



# 2023 PMAS

## Student Handbook

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# Principal's Message

As Principal of Port Macquarie Adventist School, it is my pleasure to welcome you to learn more about our wonderful school. Our goal at Port Macquarie Adventist School is that every member of our community has a sense of belonging, and the opportunity to reach their full academic potential while growing in their relationship with Jesus Christ.

Our nurturing environment supports and encourages students right from the Early Years all the way through to our Secondary School. The size and structure of the school allows for each child to be treated as a unique individual, as they develop physically, mentally, socially, and spiritually.

We believe that this can be achieved through authentic, open, and respectful relationships. Education is not something that happens solely at school, students need the support of many different partners. At Port Macquarie Adventist School, families become part of our community as we partner in seeking a positive well-balanced Christian education for your child. If students implement our 3-core values *Respect, Responsibility, and Integrity*, then they will be able to flourish at Port Macquarie Adventist School, and then go on to make positive contributions to the wider community.

Jessica Lee

Principal

# Adventist Education

Port Macquarie Adventist School is part of the Adventist Schools network, the largest Protestant School system in the world that has been operating since the early 1870s. Globally it has more than 9,500 schools, Colleges and Universities, with 69,000 teachers who are for the needs of more than 1.3 million students. In the South Pacific Region there are almost 200 schools.

The Seventh-day Adventist philosophy of education is Christ-centred. We believe that Jesus is the ultimate example of 'love in action and He wants us to do likewise. As such, Adventist Education is a vital ministry of the Seventh-day Adventist Church and is committed to sharing God's life transforming love.

## The Logo Explained

### Symbolism and Name

**Seventh-day** refers to the Adventist belief in the biblical "Sabbath". It is a time set aside for people to connect with God, family and friends, and to share in both physical and spiritual rest. The "Sabbath" was observed in the Bible on the seventh day of the calendar—Saturday. The weekly "Sabbath" is observed from sunset Friday to sunset Saturday globally in all Seventh-day Adventist Churches.

**Adventist** is a term that describes someone who believes in the "advent" or return of Jesus Christ.

#### TOWARD HEAVEN

The lines at the top of the design suggest a continued upward momentum symbolising the resurrection and ascension to heaven at Christ's second coming, the ultimate focus of our faith.

#### PERFECT SQUARE

The biblical metaphor of the perfect square represents God's Most Holy Place and His design for heaven.

#### THE FLAME

This flame shape is formed by three lines encircling an implied sphere. The lines represent the three angels of Revelation 14 circling the globe and our commission to take the gospel to the entire world. The overall shape forms a flame symbolic of the Holy Spirit.

#### THE CROSS

The symbol of the cross, representing the gospel of salvation, is positioned in the centre of the design to emphasise Christ's sacrifice, which is the central theme of our faith. It is also significant that the Bible representing the law and the flame representing the Spirit come together at the cross.

#### THE OPEN BIBLE

The Bible forms the base of the design and represents the Biblical foundation of our beliefs. It is portrayed in a fully opened position suggesting a full acceptance of God's word.



# Port Macquarie Adventist School

## Our History

Port Macquarie Adventist School (PMAS) is a co-educational institution operated by the Seventh-day Adventist Church, as part of its worldwide system of Christian schools. It is open to any student who wishes to study and learn within a Christian environment.

PMAS was established on its current site in 1992. The school currently offers Pre-Kindergarten to Year 8 with Year 9 being added in 2023.

PMAS is fully registered with the New South Wales Board of Studies and is a member of the Association of Independent Schools (NSW). Seventh-day Adventist Schools (NNSW) Ltd is responsible for the appointment of permanent staff and supervision of teaching standards. The local School Advisory Council is responsible for the management of the school, student enrolment and for the provision of suitable facilities in which the school can operate efficiently and safely. Responsibility for the day-to-day operation of the school rests with the principal and staff.

## Vision Statement

Nurture for today • Learning for tomorrow • Character for eternity

## Mission Statement

Port Macquarie Adventist School is...

A welcoming Christ-centred school community, collectively expressed through mutual trust and respect, nurture, and a sense of belonging, where every member has the opportunity to experience a growing relationship with Jesus Christ.

## Our Values

Respect

Responsibility

Integrity

# STAFF DIRECTORY

## School Leadership Team

Principal	Jessica Lee	principal@pmas.nsw.edu.au 0412 669 671
Secondary Coordinator	Emily Bullus	emily.bullus@pmas.nsw.edu.au
Inclusive Education Coordinator	Rochelle Weiss	rochelle.weiss@pmas.nsw.edu.au
Chaplain	Bronwyn Mison	chaplain@pmas.nsw.edu.au
Business Manager	Kelvin Wood	businessmanager@kas.nsw.edu.au

## Teaching Staff

Pre Kindy	Michelle Rosendahl	michelle.rosendahl@pmas.nsw.edu.au
Kindergarten	Brittany Hudson	brittany.hudson@pmas.nsw.edu.au
Year 1	Shalyce Howard	shalyce.howard@pmas.nsw.edu.au
Year 2	Vanessa Fisher	vanessa.fisher@pmas.nsw.edu.au
Year 3/4	Bianca Prescott	bianca.prescott@pmas.nsw.edu.au
Year 4/5	Kerry Giuliani	kerry.giuliani@pmas.nsw.edu.au
Year 5/6	Adrienne Cheal	adrienne.cheal@pmas.nsw.edu.au
	Damon Lawty	damon.lawty@pmas.nsw.edu.au
Bible, Visual Arts, PDPPE (Year)	Emily Bullus	emily.bullus@pmas.nsw.edu.au
Maths, Science, Commerce (Year 8)	Jeff Styles	jeff.styles@pmas.nsw.edu.au
English, Tech, Food Tech (Year 7)	Hamish Keddie	hamish.keddie@pmas.nsw.edu.au
French, Music, Wellbeing	Amanda O'Brien	amanda.obrien@pmas.nsw.edu.au

## Support Staff

Administration	Gina Button	admin@pmas.nsw.edu.au
Reception	Kirsty Dunbar	kirsty.dunbar@pmas.nsw.edu.au
Campus Manager	Adrian McManus	campusmanager@kas.nsw.edu.au
Grounds and Maintenance	Adam Rumble	
IT Manager	Mark Dunbar	itsupport@kas.nsw.edu.au
IT Support	Josh Shoesmith & Joe Chappell	
Teacher Aides	Samantha Cliff Jacinta Fox Shalisha Brewer-Charles Corbi Wentzel Joshua East	
Cleaner	Bruce Weiss	
Uniform Shop	Noone	stcolumba@noone.com.au

# General Information

## Canteen

At present our Canteen is not operating for school lunches but the SRC operate the Snack Shack at recess on Wednesday and Friday

## Consent2GO

Consent2Go, a digital solution that easily enables you to keep your contact details and child's health records accurate, and provide consent and payment for school events, excursions and camps, in a secure and timely manner. Consent2Go is a direct provider of services to the school and as such is required to comply with our Privacy policy. Consent2Go is used in many other schools across Australia and New Zealand and is proven to be highly effective.

For student safety it is vital that their information is as up to date as possible and complies with government regulations. The processes we currently use to support this are complex and time consuming for all involved and we have been looking for a superior solution. Consent2Go will replace our current EOTC (Education Outside The Classroom) process and will be the channel that informs you about school incursions, excursions and camps, allows you to provide your consent and be the collection point for student health information. It has an easy-to-use parent interface, including a parent app, and I'm confident you will find it a much easier process for your child/children.

## Court Orders

Please ensure if there are any court orders in place (or changes to court orders) regarding your child that the school is notified, and all the necessary paperwork is given to the office.

## Enrolments

Port Macquarie Adventist School is open to students without regard to their ethnic background, sex, or national origin. While no religious test is applied, all students are expected to live in harmony with the school's standards and regulations, show respect for the Word of God and to attend the regular religious classes and activities of the school. Every effort is made to provide opportunity for both girls and boys to participate in all activities and, as far as possible, the school attempts to accommodate the needs of all students.

## Governing Body

PMAS is governed by the Board of Directors who are appointed by the NNSW Conference of the Seventh-day Adventist Church. The School Advisory Council is appointed by the Board of Directors to oversee the



governance of the school in accordance with the policies and directives of the Board and to comply with the NSW Board of Studies requirements.

## **Sign in for Visitors to the school**

Parents or visitors to the school grounds during school times are required to sign in and out at the office. You will be issued with a “visitor” badge so students and staff can easily identify that you have permission to be on the school grounds. In addition, by signing in, the school is in a position to care for your well-being in the event of an emergency.

## **Transport to and from School**

### **Kiss and Drop**

The safety of students arriving and leaving school is paramount. Please ensure you adhere to the school’s published process for drop off and pick up.

- Before school drop off is in the lower car park only. Cars are to approach the set down and loading line in single file. Students may then alight the vehicle and enter the safety zone behind the orange safety cones.
- Supervised car pickup will be at the lower car park. Cars will approach the loading line in single file and students will be supervised while getting into their car.
- Parents are asked to remain in cars. If younger children are requiring assistance to be placed in a car seat we request that you park your vehicle in the higher car park and collect them in the carline in person or meet them, across the crossing.
- The crossing at car line will be supervised by a duty teacher each afternoon from 3.00pm – 3.15pm. Please be on the lookout for the sign displayed by the duty teacher and stop or drive slowly as requested.
- The after-school bus assembling area is situated outside the yellow room. All children remain in this area until their bus arrives. Students who are catching a bus will be directed to their bus by the duty teacher. There is to be NO stopping at all in the bus lane.
- The top car park is for parents who would like to park and walk down to collect their children. The bottom carpark is for staff parking only.
- Please advise the school office if there is any change to the usual collection of your child, preferably by 2:30pm to ensure messages are delivered to teachers and students. Should your circumstances change, and your child is required to be collected by another person (friend, grandparent, relative etc), please advise the office by phone or email and we will notify your child and their teacher. This is to ensure safety for students and avoid confusion for students and staff.

## Bus

The NSW Government currently pays transportation costs for students living further than 1.6 kms radial distance from the school. You can apply for a bus pass via <https://apps.transport.nsw.gov.au/ssts/applyNow> or get an information brochure from the school office. A strict code of conduct applies to free bus travel. This code can be found through the website link above. All student applications for free bus travel are valid from home to school and return only. Any child choosing to use the bus system for other travel e.g., to a babysitter's or friend's home must be prepared to pay a fare. A covering letter from the parent both for the school and the bus driver will also need to be provided. You can update any address changes via the website above. Busways Bus Service serves most town and rural areas.

## Sickness or Accident

It is the responsibility of the parents to notify the school of a child's condition of health. If medication or special supervision is required, it is the parents' duty to keep the school fully informed in writing.

The school reserves the right and responsibility to confiscate any medications that have not had prior authorisation by the parent. Any medication supplied by the parent to be administered by the school must be in the original dispensing container with specific details that include:

- the students name (not a sibling or another person)
- the expiry date (we will not administer out of date medication)
- a letter to the school requesting that medication be given with instructions as to when this should occur
- the school office will provide an "Administration of Medicine to Students Register" form for completion
- medication will be stored in the front office or the staff room fridge and is accessible only by school staff

In the event of illness or accident, prompt attempts will be made to contact the parents. In all emergency cases, students will be transported to the local hospital by ambulance for treatment. The school reserves the right to decide on the degree of urgency in each case.

## Uniform

The wearing of school uniform is a pledge of loyalty to the school and an important contribution to the school. Therefore, the wearing of regulation uniform is compulsory. Should your child be unable to wear any part of the uniform the school should be notified in writing / by email of the reason for the infringement and the expected time frame for returning to correct uniform.

PMAS uniform is either academic or sport based. It is intended as an all-year-round uniform where families can make choices regarding the academic uniform they wear based on the needs of their child and the weather.

### **BOYS ACADEMIC UNIFORM (PRIMARY)**

- Navy and white striped shirt with
- Navy shorts or long pants

### **BOYS ACADEMIC UNIFORM (SECONDARY)**

- Navy and white striped shirt with
- Navy shorts or long pants

### **GIRLS ACADEMIC UNIFORM (PRIMARY)**

- Light blue check dress
- Navy and white striped shirt with
- Navy shorts, culottes, or long pants

### **GIRLS ACADEMIC UNIFORM (SECONDARY)**

- Navy and white striped shirt with
- Navy shorts, skirt, or long pants

### **UNISEX UNIFORM ITEMS**

- Navy jacket
- Navy jumper
- Navy vest
- Sport shirt
- Sport shorts

Navy socks are to be worn with all uniform options. Navy or hair tone hair ties and ribbons are to be worn.

**UNIFORM PURCHASES:** We have an on-campus uniform shop that is owned and operated by Noone. Noone operates each Thursday of the term from 8:15am-10:15am. Uniform items can also be purchased online at <https://www.noone.com.au/school/port-macquarie-adventist-school/shop> and will be delivered to your child to take home.

**Jewellery:** Jewellery is not a part of the school uniform and is not to be worn. Students with pierced ears are to wear 1 set of plain metal studs or sleepers (i.e., silver or gold only) at the base of each ear lobe only. No other location is permitted. Rings, necklaces, bracelets & bangles, make-up, temporary tattoos, acrylic, gel or false nails and nail polish are not permitted.

**Watches:** Watches which tell the time only can be worn. Watches with WIFI, messaging, calling or social media capacity are not permitted.

**Hair:** All students’ hair should be clean and neat and should not impede the students’ vision. Outlandish hairstyles and colours (including mullets, stripes shaved, glitter gels and the like) are not permitted. Girl’s and boy’s hair that is past shoulder length is to be tied back in a ponytail, plaits, braids etc with a navy or hair tone hairband, elastic, ribbons, or clips.

**Hats:**

Primary – School bucket hat

Secondary – School cap

School hats only are to be worn at the school. The school has a NO HAT NO PLAY Policy. The school hat must be worn at lunchtimes and recess times. Students without hats will not be permitted to play and must remain seated in the shade in a designated area.

**Shoes:** All K-8 students should wear plain, all black, polishable leather shoes. These are the only shoes to be worn with school academic uniform. Appropriate ‘joggers or trainer’ shoes are to be worn with the sports uniform. Skate shoes and Converse shoes and boots are not considered appropriate shoes with any uniform.

**School Bag:** All students must have PMAS branded school bag purchased from the Uniform Shop.

# Administration

## Attendance

### School Hours

#### Primary School Hours

8:20	Duty Commences (no student on campus before this time)
8:50am-11:00am	Session 1
11:00am-11:30am	Lunch
11:30am-1:30pm	Session 2
1:30pm-2:00pm	Recess
2:00pm-3:00pm	Session 3
3:00pm-3:30pm	Afternoon Duty (no students on campus after this time)

#### Secondary School Hours

8:20	Duty Commences (no student on campus before this time)
8:50 – 9:00am	Homeroom
9:00am – 9:50am	Period 1
9:50am-10:40am	Period 2
10:40am-11:10am	Recess
11:10am-12:00pm	Period 3
12:00p – 12:50pm	Period 4
12:50pm-1:200pm	Lunch
1:20pm-2:10pm	Period 5
2:10pm – 3:00pm	Period 6
3:00pm-3:30pm	Afternoon Duty (no students on campus after this time)

## Attendance Procedures

It is a legal requirement that regular attendance occurs. This is paramount to your child's education. Parents or caregivers are required to ensure children attend school on a regular basis.

- Class teachers / Homeroom teachers are responsible for marking the roll at the start of each day (and lessons for secondary)
- If a student is away from school, the parent / caregiver needs to contact the school via phone or email ([admin@pmas.nsw.edu.au](mailto:admin@pmas.nsw.edu.au)) and give the reason for the absence.
- If a student will be away for holidays or other events, parents need to complete the Parent Application for Exemption Form or the Application for Extended Leave – Travel form. These are available at the office on request. You will then receive a Certificate for Exemption or a Certificate for Extended Leave signed by the Principal.
- Inconsistent attendance or long periods of absence could negatively impact academic performance and the school is required to report unsatisfactory attendance to the Department of Education
- Students are responsible for collecting and completing all studies missed during absences. If a student misses an assessment due date or test, without prior arrangements they could receive a zero.

## **Late Sign in**

Students are required to sign at the school office if they arrive at school late, and then take their late slip to their class teacher.

## **Pupil Free Day**

Each year some days are taken as pupil free days. These are generally held in the term break between Term 2 and 3 or at the end of the school year. This time is used for planning, curriculum development and professional development. Parents / caregivers are given advance notice of these impending dates so that alternative care can be provided.

# **Curriculum and Learning**

## **Curriculum Delivery**

Research has demonstrated that content is remembered and applied better when the context and purpose is clear. Each stage participates in some theme-based learning. Syllabus requirements will be met, and programming designed to allow time for problem solving activities.

Where possible we will provide for the individual needs. Students working in class situations have no impact on the success of one another's learning. Students will be encouraged to be responsible for their own behaviour and mindful of their effect on their classmates.

## **Assessment and Reporting**

Assessment is the process of collecting, organising, interpreting and recording information gained from students to make informed decisions about their performance, achievement of outcomes and needs. It is an ongoing process. Formal communication regarding student's assessment is in the form of Interim, Mid and End of Year Reports and Parent / Teacher Interviews (Terms 1 & 2).

## **Inclusive Education**

Inclusive Education is coordinated by specialist staff. The specialist Inclusive Education team, in collaboration with the class teacher and parents, will decide the best way to support a student with additional needs. Withdrawal may occur at times; however, in-class differentiation can sometimes prove more effective depending on the nature and difficulty. A combination of both approaches may be used to support a student with additional needs.

## Homework

Our Homework program is designed to:

- Assist the students in developing good habits at home.
- Impart a belief to the child that education is of value and goes beyond the classroom.
- Provide information to the parents regarding the child's academic program.
- Assist the child in developing Time Management skills.
- Reinforce concepts taught at school.
- The amount of Homework (assessments) a child has will depend on their age.

Early Stage One – Kindergarten	10mins per night
Stage One – Year 1 & 2	20 mins per night
Stage Two – Year 3 & 4	30mins per night
Stage Three – Year 5 & 6	45mins per night
Stage Four – Year 7 & 8	1 hour per night
Stage Five – Year 8 & 9	1.5hrs per night

## Fruit Break

Fruit break is a time for students to 'refuel' on vegetables, salad, and fruit and 'rehydrate' with water. Students who are not hungry and are well hydrated perform better in the classroom, show increased concentration, and are less likely to be irritable and disruptive. Fruit break is usually around 10am in the Primary School and Secondary Students are able access their 'fruit break' throughout the day.

## Sport

At Port Macquarie Adventist School we believe in a balanced education, therefore, physical education and sportsmanship are an integral part of the school curriculum. Personal Development and Physical Education supports students in developing healthy decision-making skills and developing their physical abilities in a range of individual and team activities.

Students have the opportunity to participate in a variety of sports at school through the Government initiative Sporting Schools which introduces children to a number of sports within their local area. The school is a member of CSSA which provides pathways for students to participate in high levels of competition all the way through to the state and national levels.

## Wellbeing

The school's main wellbeing program is You Can Do It. Each grade from Pre Kindy to Year 9 spend 30mins a week looking at a specific skill or values. The You Can Do It program is a socio-emotional program that

teachers young people positive attitudes to influence their wellbeing. As this is the first year running the program at the school, we hope to expand the program and other wellbeing initiatives in 2023 and beyond.

The You Can Do It program is based around a learning framework that looks at social – emotional blockers and social- emotional skills.

## SOCIAL AND EMOTIONAL LEARNING FRAMEWORK



## Staff and Students

### Behaviour

Each classroom teacher has their own system for providing positive reinforcement for desirable classroom behaviour. In addition, students are given 'Gotcha' cards that recognises behaviour that is in line with our school values in the playground. The class with the most cards is given a prize each week at chapel. Each week at assembly, Primary classroom teachers give out certificates to recognise student achievements.

For more information on the school's behaviour management guidelines, please contact the office for a copy of the guidelines.



## **Christian Code of Conduct**

The school's "Code of Christian Conduct" is a reference point for pupils and teachers.

- Everyone has the right to work and learn without being disrupted by others.
- Everyone has the right to be treated courteously and respectfully.
- Everyone has the right to work and play in a clean and safe environment.
- Everyone has the right to feel proud of this school.

Our aim is to ensure that all children at PMAS have access to quality learning within a safe and caring environment, and to encourage all students to strive towards behavioural excellence and increased personal responsibility.

*"Treat others the way you would like to be treated." Matthew 7:12*

## **Internet Usage**

Personal iPads, Apple Watches and the like are preferred not to be at school. If for any reason it is necessary for your child to bring an iPad to and from school, the iPad must be handed into the school office whilst on school premises. Apple Watches are to be disabled for the time the student is on site. The school will not take responsibility for the loss or damage of such devices.

PMAS aims to create and maintain a cyber-safe culture in keeping with the core values of the school. PMAS integrates technology into learning and teaching areas, enhancing learning, and preparing students for their future role in the digital world in which they live. The school's computer network, internet access facilities, intranet, computers, and other school ITC equipment and devices assist the effective operation of the school.

## **Mobile Phone Usage**

Mobile phones are not permitted at PMAS. If for any reason it is necessary for your child to carry a phone to and from school, the phone must be handed into the front office during school hours. The school will not take responsibility for the loss or damage of such devices.

All students who present with a phone will be asked to hand these into the home room teacher and will be stored in the secondary office during the day. Phones will be returned at the end of the day. Students are asked to not use their phones until they are in their vehicle returning home.

## **Student Leadership**

Peer-elected and staff approved student leadership is decided each year. The school has Captains from Year 6 & 9 and a SRC that is made up of students from Year 6 - 9. The SRC and captains are responsible for raising student concerns with their staff coordinator as well as organising various events throughout the school year, assisting staff in a variety of activities or welcoming visitors to the school.

## **Bikes / Scooters / Skateboards**

Bikes, scooters or skateboards can be ridden to and from school provided the relevant safety equipment is adhered to. Upon arrival at school these items are not to be used on the school grounds during the day, unless a special request from the school to participate in a sport program is made. Please ask at the office where these are to be kept during the day. Due to the nature of Ocean Drive the school does not endorse this means of transport.

# Community and School

## Communication

### Social Media

The school has a Facebook and Instagram page which is updated regularly. This is for the purpose of keeping parents informed of upcoming events, marketing the school, sharing of recent events and general communication. Parents give permission at enrolment for students to appear on any social media pages. Please refrain from tagging or naming any person who appears in a post.

### Newsletters

Newsletters are emailed fortnightly in order to keep parents adequately informed of forthcoming events and responsibilities. Please keep the school updated with your current email address to ensure you receive the newsletters regularly. Families are responsible for checking the newsletter each fortnight to stay informed and up to date with the calendar and other important information.

### Communication Procedures

A good relationship between home and school depends on effective communication. Every effort is made to work closely with parents for the success of each student. Occasionally concerns or issues arise. Parents / Guardians are encouraged to follow the model below when needing to resolve problems, misunderstandings, and conflicts.

**Make an appointment to speak to your child's classroom teacher.** Misunderstandings may occur that are easily rectified. Please approach the interview with an open mind; your modelled optimism for a fair outcome will help your child's attitude towards authority to remain helpful in future interactions. It is not recommended that you discuss the issue of concern in front of your child or with others before all the facts are known.

If you are not satisfied with the outcome of the parent/teacher interview, please put your issues in writing to the Principal and ensure that you record your issue and the steps completed so far towards resolution. The Principal will then contact you and may also arrange an appointment for all parties involved.

After all appropriate steps have been taken, any unresolved problems relating to the operation of the school, school procedure, personnel should be brought to the attention of the CEO for Seventh-day Adventist Schools NSW. Contact details are available at the office.

## **Parents as Partners**

You child's teacher is your partner at school. Please feel free to approach them with any questions or make an appointment before or after school to discuss concerns. It is important to make your child's teacher aware of any situations or relationship that may have a negative impact on the academic, social or spiritual development of your child. Teachers can do their job better if they are aware of all external factors influencing a child's ability to learn at any given time.

# Financial Information

Finance to meet the yearly operating and capital expenses of the school comes from school fees, State and Commonwealth Recurrent Grants, and local Seventh-day Adventist church-members' support.

Each year the Adventist churches within the area accept a cost allocation based upon their membership and the number of students attending the school from their church.

## Tuition / Fees / Payment

The annual fees for each student are inclusive and made up of:

- tuition
- class resources
- special events (Book Week, Science Day, Week of Worship, etc)
- sports carnivals
- 24hr student accident insurance (limited)

The enrolment fee of \$200.00 per family is required upon enrolment application.

School fees do not cover the following:

- Musical Instruments hire or purchase
- Maintenance Levy
- School Camps Yr 5-9
- School Excursions
- School Swim Program (primary only)
- Laptop Program (secondary only)

## Maintenance Levy

A maintenance levy of \$125 per family is payable each school year. The maintenance levy contributes to the upkeep of the school buildings and grounds. The maintenance levy is compulsory for all families and student enrolment is subject to full payment being received upon registration.

## Family Discounts

PMAS provides generous discounts to families who have more than one child enrolled on a full-time basis at PMAS in Kindergarten to Year 9 on tuition fees. The following discounts will be applied to the family fee statement (tuition only):

One child: Full fee  
Second child: 15% discount  
Third child: 30% discount  
Fourth child: 45% discount  
Fifth child: Free

**PROMPT PAYMENT DISCOUNTS (Kindy to Year 9 only):** Discounts on tuition fees (after all discounts, subsidies and fee assistance are deducted) are available for prompt payment of fees, as follows:

Annual upfront payment: 10% discount on annual tuition if annual tuition fees are paid by the second Friday of school for the year.

Term only upfront payment: 5% discount on current term's tuition if fees are paid by the second Friday of each term.

Pre-Kindy fees are set as a daily fee. Fee accounts are published to parents termly. There is no fee assistance or fee reduction on Pre-Kindy fees. Parents wishing to increase or decrease days are required to give two weeks' notice.

## **Fee Payment Options**

Option A: Payment of annual fees (Kindergarten to Year 9 only: 10% discount on annual tuition if annual tuition fees are paid by the second Friday of school for the year).

Option B: Payment of current term's fees (Kindergarten to Year 9 only: 5% discount on current terms tuition if current term's tuition fees are paid by the second Friday of each term)

Option C: Weekly or fortnightly payments will commence the first week of Term 1. Prior arrangements may be made to commence payments from January 1.

Option D: These payments are to be made using direct debit or Centrepay (a free direct bill-paying service offered to customers receiving payments from Centrelink). A direct debit form can be obtained from the school administration office. Further details below under "Paying Accounts." *It is the fee-payer's responsibility to ensure the payment is received by the school office by the due date.*

## **Fee Support**

Port Macquarie Adventist School recognises that some families experience short term financial hardship and they do not want this to be the primary reason for students being unable to attend or remain at the school. In cases of extreme hardship, assistance in meeting fees may be available. People wishing to apply for fee

support should speak with the principal.

## Changes in Enrolment Status

**Temporary absence:** No deductions from fees will be given for delays in students returning to school or for absence during the term.

**Withdrawal of enrolment:** Any student who leaves the school at any stage throughout the school year is required to give **at least one term's notice**, by written notice to the school principal. This gives the school adequate time to allow for the position to be filled by another student. The refund is the amount remaining after this one term's fees are deducted. This term's notice also applies to students not returning to the school the following year. Students who will not be enrolling at the school the following year need to complete a withdrawal of enrolment form, which is available at the school office. This form must be submitted before the last day of Term 3.

## Methods of Payment

School Fee Accounts can be paid using any one or more methods of payment listed below.

- a) In person at the school office using cash, debit/credit card
- b) Over the Internet as determined by personal banking arrangements
- c) By Direct Deposit or Direct Debit Authority as determined by personal banking arrangements

**School Bank Details:** Westpac Banking Corp

**Account name:** Port Macquarie Adventist School

**BSB:** 032-586

**A/C:** 21-6875

Please ensure you leave your surname and initial as a reference to your payment.

- d) By Payroll Deduction as determined by personal employment arrangements
- e) Authorising direct deposits from Centrelink through Centrepay. Please provide the following Centrepay reference number to Centrelink:  
**Centrepay reference # 555- 058-759-X**

## Important Notes for Payment

Payments made directly to the school bank account must include the identifying code or relevant name to enable accounts staff to recognise the payer and relevant account for receipting purposes. If an identifier is not allowed by the bank from which the payment is made, then the school must be advised of details of the

deposit(s).

If a family defaults on paying school fees, the school will initiate regular business practices for the procurement of these fees. In this event, all costs borne through the recovery will be added to your account. The school reserves the right to instigate any or all of the following actions:

- I. Your child's enrolment may be terminated
- II. Your account may be sent to our debt collection agency
- III. Litigation may be instigated against you

We prefer not to take this course of action, however if school fees are not paid in full or a mutually acceptable payment plan is not in place, we may be left with no alternative.

All overdue accounts, not subject to an arrangement approved by the school's Finance Committee, are subject to an interest charge of 7.5% compound interest calculated on the outstanding balance from the due date.

## **Account Queries**

To enable the Bursar to clarify information or rectify any errors, please contact the school immediately if you have any query in relation to your fee account. The school's Bursar can be contacted on 6562 7023 Ext: 2 or 0491 183 408

## **Finance Committee**

A Finance Committee operates under the guidance of the School Council to assess the needs of any families experiencing unforeseen circumstances regarding fee commitments. If you require special consideration, please contact the principal for an assessment application.