



INFORMATION FOR PARENTS BOOKLET 2012

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Dear Parents

The WAS Core Values underpin all that we do at this School. Becoming a part of the WAS community means you have agreed to share our values and the way in which we interpret and apply them.

Our Core Values are:

- 1. **CHRISTIANITY** (**through Social Responsibility**) characterized by faith in God, forgiveness, reconciliation, developing a sense of mission/purpose through service to, and compassion and care for others;
- 2. **TOLERANCE** (**through Respect**) characterized by openness to a broad range of ideas and concepts, accommodation of multi cultures and faiths, and inclusivity of a wide range of backgrounds;
- 3. **EXCELLENCE** (through Effort) characterized by the pursuit of optimum outcomes for students in their intellectual, social and artistic endeavours and underlined by our explicit strategies to assist students develop the habits of self-belief, persistence and resilience;
- 4. **DIGNITY** (**through Tradition**) characterized by our expectations for a conservative approach to worship, dress, appearance, manners, language, social discourse, rituals and symbols;
- 5. **TRUST** (**through Co-operation**) characterized by consideration of the needs of the group before the needs of the individual, expressed through collaboration, teamwork, honesty and consistency.

With respect to the commencement of the 2012 School year, the following information is included in this booklet:

- (1) Schedule of fees for 2012
- (2) Fee Collection Policy
- (3) Enrolment Expectations
- (4) Some important dates for 2012
- (5) Information on bus arrangements
- (6) Plaza Lunchbox (Tuckshop) information
- (7) Copy of School Rules
- (8) Complaints Protocol
- (9) Uniform requirements
- (10) WASMART (Book & Uniform Shop) operation and price list (subject to unforeseen changes)
- (11) Information about the School's Parents' & Friends' Association
- (12) VISION 2012

Also included on separate lists are:

- (i) A text book list together with information on the operation of WASMART
- (ii) Order forms for WASMART

If you have any matters of concern please do not hesitate to discuss them with the Director of Admissions, Mr Mike Partridge. We look forward to working with you in 2012 as we provide a head start to your child's education.

A J Greer *Principal*

SCHEDULE OF FEES 2012

The School Board is responsible for the financial management of the School, and every endeavour is made to keep fees to a minimum.

GOODS AND SERVICE TAX

Supply of education and course materials are GST free. However, items you buy other than course materials will generally be subject to GST. These include textbooks, calculators, diary and similar items. GST free status extends to most excursions, sports programs and other activities that are predominantly supporting the School's curriculum.

Food is not GST free. Any food supplied as part of any activity, including the food component of boarding fees is subject to GST.

TUITION FEES

Amounts invoiced per term (4 terms per year) for the year 2012

Fees Per Term
\$882
\$1,323
\$2,205
\$1,167
\$1,484
\$1,801
\$1,890
\$1,923
\$2,187
\$2,728
\$3,182
\$4,121
\$85 per day

Please Note: Costs incurred for Field Trips, Camps, Student Diaries, etc., are additional to these fees.

Where two or more members of a family attend the School concurrently, the following applies: a concession of 20% of tuition fees will be allowed in respect of a second child, a concession of 30% of tuition fees will be allowed in respect of a third and subsequent children.

ACCOUNTS

Accounts are forwarded at the beginning of each Term and are due for payment by the nominated due date on each account. Costs incurred for Field Trips, Camps, Homework Diaries, etc., are itemised on accounts.

ADVANCE FEES DEPOSIT

Parents of new students who are enrolled to begin the following year, are required to make an advance fee payment to the School of one term's tuition fees by **Friday 25th November 2011.** You will receive an invoice very soon. This amount will be credited to your first term's account for the following year. Should parents cancel their child's enrolment after this date, the advance fee is non-refundable as fees in lieu of notice.

VISION 2012 – COMPUTER PROGRAM

Students entering Years 4, 7 and 10 will join the computer program. Costs for 2012 will be approximately: Year 4 - \$1,030; Years 7 and 10 - \$2,390. There is a leasing arrangement and more details on this can be found at the back of this booklet, under VISION 2012. New students entering Year 5, 8 and 11 will also be joining this program.

BOARDING FEES

Payment of boarding fees is required <u>before</u> the start of each term. This requirement is to cover the considerable outlays such as food on a weekly basis.

CAMP DEPOSIT

The Outdoor Education program is an integral part of the School's curriculum. A non-refundable deposit of \$50.00 for students in Years 3 to 7, and \$75.00 for students in Years 8 to 12 will be invoiced to accounts with Term 2 fees. The deposit will be deducted from the camp cost when it occurs, however, is not refundable if students do not attend camp.

CANCELLATION/WITHDRAWAL FROM THE SCHOOL

The School requires a term's notice in writing, of the intention to withdraw a student from the School. A term's fee is payable in lieu of this notice.

The Registration Fee of \$110 (including GST), is non-refundable.

CREDIT LEVY

This levy, calculated at 4.5% of tuition fees is charged to accounts each term, but is credited when fees are paid by the nominated due date each term. For example:

Tuition Fees	1,000
Levy @ 4.5%	45
Total	<u>1,045</u>

If paid by the nominated due date, payment required will be \$1,000 only.

This measure is implemented to help ensure the prompt collection of cash, which is so necessary for the management of the School.

ENROLMENT FEE

Applications for enrolment must be made on the official form and should be accompanied by an Enrolment Fee of \$110.00 (including GST), which is non-refundable. Parents will be advised in writing of the result of your application.

ENROLMENT BOND

At confirmation stage, there is an Enrolment Bond of \$615 for day students and \$1,315 for boarding students. In both cases, \$165 of this is credited to the student's life membership of the Old Scholars Association. The other \$450 (day student) or \$1,150 (boarding students) is credited to the final account at the School provided the student completes four full terms and the School account is paid in full. If the student does not complete four full terms at the School the enrolment bond is non-refundable.

FOUNDATION BUILDING FUND DONATION

The Foundation Building Fund donation is \$100 per term per family. The purpose of the fund is to assist with our capital building programs and servicing the School's loans.

The donation is 100% tax deductable and, while voluntary, all families are strongly encouraged to support the building fund.

PAYMENT OF FEES

The School Board offers incentives to assist the cash flow and therefore the financial management of the School. Please contact our accounts staff to discuss any of the following options.

1. Pay the Full Year's Fee in Advance

Parents are invited to pay the full fees for the year in advance. School fees are not tax deductible, whereas bank interest is tax assessable. There are two options for payment of full fees in advance:

- (i) If paid by December 16, 2011, discount is 3.6%.
- (ii) If paid by January 20, 2012 discount is 3.0%.

We ask parents who choose either of these options, to also pay their Building Fund at this time.

2. BPAY

Parents should contact their Bank, Credit Union or Building Society to make this payment from your cheque, savings or credit card account.

3. Pay by Direct Debit

As an option to paying fees once a term, parents are invited to pay by direct debit from a bank account or credit card on a weekly, fortnightly or monthly basis. This method has the advantage of allowing families to budget for the payment of School fees with a regular commitment.

4. Other

Payments may also be made by cash, cheque, MasterCard or VisaCard, American Express and JCB Cards. American Express and JCB Cards incur a 1.5% surcharge.

5. Interest Charges

If fees are not paid when due, debt levels increase, as does the interest paid. **Interest may be** charged at 1.5% per month on accounts not paid by the due date. This should not be interpreted as an offer of extended credit, but rather an incentive to pay fees when due.

STUDENT ACCIDENT INSURANCE PLAN

Student Accident Insurance is arranged for all students. Many independent schools arrange insurance of this kind. Cover extends to all School based activities 24 hours a day, 365 days a year.

SUBJECT LEVIES

Certain subjects attract an additional levy to cover the costs of materials and articles that become the property of the student, eg; Art, Manual Arts.

FEE COLLECTION POLICY

INTRODUCTION

The School Board is responsible for the financial management of the School which is delegated to the Principal and Bursar.

The School is a business. The business is predominantly the provision of education services to school age children from Kindergarten to Year 12, with some residential boarding facilities. The School charges fees for its services which are detailed in the Prospectus.

When a financial contract is entered into between the School and the parents and/or legal guardians of students, such parents and/or legal guardians have an obligation to pay the School for its services by the due date. The School has bills to pay; the most significant of which is salaries and on-costs to its teachers and support staff. Like any business, the School must be paid by its customers so that it can pay its staff and other suppliers.

We understand that some families may face financial difficulties from time to time. We will endeavour to assist those families as needed at the discretion of the Principal. Assistance does not necessarily mean only the discounting of fees but may also include payment arrangements. Whilst we will make every effort to assist families in meeting their financial commitments to the School, we also expect that families will make every effort to communicate and cooperate with us in an open and honest way in order to assist us to assist them to honour their financial commitments to the School.

ENROLMENTS

Financial Contract

A financial agreement for each student enrolled is to be signed by the parent/s and/or guardian/s prior to commencement at the School.

Enrolment Fee

Applications for enrolment must be made on the 'Application for Enrolment' form and accompanied by an enrolment fee of \$110.00 including GST, which is non-refundable.

Enrolment Bond

At confirmation stage, there is an Enrolment Bond of \$615 for day students and \$1,315 for boarding students. In both cases, \$165 of this is credited to the student's life membership of the Old Scholars Association. The other \$450 (day student) or \$1,150 (boarding students) is credited to the final account at the School provided the student completes four full terms and the School account is paid in full. If the student does not complete four full terms at the School the enrolment bond is non-refundable.

Advance Fee Deposit

A term's fee is required to be paid by the last Friday in November of the year prior to commencement to fully secure a place at the School. This will be credited to the first account in the following year. When students are enrolled to commence during the year, a term's fee is required to be paid prior to commencement at the School. This will be credited to the first account after commencement at the School. Should parents cancel their child's enrolment prior to commencing at the School, the advance fee deposit is non-refundable as fees in lieu of notice.

Leaving the School Prior to Graduation

One term's notice in writing is required for the withdrawal of students from the School. If at least one term's notice is not given, the whole of the enrolment bond is non-refundable as fees in lieu of notice.

Payment of Fees

The School's preferred method for receipt of fees is by direct debit from a bank account or credit card. Parents will be requested to complete a direct debit authority at enrolment and agree for the School to use the authority to collect overdue fees.

Accounts for fees and other charges are forwarded at the beginning of each term and are due for payment by the nominated due date on each account. There are four terms in the School year. Outlays for camps, trips, excursions and other charges are billed monthly as they occur and are due for payment by the nominated due date on each account.

Payment may be made by cash, cheque, BPay, MasterCard, VisaCard, American Express and JCB Cards. A direct debit payment plan may be set up through the accounts office to pay at predetermined intervals from a bank account or credit card. American Express and JCB cards incur a 1.5% surcharge.

A credit levy calculated at 4.5% of tuition fees is charged to the School account at the beginning of each term. There are four terms in the School year. The credit levy is deducted when the account is paid in full by the due date. The credit levy is not deducted when fees are paid after the due date for payment or when paid in accordance with a payment plan.

In addition to the credit levy, interest may be charged at the rate of 1.5% per month on overdue balances.

Where payment difficulties occur, early contact should be made with Mrs Cynthia Simpson on 07 4969 2042 or by email to csimpson@was.qld.edu.au, or the Bursar, Mr Russ Renton on 07 4969 2016 or by email to rrenton@was.qld.edu.au.

FEE PAYMENT PROCESS

- 1. A statement is issued to each account holder at the beginning of each school term. There are four terms in the school year. Each statement advises of the due date for payment, which is usually three to four weeks after the commencement of each term.
- 2. If payment is not received by the due date, a Generic Reminder in the form of a repeat statement with a reminder sticker attached is mailed.
- 3. After the Generic Reminder statement is mailed, telephone contact is attempted. If no contact is achieved, then a letter is issued as per step 4.
- 4. If payment is not received within 7 to 10 days of the Generic Reminder, a Personalised Reminder letter is issued.
- 5. If payment is not received 7 -10 days after the Personalised Reminder letter, the direct debit authority provided at enrolment will be used to collect overdue amounts in instalments.
- 6. If use of the direct debit authority (step 5) is not successful, then an Appointment Request letter is issued requesting that a meeting with the School Bursar or nominee be arranged.
- 7. At the meeting, opportunities are explored for payment of the account and an agreement sought. A Letter of Confirmation of Meeting detailing the agreement made is issued.

The account is closely monitored for adherence to the payment agreement.

8. Bursary Application forms are available on request from the Bursar. Bursaries are part of an allocation made from the School's budget for normal operations and are awarded on a financial needs basis at the discretion of the Principal. All Bursaries are reviewed annually with a new Bursary application required each year. Award of a Bursary is not automatic in subsequent years. Application for, and award of, a Bursary are confidential agreements and transactions.

DEBT COLLECTION PROCESS

The Principal will be kept regularly informed, at least weekly, about the status of overdue accounts that have reached this debt collection stage of the process. This will be accomplished during the weekly operational meetings between the Principal and Bursar, or by other means as deemed appropriate. Steps two to four of this debt collection process will occur at the discretion of the Principal.

- 1. Where there is no response to an Appointment Request letter, or following the Letter of Confirmation of Meeting there is subsequent default, a Red File (red coloured manila folder) is set up with an Overdue Account Process Sheet completed.
 - The Principal is informed when an Overdue Account Process Sheet is established, by email with a copy of the documentation attached. The Principal and Bursar will meet to review the file before Step 2 is taken.
- 2. Letter of Advice is issued advising the date, 7 10 days hence, that the Account will be referred to a Debt Collection Agent.
- 3. The account holder is advised that all debt collection fees and charges will be added to the account balance and that subsequent payments made will be reduced by the commission charged by the Debt Collection Agent. An amount of 20% of the account balance will be charged to the account as a deposit against the collection costs.
 - The account holder is also advised that the account balance at this point will be frozen with no further charges allowed. All further School term fees and other charges will be required to be paid by credit card or by other means in advance before commencement of the School term or relevant activity.
- 4. Concurrent with the aforementioned letter, the account is lodged for Collection with the Debt Collection Agent.

ENROLMENT EXPECTATIONS

ADMISSIONS PROCESS AND EXPECTATIONS

This document is intended to highlight a number of points that are occasionally overlooked during the Admissions process. It is important that both students and parents read this in case there is anything that they do not understand. Please contact the Admissions Office if you need clarification on any of these points.

1. School Rules

Enclosed you will find the School Rules for the whole School and these will also be printed in the Student Diary issued to all students. We have high expectations with regard to students' presentation and adherence to the rules, especially with regard to the wearing of uniform, jewellery and appropriate hair. Indeed, these expectations are the reason that parents and students choose this School. This is the one area where new students can sometimes be confused or take a while to adjust. Please read these carefully to ensure you fully appreciate why we have these rules and expectations.

2. Admissions Procedure

- i) At initial application for enrolment, there is a non-refundable fee of \$110
- ii) At confirmation stage where there is an interview with the Head of Junior School, Head of Middle School or Head of Senior School, there is an Enrolment Bond of \$615 for day students and \$1,315 for boarding students. In both cases, \$165 of this is credited to the student's life membership of the Old Scholars Association. The other \$450 (day student) or \$1,150 (boarding students) is credited to the final account at the School provided the student completes four full terms and the School account is paid in full. If the student does not complete four full terms at the School the enrolment bond is non-refundable.
- iii) If a parent wishes to withdraw their child from the School, we <u>require</u> at least a full term's notice in writing. If one term's notice is not given, the whole of the enrolment bond will be withheld. Given our current position of increasing waiting lists, we would appreciate families making a note of this last point and understanding why it is in place.
- Due to high demand for places at WAS, we also require a term's advance fees be paid by mid-November of the year prior to commencement to fully secure your place at the School. This will be credited to your first account in the following year. Should parents cancel their child's enrolment **prior to commencing at the School**, the **enrolment bond** is non-refundable as fees in lieu of notice.

3. Diary

The diary is an important form of communication between students, parents and teachers. It is an expectation that parents sign this on a weekly basis in order to monitor their child's progress and homework.

Thank you for taking the time to read this document and we trust both you and your child will have a positive and enjoyable time at Whitsunday Anglican School

Mike Partridge Director of Admissions

IMPORTANT DATES

COMMENCEMENT OF SCHOOL YEAR

A calendar of Events for 2012 will be available at the commencement of the 2012 School Year.

TERM DATES FOR 2012

Term 1	Monday 23 January	-	Friday 30 March
Term 2	Monday 16 April	-	Friday 15 June
Term 3	Monday 9 July	-	Friday 21 September
Term 4	Monday 8 October	-	Friday 16 November (Yr 12)
	·		Friday 23 November (Yrs 9-11)
			Thursday 6 December (Yrs K-8)

STUDENT FREE DAYS (STUDENTS NOT IN ATTENDANCE)

- Monday 21 February Senior School only, (Middle School / Junior School normal day)
- Monday 22 October
- Friday 7 December

PUBLIC HOLIDAYS

Australia Day	Thursday 26 January
Good Friday	Friday 6 April
Easter Monday	Monday 9 April
Anzac Day	Wednesday 25 April
Labour Day	Monday 7 May
Queen's Jubilee	Monday 11 June
Mackay Show Day	Thursday 21 June
Queen's Birthday	Monday 1 October

WHOLE SCHOOL CAMP WEEK

Monday 17 September – 21 September

All students are expected to attend Camp Week and parents are asked not to make alternative arrangements. The Outdoor Education program is considered to be an essential part of each student's development. It is a program that teaches sequential skills from Years K-10. Year 11 is a Leadership training and Career Camp, and Year 12 is a Reward Camp.





GENERAL INFORMATION

INTERVIEWS

All students who will be new to the School in 2012 should have completed an interview with the Director of Admissions, Head of Senior School, Head of Middle School or the Head of Junior School. The Director of Admissions will arrange interview times if this is still to be completed.

BUS ARRANGEMENTS 2012

Bus services operate to and from the School from most districts, including Sarina, Pleystowe and South/West Mackay. For further information contact Mackay Transit Coaches on (07) 4957 3330.

PLAZA LUNCHBOX INFORMATION 2012

The Plaza Lunchbox opens on each School Day.

Year 9 to Year 12 Students: Purchase is direct from the Plaza Lunchbox. The opportunity exists for Years 9 - 12 to purchase through the Order system.

Prep to Year 8 Students: Purchase is through an Order System.

Please ensure orders are written on a suitable paper bag (not an envelope) as the lunch order will be returned to the student in the paper bag.

SCHOOL UNIFORM 2012

The uniform requirements of the School are listed in this booklet. Please clearly label all articles of clothing and property.

The School uniform is important in developing School spirit, personal dignity and self-pride, and parents are reminded that acceptance of our standards is a condition of enrolment. The co-operation of all parents in ensuring standards are maintained in this area is important. It is a requirement that the School uniform be worn correctly at all times. The grey, formal School hat must be owned by all students. The correct formal uniform is to be worn to assemblies and on all formal occasions.

Students may wear School Sports uniform all day on the day of their Physical Education classes. Sports uniforms are not to be worn to general public areas eg. Shopping centres. (House uniforms are for House events only.) Combinations (sports shirt with day skirt) are not permitted.

Students will be advised if, on any particular occasions, exceptions are permitted. N.B. Club Sports uniform must not be worn for Physical Education classes.

One of the uniform hats is expected to be worn when students are engaged in outdoor activities. (eg. the red bucket hat or the grey formal hat for PE/Sports, and the grey formal hat for formal activities like the ANZAC Day march).

WASMART, the P & F Association's School Shop, operates at the School for the purchase and sale of stationery, new and secondhand uniforms, and new and recycled textbooks.

SCHOOL RULES

Interpretation of the School Rules rests with Heads of Sub-Schools. Persons requiring clarification or amplification should see the Head of Junior School (K - Yr 4); Head of Middle School (Yr 5 - Yr 8) and Head of Senior School (Yr 9 - Yr 12).

- 1. Students are expected to arrive at School before the first bell at 8.25am and not depart before the last bell at 3.00pm. Supervision is not provided for students who arrive at School before 8:00am. Students should not arrive at School before 8.00am unless required for supervised activities. Students in Before School Care are exempt from this ruling.
- 2. Students are not permitted to leave the School grounds without permission. This will only be granted in specific circumstances and only with the knowledge and consent of the parents/guardians.
- 3. Irresponsible behaviour within the School grounds and buildings including the defiance of the authority of both teaching and non-teaching staff is not acceptable behaviour.
- 4. The use of offensive language, the chewing of gum, smoking or being in the presence of smoking, consumption of alcohol, taking or possessing illegal drugs, carrying or possessing dangerous objects, and stealing are regarded as serious breaches of discipline.
- 5. Harassment of any kind, including bullying, is regarded as a serious breach of discipline. The School has a 'zero tolerance' policy on all forms of harassment.
- 6. Students are not permitted to drive to School and park on School property without prior arrangement with the Principal and the parents/guardians. A condition of permission being granted is that students deposit their vehicle keys, and sign "in" and "out" at the Student Reception for the time between their arrival and departure.

Timetabled Lessons

- 7. Regular and punctual attendance at all lessons is expected. Arrival at all lessons with the correct and named equipment is essential.
- 8. Students must respect the rights of others to benefit from the educational opportunities being offered at the School.
- 9. Students are expected to keep up with the requirements of the subjects being studied. This is inclusive of the assignments, projects, field trips and such commitments.

Uniform

- 10. The School uniform is designed to be functional and not subject to fashion statements. All items of uniform must be clean and kept in good repair. The bottom of the girls' skirts should be worn at knee level when standing. Boys' shorts or long pants should be worn on the waist and belted where belt tabs exist. In Terms 2 and 3 ties are worn by all boys in the Middle and Senior Schools.
- 11. Hair is to be neat, tidy, neatly trimmed and pulled back from the face. Unnatural hair colours, including streaks and foils, and "fashionable" and radical cuts and/or trends are not permitted. Unnatural colours are those that are not a normal hair colour anywhere, or are not natural for the student's skin tones. Middle and Junior School students are not permitted any hair colouring at all. Fringes must clear the eyebrows and not be swept back behind the ears. Boys' hair must be trimmed at reasonably frequent intervals, have the ears showing and must not be worn below the level of the collar. Boys must be clean-shaven and sideburns are not to extend below the middle of the ear. Girls' hair must be tidy and pulled back from the face including when working at

desks and computers. Hair accoutrements are to be similar in colour to the hair and ribbons and scrunchies are to be in the School colours. Hair should not interfere with the wearing of the School hat. It is never acceptable for one student to cut another's hair. Makeup of any kind, including foundation, tinted moisturizer and lipgloss, is not permitted. Coloured nail polish is not permitted.

- 12. Jewellery is restricted to a watch and, for girls only, one pair of small stud earrings worn in the lobes. Students unable to wear small studs may wear plain sleepers after written parental requests have been made. Clear plastic inserts in any body piercings are not acceptable. Medical bands verified by medical practitioners are permitted. Religious crosses on chains are permitted if worn beneath the uniform.
- 13. Hats are to be worn on all occasions when students are in the sunlight for extended periods and when on the oval. The wearing of sunglasses is encouraged although reflective lenses are not permitted.
- 14. The red School jumper or the School blazer may be worn over the day uniform, the sports uniform or the formal uniform. The tracksuit is only to be worn over the sports uniform. The tracksuit jacket is not to be worn over the day or formal uniform.
- 15. In the Senior School, students are expected to change into House and Sports uniforms for their Physical Education lessons. They are also expected to change back into School uniform during the closest break following these lessons. Students who are timetabled for sport twice in the same day may remain in their sports uniform for the day so long as this is supported by the timetable.
- 16. In the Junior and Middle Schools students may wear their Physical Education uniform for PE and Health lessons, and the House Uniform should be worn on House Sports Days.

Eating

17. All students are to be in the sub-School designated eating areas until the 10 minute bell rings. Students must remain in the Plazas until dismissed by Staff on duty. No food is to be consumed in any other areas of the School.

COMPLAINTS PROTOCOL

There will be times when parents or students may want to raise a concern regarding discipline, education, school management, ethos or individual staff members of the School. We welcome the opportunity to discuss these concerns as it is always viewed as a positive and constructive way of making the School a better environment for quality education.

Whitsunday Anglican School has a protocol for receiving complaints. The protocol requires that students and parents should follow the path of taking their concerns firstly to the staff member involved. If they feel that their concerns have not been dealt with satisfactorily then they should take the matter up with that staff member's supervisor, one of the Head of Junior School, Head of Middle School, Head of Senior School or Deputy Principal as appropriate.

If the matter has not been resolved at that level then it is proper to follow the chain of command within the School and take the complaint through to the Principal.

As a last resort complainants who feel no satisfaction from the process and think that their concerns are of such gravity and importance should know that they can write to the School Board to air their concerns.

It is reasonable to say that any correspondence or contact that comes before the Board in the nature of a complaint which is innuendo, gossip, malicious hearsay or anonymous will <u>not</u> be dealt with by the Board, except where the complaint involves allegations of sexual abuse as outlined in the School's Child Protection Policy.

The principle of accountability and transparency is at the heart of our Complaints Protocol and we seek to promote the best in education and openly encourage students and parents to contribute to the process of making our School a better environment for learning.

BOYS UNIFORM REQUIREMENTS

All items of school uniform are available through the school at WASMart with the exception of joggers which are for sport only (except for Kindergarten and Preparatory). Items can be purchased directly from WASMart or by an order form available on the school website.

KINDERGARTEN

Red Bucket Hat (must be worn)

Clothing and shoes that are comfortable and suitable for playing in

Optional Items:

Blue School Kindergarten T-Shirt (recommended for school photos and excursions)

Red School Backpack (can also be used for Prep and Year 1)

PREPARATORY

Red Unisex Preparatory School Shirt

Black Unisex School Shorts with Red WAS embroidery

Plain White Long Socks (no markings on socks, plain white above the shoe only)

Red Bucket Hat

Joggers (predominantly white in colour)

Optional items:

Red Unisex Long sleeve Preparatory T-Shirt

Red and Black School Tracksuit Jacket or Red School Pullover

Black school Tracksuit Pants with WAS embroidery

Red School Backpack

JUNIOR SCHOOL FORMAL UNIFORM (YEAR 1-4)

Grey Junior School Button down Shirt with School Crest – red trim on the sleeve and pocket

Dark Grey Junior School Shorts – Fly in front ½ elastic back – Long style

Formal long Grey socks with Red Stripes

Black leather traditional lace up school shoes (absolutely NO other shoes are acceptable)

Formal Grey School Hat (years 1-12)

Optional items:

Red School Pullover (can be worn with formal and sports uniform)

Long Dark Grey Trousers

Garters

School Backpack or Trolley Bag

MIDDLE SCHOOL FORMAL UNIFORM (YEAR 5-8)

Grey Middle School Button down shirt with School Crest – Red trim on Sleeve and Pocket, button for Tie

Dark Grey College Shorts

WAS Embossed Black leather belt with Silver Buckle

Middle School Tie (worn Term 2 and 3)

Formal long Grey socks with Red Stripes

Black leather traditional lace up school shoes (absolutely NO other shoes are acceptable)

Formal Grey School Hat (years 1-12)

Optional items:

Red School Pullover (can be worn with formal and sports uniform)

Long Dark Grey Trousers

Garters

School Backpack or Trolley Bag

SENIOR SCHOOL FORMAL UNIFORM (YEAR 9-12)

Grey Senior School Button Down Shirt with School Crest

Dark Grey College Shorts

WAS Embossed Black leather belt with Silver buckle

Senior School Tie (worn Term 2 and 3)

Formal long Grey socks with Red Stripes

Black leather traditional lace up school shoes (absolutely NO other shoes are acceptable)

Formal Grey School Hat (years 1-12)

Optional items:

Red School Pullover (can be worn with formal and sports uniform)

Long Dark Grey Trousers

Garters

Black School Blazer (yr 11 & 12) (Grey School Blazers can also be worn for 2012)

School Backpack or Trolley Bag

YEAR 12 FORMAL UNIFORM

Year 12 students wear a different uniform for formal occasions such as Anzac Day, Whitsunday Service and Awards nights. This uniform is also worn each Wednesday, or when assembly is held, and on any other formal occasions as announced. Students who do not wear this uniform correctly will be expected to refrain from wearing the formal uniform at all.

Plain White Long Sleeve Business Shirt (not available from WASMart)

Dark Grey College Trousers

WAS Embossed Black leather belt with Silver Buckle

Yr 12 Tie

Black leather traditional lace up school shoes (absolutely NO other shoes are acceptable)

Formal Grey School Hat (years 1-12)

Optional items:

Black School Blazer with School Crest on Pocket (This can be Purchased or Hired through WASMart)

Grey School Blazer with School Crest on Pocket (2012 only)

SPORTS UNIFORM (YEAR 1-12)

Preparatory students wear their day uniform for sport (House T-Shirts are optional for Prep)

Grey/Red/Black Unisex School Sports Shirt

Year 11 & 12 Students only require a sports Shirt if representing the school or taking PE

Unisex Black Sports shorts with red WAS embroidery

Plain White Socks (long / ankle)

Red Bucket Hat

Joggers (must be predominantly white)

House T-Shirt (both old and new style can be worn for 2012) (Years 1-12)

-Ambrose: Blue & Yellow / Barnabas: Black & White / Trinity: Green & White / Charles: Red & White

Optional Items:

Red and Black School Tracksuit Jacket (can only be worn with the sports uniform)

Black School Tracksuit Pants with red WAS embroidery

Board Shorts for boys and girls for Swimming (Years 5-12)

GIRLS UNIFORM REQUIREMENTS

All items of school uniform are available through the school at WASMart with the exception of joggers which are for sport only (except for Kindergarten and Preparatory). Items can be purchased directly from WASMart or by an order form available on the school website.

KINDERGARTEN

Red Bucket Hat (must be worn)

Clothing and shoes that is comfortable and suitable for playing in

Optional Items:

Blue School Kindergarten T-Shirt (recommended for school photos and excursions)

Red School Backpack (can also be used for Prep and Year 1)

PREPARATORY

Red Unisex Preparatory School Shirt

Black Unisex School Shorts with Red WAS embroidery

Plain White Long Socks (no markings on socks, plain white above the shoe only)

Red Bucket Hat

Joggers (no sandals, joggers should be predominantly white in colour)

Optional items:

Red Unisex Long sleeve Preparatory T-Shirt

Red and Black School Tracksuit Jacket or Red School Pullover

Black school Tracksuit Pants with WAS embroidery

Red School Backpack

JUNIOR SCHOOL FORMAL UNIFORM (YEAR 1-4)

Junior/Middle School Girls Striped Blouse with school crest

Grey School Skort with Elastic back

Grey socks turned over above the ankle

Black leather traditional lace up school shoes (absolutely NO other shoes are acceptable)

Formal Grey School Hat (years 1-12)

Optional items:

Red School Pullover (can be worn with formal and sports uniform)

Striped School Dress with School Crest (can be worn for 2012 and 2013 school years)

Hair Accessories – must be school colours only (matching accessories available from WASMart)

Grey Cotton Tights

School Backpack or Trolley Bag

MIDDLE SCHOOL FORMAL UNIFORM (YEAR 5-8)

Junior/Middle School Girls Striped Blouse with school crest

Grey School Skort with Elastic back or Long Grey Formal Skirt

Grey socks turned over above the ankle

Middle School Bow

Black leather traditional lace up school shoes (absolutely NO other shoes are acceptable)

Formal Grey School Hat (years 1-12)

Optional items:

Red School Pullover (can be worn with formal and sports uniform)

Hair Accessories – must be school colours only (matching accessories available from WASMart)

Grey Cotton Tights

School Backpack or Trolley Bag

SENIOR SCHOOL FORMAL UNIFORM (YEAR 9-12)

Senior School Striped Blouse with School Crest

Long Grey Formal Skirt (knee length)

Senior School Tie

Grey socks turned over above the ankle

Formal Grey School Hat (years 1-12)

Optional items:

Red School Pullover (can be worn with formal and sports uniform)

Sheer Grey Stockings

Hair Accessories – must be school colours only (matching accessories available from WASMart)

Black School Blazer (yr 11 & 12) (Grey School Blazers can also be worn for 2012)

School Backpack or Trolley Bag

YEAR 12 FORMAL UNIFORM

Year 12 students wear a different uniform for formal occasions such as Anzac Day, Whitsunday Service and Awards nights. This uniform is also worn each Wednesday, or when assembly is held, and on any other formal occasions as announced. Students who do not wear this uniform correctly will be expected to refrain from wearing the formal uniform at all.

White Senior School Blouse with Red Trim

Long Grey Formal Skirt (worn at knee length)

Yr 12 Tie

Grey socks turned over above ankle

Black leather traditional lace up school shoes (absolutely NO other shoes are acceptable)

Formal Grey School Hat (years 1-12)

Optional items:

Sheer Grey Stockings

Hair Accessories – must be school colours only (matching accessories available from WASMart) Black School Blazer with School Crest on Pocket (This can be Purchased or Hired through WASMart)

Grey School Blazer with School Crest on Pocket (2012 only)

SPORTS UNIFORM (YEAR 1-12)

Preparatory students wear their day uniform for sport (House T-Shirts are optional for Prep)

Grey/Red/Black Unisex School Sports Shirt

Year 11 & 12 Students only require a sports Shirt if representing the school or taking PE

Unisex Black Sports shorts with red WAS embroidery

Plain White Socks (long / ankle)

Red Bucket Hat

Joggers (must be predominantly white)

House T-Shirt (both old and new style can be worn for 2012) (Years 1-12)

-Ambrose: Blue & Yellow / Barnabas: Black & White / Trinity: Green & White / Charles: Red & White

Optional Items:

Red and Black School Tracksuit Jacket (can **only** be worn with the sports uniform)

Black School Tracksuit Pants with red WAS embroidery

Board Shorts for boys and girls for Swimming (Years 5-12)

UNIFORMS



Preparatory Uniform



Junior School



Acceptable Shoes



Middle School Uniform



Senior School



Formal Senior School Uniform & Blazer

CORRECT UNIFORM INFORMATION

The following should assist parents in determining the correct Uniform:

Denotes optional

DEBATING AND PUBLIC SPEAKING

Years 11-12 Formal School Uniform with Blazer

Years 6-10: Formal School Uniform with School Pullover (if necessary)

MUSIC

Junior Choir/s:

Full School Uniform

Middle Choir, Senior Choir, Stage Band, Concert Band, Other Ensembles:

Whitsunday Anglican School Music Shirt (Available from WASMART), Black full length trousers and Black shoes and socks (boys and girls).

SPORTS

Athletics:

School Sports Shirt

School Running Shorts or Unisex Shorts

Sports Socks

Rugby Union:

School Jersey (provided by School)

School Rugby Shorts Red Rugby Socks

Mouth guard

Basketball:

School Basketball Singlet (provided by School)

WAS Mesh Basketball Shorts

Sports Socks

Netball

Netball Uniform Sports Socks

Football:

Football Shirt (provided by School)

WAS Grey QSF Shorts WAS Grey QSF Socks

Swimming:

Black Speedo-style one piece togs (girls)

Black Speedo-style togs (boys)

(Speedos not available from WASMART)

- Girls School Board Shorts (optional)
- Boys School Board Shorts (optional)

or

Touch:

School Sports Shirt

School Running Shorts or Unisex Shorts

Sports Socks

- School Running Shorts or Unisex Shorts
- School Tracksuit (with all Sports)

For all Excursions (unless specifically notified) students will be in full School uniform.

IMPORTANT NOTICE

- Students are not permitted to wear any other than the abovementioned as part of the School uniform.
- Uniforms designed for specific events e.g. Club sports, may <u>not</u> be worn as part of the School uniform, including Physical Education classes. They may only be worn for their particular activities.
- Any variations to the above expectations are at the Principal's discretion only.

WASMART OPERATIONAL GUIDELINES

Trading Hours:

School Term trading hours:

Monday – Thursday - 7:45am to 3:45pm (closed daily between 12-1pm) Fridays - 7:45am to 2:30pm (closed daily between 12-1pm)

- The shop may be closed periodically for staff meetings and school events and where possible parents will be notified via the school newsletter.
- Students in years 5-12 are permitted to purchase items before and after school and during break times.
- Junior school students are not permitted to visit WASMart during school hours

School Holiday Trading Hours:

Saturday 10th of December 9:30am – 2:30pm (for second hand goods sales and prepaid orders) 5th of December–16 December 8:30am–4:00pm (only 2nd hand drop off and pre-paid orders) 9th of January – 20th of January 8:30am-4:00pm (normal trading)

Contact Details:

<u>Payment Options:</u> Credit is not available at WASMart and students are not permitted to borrow items. Items can be paid for using Cash, Cheque or EFTPOS (including Credit Cards) at the time of purchase. Only In the following circumstances will students be allowed to put items onto their school account:

- Boarders are permitted to add essential school items as required
- Students directed by teachers who are missing stationery or essential uniform items

If parents are unable to come into WASMart during trading hours they are welcome to ring and pay for items over the phone using a Credit Card and have children collect these items on their behalf.

Purchasing and Selling of Second hand goods:

Second hand goods are available all year for purchase; however sizes, quantities and books may be limited depending on supply. WASMart has a strict **no returns policy** on second hand goods and it is recommended that all clothing is tried on before purchase as sizing labels can fade or have been removed.

Parents are welcome to drop off uniforms for sale (on consignment) and should consider the following when doing so:

- Items for sale must be recently washed and ironed
- Items must be current, in good condition, no missing buttons and no holes.
- Socks, Shoes, Sporting equipment and School Bags cannot be put in for second hand sale
- All bags of clothing/books must have a current parent name, address and phone number
- Payments for secondhand goods are made periodically **after** goods have been sold. Payments to current parents will be credited to school accounts and payments for past students will be paid via cheques.
- Second hand goods are only keep for approx 2yrs and after this time may be donated
- The P&F endorses the right of the WASMart Co-ordinator to determine the suitability of items sold as second hand goods (to ensure school standards are maintained).

Back to School Ordering: Book lists should be returned to WASMart no later than the 10th of December, orders received after this date may not be ready for collection until the 3rd week of January. Orders can returned via the shop, fax (07 4969 2004) (please ring to confirm) or e-mail (wasmart@was.qld.edu.au). Orders are processed in the order in which they are received. When collecting order please be patient, this is a busy time for everyone.

UNIFORM PRICE LIST – INCLUDING GST

(as at November 2011)

	Size	Price		Size	Price
Kindergarten Year:			School Shoes:		
Kindergarten T-Shirt	2–8	37.95	School Shoes – Roc Brand	All	85.95
Red Bucket Hat	XS-L	17.50			
			Sports Uniforms:		
Preparatory Year:			School Sport T-Shirt	6–12	39.95
Preparatory T-Shirt	2–8	37.95		S, M, L	42.95
Preparatory T-Shirt (Long Sleeve)	2–8	39.95		XL,XXL	49.50
Unisex Shorts	4-10	26.95	Ladies Fitted Sports Shirt	8-18	42.95
Sports Socks Long	All	8.90	Unisex Shorts	4-10	26.95
Red Bucket Hat	XS-L	17.50		12-XXL	29.95
Pullover	5, 6, 8	64.95	Running Shorts	8-18	29.95
			House T-Shirt (old Style)	8–24	29.95
Girls Uniform:			House T-Shirt (New Style)	8-XXL	35.95
Primary Dress	G6-16	60.00	Red Bucket Hat	XS,S,M,L	17.50
Junior / Middle Blouse	G4-8	53.00	Sports Socks Long/Ankle	All	8.80
	10-16	56.00	Tracksuit Jacket (Red/Black)	2-16	55.95
Senior Blouse	L6-20	56.00	, ,	S-XXL	59.95
Skort	4-10	45.00	Tracksuit Pants (Black)	4-XXL	39.95
	12-16	50.00	Boards Shorts – Girls	All	59.95
Formal Skirt	2-8	58.00	Board Shorts – Boys	All	59.95
	10-22	63.00			
Girls Grey Anklets	All	7.95	Basketball Shorts	All	45.75
Primary Tights (Winter) Yrs 1 – 8	All	11.95	Soccer Shorts	All	33.00
Senior Pantyhose (Winter) Yrs 9-12	All	1.95	Soccer Socks	All	12.92
Hair Accessories	All	Vario	Rugby Shorts	All	30.00
		us			
Formal Grey School Hat	All	46.75	Football Socks	All	12.95
Formal Shirt (Yr 12)	All	43.00			
Red Runners	All	9.95	School Bags:		
			School Trolley Bag – (30 litres)	Large	85.00
Boys Uniforms:			School Backpack – Kindy/Prep	Small	39.95
Junior Shirt	6–12	49.50	School Backpack – Junior	Medium	39.95
Middle Shirt	8–16	55.00	School Backpack – Middle	Large	50.00
Senior Shirt	10–26	55.00	School Backpack – Snr Lite Pack	40 Litre	77.00
Junior Shorts	4–14	36.95	Sports Bag		25.00
College Dark Grey Shorts Yrs 5–12	6-12	45.00			
,	72-112	49.50	Second Hand Price List		
Long Formal Socks	All	9.90	Girl's Blouses (Middle & Senior)		33.00
Garters (pair)	S, M, L	7.50	Skorts		33.00
Formal Grey School Hat	All	46.75	Formal Skirts		35.00
WAS Embossed Black Leather Belt	All	18.95	Junior Shirts		33.00
Long College Trousers (Yr 12)	TBO	59.95	Junior Shorts		25.50
Grey Trouser Socks	All	7.95	Middle/Senior Boys Shirts		33.00
-			College Shorts		33.00
Other:			Belts		10.50
Pullover (Poly/Cotton)	5–8	64.95	Bows/Ties		13.00
· • · · · · · · · · · · · · · · · · · ·	10-22	69.95	Sports Shorts		18.00
Blazer	All	230.00	Sports Shirts		30.00
Middle School Bow		19.50	Grey Formal Hat		25.00
Middle / Senior School Ties		23.95	Pullovers	5-8	35.50
				10-22	45.00

NB: Orders for non-standard sizes incur a cutting charge of \$5.50

WASMART CONTACTS: PHONE: 4969 2003 FAX: 4969 2004

LOST PROPERTY

The Lost Property Trolley Bins are located in the Junior School, Middle School, Senior School and Information Services Centre and can be accessed during School hours.

All lost property not claimed at the end of the School year will be sold, given to charity or destroyed.

STANDARDS

The School operates a <u>limited</u> hire scheme for students who arrive at School without ties or belts. A \$1.00 a day levy applies and items not returned within a week are debited (at retail price) to student accounts.

The School keeps on hand shoe polish, shaving gear, face makeup remover, nail polish remover and such items that may be required in an urgent situation.

For all of the above (or other) students should report to Student Reception.

BOARDERS

Boarders are expected to adhere to all the rules of presentation (Uniform, etc), as are all Day students, in the hours of formal and informal education. At times when they can reasonably be expected to be 'at home', casual dress is permitted.

PARENTS' & FRIENDS' ASSOCIATION INFORMATION

President:	Mr Lawrence Booth	Phone: 0439 484 422
Vice President:	Mr Richard Jones	Phone: 0407 128 041
Treasurer:	Mr Stu Harding	Phone: 0438 763 489
Secretary	Mrs Michelle Smith	Phone: 0418 199 951
Welcoming Co-ordinator	Mr Alan Zamparutti	Phone: 0400 395 867
Social & Fundraising Liaisons:	Ms Nila De Silva	Phone: 0400 720 204
	Mrs Tania Wright	Phone: 0439 426 726
	Mrs Kelly Johnston	Phone: 0428 954 747
WASMart and Plaza Lunchbox		
Liaison:	Mrs Kylie Read	Phone: 0407 598 198
Newsletter Editor:	Mrs Dennice Hatfield	Phone: 0419 713 662
Immediate Past President:	Mrs Ellen Reiner	Phone: 0419 157 700

The Executive Committee is elected at the Annual General Meeting of the Whitsunday Anglican School Parents' & Friends' Association Inc., which is held in October each year. All parents are automatically members of the Association. Meetings are held at the School on the last Tuesday of each month commencing at 7.00pm, with the exception of June and September when it falls during school holidays.

The Executive Committee also meets on a regular basis. Dates of both meetings are advertised in the Parents' & Friends' Newsletter. Editions of the Parents' & Friends' Newsletter are included in *The Whitsunday Word*. These are given to your youngest child attending the School each Thursday fortnight. Please look for it as it contains any information relating to the Association activities.

The Association President is invited to address the School Board at its meetings to keep them up-to-date with activities.

OBJECTIVES OF THE ASSOCIATION

The Association promotes fellowship among parents of students at the School and aims to provide a forum for parents to keep informed as to events.

The Association also raises funds for amenities and facilities for the School in conjunction with the wishes of the Principal and Staff. This is achieved mainly through its 'shops' and other fundraising activities. The Association maintains the Plaza Lunchbox and WASMART via paid Convenors. WASMART is the only outlet for School uniforms.

All other assistance is voluntary and in this way the Parents' & Friends' Association can keep prices at a reasonable level and still make a profit. All profits are returned to the School, by way of funding projects, which would otherwise have to be funded from fees.

The Association has provided funds for buildings, computer hardware and software, soft furnishings, equipment for sporting clubs, various instruments for the music department, shade cloths, water coolers, playground equipment, video equipment, refrigerator and many other incidentals and has been the underwriter for the Art Centre and currently the Senior Learning Centre.

Parents are administrators for the many sporting clubs within the School and are also coaches and managers. The School's Parents' & Friends' Association enjoys enormous support from the parent body. It is a rewarding experience to work as a volunteer for the benefit of the School alongside other interested and motivated parents. This is becoming more essential as more and more parents are two-working-parent families.

Assistance in the Plaza Lunchbox is imperative for it to operate as a nutritious food provider and end with a healthy profit. It is an excellent way to make a worthy contribution to the School. Volunteers always find they learn so much about the School and their children's education by being involved. These efforts are well appreciated by the students, the Association's Executive and the School.

VISION 2012

Imagine your future





1:1 Mobile Computer Program

Whitsunday Anglican School is a leading school in the district in its use of Information and Communication Technology (ICT) from Kindergarten to Year 12.

In this digital age, WAS students need to be highly literate in ICT and increasingly expect to be able to use such technologies in their learning. WAS has made a commitment to developing digital pedagogies to support the integration of these technologies, making a quantum leap in teaching and learning.

ICT also offers a means by which WAS students can collaborate with others outside the School and even outside the country, providing a platform for Internationalism and Innovation.



This program is unique in Mackay and one of a very few in Queensland.

Whitsunday Anglican School believes that a mobile computer combined with access to information in a digital learning environment is a vital tool for students.

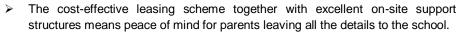
The use of mobile computers will be embedded throughout the school curriculum to provide flexibility in teaching strategies and to enhance student learning.

Students greatly benefit from access to this productive, creative and timesaving tool whenever and wherever they need it.



- Promotes independent learning by students in control of their own learning.
- Promotes students' problem solving abilities.
- > Encourages students to share ideas and work collaboratively and to produce high quality work.
- Promotes internationalism and innovation.
- Allows teachers and students to focus on student learning.
- > Enables teachers to fully integrate the technology into the curriculum.

Features



- Students have access to all the network resources using wireless transmitters or fixed network points throughout the school and boarding house.
- The School offers a specifically negotiated mobile computer with all required features, curriculum software with full on-site technical support.
- Lockers and/or secure storage when not used during the day.
- Secure temporary overnight storage in Mienert Centre (Library)









ITSUNDAY

Frequently Asked Questions

Are the students at a disadvantage without a mobile device?

Yes, we believe so because the use of mobile computers will be integrated into the curriculum across all sub-schools.

Will these skills be used after leaving school?

Yes, the skills and confidence the students develop from our program will give them a substantial advantage in further education and in the workplace.

How often are they used?

The use of ICTs will be embedded in all subjects. The actual use can vary from subject to subject, from level to level and from term to term.

Are basic skills still emphasized?

Yes, the use of mobile computers complements and enhances the existing curriculum.

Are they compulsory?

Yes, your students' participation in this program is compulsory. If you choose to source an alternative device to those provided through the school, be aware that the hardware must be comparable to these devices below and the software included. A full list of the software is available on the VISION 2012 website (http://www.was.qld.edu.au/vision2012). By 2012, all students in Years 4 – 12 will be engaged in learning with a mobile computing device supplied through the school.

What are the costs?

The students must use the mobile computing models supplied through the school with all software and appropriate support systems. Parents can choose to purchase or lease an appropriate model through the school. The leasing arrangement has the added advantage of software upgrades when required being organised by the school

For 2012, the devices chosen for Years 4 to 6 are:

- Toshiba NB500
- o 3 Year ComShield (\$100 Capped Repair)
- 3 Year Warranty (excluding battery)
- o QBE Insurance (3 Year Total Loss Cover)
- WAS skin
- Education carry bag (very tough)
- MS Office 2010 plus over \$800 of school educational software
- **TOTAL COST \$1,030**
- Year 7 onwards Toshiba Slide
- o 3 Year ComShield (\$100 Capped Repair)
- 3 Year Warranty (excluding battery)
- o QBE Insurance (3 Year Total Loss Cover)
- o WAS skin
- Education carry bag (very tough)
- MS Office 2010 plus over \$800 of school educational software
- TOTAL COST \$2,390

Need more information?

For more information, a look at details about usage and software and other frequently asked questions, please go to the VISION2012 website, http://www.was.qld.edu.au/vision2012



