

MATERIALS AND SERVICES CHARGES 2019

Enclosed with this letter is your Invoice for 2019 Materials & Services charges and Semester 1 or full year subject fees. Semester 2 subject fees will be invoiced at the start of Semester 2.

The Materials and Services Charges are intended to cover the costs of those essential items and services used or consumed by your student during the course of their study.

The Principal has now formally approved the results of the polling process which occurred late in Term 4 2018. The total Materials and Services charge for 2019 is now designated as the "prescribed sum" for Adelaide High School set at **\$830**. This amount and any other applicable subject charges are now **legally recoverable in the event of non payment**.

New legislation now requires the "Maximum Legally Recoverable Amount" to be included at the bottom of all Materials and Services invoices. This amount is the total of the "prescribed sum" (\$830) plus any additional subject charges for the year which will vary depending on the co-curricular options selected.

Book Deposit : A book deposit (hire of text and library books and other equipment) of \$100 (GST Free) is payable at the time of enrolment and is included in your enclosed invoice. The deposit is refundable when a student leaves Adelaide High School, providing all resources are returned in good order.

Payment of fees : Your early attention to the payment of fees which are due by the end of Term 1 (April 12th) 2019 would be appreciated and the following options are available:

- Credit card payments and Direct Debit set up can be made for transaction accounts via Bpoint or QKR on the school website www.adelaidehs.sa.edu.au/Enrolment/Fees
- By post, phone (8110 0449) or in person at the Finance Office
- Information on payment options is included in this pack for your reference.

If you wish to pay by instalment or direct debit you are able to establish a payment plan that suits your circumstances via the school website using BPoint or QKR. These payment plans need to commence prior to 15th February and be finalised by 30th June 2019. Alternatively, please contact the Finance Office to make payment arrangements.

School Card applications may be collected from the Finance Office or are available on the Department website: <https://www.sa.gov.au/topics/education-and-learning/financial-help-scholarships-and-grants>. A new application needs to be lodged each school year and should be lodged with the school by the end of Term 1 April 12th.

Whilst every effort will be made to avoid sending outstanding debts to debt collection, we ask that you finalise your account by 30 June 2019, or make contact with the Finance Office where your circumstances will be treated confidentially.

In addition to school hours, Student Services and the Finance Office will be open on the following days:

MONDAY	January 21	9.00 am to 3.00 pm
TUESDAY	January 22	9.00 am to 3.00 pm

If you need any assistance with the above information or to make payment arrangements, please telephone the Finance Office on 8110 0449 during office hours.

COMMITMENT TO PAY – Year 8 Students only

Please complete the enclosed Commitment to Pay (green form) for access to school resources and **return to the school by Friday 15th February**. This is required to enable your son/daughter to borrow school equipment, library books and text books during their enrolment period at Adelaide High School.

OVERDUE LIBRARY ITEMS AND TEXT BOOKS – Years 9-12 students only

Included with this letter you may have received an overdue notice for library books and text books (yellow form) that are yet to be returned from the previous year.

Any listed items that are not returned will be invoiced in February 2019. Students will have limited access to borrow resources for 2019 until overdue items are returned or payment is made.



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Government of South Australia
Department for Education

Department for Education T/A
South Australian Government Schools
CRICOS Provider Number 00018A



YEAR 8 CAMP FEES

If you have a student commencing in Year 8 enclosed is the invoice for the Year 8 camp which will require payment to be made prior to students attending the camp in Week 1 or 2 of the term. If payment is unable to be made prior to camp please contact the Finance Office to arrange a Commitment to Pay Year 8 Camp form which will need to be completed and **returned prior to your student going on camp**. Please note that if the student attends the camp then the camp fees are legally recoverable in the event of non-payment.

Information about the camp and what to bring were provided on Transition Day in December 2018 and on the school website at www.adelaidehs.sa.edu.au



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STUDENT BAGS AND ACCESS TO LOCKERS – Year 8 & 9 Students

To support the safety and wellbeing of the Adelaide High School community, students in Years 8 & 9 in 2019 will be required to access a locker to store their school bags and organise themselves with their requirements for lessons before school and at break times. Lockers will be allocated to students in Week 1 during their first Pastoral Care Group and combination locks are supplied to each student for use during their enrolment at Adelaide High School. Replacement combination locks are available for purchase from Student Services for \$13 each (GST incl).

The following recommended daily organisation structure is suggested for students:

Before 8.35am	Arrive at school, place bag in locker and get the required materials for Lesson 1 and 2.
Pastoral care	Use locker to get materials required for Lesson 3 (there is a 5 minute allocated organisation time).
Recess	Return to locker and collect materials for Lesson 4 and 5 (there is a 5 minute allocated organisation time).
Lunch	Return to locker and collect materials for Lesson 6 and 7 (there is a 5 minute allocated organisation time).
After School	Return to locker and place the materials required for homework into the bag.

WEEK 1 AND 2 TIMETABLE

The Week 1 and 2 timetable has been included for your information.

Diary Dates		New Uniform Sales 2019	
January	Week 1	Monday January 14	9am – 12pm
Mon 28	Australia Day Public Holiday	Wednesday January 16	9am – 12pm
Tues 29	Term 1 commences for Year 8 students (8.40 am) and Year 12 students (9.30 am)	Thursday January 17	2pm – 6pm
Wed 30	Term 1 commences for Years 9 – 11 students – 8.30 am	Monday January 21	1pm – 5pm
Thurs 31 - Fri 1	Year 8 Camp - Adey & Macghey (8B & 8R)	Wednesday January 23	9am – 12pm
	Normal lessons for Years 9-12	Thursday January 24	2pm – 6pm
	Year 8 Camp - Adey & Macghey (8B & 8R)	The Uniform Shop is located in the school quadrangle – enter from the back of the school.	
Mon 4	Week 2	2nd Hand Uniform Shop Hours	
	Year 8 Camp - West & Morriss (8G & 8V)	Thursday January 24	1.30 pm – 3.30pm
	Years 8 – 10 dismissed at 3.10pm	Friday January 25	1.30 pm – 3.30 pm
	Years 11 – 12 dismissed at 3.20pm	The 2nd hand Uniform Shop is located at the rear of the school adjacent to the Canteen.	
Tues 5 & Wed 6	Year 8 Camp - West & Morriss (8G & 8V)		
	Years 8 – 12 dismissed at 3.10pm		
Thurs 7	Years 8 – 10 dismissed at 3.10pm		
	Years 11 – 12 dismissed at 3.20pm		
Fri 8	Normal school day – dismissal at 3.10pm		

****Please note that Year 11 & 12 classes will be dismissed at 3.20pm on Mondays and Thursdays**

We wish you and your family all the best for the start of the 2019 school year.

If you require further information please refer to the school website at www.adelaidehs.sa.edu.au or contact the school on 8231 9373. The school office will reopen on Monday January 21.

Shauna Kay
Business Leader
11 January 2019

Cez Green
Principal