Welcome!

Pacific Coast Christian School is a Junior and Senior School for students from Prep to Year 12. The heart of Pacific Coast is to provide a Christian educational community founded on Biblically based beliefs, values and behaviours. It's a place where students can grow academically and spiritually, developing in personal character and learning excellence.

Pacific Coast... a place your child will love!

Pacific Coast Christian School
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www.pacificcoast.nsw.edu.au

About Pacific Coast

What makes Pacific Coast Christian School unique?

- We provide an affordable, quality education for all families, emphasising Christian values within a caring Christian environment.
- Your children are encouraged to develop their gifts and abilities to their fullest potential by teachers who really care for your child.
- Our fully trained Christian teachers deliver a comprehensive curriculum approved by the Board of Studies.
- Prep to Year 12 means your family can enjoy the benefits of completing schooling for the whole family in one school community.

From the Principal

My vision for Pacific Coast is a place where students develop a life-long love of learning; where learning is not focused on self, but also on God and others.

My mission is to challenge students through Christ-centred education, to know Jesus Christ as Saviour and Lord in order to pursue a life of godly character, personal and academic excellence and service to others.

Pacific Coast offers Christ-centred education in an atmosphere of love, respect, peace and discipline which will encourage students to achieve their full potential for God.

Pacific Coast is where excellence is promoted and appreciated; where character is developed in partnership with parents; where service is encouraged in the school community and beyond; where students' gifts are cultivated through effort and achievement; where wisdom and knowledge is found in Christ.

We invite you to share the journey of preparation for life-long Christian education with us at Pacific Coast. You are most welcome to telephone or email us to arrange a tour of our campus and an interview to discuss what we can offer to assist you in developing your child's potential.

Yours in Jesus Christ

Dr Tina Lamont

EdD, M Ed (Sp Ed); M Ed (Professional Leadership & Training);
B Sp Ed; B Counsel, GDES (Rem Ed) GDES (Sp Ed), Dip T. MACE, MACEL.

Board of Directors

The Board has adopted some key principles from the 'Carver Model' of corporate governance. Under this model, the Board does not involve itself in the day-to-day management of the school. Rather, the Board sets broad policy and empowers the Principal and her staff to deliver outcomes within the boundaries set by that policy.

The day-to-day management of a school like Pacific Coast is a challenging task with many issues arising that demand the wisdom of Solomon, the patience of Job and lots of hard work. The Board appreciates the relationship it has with the Principal built on trust, transparency and dialogue over important issues. We believe we have been blessed with the quality of the management team that has been entrusted with the task of implementing set policies and plans.

Our God is gracious. This is an exciting place to be! Please pray that Pacific Coast will continue to inspire many young (and less young) people to follow Jesus with all their hearts and serve Him with all their gifts!

Mr Stephen Trew *M Laws*
Chairman of the Board

Board Members

Director	**Qualifications & Experience**
Dr Edwin J Boyce *Executive Principal*	OAM; BA; MEd; PhD, MACE, MACEL Principal, Pacific Hills Christian School; Director, Institute of Christian Tertiary Education Limited, College of Christian Higher Education Ltd, Pacific Hills Lodge Ltd
Mr Shane Merrick *Chairman,* *Finance Committee*	B Com, Dip Div & Miss CPA Business Manager, Pacific Hills Christian School; Pacific Hills Lodge Ltd
Mr Col Kruger	BEd DipT Grad Dip (Admin) MEd Cert Mech JP MB BS (Hons) PTC (Hons) Principal, Mueller College
Mr David Coates	BA, BD (Hons) M.Ed Principal, Livingstone Christian College

Our Staff

Pacific Coast Christian School employs only committed Christians to teach students. The teachers are active in their local church and profess that Jesus Christ is Lord and God. They are all fully trained, highly qualified and deliver the NSW Board of Education Syllabus. All hold teaching degrees; some have Masters Degrees and Doctorates.

Our support staff includes our school office staff, maintenance staff, cleaning staff, canteen and uniform shop staff. All of our staff are committed Christians who worship and are active in their own church. You can be assured that whenever your child meets one of our staff, they share the same beliefs and values. We are all one in Christ. Though we may be different in role, responsibility or giftedness, we are all equal in worth.

Our Values

Vision

The purpose of Pacific Coast Christian School is to provide a Christian educational community as a centre of teaching and learning excellence founded on biblically based beliefs, values and behaviour.

Values

In Personal Christian Life

- To start and end with knowing God in all endeavours.
- To staff the school with people committed to live worshipfully under God.
- To live under the authority of God's Word, and to interpret it thoroughly and reasonably with the guidance of His Holy Spirit.
- To nurture and encourage students into a reconciled relationship with God through Christ.
- To work in partnership with the Body of Christ as represented by those of faith in the school community.

In the process of Christian Education

- To encourage and train students into a love of learning.
- To equip students' minds to understand God's perspective in all areas of learning.
- To help each child achieve his or her God given potential, by providing appropriate educational opportunities according to each one's abilities. This includes those with intellectual deficits, the learning disabled and the gifted and talented, and those from varying ethnic backgrounds.
- To fulfil all government requirements to enable us to be an accredited educational institution.

In Christian Community Life

- To create safe relationships through being just and fair according to Biblical principles.
- To be compassionate and merciful as God is to us.
- To nurture and train students to accept personal responsibility for themselves (self discipline); to act within an ethos of service towards others; and to demonstrate an attitude of care for the environment.
- To encourage the involvement of those supportive of the school ethos who can assist in the teaching and learning at PCCS.
- To develop curriculum that explicitly addresses relational issues.
- To develop community life across all activities of PCCS.
- To maintain and promote Prep to Year 12 unity throughout the school.

In striving for Excellence

- To have the students accept the Biblical principle of stewardship in relation to their gifts.
- To encourage and train students in work habits which can produce outstanding results in all school programmes – spiritual, academic, cultural, physical.
- To encourage staff in their own development in all areas.
- To provide resources necessary for the above.

Faith Statement

We believe:

The Bible is God's Word, inspired by the Holy Spirit and without error in the original writings. It is our sole authority and absolutely binding in all matters of faith and conduct.

There is one holy God, existing eternally as Father, Son and Holy Spirit. He is the Creator of all things visible and invisible. Jesus Christ is the Son of God who became man through conception by the Holy Spirit and virgin birth and was without sin.

The Holy Spirit convicts the world of guilt in regard to sin, righteousness and judgement.

Satan is the originator of all evil and through him sin was introduced into the world after the Fall of Adam and Eve. Man is, by nature and practice, a sinful creature and is unable, by any personal merit or works, to meet the standards of a holy God.

Prep to Year 12

Prep

Prep caters for children from four years of age. The emphasis is on play activities, training in development of community and preparation for Kindergarten through pre-writing and pre-reading activities. Children commence learning sounds and numbers as part of these Programmes.

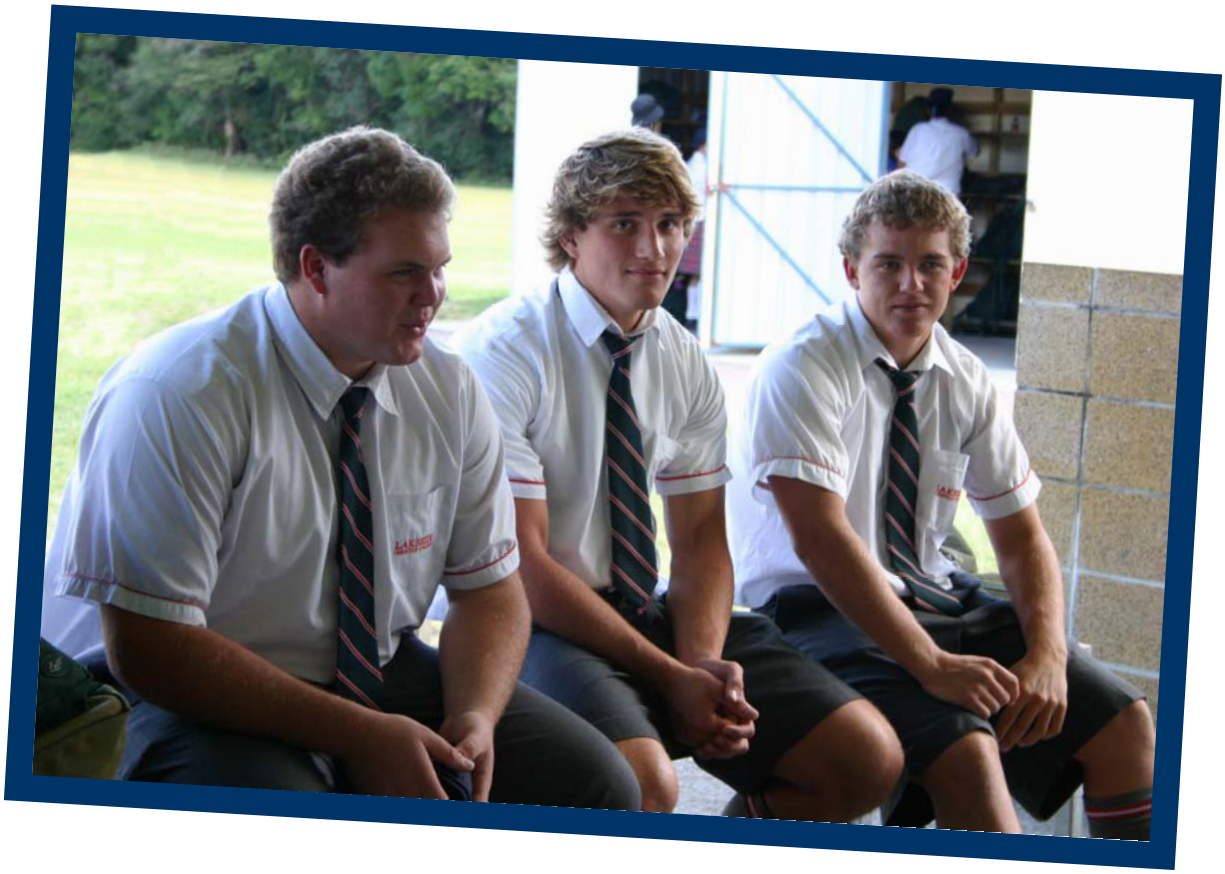
Junior School

The Junior School is for students from Kindergarten through to Year 6. In addition to standard Board of Studies subjects, students gain experience in Japanese, Music, Computing and a variety of sporting activities. A buddy system is in place where the older children help the younger, building compassion and community.

Senior School

The Senior School, for students in Years 7 to 12, has well equipped specialist rooms. In Years 9 to 12, students study the mandatory subjects required by the Board of Studies. In addition, Years 9 and 10 offer a range of elective subjects which can be continued into Years 11 and 12. Students have achieved creditable results at School Certificate and Higher School Certificate level.

Christian Studies classes are provided in all years as well as a weekly Chapel Service. We also provide many opportunities for students to be of service to others through Service Days.



Discipline

Discipline Policy

The school maintains a strong but fair discipline code which takes into account the principles of procedural fairness which encompasses the right of a child to be heard and the right for them to receive an impartial decision.

Principles

1. Discipline is a God-given responsibility of parents and carers and is an essential part of developing the whole child. It is understood to encapsulate all that acts to train a child in what is acceptable and preferable behaviour. It will involve both commendation and censure.
2. Commendation is the formal recognition of behaviour that is exemplary in terms of the values of the community and that constructively builds the relationships within and the effectiveness of that community.
3. Censure is focused upon dealing with behaviour that is harmful to self or to others or that is unhelpful to the development of Christian community. However, in dealing with such behaviour the relationship with individuals, encompassed by the Pastoral Care Principles of Communion in Christ, Reflection of His will for us and Service to others, should never be broken or withdrawn.
4. Discipline of children at school is implemented under the delegated authority of parents.
5. The basic code of conduct at PCCS for all members of the community is that each will respect the other; that each will act kindly and courteously towards others; that each will not force themselves or anything that they own physically, verbally or emotionally on others; that each will do as asked; and that each has the privilege, if done respectfully, to ask questions of another. This code can be summarized by the five key words of respect, kindness, non-abuse, obedience and understanding.
6. Discipline is directed towards the goal of self-discipline with the development of mutual respect, consideration of others and compassion.
7. Discipline by censure as practiced at PCCS, is based upon the two tenets of respect for authority and proper use of authority. Thus, discipline will be administered with justice and fairness and should involve obvious due process under the responsibility of the Principal.
8. Discipline by censure may involve exhortation, guidance, instruction, training and the implementation of consequences. All parties need to be committed to listening to each other in order to achieve repentance, restitution, resolution and reconciliation.
9. In conformity with the requirements of the Education Reform (School Discipline) Act 1995, corporal punishment is not used at PCCS.

Procedural Guidelines

Positive reinforcement and encouragement are not neglected at Pacific Coast. Discipline at Pacific Coast is administered through a series of levels:

- Level 1: Classroom teacher
- Level 2: Use of a buddy; here a child may be sent to a neighbouring class for ‘time out.’
- Level 3: Junior or Senior Coordinator
- Level 4: Principal

In the case of serious offences students may bypass discipline levels.

The school reserves the right to place students on ‘in school’ or full school suspension if such discipline is required. If a student fails to respond to repeated warnings to improve behaviour they may be placed on a suspension of indefinite duration.

Uniforms

The Uniform Shop is located on the Pacific Coast campus and provides all school uniform requirements. A lay-by system is available for your convenience. Telephone orders are also welcomed to be placed on Credit Card. The Uniform Shop accepts cash, cheque, eftpos and credit cards (except Diner's Club).

We recommend making an appointment for all new students for the fitting and purchase of their school uniform. Please contact the School Office to make your appointment.

Opening Hours

Please ask the office staff for Uniform Shop hours of operation. Additional operating hours for school holidays will be notified in our weekly newsletter, Parent's Page.

School Structure

- **Prep (Preparatory Year) - Students must turn 4 before July 31 of enrolment year**
- **Junior School - Kindergarten to Year 6**
- **Senior School - Years 7 to 12**

Junior School

Starting school is an exciting time! Your child will meet new people, learn to be more independent, discover new fields of knowledge, interact within new boundaries and begin to establish a unique social identity in the classroom and playground. We understand this can be an overwhelming experience.

At Pacific Coast we are committed to loving, nurturing and guiding our students and their parents, so that starting school becomes a positive and wonderful experience. Junior School is an environment where children feel valued and safe, enjoy friendships with other children and develop a deep love of learning.

Prep is an innovative and successful programme that introduces children to the daily routines of school life. In a fun loving, stimulating environment with caring Christian teachers, Prep students confidently enter Kindergarten the following year. Enrolments are available for 1 to 5 days a week.

Peer Support for Junior School children is provided by Senior School 'Buddies'. A caring relationship with an older student helps younger children to settle in and adjust quickly to school life.

Academic

Students in all classes and year levels are exposed to differentiated learning experiences, tailored to offer appropriate achievement. We offer enrichment programmes for more able students and additional support with a teacher specially trained in gifted education.

We encourage students to develop independence and responsibility in their own learning; to use imagination and creativity to solve problems; to be flexible, fluent and divergent in their thinking; and to use technology as an integral part of their learning environment.

Other programmes include the Resource Programme for students with learning difficulties and English as a Second Language (ESL).

Arts

Students from Prep to Year 6 have weekly Music lessons with a specialist music teacher. In Years 3 - 6, students have the opportunity to learn an instrument. Regular opportunities for creative performances and presentations are provided at special assemblies and at our Grandparent's Day.

Art is taught by specialist teachers to all students from Prep to Year 6. Each year we proudly host a whole school Musical or an Art Exhibition of talented, young artists.

Outdoor Education

Sports in Junior School are taught by specialist Physical Education teachers and include soccer, netball, gymnastics, cross country, swimming and athletics.

Carnivals held each year include the swimming, athletics and cross country for Years 2 to 6, with a special athletics carnival for Prep to Year 1.

Camp is eagerly anticipated by Junior School students. Year 3 and 4 enjoy an overnight camp each year, while Year 5 and 6 experience a three days/two nights Adventure Camp.

Parent Involvement

Parents are a valued part of our community. We invite parents to volunteer with activities such as Reading Groups, PE, Sport, Craft and Library. Your involvement with carnivals, musicals, camps and fairs is warmly encouraged.

Senior School

At Pacific Coast we do far more than simply impart knowledge. Many of our students are gifted in extraordinary ways - intellectually, physically and creatively. Our culture is one in which students are able to develop their gifts, achieve excellence and serve the community with the gifts God has given them.

Our educational emphasis in Senior School is expressed through a culture of “learning in community” with the development of personal responsibility for learning. The success of this culture has contributed to the strong academic performance of students as they assume greater responsibility for their learning, while cultivating a character and heart that delights in serving others using our God-given gifts.

Programmes

School Certificate (SC)
The School Certificate is the certificate awarded for completing 11 years of compulsory schooling. The Year 9 and Year 10 courses are assessed for this award. Core subjects include: Christian Living, English, Mathematics, Science, History, Geography and PDHPE. Electives are based on students preferences, minimum class sizes and teacher availability. Electives can include: Commerce, Drama, Food Technology, Industrial Technology, Japanese, Marine Technology, Music and Visual Arts.

Higher School Certificate (HSC)
As a small school there are many advantages of doing the HSC at Pacific Coast. We offer a caring Christian Community that focuses on the gifts and needs of the individual. We have a senior mentoring programme where students are mentored by teachers to help guide their journey through the HSC. As an initiative we are pleased to offer the Focused HSC.

Focused HSC
The Focused HSC is an innovative approach to the Higher School Certificate (HSC). Traditionally students have undertaken six subjects in the Preliminary year and five or six subjects in the HSC year. Under the Focused HSC students study three subjects a year, completing both the Preliminary and HSC courses and sitting the HSC examinations in the same year.

The Focused HSC is only available at a handful of schools in NSW. This allows students to complete Higher School Certificate in three subjects in Year 11, providing opportunity for extra study and preparation time on remaining subjects in Year 12. Hence, a reduction in student stress.

Careers
At Pacific Coast we help students acquire the necessary skills for career planning and decision making, with a focus on developing their ability to manage the transition from school to the next stage of life. This involves developing a strong understanding of each student's career interests, abilities, aptitudes, strengths and career related values.

We provide students with access to professional advice and the most up-to-date information on career options, tertiary education and training pathways to achieve their career objectives. Opportunities at Pacific Coast include Year 10 Work Experience, Vocational Education Programme to students in Years 11 and 12 and excursions to Careers Markets.

Academic

The Board of Studies syllabus requirements are the basis for the full academic courses offered in both Junior and Senior School.

Christian Living courses are regarded as being of special importance in fostering Christian growth. All students are required therefore, to participate in this subject and to achieve a passing grade each semester.

Prep

Our Prep is an important part of Pacific Coast Christian School and we have designed a Programme which will prepare your children spiritually, socially and academically for progression into formal school. Prep is a fun and friendly environment, where the children feel secure, loved and part of a big family.

In wearing the Junior school sports uniform, the Preps feel like they are truly part of the 'big school' and have a strong sense of belonging in the school community. This also assists with the Prep's transition into Kindergarten, as they have less hesitation in starting 'big school'. Previous years have been a testimony of this fact, with most tears coming from mothers instead of the children.

The Prep children also take part in the Junior School's extra activities held throughout the year. Preps are given the opportunity to participate in various sports programmes, talent quests, assembly, library, chapel and prize and performance nights.

School Readiness

School readiness is a big part of the process at Prep and here at Pacific Coast we believe that Prep is a time for setting foundations, building confidence and developing friendships for years to come. At this age in their lives, children develop many of their social skills as well as moral and ethical values. As a result, we place particular emphasis on teaching Christian values as part of our social skills programme. Children learn how to play together, give and receive compliments and care for each other.

Hours

Prep is open Monday through Friday and parents are able to choose 1 to 5 days a week in any combination of week days. Prep follows the same time/holiday schedule as the Junior School, which also assists children with adjusting to the routines of Junior School.

Drop off time	8.40am - 8.45am
Preschool programme	9.00am - 2.45pm
Pick up time	2.45pm - 3.00pm

Kindergarten to Year 6

The Junior School years usually follow a similar course pattern with levels of difficulty gradually increasing through their respective years. Subject areas include Christian Studies, English, Mathematics, Science, HSIE, Computing, Japanese, Creative and Practical Arts (dance, drama, art, and music), and PDHPE.

Remedial help is provided one to one, within small groups or extra classroom help for those children who are assessed as having weakness in a particular curriculum area.

Years 7 and 8

Curriculum includes: Christian Living, English, Mathematics, Science, History, Geography, Japanese, Music, PDHPE, Mandatory Technology (including Computing) and Visual Arts.

Years 9 and 10

Core Subjects: Christian Living, English, Mathematics, Science, History, Geography, PDHPE.
Electives:* Commerce, Drama, Food Technology, Industrial Technology, Japanese, Marine Technology, Music and Visual Arts.

Years 11 and 12*

English (Standard and Advanced), General Mathematics, Mathematics, Ancient History, Biology, Business Studies, Chemistry, Design and Technology, Food Technology, Industrial Technology, IPT, Legal Studies, Marine Studies (1 unit), Modern History, PDHPE, Physics, Studies of Religion (1 unit), TAFE Vocational Education Course and Visual Arts.

** Note: Scheduled subjects may be restricted based on student preferences, minimum class sizes and teacher availability.*

As in the Junior School, remedial help is available for those students who have been identified, either through teacher and school-based testing, or through testing that is parent initiated.

Student Welfare

Pastoral Care

The Pastoral structure in Senior School ensures that every student is well known and connected with at least one teacher during each year of their senior schooling.
The Pastoral Care teacher leads daily devotions, takes roll call, deals with general student issues and develops a strong mentoring relationship with the student.

Community Service

Community service is so much more than just giving of your time. It builds community, sets an example, creates friendships and changes a culture. Being involved can mean anything from serving in the life of the school to creating hair and make-up masterpieces for a school musical. It can mean visiting a local aged-care facility to tidy gardens, sweep paths or wash windows. It may involve participating in community projects such as ‘Clean up Australia’ or ‘Red Shield Appeal’. School is a large part of your child’s life, where we learn how to serve for life. Serving in our local community, helping charities and moving out of our comfort zone is character building. We want to make Pacific Coast an authentic part of our community where we can show others the love of Christ.

Missions

Missions are an important and exciting part of Pacific Coast’s culture in terms of showing God’s love through serving others. We unite with our parent school, Pacific Hills, and join teams to visit communities both in Australia (Broken Hill, Canowindra, Cooma and Lake Macquarie) and overseas (Fiji, China, Romania, Thailand and Africa). Students have a wonderful time of adventure and fellowship, coming home strongly impacted by their mission experience.

Sport & Culture

Sport

Access is available to various school sport association competitions such as swimming, cross country, athletics and some team sports such as soccer, netball, basketball. Students may progress from the North Coast Sporting Association (NCSA) to a State level of competition, which is held throughout New South Wales. Students from the age of 8 (Year 3) are eligible to try out for sporting competitions.

In the Senior School ‘Recreational Sports’ are also held and these usually involve students who do not wish to compete at a higher level. A range of different sporting activities are held and changes of sports may be available from one term to another.

Culture

The school is intent on developing areas of interest for those students who have a skill in areas such as music, dance, drama, public speaking and debating. Opportunities exist for students to be involved in areas outside of those offered at present in the elective areas of Years 9, 10 and 11. Involvement with choirs and instrument groups in Eisteddfods is to be encouraged.

Interschool opportunities exist for public speaking and debating and these are areas of skills which we wish to develop. Musicals involving dance and drama are also encouraged with a major musical production biannually.

Enrolment

The School seeks to enrol students whose families would like a Christian Education for their children and who support the ethos of the School as encapsulated in the Mission Goals and other documents as produced from time to time.

2009 Fees & Levies

Pacific Coast is committed to making a quality Christian education available to as many students as possible in our community. We are aware that for many families, school fees can be a significant investment. For this reason, we provide substantial sibling discounts to assist families and we also offer significant ministry concessions for families in full time ministry. To help lighten the load, a direct debit system is available to spread payments equally across the school year.

While we realise some families experience short term financial hardship, we do not want this to be the primary reason for students being unable to attend or remain at Pacific Coast. For this reason, Pacific Coast is pleased to be able to allocate a limited amount of funds in our budget to provide assistance with fees to those in need. The School Office can provide more information.

Annual Fees

Annual	Child 1	Child 2	Child 3	Child 4+	Course Levies
Prep	$25/day	N/A	N/A	N/A	180
Kinder to Year 6	2248	1971	1497	270	592
Years 7 – 8	3060	2684	2038	367	1420
Years 9 – 10	3220	2824	2145	386	1420
Years 11 – 12	3520	3087	2344	422	1420

Annual fees, together with levies, are billed over 4 terms of the school year except those for Year 12 students, which is billed over 3 terms.

School Levies

The course levies mentioned above include student accident insurance. The course levies do not include class excursions, camps and stationery requirements.

Other Levies & Charges

Enrolment Fee (non refundable)	$90
Annual	
School Magazine	$20
Per Term	
Industrial Technology - Years 9 & 10	$45
Industrial Technology - Years 11 & 12	Dependent upon project
Food Technology - Years 9 to12	$45
Marine Technology - Years 9 & 10	$25
PDHPE First Aid Course - Years 11 & 12	$100
Marine Studies First Aid Course - Years 11 & 12	$100
Per Week	
Bus levy (Queensland residents only)	
- North of Tallebudgeera Creek	$12.50
- North of Currumbin Creek	$10.00
- South of Currumbin Creek	$8.50
- Kirra	$6.50

Building Fund Donations

Most independent schools impose either a voluntary or non voluntary Building Fund Levy. At Pacific Coast we have not taken this direction as we desire our School families to give generously as they are able. We encourage all families to invest in the further development of our school facilities. All voluntary Building Fund donations are tax deductible.

Notes & Conditions

1. School Fees are billed by term with a 30 day payment period. Upon arrangement with the School Accountant, fees may be paid off on a weekly or fortnightly basis, if not paying in one instalment.
2. At the time of enrolment, parents will be provided with a stationery list for their child's particular year level. Parents are asked not to substitute requirements on the list.
3. Receipts will be issued for all cash, cheque, eftpos and credit card payments. Please ensure a receipt is obtained at the time of payment. School receipts are not normally issued for Centrepay and Direct Debit methods of payment.
4. The replacement cost of damaged and unreturned library books and other School resources will be charged to your next fee statement.
5. The School normally gives a term's notice for any tuition fee variations, but reserves the right to alter these fees and other charges without prior notice, and to charge additional fees not listed in this schedule on rare occasions.
6. Should families leave with outstanding fees or without giving one term's written notice the school will retrieve these through an active credit agency. In the event that fees are not paid and legal proceedings are deemed necessary by the School to recover outstanding fees, all recovery costs incurred will be added to the total amount outstanding.
7. If students are being withdrawn from the School, one term's written notice to the Principal is required. Failure to provide a full term's written notice will result in a $500 fee being charged in lieu of notice.
8. It is school policy that no family committed to the aims of the school will be excluded for financial reasons and so rebates based upon the financial needs of the family may be obtained upon consultation with the Principal at the time of parent interview. Parents may be required to support their fee rebate in a voluntary capacity as required.

Parents & Friends

The Parents & Friends Fellowship (PFF) is a committee comprised of parents and friends of Pacific Coast who have a desire to get involved in their children's education and the school community. Our objectives are to build relationships between parents and teachers; to build relationships between parents and parents; to create an environment where parents feel comfortable and part of the school community; and to bring parents to Christ.

We are always pleased to welcome new members to the PFF committee and encourage them to bring along their ideas and enthusiasm to our meetings. The PFF meet a couple of times each term to discuss and then advise the school of any issues that need to be addressed. Our aim is to have a parent representative for each year group from Prep to Year 12.

The PFF organises activities throughout the year which are open to all parents and friends of Pacific Coast. These activities allow you to get involved and enjoy fellowship with the school community. These may include events such as Parent Discussion/Information Nights, Spring Fair and Social Nights. The PFF is also involved in supporting Pacific Coast's many events where parents are linked with the school, for example, Open Days and New Parent Evenings.

Outside School Care

Pacific Coast Christian School operates an After School Care facility. This is a fully supervised and stringently operated service to provide the best possible care for children outside of school hours. Incorporated into this service is a variety of active indoor and outdoor activities. After School Care provides assistance with children completing homework and is inclusive of afternoon tea.

After School Care operates from 3pm to 6pm NSW time and is available for all Prep and Junior School children. Enrolment forms and information brochures are available from the School Office.

Enrolment Process

1. Complete an **Application for Enrolment** form for each child.

2. Phone School Office to arrange an interview with the Principal and the respective School Coordinator.

3. Please ensure that the following documentation is provided for the interview:
   a) Completed Application for Enrolment form
   b) Completed Rebate Application form (if applicable)
   c) Photocopy of Birth Certificate or Passport/Visa
   d) Photocopy of recent School Report

4. At the conclusion of the interview a **Letter of Offer** and an **Acceptance of Offer,** outlining the terms and conditions of enrolment will be mailed out.

5. An appointment is to be made in order to make the $50 Application Fee payment and return the signed **Acceptance of Offer** to the office prior to the student commencing school. During this appointment a student stationery list, canteen menu, newsletter and relevant school information will be provided. School uniforms can also be purchased at this time.

6. Please note that the enrolment process is not complete until the signed **Acceptance of Offer** has been received by the School office.

7. **Overseas Students** will normally be required to pay one semester's fees prior to attendance, plus the cost of overseas health cover. On receipt of the **Acceptance of Offer** form and these payments, the appropriate documents will be processed to enable the student to obtain a student visa for study in Australia.

If you have any questions regarding this process, please contact the School Office and our support staff will be happy to assist.