Please find below information concerning:

- Materials and Services Charge
  (School fees)
- Library/ID cards
- Stationery requirements
- Uniform
- Payment options

This information will assist you in organisational details for an efficient start to the year 2015. We need the School Charges to run the school and so prompt payment would be appreciated.

Please take note of the information now and retain this newsletter for reference in the coming months.

Thank you and best wishes for the holiday season.

Mary Asikas
Principal

### Materials and Services Charges - 2015

The Hallett Cove School Governing Council has approved a discount per student for the 2015 Materials and Services charges if PAID IN FULL BY Friday of Week 7, 13th March 2015. This also applies to eligible School Card families who pay ‘the gap’.

The Materials and Services Charges are payable each school year for every student enrolled at the school. The charges include books and stationery provided to students during classes and for equipment that is for the student’s individual use. Other costs for non essential curriculum items such as camps, excursion participation, VET programs and consumables are not included within the Materials and Services Charges. Accordingly these costs will be charged at the time of a student’s participation.

The Hallett Cove School Governing Council has determined the Materials and Services Charges for 2015.

Students in Reception – Yr 7 have essential stationery supplied by the class teacher and it is included in the Materials and Services Charges for 2015.

### Materials & Services Charges for 2015 (GST Free)

<table>
<thead>
<tr>
<th></th>
<th>2015 Full Fee</th>
<th>2015 Discount</th>
<th>2015 Discount Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yr R-6</td>
<td>$385.00</td>
<td>$19.00</td>
<td>$366.00</td>
</tr>
<tr>
<td>Yr 7-8</td>
<td>$465.00</td>
<td>$23.00</td>
<td>$442.00</td>
</tr>
<tr>
<td>Yr 9</td>
<td>$555.00</td>
<td>$28.00</td>
<td>$527.00</td>
</tr>
<tr>
<td>Yr 10-12</td>
<td>$545.00</td>
<td>$27.00</td>
<td>$518.00</td>
</tr>
</tbody>
</table>

(Primary) Reception to Year 6 $385
(Middle) Year 7 to Year 8 $465
Year 9 $555
(Senior) Year 10 to Year 12 $545

Parents/Caregivers will receive an invoice prior to payment dates. Please do not pay on the “Notice of Materials and Services Charges for 2015”. Payments cannot be processed until an invoice has been issued in mid January 2015.

PLEASE NOTE: Materials & Services Charges are due to be paid in full by the end of Term 1, 2015.

### Payment of Materials and Services Charges

**Payment Options**

We endeavour to provide a simple and efficient fee collection service. We offer the following methods of payment.

1. **Payment at Bank SA**
   This service allows Parents to make payments at any branch of Bank SA. Simply take your invoice(s) to the bank and pay. Please quote the student’s ID number from the invoice when making a payment. The bottom section of the invoice also contains information that the bank will require. While the Reynella South Branch is prepared for the presentation of our invoices, some other branches may need to make a quick phone call to verify the process.
2. Payment by post. Payment can be made by posting a cheque or money order together with the invoice(s) to the school.

3. In Person Payments can be made by:
   a) Cheque made payable to Hallett Cove School
   b) Visa or MasterCard – until 1.45pm daily
   c) Cash
   d) EFTPOS - until 1.45pm daily
   e) Money Order

4. Payment by Internet By accessing Hallett Cove School’s website www.hcs.sa.edu.au payments may be made using a credit card facility by clicking on “Online Payments”. The “i” button indicates information available about procedures in making a payment. All the information required to make a payment is located on the student's invoice. Please note: If paying excursions via the Internet, the consent form must be returned to the Payment Office or Class Teacher.

Payment in January 2015
For the payment of Materials and Services Charges for students in 2015, the Payment Office (see attached map) will be open for all year levels on:

<table>
<thead>
<tr>
<th>Date</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 19 January</td>
<td>8.30am</td>
<td>1.00pm</td>
</tr>
<tr>
<td></td>
<td>1.30pm</td>
<td>3.00pm</td>
</tr>
<tr>
<td>Tuesday 20 January</td>
<td>12.00 noon</td>
<td>3.00pm</td>
</tr>
</tbody>
</table>

Payment by Instalments

The Materials & Services Fees are to be paid in full by the end of Term 1, 2015 unless prior arrangements have been made with the Finance Officer. Ezidebit forms are available from 19/1/15 on request.

Parents/Caregivers requiring the option of paying by instalments, need to register and sign the appropriate form available from the Finance Office. Arrangements need to be made before the due date.

In 2015 as approved by the Hallett Cove School Governing Council, instalment payments must be made weekly, fortnightly, monthly or by term only via Ezi Debit as a Direct Debit. Please contact the Finance Officer for an Ezi Debit Form.

School Card Scheme 2015

Advice received from DECS regarding the School Card Scheme is that the 2015 grant for eligible Parents/Caregivers will be for Reception - Yr 7 students $226.00 and for Year 8 - 12 $299.00.

This will only apply to approved School Card applicants who adhere to the time frames and procedures. Failure to comply may result in the application not being accepted by DECD.

Parents/Caregivers are reminded that the gap is a voluntary payment and that they must complete an application form to be considered for the School Card concession each year. Forms and more information are available from the Finance Officer.

Cashier’s Office Trading Hours

The Payment Office during school term is open Monday to Friday before school, recess and lunchtimes for Middle & Senior School Students.

Parents/Caregivers may make payments between 8.15am – 1.45pm. (EFTPOS payments are only available until 1.45pm).

Junior School payments are collected by the class teacher and then sent to the Cashier’s Office. On payment of money a receipt is issued.

Student Leavers for 2015

The Student Clearance Form (Leaver’s Form), which is available from the Deputy and Senior Leaders, requires completion before students leave Hallett Cove School.

Parents/Caregivers will be invoiced for items that are not returned or damaged along with any outstanding accounts when the student leaves.

Student Photo ID Card / Library Card

Student Photo ID Card: Yrs 7-12
Library Card: Yrs Reception–Yr 6

Images taken in November 2014 for students who will be in Years 7 - 12 in 2015 will be used for a Student Concession / Library Card which will be available at the beginning of Term 1, 2015.

Students unable to have their photos taken will have another opportunity at the beginning of Term 1, 2015. The cost is included in the Materials and Services Charges for 2015. Replacement cards issued during the year will cost students $8.00 (Years 7 - 12) and $4.00 (Reception – Yr 6) (gst free).

When students leave Hallett Cove School permanently they are required to return the Student ID/Library barcoded card to the Resource Centre when processing their Student Clearance Form.
Library Resource / Text Books

Library resources and text books will be issued throughout the year. Students are responsible for the return of those resources in the general state that they were issued.

Text books have a copy number and students are expected to keep that copy for the loan time and then return the copy that was issued to them.

Invoices will be posted for resources that are not returned.

Students are expected to use their ID card for ALL borrowing.

Essential Requirements

Diary: Students in Years 7-12 are required to have a Hallett Cove School Diary. These will be available from Home Group/Class Teachers early 2015.

ID Card: Each student is required to have either a Student Photo ID Card/Library card (Yrs 7-12) or Library Card (Rec-Yr 6). Senior Students are required to carry this with them at all times for Library borrowing; public transport concessions; signing in/out of the school and photocopying.

Dictionary: Students in Years 7-12 are encouraged to have a Dictionary.

Calculators: All students in Years 7–12 studying Maths must have a calculator (as advised by the Maths/Science Faculty). Second hand calculators may be available for purchase through the Second hand Uniform Shop.

Workbooks

All workbooks as detailed on the Year 8-12 Stationery Lists are included in the 2015 Materials & Services Charge Invoice and will be distributed by the class/subject teacher.

Stationery

It is an expectation that every student from Years 8-12 will have basic stationery requirements for the first day of school in 2015.

A comprehensive and self-explanatory list of stationery requirements for every subject in each year level for Years 8-12 students in 2015 is provided to assist in calculating requirements.

Parent/Caregivers and students will be responsible for purchasing the required stationery prior to the commencement of Term 1, 2015.

To assist Parent/Caregivers “unused/left over” stationery may be used for the 2015 school year. Folders and plastic envelopes etc. may be reused.

School Uniform Policy

The Hallett Cove School has a clearly defined, functional school uniform. It is the expectation of the school that all students will wear this uniform, without variations, when attending school or school excursions. There are many reasons why schools adopt such policies. Foremost amongst them is the desire to engender a sense of identity with, and pride in the school. Additionally a school uniform provides ready means of identification, helps staff that are on yard duty supervising students and increases levels of security within the school.

Uniform items are readily available from the Uniform Shop. Parents who have difficulty purchasing uniform items are asked to speak with the Deputy Principal of the relevant level of schooling.

Also attached is a price list of clothing available. Parent/Caregivers have the opportunity to use an order form if they are unable to attend the Uniform Shop during its normal trading hours. Refer website www.hcs.sa.edu.au

Uniform Sales

Unfortunately due to unforeseen circumstances the Uniform Shop will not be open to purchase or collect ordered uniforms in January as previously advertised.

All Hallett Cove School uniforms can be purchased and collected from:

Totally Schoolwear
Shop 3/ 378 Goodwood Road
CUlMBERLAND PARK
Phone: 8373 1776

Totally Schoolwear will be open from 5 January at the following times
Monday – Friday 9am – 5pm
Saturday 9am – 12pm

Second Hand Uniform sales will continue to be available and will be located in Room 305 where, all year level uniform items will be available. Cash payments only outside of Cashiers Opening Times.

Monday 19 January 10.00am 1.00pm
Tuesday 20 January 2.00pm 4.00pm

Please turn over for school map