



**St Michael's**  
COLLEGE

# 2018 BACK-TO-SCHOOL INFORMATION BOOKLET

## PRIMARY:

78 East Avenue  
Beverley 5009  
Primary Email: [primaryadmin@smc.sa.edu.au](mailto:primaryadmin@smc.sa.edu.au)  
Telephone: 8346 6548  
Fax: 8346 9449

Absentee/Late Arrival Telephone: 8150 2397  
Out of School Hours Care Telephone: 8150 2394

## SECONDARY:

15 Mitton Avenue  
Henley Beach 5022  
Secondary Email: [smc@smc.sa.edu.au](mailto:smc@smc.sa.edu.au)  
Telephone: 8356 5966  
Fax: 8356 1092

Absentee/Late Arrival Telephone: 8150 2323  
Website: [www.smc.sa.edu.au](http://www.smc.sa.edu.au)

## UNIFORMS:

College Uniform & Sports Uniforms: Dobsons Pty Ltd Telephone: 8150 2306  
Second Hand Uniforms: [www.sustainableschoolshop.com.au](http://www.sustainableschoolshop.com.au) Telephone: 1300 683 337

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## WELCOME TO ST MICHAEL'S COLLEGE

Welcome to St. Michael's College. A Catholic school committed to the Lasallian mission and vision of education.

As a College, we engage, challenge and support our students to strive to be the best they can be, and individually prepare them for the broader community and lives of faith and hope.

The *Back to School Information Booklet* is to assist you and your son/daughter in the transition into the St Michael's College 2018 school year. Below are important dates regarding end of year and beginning of year procedures.

## STATIONERY PACKS

All orders placed by 23 December 2017 will receive 10% discount on most stationery items. Orders received after 23 December will incur a late fee of \$15.00.

## HOLIDAY ADMINISTRATION OFFICE HOURS

### PRIMARY CAMPUS

Closes	Monday 11 December, 2017	4:30 pm
Re-opens	Monday 22 January, 2018	8:30 am

### SECONDARY CAMPUS

Closes	Monday, 11 December 2017	4:00 pm
Re-opens	Monday, 22 January 2018	8:30 am

## STUDENTS NOT RETURNING TO THE COLLEGE IN 2018

If your son or daughter will not be returning to the College in 2018, please contact the Registrar at either the Primary or Secondary Campus as soon as possible. The withdrawal of enrolment affects many different areas of the College administration and your help in this matter greatly assists us in resource planning.

## TERM DATES 2018

Term 1	Monday 29 January	Friday 13 April
Term 2	Monday 30 April	Friday 6 July
Term 3	Monday 23 July	Friday 28 September
Term 4	Monday 15 October	Friday 7 December

## PARENT INFORMATION – COLLEGE WEBSITE

Please refer to the information section of the College website for electronic copies of information relating to various aspects of College life. For example:

- Strategic Plan
- Back To School Booklet
- Year Level Student Handbooks
- Integrated Learning Technologies Program
- Bus & Train Timetables ([www.adelaidemetro.com.au](http://www.adelaidemetro.com.au))

[www.smc.sa.edu.au/news-information/college-information](http://www.smc.sa.edu.au/news-information/college-information)

## PARENT EVENINGS

Parent meetings vary across the year levels and provide the opportunity for parents to meet with the staff. These gatherings are the result of consultation with parents and each aims to meet the specific needs of individual year levels.

### Primary:

Reception to Year 2 Parents	Tuesday 6 February Parent Evening	6:30 pm	Primary Campus (Meet in Founders Hall)
Year 3 to Year 6 Parents	Tuesday 6 February Parent Evening	7:00 pm	Primary Campus (Meet in Founders Hall)

### Secondary:

Year 7	Monday 5 February Family BBQ	6:30 pm	Secondary Campus MacKillop Centre
Year 8	Monday 12 February Family BBQ	6:30 pm	Secondary Campus Turon area
Year 9	Wednesday 7 February Parent Evening	7:00 pm	Secondary Campus MacKillop Centre
Year 10	Wednesday 31 January Parent Evening	7:00 pm	Secondary Campus MacKillop Centre
Year 11	Wednesday 7 February Parent Evening	7:00 pm	Secondary Campus Founders Hall
Year 12	Wednesday 31 January Parent Evening	7:00 pm	Secondary Campus Founders Hall

## PRIMARY CAMPUS – DAY 1 TIMETABLE

### SUMMER UNIFORM REQUIRED.

All students will commence on **Monday 29 January 2018 at 8:50 am** using the following timetable:

8:50 am - 10:15 am	Orientation and expectations with Class Teacher
10:15 am -10:40 am	Primary Campus Assembly (Founders Hall)
10:40 am - 11:00 am	RECESS
11:00 am - 12:40 pm	Normal timetabled lessons
12:40 pm - 1:30 pm	LUNCH – includes supervised eating time
1:30 pm - 3:20 pm	Normal timetabled lessons
3:20 pm	DISMISSAL

## PRIMARY CAMPUS – THE COLLEGE DAY

8:15 am	Yard Supervision Begins
8:35 am	Staff Prayer in Chapel (Tuesday)
8:50 am	Movement Bell
8:50 am	Administration Time: Complete Attendance Database (morning only), Red Folders to Admin, Lunch orders to Canteen.
9:00 am	Gates Locked
9:00 am	Lesson 1
9:50 am	Lesson 2
10:00 am	Presence of God Bell
<b>Recess</b> 10:40 am - 11:00am	
11:00 am	Lesson 3
11:50 am	Lesson 4
12:00 noon	Presence of God Bell
12:40 pm	Prayer before Lunch
<b>Lunch</b> (includes announcements)	
12:40 pm - 12:50 pm - supervised eating	2:50 pm -1:30 pm - play time
1:30 pm	Lesson 5
2:00 pm	Presence of God Bell
2:20 pm	Lesson 6
3:00 pm	Gates Unlocked
3:10 pm	Administration Time: Complete Attendance Database (afternoon only), Collect Red Folder, Clear Pigeon holes.
3:20 pm	<b>Dismissal</b>

## **PRIMARY CAMPUS – LEARNING & WELLBEING OF STUDENTS**

The Class Teacher is responsible for the learning and wellbeing of students in their class. Mr Matthew Rowlands, Director of Student Wellbeing and Administration, and Mrs Louise Kometer, Director Teaching and Learning, are responsible for the overall coordination of Student Development at the Primary Campus. The College has a Leadership structure to support Mr Rowlands and Mrs Kometer in their roles of developing student learning and wellbeing. There is a Primary Coordinator responsible for Early Primary (R-2) and Primary Years (3-6).

The Primary Coordinators for 2017 are:

Ms Cathie Gaffney	Early Primary, Reception to Year 2
Mr Nathan Rose	Primary Years 3 to 6

## **PRIMARY CAMPUS – OUT OF SCHOOL HOURS CARE**

OSHC is open to children from Reception to Year 6. An enrolment and medical form, as well as a booking sheet is required for each student enrolled. All forms are available from the OSHC Director or the Administration Centre or online at: <http://www.smc.sa.edu.au/teaching-learning/oshc>.

Forms must be completed prior to the commencement at OSHC. A new enrolment form must be completed at the commencement of each school year as well as a booking sheet at the start of each new term. A \$10 annual registration fee per family is payable before commencing OSHC.

Hours of Operation:      Monday to Friday              3:20 pm – 6:00 pm

The OSHC facility is not open on Public or School Holidays and does not offer vacation care at this time.

Please Note: On early finishing days opening hours are from 12.40 pm – 6:00 pm. Specific booking forms will be handed out accordingly for these dates.

## **PRIMARY CAMPUS**

### **ASSESSMENT AND REPORTING**

During the school year a number of opportunities are provided for parents to be informed of activities, experiences and achievements in their son's education. We provide a range of assessment and reporting structures and make them relevant to the boys and their parents. These include: Portfolio Conference Evening (PCE) in Term 1, PCE and Expo in Term 3 and Formal Reports in Terms 2 and 4.

Both PCEs are compulsory as they are an important aspect of working in partnership to meet the educational needs of our students. In particular, they provide the opportunity to:

- identify learning strengths and areas of growth;
- understand and share concepts;
- clearly articulate learning;
- further utilise digital technologies, communication and collaborate skills to share learning.

If parents have concerns about their son's learning and wellbeing staff will make themselves available at other times during the course of the year by appointment. This may include meetings to develop Individual Education Plans for specific students; these students may receive a Modified Report in Semester 1 and 2.

Parents/Caregivers have real-time access to their child's progress in each subject undertaken through the parent portal of the College's Learning Management System (SEQTA).



## SECONDARY CAMPUS - DAY 1 TIMETABLE

### SUMMER UNIFORM MAY BE WORN.

Students in Years 7, 8 and 12 will commence on **Monday 29 January 2018 at 8:40 am**. Students in Years 9, 10 and 11 will commence on **Tuesday 30 January 2018 at 8:40 am**.

Prior to 8:40 am, students will proceed to the relevant areas listed below on the first day of school.

### MONDAY DAY 1 TIMETABLE - YEARS 7, 8, 12

Year 12                      Year 12 Courtyard  
Year 7 and 8              Turon Courtyard

TIME	YEAR 7	YEAR 8	YEAR 12
8:40 am - 9:00 am	Pastoral Care	Pastoral Care	Pastoral Care
9:00 am - 9:40 am	Pastoral Care	Pastoral Care	Year Level Assembly (MacKillop Centre)
9:40 am - 10:20 am	Pastoral Care	Pastoral Care	Lesson 1 Subject
11:00 am - 11:20 am	RECESS	RECESS	RECESS
11:25 am - 12:05 pm	Various Presentations	Chapel	Lesson 2 Subject
12:05 pm - 12:45 pm	Chapel	MacKillop Centre Presentations	Lesson 3 Subject
12:45 pm - 1:25 pm	MacKillop Centre Presentations	MacKillop Centre Presentations	Lesson 4 Subject
1:25 pm - 2:05 pm	LUNCH	LUNCH	LUNCH
2:10 pm - 2:50 pm	Pastoral Care Activities	Pastoral Care Activities	Lesson 5 Subject
2:50 pm - 3:30 pm	Pastoral Care Activities	Pastoral Care Activities	Lesson 6 Subject
3:30 pm	DISMISSAL	DISMISSAL	DISMISSAL

## TUESDAY DAY 2 TIMETABLE - YEARS 7 - 12

Year 9 Anzac Courtyard

Year 10 Kaurna Area

Year 11 La Salle Courtyard

TIME	YEARS 7 - 12
8:40 am - 9:00 am	Pastoral Care
9:00 am - 10:00 am	Years 7 – 12 Welcome Assembly (Founders Hall)
10:00 am - 11:00 am	Pastoral Care
11:00 am - 11:20 am	RECESS
11:25 am - 12:05 pm	Lesson 4
12:05 pm - 12:45 pm	Lesson 5
12:45 pm - 1:25 pm	Lesson 6
1:25 pm - 2:05 pm	LUNCH
2:10 pm - 2:50 pm	Lesson 7
2:50 pm - 3:30 pm	Lesson 8
3:30 pm	DISMISSAL

## SECONDARY CAMPUS – THE COLLEGE DAY

Movement Bell	8:40 am
Pastoral	8:45 am
Lesson 1	9:00 am
Lesson 2	9:40 am
Lesson 3	10:20 am
RECESS	11:00 am
Movement Bell	11:20 am
Lesson 4	11:25 am
Lesson 5	12:05 pm
Lesson 6	12:45 pm
LUNCH 1	1:25 pm
LUNCH 2	1:45 pm
Movement Bell	2:05 pm
Lesson 7	2:10 pm
Lesson 8	2:50 pm
DISMISSAL	3:30 pm

## **SECONDARY CAMPUS – PASTORAL CARE**

Pastoral Care is based on year level groups. Each class has a Pastoral Teacher responsible for the wellbeing of each student on a day to day basis. In addition, each year level has a Director responsible for the overall coordination of the year level.

The Year Level Directors for 2018 are:

Mr Sam Kitschke	Year 12 Director
Mr Mark Labrosciano	Year 11 Director
Mr Tony Healy	Year 10 Director
Mrs Tonia Carfora	Year 9 Director
Ms Rachel Philp	Year 8 Director
Mr Aldo Calo	Year 7 Director

## **SECONDARY CAMPUS**

### **ASSESSMENT AND REPORTING**

A report on the progress of secondary students is issued at the end of each term. Reports are the result of a process of continuous assessment throughout each year level in the school.

In Year 12, assessment of achievement is cumulative for the year for the St Michael's College report.

In Years 7, 8, 9, 10 and 11, assessment is cumulative for each semester. A number of Parent/Teacher Interviews are held at the secondary campus during the school year.

Parents/Caregivers have real-time access to their child's progress in each subject undertaken through the parent portal of the College's Learning Management System (SEQTA).

## **COLLEGE POLICIES**

It is important that all parents and students read the Student College Diary, which clearly outlines several important extracts from policies.

Please note that all College Policies and Guidelines are available online.

## **COLLEGE WEEKLY NEWSLETTER – “The Star”**

The “Star” contains up to date College information and is emailed to parents weekly. The Star is also available via the College’s website ([www.smc.sa.edu.au](http://www.smc.sa.edu.au)). For families that do not have access to email, hard copies will be available from the Administration Office on each Campus for collection by students.

## **COLLEGE YEAR BOOK**

A copy of the College Year Book will be provided to each family via the youngest family member’s Pastoral Class.

## PRIMARY AND SECONDARY - STATIONERY PACKS

The Back to School Stationery process for 2018 will be undertaken by Lighthouse Books.

- Student subject information is posted home to enable the online ordering of stationery items required for 2018 (Secondary Campus only).
- The stationery lists have been compiled by the College and can be ordered via [www.lighthousebooks.com.au](http://www.lighthousebooks.com.au) up until 23 December 2017.
- All orders received by 23 December will include a 10% discount on most stationery items.
- Lighthouse Books will charge a late fee of \$15.00 for orders received after 23 December 2017. Lighthouse Books will handle all **stationery** enquiries, invoicing and delivery processes.

Contact details are as follows:

<b>Lighthouse Books</b>	<b>Phone:</b>	<b>8340 2356</b>
<b>116 Grange Road</b>	<b>Fax:</b>	<b>(08) 8346 8629</b>
<b>Allenby Gardens SA 5009</b>	<b>Website:</b>	<b><a href="http://www.lighthousebooks.com.au">www.lighthousebooks.com.au</a></b>
	<b>Email:</b>	<b><a href="mailto:booklist@lighthousebooks.com.au">booklist@lighthousebooks.com.au</a></b>

### **Delivery of Stationery Packs** *(after payment):*

Stationery Packs will be delivered to nominated addresses from late December and continue through January 2018.

The Secondary Campus Book Room (8150 2304) will be open for purchases of stationery Week 1 of Term 1, 2018.

## SECONDARY CAMPUS - TEXT BOOK LOAN SCHEME

A Text Book Loan Scheme operates at the Secondary Campus.

- This scheme enables students to have the use of text books on a “**loan only**” basis and books remain the property of the College.
- Students are requested to take care of issued text books, to not write in any text books and to return them in a good, clean condition.
- Fines will be charged for books not returned or books returned in an unacceptable condition. Outstanding books from 2017 need to be returned to the College Bookroom urgently.
- This scheme provides a service to students at a considerably lower cost than if parents had to purchase all new text books at costs between \$50 and \$80 each book.
- Text Books will be distributed to students via their pastoral classes on the first day of school in 2018.

## LOST AND FOUND PROPERTY

Parents/guardians are requested to ensure that all items belonging to a student are clearly marked with the student's name.

### Primary Campus:

All lost property is stored in Founders Hall. Students are encouraged to check regularly for lost items. Labelled property will be returned to students via their class trays at the end of the school day.

The College accepts no liability for items that may be lost or stolen.

### Secondary Campus:

Items lost and found can be checked or claimed from the Bookroom.

## STUDENT ABSENCE

24 Hour Student Absentee Lines: **PRIMARY**            **8150 2397**  
**SECONDARY**        **8150 2323**

Parents are requested to contact the College via the designated absentee lines by 9:30 am if a student is going to be absent or late. Absences reported by **students** or via **Email** are not accepted.

With consideration for student welfare, parents will be contacted via a text message if a student is absent and there has been no parent contact.

### Extended Leave

Parents are requested to advise the administration office staff, Year Level Director at the Secondary Campus or Deputy Principal - Primary, well in advance of taking extended leave, i.e. family holidays, medical procedures etc.

### Late Students – Primary

If students are running late to their class in the morning, they **MUST** report to the Administration Office, with a diary note. If a student has been marked absent by the Class Teacher and has not signed in at the Administration Office, a text message will be sent to the parent regarding their absence.

### Late Students – Secondary

If students arrive at school after their pastoral class has concluded, they **MUST** report to the Administration Office, with a diary note. If a student has been marked absent by the Pastoral Teacher and has not signed in at the Administration Office, a text message will be sent to the parent regarding their absence.

## COLLEGE UNIFORM

The St Michael's College Uniform should be worn in its entirety at all times.

### Winter Uniform Terms 2 and 3

BOYS	GIRLS
<ul style="list-style-type: none"> <li>• Blazer - worn to and from school (Years 5 - 12)</li> <li>• Tie - top button on shirt must be done up</li> <li>• Shirt - <b>must be tucked in</b> during Terms 2 and 3 **</li> <li>• Grey trousers</li> <li>• Grey (Primary) or black socks (Primary and Secondary)</li> <li>• Blue St Michael's jumper with crest</li> <li>• College spray jacket (optional)</li> <li>• Black leather traditional school shoes - (no boots, ripple soles, runners, canvas or skate shoes)</li> <li>• No printed or coloured T-shirts or skivvies as undershirts</li> <li>• Black leather belt (optional for Primary)</li> <li>• SMC crested polar fleece (Junior Primary)</li> <li>• SMC crested hat (Primary Term 3)</li> </ul>	<ul style="list-style-type: none"> <li>• Blazer - worn to and from school</li> <li>• Tie - top button on shirt must be done up</li> <li>• Shirt - <b>must be tucked in **</b></li> <li>• Skirt (not shorter than knee length) and must not be rolled up at waist</li> <li>• Blue St Michael's jumper with crest</li> <li>• Navy stockings (no knee high socks)</li> <li>• College spray jacket (optional)</li> <li>• No printed or coloured T-shirts or skivvies as undershirts</li> <li>• Black leather traditional school shoes - polished (no high heels, canvas shoes, boots or scuffs)</li> </ul>

### Summer Uniform Terms 1 and 4

BOYS	GIRLS
<ul style="list-style-type: none"> <li>• Short sleeve shirt with crest **</li> <li>• Grey trousers with grey or black socks</li> <li>• Navy blue shorts worn with white crew socks (Primary and Secondary)</li> <li>• Black leather traditional school shoes - (no boots, ripple soles, runners, canvas or skate shoes)</li> <li>• Blue St Michael's jumper if required</li> <li>• SMC crested hat (Primary)</li> </ul>	<ul style="list-style-type: none"> <li>• Summer dress</li> <li>• White crew socks</li> <li>• Black leather traditional school shoes - polished (no high heels, canvas shoes, boots or scuffs)</li> <li>• Blue St Michael's jumper if required</li> </ul>

## **\*\* White shirt options:**

1. Short sleeved crested shirt available from Dobsons.  
May be worn untucked during Terms 1 and 4.  
**MUST** be tucked in during Terms 2 and 3. If unable to be tucked in, an alternative white shirt must be worn as per below.
2. Short or long sleeved non-crested shirt (available from Dobsons or a supplier of your choice).  
**MUST** be worn tucked in and worn with the College tie.

Please note that clothing worn under the uniform should not be at all visible.

## **Physical Education Uniform for Practical Lessons**

- St Michael's sports polo top
- St Michael's blue sports shorts
- Plain white sports socks
- St Michael's hat (Primary)
- St Michael's cap or hat (Secondary)
- Any St Michael's co-curricular sports uniform as listed above.

### *Winter (Optional)*

- St Michael's spray jacket
- St Michael's navy track pants

St Michael's College has a Sun Care Protection Policy. As such, a "no hat, no participation" policy will be applied during Physical Education lessons, outdoor recreation activities and sports practices in Terms 1 and 4.



## Co-Curricular Uniforms

Unless otherwise specified by the Co-Curricular Coordinator, all co-curricular uniforms must be purchased online or by visiting:

**Dobsons Pty Ltd**

**Telephone 08 8150 2306**

[www.dobsons.com.au/school\\_uniform.php](http://www.dobsons.com.au/school_uniform.php)

Please make sure uniforms are ordered at least two weeks prior to the start of the season.

SUMMER	WINTER
<p><b>Cricket</b> White cricket trousers St Michael's cricket polo shirt White sneakers or cricket shoes White socks St Michael's hat or cricket hat</p> <p><b>Tennis</b> St Michael's PE polo shirt St Michael's PE shorts Sneakers and white socks</p> <p><b>Badminton</b> As for Tennis</p> <p><b>Swimming</b> St Michael's swimming trunk or brief St Michael's shorts with crest</p> <p><b>Optional items for all sports:</b> St Michael's spray jacket St Michael's rugby top St Michael's track pant St Michael's hat</p>	<p><b>Football**</b> St Michael's football jumper St Michael's shorts St Michael's hooped socks St Michael's spray jacket and track pants ** 1st and 2nd XVIII and Year 10A teams wear the winter uniform to all matches (including the College blazer).</p> <p><b>Soccer</b> St Michael's soccer jersey St Michael's soccer shorts St Michael's soccer socks</p> <p><b>Basketball</b> St Michael's basketball singlet St Michael's basketball shorts White socks</p> <p><b>Netball</b> St Michael's netball dress Blue sports shorts White socks</p>

## **Dobsons Pty Ltd**

The College uniform can only be purchased from the Uniform Shop which is located at the Secondary Campus. The shop is managed and operated by Dobsons Pty Ltd on behalf of St Michael's College. Contact the Uniform Shop direct on telephone 8150 2306.

Due to the building construction, the Uniform Shop is temporarily relocated to a transportable building. The Shop can be accessed from the main College entrance on Mitton Avenue.

Opening hours for the conclusion of 2017 and commencement of 2018 are as follows:

- Monday 4 December 2017: Open 8:00 am - 4:15 pm
- Monday 11 to Tuesday 12 December 2017: Open 8:00 am - 4:15 pm
- Wednesday 13 December 2017 to Monday 15 January 2018 inclusive: CLOSED
- Tuesday 16 January to Monday 29 January 2018 inclusive: OPEN 8:00 am - 4:15 pm
- Tuesday 30 January 2018: Normal school term trading hours resume.

Normal trading hours during school terms are:

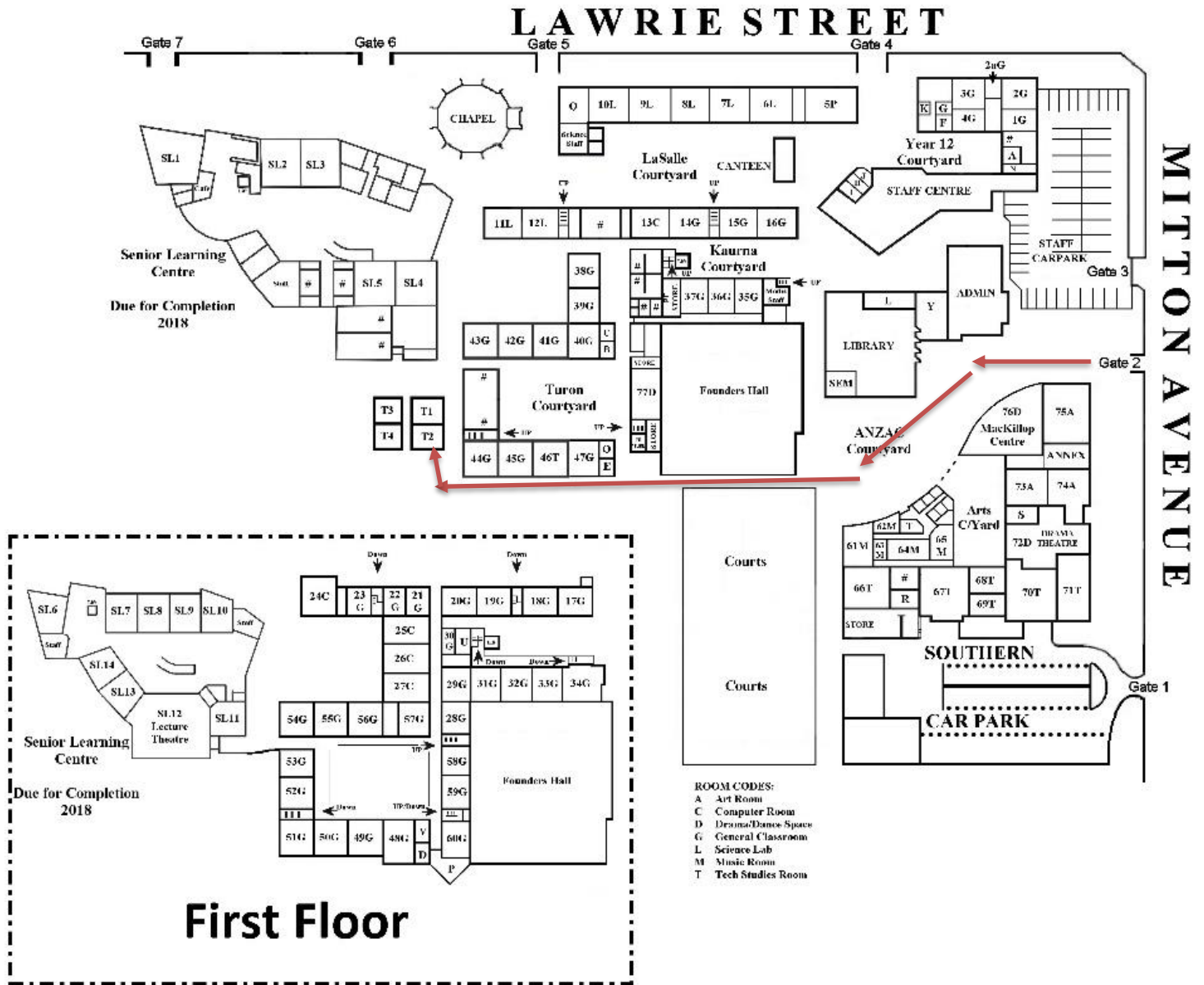
**Tuesday, Wednesday and Thursday  
8:00 am – 4:15 pm (closed between 12:30 pm – 1:00 pm).**

Please refer to The Star newsletter for school holiday opening times. It is essential to arrange an appointment with the Uniform Shop. Please phone on 8150 2306 to make a time.

Please refer to the College map on the following page to locate the Uniform Shop.



# St Michael's COLLEGE



## Second-Hand Uniform Trading System

Second-hand uniforms are traded via the web based trading system, Sustainable School Shop (SSS).

### What do you need to do?

Go to the website: [www.sustainableschoolshop.com.au](http://www.sustainableschoolshop.com.au)

- Click on **REGISTER**
- Enter your details - remember you need to nominate St Michael's College when you register on the Sustainable School Shop website.

For the best results:

- List wanted ads for those items you are looking to buy.
- List any unwanted uniforms for sale.
- The system matches the ads of buyers with sellers and notifies the buyer (Wanted ad) via email.
- Buyers contact sellers and arrange where and when to trade.
- Trading will occur with other parents from the College.
- Parents are well supported with telephone (1300 683 337) and email help lines.
- The system is simple and easy to use.
- The system will allow for trading of other items, e.g. sports equipment, student furniture and other equipment.

If you don't have a computer, internet access or an email address, please call the Sustainable School Shop for assistance.

All enquiries should be directed to the **Sustainable School Shop on: 1300 683 337** or help is also available through 'Contact Us' on their website.

## COLLEGE TUITION FEES FOR 2018

When determining Tuition Fees the St Michael's College, Adelaide Board considers the level of affordability for all families; the need for quality teaching and learning programs and providing physical resources that support the effective and sustainable operation of the College.

Annual School Fees	Reception	Junior Primary Years 1-3	Primary Years 4-5	Primary Year 6
Tuition Fees	\$4,298	\$4,777	\$5,865	\$5,985
Building Fund Levy	\$303	\$303	\$303	\$303

Annual School Fees	Junior Secondary Year 7	Junior Secondary Years 8-10	Senior Secondary Years 11-12
Tuition Fees	\$5,985	\$8,278	\$9,242
Building Fund Levy	\$303	\$303	\$303

Discounts & Remissions	2 <sup>nd</sup> Child	3 <sup>rd</sup> Child	4 <sup>th</sup> Child	5 <sup>th</sup> Child
Family Discount	12% Tuition Fee	22% Tuition Fee	100% Tuition Fee	100% Tuition Fee

Note. The Family Discount applies to students who are enrolled at St Michael's College

School Card Discount (50% of tuition fees)				
Early Payment Discount (3% of tuition fees)				

### Tuition Fee

This annual fee is based on a child's year level. The fee is billed in full at the beginning of the year and can be paid in instalments throughout the year. The fees cover both the tuition aspect of a child's education as well as most educational materials and resources for the year, the costs for sports teams, year level excursions etc.

### Fee Due Dates and Payment

Annual tuition fees are billed at the start of Term 1. Fees may be paid in full by cash, cheque or credit card within 30 days of the date of the invoice, a 3% early payment discount applies. Alternatively, fees may be paid by Direct Debit (PaySmart) or via Centrepay deductions (monthly, fortnightly or weekly) to enable payments to be spread over 10 months (February - November). If this payment method is chosen then families must complete the College Direct Debit Form (PaySmart).

### Building Fund Levy

The College is proud of its facilities and these are enhanced with the significant assistance from parents through contributions to our Building Fund.

The Building Levy is a non-compulsory annual charge, charged out on a per family basis. This charge allows for the continued upgrade, maintenance and improvement of the facilities of both the Secondary and Primary Campuses. The Building Fund Levy is tax deductible.

### **Vocational Education and Training (VET) Fees**

The cost of VET courses varies greatly. The College will generally pay for 75% of all training costs (parents cover the remaining 25%). Refer to the VET Policy and Guidelines for further information.

### **Enrolment Application Fees**

A fee of \$55.00 is payable upon lodgement of an enrolment application. A fee of \$200.00 is payable upon acceptance of an enrolment offer. Both fees are non-refundable, however, \$150.00 is credited to your child's tuition fee.

### **Family Discounts**

When a family has two or more children at the College at the same time, the following family discount is applied:

- 12% discount on the tuition fee for the second child.
- 22% discount on the tuition fee for the third child.
- No tuition fee is charged for the fourth and subsequent children whilst all children are attending St Michael's College.

When determining whether a family will receive the discount, consideration will be given to circumstances such as whether the children are all enrolled under the same family name or if the family member can demonstrate full financial responsibility for the children's school fees.

### **School Card 2018**

Families who may qualify for the School Card discount should submit the School Card Application Form A by the end of January each year. The discount will be passed on to you once the form is returned. A discount of 50% on tuition fees is applied to approved school card holders. Adjustments will be made if DECS does not approve the application. Families applying on Form B must return the form to DECS as soon as possible. The School Card Discount will be passed on to you when confirmed eligible by DECS.

### **Early Payment Discount**

An early payment discount of 3% will be available on the total tuition fee if the full year's tuition fees and building fund levy is paid within 30 days of the date of the invoice.

Part year enrolments are eligible for the discount if the account is paid in full within 30 days from the date of the enrolment.

## **Splitting Family Accounts**

Unfortunately, the splitting of accounts for families cannot be accommodated. Parents are requested to make their own arrangements regarding payment of accounts. It is the legal responsibility of the signatories on the enrolment form to pay all school fees.

## **Fee Remission for Families in Financial Difficulties**

Families experiencing financial difficulties, including families whose only income is Centrelink payments, should contact the College Accounts Receivable Officer to discuss financial circumstances. Documentation is required for assessment of fee remission and includes:

- Application for Special Financial Consideration. An application will not be assessed without proof of income which includes Centrelink documents, pay advice and tax return.

Fee remission applies to the current year only and is provided on a case-by-case basis. Families who are provided fee remission are encouraged to pay by direct debit.

## **Late Commencement / Withdrawal from College**

Should a student commence or conclude his/her studies part way through the year, a portion of the relevant fees will be charged. However for a student leaving after commencing Term 4, no rebate will apply. Payment of fees is still required where a student is absent from school for any length of time, eg overseas trip, holiday, sickness.

## **Overdue Accounts and Late Payment Fee**

The College reserves the right to pass overdue accounts to debt collection agencies for collection. If this occurs, families are responsible for the payment of the collection costs as per parents/guardians declaration in the 'Application for Enrolment and Enrolment Contract'. Any default debt may also be reported to a credit reporting agency.

A \$50.00 administration fee will be charged for all accounts paid after the due date unless prior arrangements have been confirmed in writing by the College.

Families who have outstanding fee balances at the end of the year will be required to pay fees via the College Direct Debit system (PaySmart).

## **STUDENT ACCIDENT INSURANCE**

The College has in place an insurance plan that the school has in place to provide financial benefits to students and their family in the event of accidental injury. The cover is for 24 hours a day, seven days a week, provided the student is engaged in College activities, including travel to and from such activities.

Aon's Student Accident Protection Plan is an insurance arrangement that pays benefits for specific scenarios and incidents that may occur, such as quadriplegia and broken bones. It also offers additional benefits such as:

- Covering a child's tuition for four terms in the event of their parent or guardian's accidental death.
- Financial support for tutoring, should a student be absent from school for a prolonged period.
- Providing clothing, hospitalisation and other out of pocket expenses that relate to an accident.

### **Are there exclusions?**

Like all insurance contracts, this one has some exclusions. In summary, these are:

- war, civil war, invasion, insurrection, revolution, use of military power or usurpation of government or military power;
- intentional use of military force to intercept, prevent, or mitigate any known or suspected terrorist act;
- any terrorist act;
- the student being a pilot or crew member of any aircraft, or engaging in any aerial activity except as a passenger in any properly licensed aircraft;
- deliberately self-inflicted injury;
- sexually transmitted disease, Acquired Immune Deficiency Syndrome (AIDS) disease or Human Immunodeficiency Virus (HIV) infection;
- the student engaging in professional sport;
- suicide;
- pregnancy, childbirth or miscarriage.

### **Medicare medical expenses**

Student Accident policies and other types of insurance are not permitted by law to cover medical expenses that fall under Medicare nor the difference between the actual expense incurred and the Medicare rebate (commonly known as the 'Medicare Gap'.)

Medical expenses that do not fall under Medicare are likely to be claimable.



### **Should an accident occur, how do I make a claim?**

While your first priority is your family, this Plan provides you the reassurance that other matters, such as the financial implications, are not an added burden. Should the need arise to make a claim you should:

- Complete the School Student Accident Claim Form and have the College Registrar complete the bottom section;
- Have a doctor complete the Medical Practitioner's Statement.
- Return both forms to the College.

Should you have any questions while a claim is being reviewed, the College can provide a contact at Aon.

## **FEDERATION OF CATHOLIC SCHOOL PARENT COMMUNITIES**

A Welcome Package for Families can be accessed via the Federation's website:

<http://www.parentfederation.catholic.edu.au/for-parents/welcome-package>

## **CONCLUSION**

There is much to be aware of in preparation for 2018. Information contained herein is designed to present the necessary details and arrangements that will ensure a smooth transition from one year to the next. If you have any queries or concerns, please do not hesitate to contact the College.