



All Souls St Gabriels School

TERM DATES – 2018

<i>TERM 1</i>		9 Weeks	
	<i>Boarders' Travel Day</i>	Monday	29 January
	First Day of Term – 8.15 am	Tuesday	30 January
	Classes End – 3.00 pm	Wednesday	28 March
	Travel Day	Thursday	29 March
<i>TERM 2</i>		11 Weeks	
	<i>Boarders' Travel Day</i> <i>Parent Teacher Interviews</i>	Monday	16 April
	First Day of Term – 8.15 am	Tuesday	17 April
	Anzac Day Service and March – Normal School Day	Wednesday	25 April
	Labour Day – Normal School Day	Monday	07 May
	Classes End – 3.00 pm	Thursday	28 June
	Travel Day	Friday	29 June
	Staff Reporting Day	Friday	29 June
<i>TERM 3</i>		9 Weeks	
	<i>Boarders' Travel Day</i> <i>Parent Teacher Interviews</i>	Monday	23 July
	First Day of Term – 8.15 am	Tuesday	24 July
	Charters Towers Show – School Closed	Tuesday	31 July
	Classes End – 3.00 pm	Thursday	20 September
	Travel Day	Friday	21 September
<i>TERM 4</i>		8 Weeks (6 Weeks Yr 12)	
	<i>Boarders' Travel Day</i> <i>Parent Teacher Interviews</i>	Monday	08 October
	First Day of Term – 8.15 am	Tuesday	09 October
	Preliminary Prize Giving	Thursday	15 November
	Speech Day and Valedictory Dinner	Friday	16 November
	<i>Classes End Year 12</i>	Friday	16 November
	Classes End – 3.00 pm (PP to Yr 11)	Wednesday	28 November
	Travel Day	Thursday	29 November
	Staff Reporting Day	Friday	30 November

ENROLMENT PROCESS:

HOW DOES MY CHILD BECOME A MEMBER OF THE ALL SOULS ST GABRIELS SCHOOL COMMUNITY

1. Initial inquiry to school via letter, phone, email, web or personal visit
2. School forwards an Application for Entry and Information Pack
3. Enrolment Officer contacts enquirer to answer any questions
4. Parent/Guardian returns Application for Entry and \$50.00 non-refundable Application Administration Fee, along with a copy of the student's last two (2) School Academic Reports, copies of NAPLAN results (where applicable) and a copy of the student's Birth Certificate. We use School Reports to determine whether we can adequately cater for each student (learning support needs, suitable school subjects, etc.) and whether the displayed student behaviour and attendance will allow the student to effectively settle into our school
5. School acknowledges receipt of Application for Enrolment and an assessment of student's School Academic Reports is undertaken
6. School organises interview in consultation with Parent/Guardian and informs parent/guardian and student of date and time of interview, subject to enrolment availability
7. Interview with student and Parent/Guardian, including a tour of school, if not already conducted
 - 7.1. School offers (or does not offer) a placement
 - 7.2. If an Offer of Enrolment is made, Enrolment Contract Forms are given (or mailed) to the Parent/Guardian
 - 7.3. Parent/Guardian may accept the offer immediately or may take forms away for further consideration
 - 7.4. Parent/Guardian is contacted by Registrar if no reply is received within 3 weeks and is advised of current availability of placement
8. If Parent/Guardian wishes to accept offer, an Enrolment Contract is completed and a \$150.00 non-refundable Enrolment Confirmation Fee is submitted
9. School confirms enrolment. Details regarding uniforms, text book requirements, commencement dates, etc., are forwarded at the appropriate time.

ONE STEP ENROLMENTS:

All stages of the Enrolment process can be completed on the same day if required. In this case, Parent/Guardian should request an interview appointment in advance. All necessary paperwork (copies of birth certificate and recent school reports) must be forwarded to the school well ahead of the interview date.

ADVANCE ENROLMENTS:

When a Parent/Guardian wishes to make an enrolment application more than 12 months prior to the student's commencement date, the school will acknowledge receipt of the Application for Entry, but will not request copies of recent school reports until closer to the time of the interview, which will be approximately 8 months prior to the anticipated starting date.

SUBJECT ALTERNATIVES – 2018

Subject Sequence

Students and their parents may find the following guide useful in following the sequence of subjects from Years 8 to Year 12. The list below will assist in understanding the changes that occur in the names and focus of some subjects from one year to another. It must be stated that this list is not definitive. Changes can occur on an annual basis, determined by student demand for subjects, teacher availability, physical resources etc. The table is a guide only and the names of subjects will change with the release of the suite of subjects available for the new tertiary entrance procedure starting Year 11 in 2019.

Year 7	Year 8	Years 9 – 10	Years 11 – 12
English	English	English	English English Communication*
Mathematics	Mathematics	Foundation Mathematics Intermediate Mathematics Advanced Mathematics	Mathematics A Mathematics B Mathematics C
Science	Science	Science	Agricultural Practices* Biological Science Chemistry Physics
Humanities and Social Sciences (HASS)	Humanities and Social Sciences (HASS)	Humanities and Social Sciences (HASS)	Modern History
LOTE/Literacy	LOTE (SDE)/Literacy	LOTE (SDE)	
Health	Health	Health Physical Education	Certificate III in Fitness* Physical Education
Drama# Music# Visual Art#	Drama# Music# Visual Art#	Drama Music Visual Art	Drama Music Visual Art Visual Art Studies*
Design & Technology#	Design & Technology#	Design & Technology	Building & Construction*
Home Economics#	Home Economics – Textiles# Home Economics – Food Studies#	Home Economics	Home Economics Hospitality*
Information Technology#	Information Technology# STEM#	Information Technology	Information & Communication Technology*
	Economics & Business#	Economics & Business	Economics VET Courses*
Lifeskills	Lifeskills Philosophy & Reason#	Career & Development (CAD) Lifeskills	Career & Development (CAD) QCS Test Preparation

- # - subjects studied by all students in that year level for part of the semester on a rotation basis
- Subjects in ***italics and bolded*** are choice subjects for students in these year levels

Although at this point students are concerned with selecting subjects for Years 9 and 10, it is very important for students and their parents to understand that compulsory subjects (English, Mathematics, Science, HASS and Health) will prepare students for the majority of the subjects offered in Years 11 and 12. In turn, the two electives chosen by students will help them decide which types of subjects they most enjoy. Students tend to do better in subjects they enjoy.

2018 Dalrymple Trade Training Centre (DTTC) Offerings*:

ASSG has been involved with the Dalrymple Trade Training Centre since its inception in 2007. Now up and running since 2014, we have had exciting advancement in RTO (Registered Training Organisations) numbers and certificate offerings. At this stage in our RTO discussions we have available the following courses:

- Cert I Construction
- Cert I Furnishing
- Cert II Automotive Vocational Preparation
- Cert II Electro Technology (Career Start)
- Cert II Engineering Pathways
- Cert II Health Support Services
- Cert II Hospitality
- Cert II Logistics
- Cert II Retail
- Cert II Resources and Infrastructure Work Preparation
- Cert II Tourism
- Cert III Business
- Cert III Early Childhood Education and Care
- Cert III Education Support

Over the following pages we will provide a brief outline of the course subjects, expectations and identifiable career pathways from the course.

Vocational Education has several levels of study accreditation. Below I have listed these to assist in understanding what outcomes we are achieving with the Vocational Education and Training In Schools program (VETiS).

AQF Level 1 – Certificate I

The purpose of the Certificate I qualification type is to qualify individuals with basic functional knowledge and skills to undertake work, further learning and community involvement. Certificate I qualifications are located at Level 1 of the Australian Qualifications Framework. Certificate I qualifications must be designed and accredited to enable graduates to demonstrate the learning outcomes expressed as knowledge, skills and the application of knowledge and skills specified in the Level 1 criteria and the Certificate I descriptor.

AQF Level 2 – Certificate II

The purpose of the Certificate II qualification type is to qualify individuals to undertake mainly routine work and as a pathway to further learning. Certificate II qualifications are located at Level 2 of the Australian Qualifications Framework. Certificate II qualifications must be designed and accredited to enable graduates to demonstrate the learning outcomes expressed as knowledge, skills and the application of knowledge and skills specified in the Level 2 criteria and the Certificate II descriptor.

AQF Level 3 – Certificate III

The purpose of the Certificate III qualification type is to qualify individuals who apply a broad range of knowledge and skills in varied contexts to undertake skilled work and as a pathway for further learning. Certificate III qualifications are located at Level 3 of the Australian Qualifications Framework. Certificate III qualifications must be designed and accredited to enable graduates to demonstrate the learning outcomes expressed as knowledge, skills and the application of knowledge and skills specified in the Level 3 criteria and the Certificate III descriptor.

What is VETiS?

A core element of the Queensland Government's Working Queensland jobs plan is ensuring Queenslanders have access to quality training programs that deliver effective skills to meet employment and business demands. Vocational Education and Training in Schools (VETiS) supports this aim by the delivery of nationally recognised qualifications to school students, providing them with the skills and knowledge required for specific industries.

VETiS funded by the VET Investment Budget

Department of Education and Training's VET investment budget funds those VETiS qualifications at the certificate I and II level which have been identified in consultation with industry, national skills shortages, Queensland Government priorities, and other evidence relating to effective training pathways that support employment.

****Please note that some DTTC Certificate courses may have fees.***

Other alternative courses:

From time to time, the opportunity for students to complete Course or Certificates arises at All Souls St Gabriels School. (e.g.: RSA and First Aid)

There are a myriad of Certificate Courses and Extension Courses that can inspire students to gain valuable skills for their future pathways. ASSG is committed to assisting students achieve their best through ideas (outside of the box). Should parents/guardians/students find a course which their child is (a) suitably qualified, and (b) is committed to completing, we will work on a case by case basis in catering for individual needs. There are new and exciting extension programs that ASSG has recently added to its suite of academics. The latest program in which student have had success is the CQU (Central Queensland University) SUN (Start Uni Now) Program. [SUN Program](#) course offerings are released to schools during October. Please contact Mr Ian Dietrich, Academic Dean, for further information.

SCHEDULE OF FEES – 2017*

2017 FEE SCHEDULE:

Application Fee: There is a \$50.00 non-refundable Application Fee payable when a parent decides to make an *Application for Entry*. Where an initial application has no chance of success, the Application Fee will be refunded.

Enrolment Confirmation Fee: After a Letter of Offer has been provided by the School, the parent pays a \$150.00 non-refundable *Enrolment Confirmation Fee* to secure the enrolment placement. This becomes a lifetime membership of the All Souls St Gabriels Past Student Association Inc. when the student completes their education.

School fees are reviewed annually.

2017 TUITION FEES:

	Tuition per Term	Tuition per Year
Pre Prep – 5 Day	\$1,662.50	\$6,650.00
Pre-Prep – 3 Day*	\$ 997.50	\$3,990.00
Prep	\$ 902.25	\$3,609.00
Year 1	\$ 902.25	\$3,609.00
Year 2	\$ 902.25	\$3,609.00
Year 3	\$ 902.25	\$3,609.00
Year 4	\$ 902.25	\$3,609.00
Year 5	\$ 902.25	\$3,609.00
Year 6	\$1,144.00	\$4,576.00
Year 7	\$1,746.25*	\$6,985.00*
Year 8	\$1,970.00	\$7,880.00
Year 9	\$2,175.00	\$8,700.00
Year 10	\$2,187.50	\$8,750.00
Years 11 – 12	\$2,262.50	\$9,050.00

2017 BOARDING & CATERING FEES:

	Boarding per Term	Boarding per Year
Years 6 – 7	\$3,125.00	\$12,500.00
Year 8	\$3,262.50	\$13,050.00
Year 9	\$3,450.00	\$13,800.00
Years 10 – 12	\$3,500.00	\$14,000.00

2017 WEEKLY BOARDING & CATERING FEES:

	Weekly Boarding per Term	Weekly Boarding per Year
Years 6 – 7	\$2,500.00	\$ 10,000.00
Year 8	\$2,610.00	\$10,440.00
Year 9	\$2,760.00	\$11,040.00
Years 10 – 12	\$2,800.00	\$11,200.00

Note:

- *Boarding students need to pay the Boarding & Catering Fee **plus** the Tuition Fee.*
- *Discounts do not apply to Catering fees*
- **Transition Rebate applies to Year 7 Tuition Fee*

OPTIONAL LUNCHES FOR DAY STUDENTS (includes Morning Tea)

Years 2 – 6: \$260.00 per Term (including GST)
Years 7–12: \$340.00 per Term (including GST)

INTERNATIONAL STUDENTS:

Tuition Fees per Year – Primary School	(Year 6)	\$15,865.00 + levies
Tuition Fees per Year – Middle School	(Year 7 – 10)	\$20,475.00 + levies
Tuition Fees per Year – Secondary School	Year 11 – 12)	\$21,300.00 + levies
Tuition and Boarding Fees per Year – Primary School	(Year 6)	\$27,317.00 + levies
Tuition and Boarding Fees per Year – Middle School	(Year 7 – 10)	\$33,475.00 + levies
Tuition & Boarding Fees per Year – Secondary School	(Year 11 – 12)	\$34,300.00 + levies

PRE PREP:

3 and 5 Day Programs are available. Our Pre Prep is a Queensland Government Approved Kindergarten Program Provider and a Registered Centre Based Child Care Service. Parents may be eligible for the Commonwealth Government Child Care Benefit.

BUILDING FUND DONATION:

Parents are encouraged to make a donation of \$50.00 per term to our Approved Building Fund. These donations help assist funding of capital improvements to our school. All Building Fund donations are tax deductible.

DISCOUNTS:

- 10% for children of past students (boarding & tuition fees only) OR
- 10% for siblings currently attending school (boarding & tuition fees only)
- A family with four children enrolled at the school at the same time is entitled to free tuition and boarding for the fourth child. Catering and sundry charges only will be charged
- A 5% discount on boarding & tuition fees applies to a full year's net fees paid in advance
- **Note that discounts are only granted if accounts are paid by the due date.**

GOODS AND SERVICES TAX:

All curriculum based tuition and activities do not attract GST. Other services provided by the School however, e.g. catering, may attract Goods and Services Tax.

GOVERNMENT GRANTS:

Students who receive assistance from Centrelink must:

- Pay the Enrolment Fee as above,
- Direct payment of allowances to the School,
- Provide written letter of eligibility for Government Grant BEFORE final enrolment can be approved.

SUNDRY CHARGES:

- **ACADEMIC SUBJECT LEVIES** are included in School Fees
- **EXTRA CURRICULAR LEVIES**
Horse Club (Year 7 – 12) \$130.00 per term
Cattle Club (Year 7 – 12) \$ 90.00 per term
- **IT LEVY (COMPULSORY)** – A levy is charged each term to partly fund IT infrastructure
Junior School (Prep – 6) \$50.00 per term
Secondary School (Year 7 – 12) \$75.00 per term
- **STATIONERY, MENDING and LAUNDRY BAGS** – Costs for these services are charged as they are incurred
- **NURSING EXPENSES** – Nursing expenses such as medicines and trips to Townsville are extras and charged as they are incurred.
- **DUKE OF EDINBURGH'S INTERNATIONAL AWARD** – (Years 10, 11 & 12 – Non Compulsory)
Gold \$100.00 per Term
Silver \$ 90.00 per Term
Bronze \$ 80.00 per Term (Term 3 & 4)
- **VOCATIONAL EDUCATION COURSES** – The School offers a variety of vocational education courses which we manage jointly with an approved RTO (Registered Training Organisation) and students qualify for a certificate upon successful completion of their course.

- **DISTANCE EDUCATION SUBJECTS** – As per charges from Distance Education provider – Year 11 & 12
- **DTTC (Dalrymple Trade Training Centre)** – As per charges from TAFE or RTO (Registered Training Organisation) – Years 11 & 12
- **MUSIC** – Private music lessons are charged for on a monthly basis. Please see the *Instrumental Music Handbook* for current charges.

SCHOOL FEES POLICY:

The year is divided into four terms and accounts are sent prior to the commencement of each term. **School fees are due to be paid in full by the first Friday of each term.** Alternatively, arrangements may be made by contacting the Finance Officer, for regular direct debit payment plans, weekly, fortnightly or via monthly instalments. We also accept major credit cards. If a term's fees payment cannot be paid by the first Friday of each term, please contact the Finance Officer or Business Manager to discuss.

The School cannot provide education to students where fees remain unpaid. It is an ***enforced*** policy of the School that a student may not take their place at the School at the start of a term where fees for a previous term remain unpaid. Parents are also reminded that any fee discount (sibling, past student or staff) received is dependent upon the fees being paid by the due date. Discounts will be withdrawn if this condition is not met.

Any account not paid in full by the due date will incur an account keeping fee of \$20 per month per account. Returned cheques and rejected direct debits will also incur a fee of \$20.00 per event.

FREQUENTLY ASKED QUESTIONS:

Will there be activities for my child after school and on weekends?

The Recreation Officer and staff run activities before school, in the afternoon and the weekends for students of all ages, including recreational activities, club sport, games, dances and camps.

Will the school give my child the skills for a computer based future?

In 2016, the School commenced a BYOD (Bring Your Own Device) program, ensuring that the school remains at the forefront of technological advancements.

There are two air-conditioned computer laboratories with 54 computers. One laboratory is used to teach IT subjects and the second is available to teachers who wish to use technology as part of their program for students. The library also contains a small computer room.

Wireless internet is available in all areas of the school, including dormitories.

Does ASSG offer the subject my child needs?

The School offers a solid core of academic and vocational subjects from Physics and History to Engineering and Agriculture, allowing students sufficient choice to follow their interests, whilst keeping their options open. The school believes in providing a comprehensive, broad-based education, with both academic and vocational pathways available, including subject offerings from the Dalrymple Trade Training Centre (DTTC) and other RTO's.

Will my child receive extra help, if needed, with their studies?

The very nature and size of the school means that problems are identified early and teachers have more time to spend with an individual.

Staff in our Ena Eden Centre for Effective Learning provide learning support individually, or in small groups, to those who need more formal assistance. In Secondary, staff from various departments will provide after-school workshops for those who need that little bit extra.

Homework Club is held in the library each afternoon with a teacher on duty to assist any students requiring assistance

Teaching staff are on duty during prep time in the evenings to assist students. Outside specialist assistance is also available if required.

What pastoral support is there for my child?

Students are encouraged to seek assistance from whomever they feel most comfortable. We believe a caring school environment is founded upon the mutual interaction of groups and individuals with the onus of responsibility upon each for the well-being of the others.

Within this framework, there is a wide variety of people who will provide support – Dean of Students, Heads of House and their families, School Nurse, Counsellors, teaching staff and Chaplain. The school also has established links with appropriate outside agencies and individuals.

Does ASSG provide large, nutritious meals to cater for growing students?

Our experienced chef provides three cooked, nutritious and generous meals each day for our growing students. The menu is varied, catering to all tastes and speciality diets, with a hot meal every morning and plenty of fruit available at each meal. Supper is also supplied each evening in the Residential Houses for boarders.

How secure are the dormitories?

The Boarding Houses are alarmed at night and locked during school hours. Many staff and their families live in and around the Boarding Houses. Boys' and Girls' Houses are at opposite ends of the campus.

Is the School Nurse available at all times?

The School runs a clinic and sick bay with 12 beds. Our Clinic Sisters are also involved with our health program. They are available during the day and are on call for residential staff in the evenings. They organise everything from treating cuts and bruises, doctors' visits, prescriptions, administration of medicine, and even urgent specialist appointments if necessary.

Our School Doctor is on campus five days per week.

Will my child have access to sporting teams and competent coaching?

The School is a member of the Charters Towers Secondary Sports Association and participates in fixtures each week. The School fields teams in all sports including Rugby League, Swimming, Softball, Cricket, Netball, Cross Country, Tennis and Athletics.

Teams are also organised to participate in town sports such as Soccer, Rugby Union, Netball, Rugby Tenz and Touch Football. Our fully qualified PE staff serve as coaches and are supported by numerous teachers and community members who have qualifications and an interest in their chosen sport.

Are there opportunities for my child to be extended academically?

The school participates in a wide variety of nationwide and local subject competitions, quizzes, tests and debates. Our staff provide additional guidance and tutoring for enthusiastic students. This is easy when class sizes are kept to a minimum.

What extracurricular activities does the School offer?

Extracurricular activities include band, choir, horse club, cattle club, Duke of Edinburgh's International Award and debating club.

Many of these activities encourage students to a contribution to the community.

May I bring my horse to school?

Yes – providing he/she can behave! (Conditions apply)

Who owns the School?

The School was established by the Anglican Church in 1920. It is now owned by All Souls St Gabriels School Limited and conducted by All Souls St Gabriels School Inc., with a governing body made up of past and present parents and past students.

All Souls St Gabriels School has produced self-reliant young men and women for over 95 years. The smaller class sizes – a maximum of 25 students in the Senior and Junior School – ensures that teachers know each of the students very well. ASSG offers a sound broad-based education with choices for everyone. Both educational and vocational pathways are catered for.

There is a caring family atmosphere with 80 teaching, boarding and support staff for just over 420 students. ASSG is a friendly environment in the spirit of the bush – friendly, welcoming and hardworking.

ASSG is a safe environment, away from the hurly-burly and temptations of city life, yet in a town whose main industry is education. We have a large campus – over 40 hectares – set on the edge of historic Charters Towers with over 20 adults and their families living on the campus.

The School develops and fosters a sense of community and participation in its students, which they take with them into the community later in life.

SCHOOL FEES:

1. Introduction

All Souls St Gabriels School is an Independent School in the Anglican Tradition, under general control of the Board of Governors. The management of the School is designated under the School's Constitution.

All Independent Schools receive per capita recurrent State and Federal grants. However, these sources only account for about 41% of income and therefore the School relies on payment of fees by parents in the mission of providing educational excellence.

2. Level of School Fees and Charges

Whilst it is the aim of the Board of Governors to set the fees on an annual basis, the Board reserves the right to change fees at any time. Annual fees are detailed in the Schedule of Fees normally issued each December and they remain in force until such time as they are amended on the approval of the Board.

As specified in the agreement signed with the School, fees fall due on the first Friday of each term and are payable in advance.

3. Withdrawal of Students and/or Change of Status.

If parents remove a student from the School, you are required to give half of one term's notice in writing to the Headmaster or payment of one-half of one term's tuition fees, excepting in exceptional circumstances.

4. Issuing Accounts

School fee term charges are issued on four occasions throughout the school year no later than the following:

Term One	Five (5) working days prior to Term One Travel Day;
Term Two	Two (2) weeks prior to Term One holidays;
Term Three	Two (2) weeks prior to Term Two holidays;
Term Four	Two (2) weeks prior to Term Three holidays;

5. Payment of Fees

A Schedule of fees is issued to all parents/guardians annually and copies of this document are available on request from the School Office.

All school fees are due on the first Friday of term.

The following discounts shall apply, provided

- a) For fees debited by start of term

Accounts are cleared by due date;

OR regular electronic or salary deduction arrangements made and kept, with debt being cleared by term end;

OR some other payment schedule agreed to by the payer and Business Manager is maintained as agreed and debt cleared by term end.

- b) For fees debited after the start of term, agreed payment terms be complete by the end of the following term.

6. Discounts

- a) Staff Discount – staff discount granted pro-rata on Boarding and Tuition Fees.
- b) Sibling Discount - 10% discount on Boarding and Tuition Fees for 2nd and 3rd siblings. Fourth child is 100% discount on Boarding and Tuition Fees. To be eligible for sibling discounts all children must be currently attending at the school.
- c) Past Student Discount - 10% discount on Boarding and Tuition Fees. This discount is available to families whose father or mother/grandfather or grandmother attended All Souls St Gabriels School.
- d) Only one of the above discounts can apply to any child at one time.
- e) Full years fees paid in advance – 5% discount will be given (in addition to the above discounts) if payment of four terms fees is made in full by the first Friday of first term (boarding and tuition only).

IMPORTANT: Any discount shown on the charges summary page will be forfeited and this amount added to the amount due if payment is not received by first Friday of term or arrangements for payment have not been made with the Business Manager by that date, and such arrangements adhered to.

7. Action on Overdue Accounts

If the school fees remain unpaid and no special arrangements have been made, the students will be removed from the School and appropriate recovery action commenced.

A late payment fee of \$20.00 per month will apply to all overdue accounts that are not on a payment plan which is maintained according to the agreement.

Discounts will be forfeited for any term where payment is not received by the first Friday of term or arrangements for payment have not been made with the Business Manager by that date, and such arrangements adhered to.

8. Arrangements for Deferred Payments

Parent(s)/guardian(s) of students may approach the Headmaster or Business Manager to formalise an arrangement if school fees cannot be paid by the due date. These requests will be treated confidentially and on a case by case basis according to the procedure outlined below. It is the policy of the Board that this procedure be followed. The Headmaster and Business Manager do not have authority to deviate from this procedure without the express consent of the Board.

The initial request by the parent(s)/guardian(s) can be made writing or by telephoning the Headmaster or Business Manager.

The School may then request the parent(s)/guardian(s) to complete an Application for Fees Concession Form and forward it to the School for consideration. The information provided will be treated in the strictest confidentiality. Circumstances will need to be verified.

The Headmaster or Business Manager may allow:

- i. Instalment payments, provided agreed arrangements are kept and debt cleared by end of term (end of following term for fees levied after start of term).
- ii. Deferral for a period of time, provided agreed arrangements are kept and debt cleared by end of term (end of following term for fees levied after start of term).

Arrangement other than those above may only be granted by the Board and will only be considered in extreme circumstances. If special arrangements are allowed by the Board, parents/guardians

must inform the Business Manager as soon as the circumstances which lead to the granting of the special arrangements change

9. Change in the Relationship Between Student(s)/Parent(s)/Guardian(s)

Parent(s)/Guardian(s) must inform the Headmaster if there is a change in their relationship with each other since signing the application form (e.g. divorce or separation). Unless otherwise directed, the Headmaster will require that a new enrolment be completed by the person who is to assume the obligation of paying the school fees.

All information given to the Headmaster will be treated in the strictest confidence.

10: Refunds – Excepting in extenuating circumstances

- a) No refund of School Fees for any absences including late returns, absences during the term, disciplinary suspensions, sick leave, early completion of term or school year (eg. Year 12)
- b) Half of one terms written notice in writing is required when terminating enrolment or half of one terms tuition fee is payable. The Tuition fee includes the IT Levy.

The fee will be calculated by dividing the week of departure into the number of weeks in the term of departure, i.e. if a student leaves in week 4 of an 8 week term, then all fees charged will be calculated at 50%. If a student leaves in week 4 of a 10 week term then 40% of all fees will be charged. If half of one terms written notice is not given then an additional half of one terms tuition fee, only, is charged.

Half a terms notice equates to 4 weeks in an 8 week term, (notice in week 5), 4 weeks in a 9 week term (notice in week 6), and 5 weeks in a 10 week term (notice in week 6).

- c) If a student is asked to leave at the request of the School in the first half of the term, 50% of the term's tuition and boarding fee will be refunded and the catering fee will be charged pro-rata. If asked to leave in the second half of the term, only catering will be refunded (pro-rata)

EDUCATIONAL ALLOWANCES:

ARE YOU AWARE OF ALL THE EDUCATIONAL ALLOWANCES TO WHICH YOU MAY BE ENTITLED?

If the student attends a primary or secondary school, School of Distance Education, boarding school, special education facility or rural training college, *and*

- A. You live at least 16 km (by the shortest practicable route) from the nearest state school with the required year level and at least 4.5 km from the nearest transport
- B. If you live less than 4.5 km from transport, a student may still qualify if the family home is:
 - i. At least 56 km from the school via the transport service, or
 - ii. At least 3 hours travelling time per day to and from the school via the transport service

COMMONWEALTH GOVERNMENT ALLOWANCES:

Assistance for Isolated Children (AIC):

<https://www.humanservices.gov.au/individuals/services/centrelink/assistance-isolated-children>

The Assistance for Isolated Children Scheme provides assistance (including an Additional Boarding Allowance) for families who have school age students who live in an isolated area, or a school age child with a disability or special health need that cannot be met at a local state school

- Boarding Allowance – income test free. For families with low income, a means tested Additional Allowance is available. Students aged 15, participating in an approved tertiary course at an Agricultural, TAFE or similar College are also eligible.
- Additional Boarding Allowance (Income tested)
- Second Home Allowance – for a second home maintained by the family for educational purposes only.
- Distance Education Allowance – for primary and secondary level.

Youth Allowance:

- For students aged 16 to 24 (Secondary and Tertiary). NB – secondary students may opt to continue with AIC
- Includes Rent Assistance and Remote Area Allowance for those eligible

Abstudy:

- Educational assistance for A.T.S.I. students

QUEENSLAND GOVERNMENT ALLOWANCES:

Living Away From Home Allowance Scheme (LAFHAS)

<http://education.qld.gov.au/schools/grants/parents-students>

The Queensland Government, Department of Education, Training and Employment, provides financial assistance to eligible Queensland families, who do not have reasonable daily access to a Queensland Government school with the relevant school year level.

Eligibility criteria same as AIC

- i. *Remote Area Tuition Allowance* – to assist with payment of tuition fees (paid direct to approved, non-state primary or secondary school at which the student boards.)
- ii. *Remote Area Travel Allowance* – to assist with travel expenses for distances of more than 50 km (paid direct to parents)
- iii. *Remote Area Allowance* – for students attending Queensland Agricultural Colleges in lieu of Year 11 and 12 (Paid direct to parents)
- iv. *Remote Area Disability Supplement* – for additional costs associated with educating students with disabilities away from home (Documentation required)

Text Book Allowance:

- Available for all secondary students. Parents do not apply – the allowance is claimed by the School on behalf of parents.

Conveyance Allowance – Queensland Transport:

- For students who live more than 4.8 km (Secondary) or 3.2 km (Primary) from the nearest State School with the required year level.

WHERE TO APPLY FOR THESE ALLOWANCES:

Assistance for Isolated Children (AIS)	13 23 18
Youth Allowance	13 24 90
Abstudy	13 23 17
Living Away From Home Allowance Scheme (LAFHAS)	1800 248 997 / 07 3237 0859
Conveyance Allowance	13 23 80

This is a general list and Parent/Guardian should make further enquiries to ascertain current Allowance Guidelines.

SCHOLARSHIPS:

All Souls St Gabriels School will offer Academic Scholarships to prospective day and boarding students entering Years 7 and Year 11 in 2019. A Music Scholarship is also available to Secondary students.

Scholarships are open to students of All Souls St Gabriels School, ***as well as students who are currently attending other schools***, and are awarded on the understanding that the recipient will complete their schooling at All Souls St Gabriels School.

Scholarships will be awarded on the basis of the examination results. Scholarships are subject to annual review based on academic performance, high standard of conduct and school participation, as well as adherence to School policies and procedures.

Academic Scholarship Examinations and the Music Scholarship audition will be held on a date to be advised in early 2018.

Application Forms are available on the School website, or from the School office.

SAMPLE MENU:

Sample Menu:

	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>	<i>Sunday</i>
<i>Breakfast</i>	Hot Breakfast – Bacon and Eggs Continental Selection Toast, Yoghurt and fresh fruit	Hot Breakfast – Pancakes with maple syrup Continental Selection Toast, Yoghurt and fresh fruit	Hot Breakfast – Hash Browns and Baked Beans Continental Selection Toast, Yoghurt and fresh fruit	Hot Breakfast – Savoury Mince on toast Continental Selection Toast, Yoghurt and fresh fruit	Hot Breakfast – Croissants with Ham and Cheese Continental Selection Toast, Yoghurt and fresh fruit	Continental Selection – cereals and condiments Toast, Yoghurt and fresh fruit	Late Breakfast – 9.00 am to 10.00 am Continental Selection – cereals and condiments Toast, Yoghurt and fresh fruit
<i>Morning Tea</i>	Cake and fruit	Sandwiches	Biscuits	Muffins	Sandwiches		
<i>Lunch</i>	Homemade Cottage Pie	Walk through lunch – hot dogs and slaw	Roast Beef	Ravioli with Meat Sauce	Salad Rolls	Chicken Nuggets, Pizza, Wedges	Walk though lunch
<i>Alternate Lunch</i>	Cold Meat and salad	Cold Meat and salad	Cold Meat and salad	Cold Meat and salad	Cold Meat and salad	Cold Meat and salad	Cold Meat and salad
<i>Dinner</i>	Crumbed Cutlets Beef Olives	Roast Chicken Vegetable Ratatouille	Pork Stir Fry Beef Chow Mein Fried Rice	Ham and Chicken Risotto Beef and Potato Goulash	Meat Loaf Spanish Lamb Rice	Selection Of Pastas	Roast Pork Stuffed Potatoes

A choice of vegetables, gravy and sauces are available at all evening meals where appropriate. Fruit is made available at every meal. Boarders receive bread, fillings and milk for supper each night except Saturday, with supper prepared in dorms. Bread, condiments and a selection of beverages are available at every meal.