is not compulsory to purchase this uniform, however purchasing it will ensure the Sun Safe requirements are fulfilled. This is a Health and Safety requirement.
- At NO TIME during Pinnacle Academic College activities, On Campus or PA Day are STICKS allowed to be played with or picked up. This is a Health and Safety requirement.

## **PERFORMING ARTS DAYS**

- Distance education Parents MUST remain on site during PA days to supervise their students during break time and in case there is a disciplinary issue that needs addressing. If you wish to have PAC staff supervise please choose the DEPA enrolment option.
- MINIMUM Compulsory Attendance at Performing Arts (PA) Days TWICE each TERM (9am – 3pm) for all students face to face at our Kallangur campus, zoom PA Days will also be made available. However it is expected that families will attempt to attend MORE than the minimum. If numbers are restricted for special excursions, preference will be given to families who attend PA Days regularly.
- There will be ONE PA Day offered per week for 6-8 weeks in terms 1, 2 and 4. Term 3 is traditionally our Performance Term. Families will decide if they are a Performing Family or a Non-Performing Family. In Term 3 there will be 2 PA Days offered per term for Non-Performing Families and Performing families will commit to attend weekly at our Kallangur campus during these terms.
- Attendance at a PA Day is for the FULL day, from 9am till 3pm, partial attendance is not acceptable and does NOT meet the MINIMUM requirements, if you cannot attend for the ENTIRE day, PLEASE DO NOT attend at all.
- Pinnacle Academic College values the Performing Arts as an equally important learning area to all other learning areas. So, performance is a very important part of our On Campus and Distance Education program. Term 3 is our Performance term and those DE families who wish to be a part of our Performance evening at the end of term 3 make a commitment to more regular PA Days. All Full Time OC and DEPA Students will take part in the end of Term 3 Performance and MF students will need to decide if they are going to take part and then make the appropriate choice with their attendance days for Term 3. All Those DE Families who do not wish to perform must attend on TWO set PA Days in that term. Being part of the Performance Evening is NOT compulsory for DE and MF Students.