



**IMMANUEL**  
*Gawler*  
LOCAL • GLOBAL • CONNECTED  
A primary school of the Lutheran Church

# ENROLMENT HANDBOOK 2024 Information



## Vision Statement

We aim to be the school of choice in our local community or those seeking an excellent Christian education for their children in a relationship focused environment.

**Local - Global – Connected**

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## Enrolment Policy

### Underlying Principles

Immanuel Gawler is a school of the Lutheran Church of Australia and offers F-6 Christian education to all applicants regardless of ethnicity or disability, provided that through an enrolment procedure applicants undertake to:

- support the School's ethos, rules and regulations
- honour fee commitments

Where a student is identified with special needs, enrolment cannot be confirmed without full consideration of the individual needs of the applicant and whether the School can meet those needs. Special needs can be determined as intellectual impairment, physical impairment, social/emotional difficulty, sensory impairment or severe multiple disabilities.

The process for enrolling students with special needs is the same as that for enrolling any student and the family will be required to undertake an enrolment interview with the Principal together with any appropriate staff. This interview will ensure that the School fully understands the particular requirements of the student.

It may be necessary and appropriate for the School to hold discussions with, and receive reports from, school teachers, health professionals and other relevant persons prior to any decision regarding the enrolment of a student with special needs and the determination of a program of support. Any such consultations would only be undertaken with parental knowledge and consent. In addition, parents of any child who has special needs may be required to meet with staff from the Learning Support faculty to discuss how we are able to best cater for their child's needs.

Failure to disclose and provide details of students' special needs may result in the School's inability to accommodate the student and may delay the enrolment process. If a student is identified as having special needs after enrolment at the School or if the student's special needs increase substantially, the Principal, in consultation with parents and on receiving expert assessment, may reassess the enrolment in the light of the needs of the student and the School's normal enrolment criteria. If the outcome of such a review is that the School considers it cannot adequately meet the needs of the student, other options will be discussed with parents and assistance will be given in the identification and evaluation of options. At all times, the School will act in accordance with relevant disability discrimination legislation.

At Immanuel the first year of formal school is called Foundation (in line with the Australian Curriculum).

### Enrolment Procedure

1. Through enrolment procedures parents seeking enrolment for their child/children undertake to support willingly and freely the stated purposes of Immanuel Gawler.
2. Enrolments are subject to adequate space and resources being available.
3. Before an application can be accepted it must be established that the school can meet the needs of the child and the expectations of the parents/caregiving enrolling their child.
4. Enrolment priorities will be determined from time to time by the members of the Immanuel Council. Current priorities are siblings, children from Zion Lutheran Preschool and members of the Gawler Lutheran Church.

5. The School reserves the right to suspend a student for disciplinary purposes, temporarily or permanent, without refund of fees.
6. The person(s) signing the Enrolment Acceptance agrees to the terms and conditions and assumes responsibility for payment of all fees and associated costs as detailed in the Fee Policy.
7. The School requires copies of all Court Orders relating to the guardianship, custody, residence, parental responsibility, care, control or welfare of the students.
8. The student must comply with any requirements the School may make in respect of dress, general appearance, behaviour and participating in the School's program of activities.
9. Cancellation of an enrolment prior to starting School must be made in writing to the Principal. Where a student leaves the school (to attend another school within the local area) prior to their graduation to secondary school, one full term's notice is required in writing to the Principal. Where less than one term's notice of withdrawal is given in writing to the Principal, one term's school fees may be payable in lieu of notice.
10. If a child is enrolled to start in Foundation but the enrolment is withdrawn during the previous year, the enrolment guarantee will be forfeited.
11. Immanuel Gawler only offers one Foundation enrolment intake starting in term 1 and (in line with Government policy) a student must be 5 before 30 April in order to start in that calendar year. However this is being reviewed and from 2024 a mid year intake may be possible should there be positions available.

### **Bases of Discretion**

1. From the start of the 2019 school year Immanuel restructured to become an F-6 school only. This is in line with current Government policy and direction.
2. We are very keen that, if at all possible, all students complete 4 terms of Pre School / Kindergarten.
3. Some flexibility can be exercised, but the intent of admission in Foundation is based upon the child's readiness for school and/or extenuating circumstances.
4. The child's readiness for school should be the main guide – parents should be made aware of options of starting children later. There is no legal imperative for a student to begin formal schooling until they reach the age of 6.

### **Resources**

1. This policy and associated procedural matters will be found in the Prospectus, and the School's website.

*(Policy Adopted 26/6/17)*



## Enrolment Process

Immanuel Gawler welcomes new enquiries about our school whether you have young children about to commence schooling or you are looking for a position in a particular year level.

Each term we offer several “**Open Days**”, where you can visit the school and have an informal tour of the classrooms with our Principal. Open Day dates will be displayed on our website and advertised within the local community.

We also offer a **Prospectus** which provides further details about our school. The **Prospectus** can be obtained on Open Days, from our school office or you may contact us via telephone 85225740 or email [mail@ilsq.sa.edu.au](mailto:mail@ilsq.sa.edu.au) and we will be happy to post you a pack.

Another good way of finding out about us, is having look at our schools **Website**, and check out our schools **Facebook** site.

### Process for New Foundation Student Enrolments

There is 1 formal intake of new foundation students in term 1 of each year, unless places are not filled. These students will need to be 5 years of age before 30 April of their first year of school.

The following process is a guide.

1. Attend a school open day tour on one of the set dates. There will be multiple opportunities throughout the year.
2. Lodge the Enrolment Application Form/s with a non-refundable **administration fee of \$40**.
3. Attend an interview with the Principal (or Leadership Team) when invited. Bring your child to meet our Principal and provide adequate information regarding the child. Consider your ability to support the ethos and policies of the school and seek clarification on any matters in order to be ready should a position be offered.
4. These interviews will be generally conducted early in the school year and involve a tour of our school. They usually take about an hour.
5. Applications will be considered by the school and Offers of Enrolment letters will be sent to families accordingly. Families can consider and will have a clearly defined deadline.
6. To secure the position the **Enrolment Acceptance Agreement Form** will need to be signed and returned along with an **enrolment guarantee fee of \$400**.  
This amount is only refundable when the child graduates from Immanuel at the end of their primary education, transfers to another Lutheran School or proof can be shown that the family has moved away from Immanuel Gawler such that travel is unreasonable.
7. A separate Enrolment Application Form is required for each child.
8. Discretionary enrolment interviews will be made as needed (if places become available and / or a family moves in the area).

### Priority Enrolment

We guarantee siblings but ask that an enrolment form is still lodged. After this we give priority to students coming from Zion Preschool.

## Mid-Year Intake for Foundation

There have been some changes to Government policy recently around starting dates for children. While we cannot guarantee it, we will consider starting students at the beginning of the second semester so long as:

- They turn five sometime during Term 3
- Parents/caregivers understand and accept that midyear starters will do 6 terms of Foundation.

## Process for Enrolment of Students in year levels other than Foundation

Same as above process – along with

1. Enrolments are subject to adequate space and resources being available.
2. It is important to share any information that may be relevant to your child's learning.
3. The 'Application for Enrolment' form must be filled in and signed by both parents and caregivers and forwarded with a non-refundable **administration fee of \$40** before a child may be considered for admission to the school.
4. Placement will be given to siblings of enrolled students, although all appropriate paperwork must be completed. The next priority will be families transferring from other Lutheran Educational facilities, either school or pre-school.



## Enrolment Application

Thank you for choosing Immanuel Gawler for your child's education.

### Step 1 - Complete the Application for Enrolment

Please ensure all sections are completed. If necessary, N/A (not applicable) should be used where appropriate. Failure to accurately complete all sections of the Application for Enrolment form may result in Immanuel Gawler's inability to accommodate your child's needs and may affect your child's continued enrolment.

### Step 2 - Submit this form plus any supporting documents and pay the application fee

Once completed, this form can be submitted at our school office or can be emailed to [mail@ilsq.sa.edu.au](mailto:mail@ilsq.sa.edu.au) or posted to: Immanuel Gawler, 11 Lyndoch Road Gawler SA 5118.

A non-refundable application fee of \$40 is to accompany this form. We may be unable to process the Application for Enrolment without payment of this fee.

Please provide the following documents for the child being enrolled:

- Birth certificate or birth extract
- Any Court orders relating to custody arrangements
- Documentation to support any special needs and considerations in accordance with Section 3 of this form
- Latest School Report and / or reference from previous school (if applicable)
- Entry Visa (if applicable)

### Step 3 – Enrolment Interview

The school will contact you to coordinate an interview with the Principal. At least one parent should attend along with the child you are enrolling.

### Step 4 - Acceptance of Enrolment

Should your child be offered a place at Immanuel Gawler you will be required to complete and return an Acceptance of Offer Agreement form and pay an enrolment fee of \$400 to confirm and secure your child's place. We are unable to confirm your child's place at Immanuel Gawler until this process has been completed. The \$400 enrolment guarantee conditions are outlined in the Enrolment Handbook.

# APPLICATION FOR ENROLMENT

STUDENT DETAILS:	
Surname	
Given Name/s	
Preferred Name	
Male / Female	Date of Birth:
Residential Address	
Postcode	
Postal Address	
Postcode	
Religion / Denomination	
Baptised	
Country of Birth <i>please attach Birth Certificate</i>	
Is your child of Aboriginal? or Torres Strait Island origin?	Yes / No  Yes / No
Australian Resident / Citizen Yes / No	If born overseas date of arrival to Australia:
Or Family in Australia on a VISA Yes / No	Visa Type:
Immunisation	Yes / No
Language spoken other than English	
Previous School or Preschool Name: 1. ....  From date: .....  To date: .....	2. ....  From date: .....  To date:.....
Other Children in Family & DOB	School Attending / Year Level
1. ....	.....
2. ....	.....
3. ....	.....

Proposed Year of Entry to Immanuel	_____
Term of Entry	_____
Year Level	_____
<b><i>Office info:</i></b>	
Application Form Rec'd (date)	.....
Application Fee Paid	
\$	.....
Acknowledgment Letter sent from school (date)	.....
Interview Date	.....
Offer of Enrolment Letter Sent (date).....	
Accepted (date)	.....
Enrolment Guarantee fee paid	
\$	.....
<b><i>Comments</i></b>	



<b>FAMILY DETAILS:</b>			
<b>Parent / Caregiver</b>	<b># 1</b>	<b>Parent / Caregiver</b>	<b># 2</b>
<b>Title Mr/Mrs/Miss/Dr</b>		<b>Title Mr/Mrs/Miss/Dr</b>	
<b>Surname</b>		<b>Surname</b>	
<b>Given Name</b>		<b>Given Name</b>	
<b>Relationship to Child</b>		<b>Relationship to Child</b>	
Child resides with me		Child resides with me	
<b>Marital Status</b>		<b>Marital Status</b>	
Any Legal or Family court orders relating to the child & documents that the school needs to be aware of? If yes please provide details / a copy of the court order.	[ ] No [ ] Yes	Any Legal or Family court orders relating to the child & documents that the school needs to be aware of? If yes please provide details / a copy of the court order.	[ ] No [ ] Yes
<b>Residential Address</b>		<b>Residential Address</b>	
<b>Postcode</b>		<b>Postcode</b>	
<b>Postal Address</b>		<b>Postal Address</b>	
<b>Postcode</b>		<b>Postcode</b>	
<b>Home Telephone</b>		<b>Home Telephone</b>	
<b>Mobile</b>		<b>Mobile</b>	
<b>Email</b>		<b>Email</b>	
<b>Religion / Denomination</b>		<b>Religion / Denomination</b>	
<b>Aboriginal? Or Torres Strait Island origin?</b>		<b>Aboriginal? Or Torres Strait Island origin?</b>	
<b>Country of Birth</b>		<b>Country of Birth</b>	
<b>Occupation</b>		<b>Occupation</b>	
<b>Employer / Business Name</b>		<b>Employer / Business Name</b>	
<b>Work Telephone</b>		<b>Work Telephone</b>	
<b>Workplace Address</b>		<b>Workplace Address</b>	
<b>Language spoken other than English</b>		<b>Language spoken other than English</b>	
<b>Old Scholar (if yes – year)</b>		<b>Old Scholar (if yes – year)</b>	

**Please give a brief statement setting out your reasons for wishing to send your child/ren to Immanuel School Gawler.**

**Additional Information about the Student**

**Section 3**

The following information is requested by Immanuel Gawler to assist to establish the educational, social and emotional needs of the child. This will enable our school to consider how it can best meet the child’s needs.

Does your child have any of the following conditions or considerations:

- o Intellectual
- o Vision
- o Physical
- o Social / emotional
- o Learning difficulty
- o Dyslexia
- o Autism / Aspergers
- o Hearing
- o Non-verbal learning disorder
- o ADHD
- o Speech
- o Other medical condition / disability (please specify)

Has the applicant received any reports associated with diagnosis of any conditions?

No  Yes If yes please supply current reports.

Does the applicant require any extra routine health support (include medication management, psychiatric issues).

No  Yes If yes please provide details:

Does the applicant receive support from external organisations (including tutors, psychologist, physiotherapist, speech pathologist, occupational therapist).

No  Yes If yes please provide details:

Does the applicant receive specialist classroom support?

N/A  No  Yes If yes please provide details:

Has the applicant attended any specialised agencies, special schools, units or centres?

No  Yes If yes please provide details:

Has the applicant participated in a learning enrichment program? (eg gifted & talented, academically accelerated.)

No  Yes If yes please provide details:

Is there any other information which would assist Immanuel Lutheran School Gawler to care adequately for the academic and emotional welfare of your child? (please attach a note to this application if needed)

**Collection Notice / Privacy Statement**

The primary purpose of collecting this information is to enable Immanuel Gawler to provide an education for your child. Immanuel Gawler is committed to respecting the privacy and confidentiality of all personal and sensitive information provided.

Immanuel Gawler may from time to time disclose personal information to others for advisory, administrative, or educational purposes. Such disclosures will only be in relation to the primary purpose of collection, or for secondary purpose, related to the primary purpose, and which the individual would reasonably expect. If Immanuel Gawler does not receive the information referred to above, it may not be able to provide the relevant service to the school, student, school employee or others.

Any questions in relation to the collection, use, disclosure and retention of personal information collected by Immanuel Gawler can be directed to the Principal.

## Terms & Conditions of Enrolment

### **Parent/Caregiver Agreement**

In enrolling my / our child at Immanuel Gawler, I / we agree to the following:

1. This Application of Enrolment applies for the duration of my / our child's time at Immanuel Gawler.
2. We will follow the Christian ethos of Immanuel Gawler and comply with all rules and policies, as amended from time to time, and provided with this Application for Enrolment.
3. We will support the teachers and staff of Immanuel Gawler in a positive manner and encourage my / our child in matters pertaining to Immanuel Gawler life.
4. I / we are jointly and severally liable for payment of all fees and other costs invoiced to me / us that are associated with the education of my / our child. Each year, Immanuel Gawler shall publish its fees and charges, including payment options, for the coming year.
5. In the event of default of payment of any amounts due to Immanuel Gawler, all outstanding amounts will immediately become due and payable. Immanuel Gawler may then refer the account to a debt collection agency. In this instance, I / we understand that I / we will incur additional fees which may include debt collection fees and legal fees and I / we expressly agree to be liable for and reimburse Immanuel Gawler the whole amount of such expenses on an indemnity basis.
6. An enrolment may be terminated by me / us at any time, however, one term's notice is required in writing to the Principal. Should one term's notice not be provided, then one quarter of the annual tuition fee will be payable in lieu of notice. Any discounts that may have applied to the enrolment will be rescinded and the full fee will be payable.
7. An enrolment may be terminated by the Immanuel Gawler in the event of a breach of these enrolment terms and conditions and / or Immanuel Gawler's policies. Any misleading or intentionally inaccurate information in this Application for Enrolment shall also be grounds for Immanuel Gawler to terminate an enrolment. In the event that any breach is committed by my / our child or by me / us of Immanuel Gawler policies, including conduct which brings into disrepute the reputation of the Immanuel Gawler written notice of termination will be provided. I / We will remain liable for any outstanding fees and charges despite the termination of the enrolment.

- 8. Immanuel Gawler does not accept liability for damage or loss of any personal possessions of my / our child and that insurance for any personal possessions is my / our responsibility.
- 9. I / we will update Immanuel Gawler in writing in the event that any of the information provided in this Application for Enrolment changes. This must be done at the earliest opportunity and includes, but is not limited to, updating parent / guardian contact details, student information and any relevant family circumstance.

I / we acknowledge that I / we have read and understood and agree to all of the terms set out above. The information provided is accurate to be best of my knowledge.

I give my permission for the Principal to seek further information from my child's current school or site of learning.

With this application form is the \$40 (non refundable) application fee.

(Parent / Caregiver Number 1)

Signature: \_\_\_\_\_ (print name) \_\_\_\_\_

Date: \_\_\_\_\_

(Parent / Caregiver Number 2)

Signature: \_\_\_\_\_ (print name) \_\_\_\_\_

Date: \_\_\_\_\_



## Fees 2024

Please find attached a copy of the **2024 Fee Policy & Schedule**.

In determining fees for 2024, the School Council has provided for ongoing development and improvement to teaching and learning experiences available. We are very aware and mindful of the inflationary pressures on families and so again this year we will not apply any fee increase for 2024. This will be the fourth time in the last five years that the school has chosen to support our local community by absorbing rising costs, with no increase to school fees for families.

We continue to offer very **attractive discounts for siblings** as per the conditions of the Fee Policy. Please refer any concerns you may have to the Business Manager **prior to** Friday 12/1/2024 which is the due date for first payment for 2024 fees.

For families wishing to apply for **School Card**, our **rebate is 30%**, and will be applied to accounts as soon as confirmation of eligibility (at our school) is received from DECD. (Forms are generally available in early January).

To simplify processes **only one account to cover Full Year Fees for 2024** will be issued, with statements termly or upon request.

An attractive **early payment discount of 8%** is offered for full payment of annual accounts by Friday 12/1/2024.

To support the sound financial management of the school and future capital 2024 development **2 payment options are again available for 2024**. Full details of our Fee Collection Policy (terms and conditions) have been attached for your reference, and clearly detail payment options available and the process to follow should families require assistance to meet their obligations.

**Reminder that the first payment for either option for 2024 is due by Friday 12 January 2024.**

Please contact me **prior to** the due date, should you have any concerns or require further clarification.

To adequately plan for staff and class groups, I draw your attention to the last page attached.

**To secure your child's enrolment for 2024** the 2024 Tuition Fee Agreement needs to be returned to the school office **no later than Friday 1 December 2023**.

Yours faithfully

**Kim Ginman**  
Business Manager

## 2024 Fee Schedule

### 2024 Annual Tuition Fees

	Tuition Fee per Child	Total Fees	With Early Payment Discount	Early Payment Discount
<b>1 Child</b>	\$ 3,485.00	\$ 3,485.00	\$ 3,206.00	<b>\$279.00</b>
<b>2 Children</b>	\$ 3,137.00	\$ 6,622.00	\$ 6,092.00	<b>\$530.00</b>
<b>3 Children</b>	\$ 2,440.00	\$ 9,062.00	\$ 8,337.00	<b>\$725.00</b>
<b>4 Children</b>	\$ 1,220.00	\$ 10,282.00	\$ 9,460.00	<b>\$822.00</b>

### Additional Charges

IT Levy of \$180 for Year 4, 5 & 6 Students  
 Year level Camps  
 Year level Swimming lessons  
 Optional sporting opportunities and competitions  
 Replacement stationery

### Tuition Fees cover:

Initial stationery and all requirements for high quality teaching and learning  
 Excursions and incursions  
 Student Personal Insurance Cover [www.lcainsurance.org.au](http://www.lcainsurance.org.au)

2024 Tuition Accounts will be distributed to families in mid December 2023.

**FOR FULL DETAILS OF FEES AND PAYMENT OPTIONS AVAILABLE  
 PLEASE REFER TO THE 2024 FEE POLICY**

## Fee Policy 2024

### Preamble

Tuition Fees and any additional charges are determined each year by School Council and take into consideration current costs and anticipated increases enabling the school to continue to deliver high quality teaching and learning experiences.

We are very aware and mindful of the inflationary pressures on families and so again this year we will not apply any fee increase for 2024. This will be the fourth time in the last five years that the school has chosen to support our local community by absorbing rising costs, with no increases to school fees for families.

### Fees

To support the sound financial management of the school and future capital development, 2024 tuition accounts are payable prior to the commencement of the school year.

Full details of current fees and charges are available on our website ([www.ilsq.sa.edu.au](http://www.ilsq.sa.edu.au)).

### Sibling Discounts

Sibling Rebates for 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> child will **only** be applied in order of current student enrolment where more than one child in the family is enrolled at Immanuel in 2024.

### Payment Arrangements

Enrolment at Immanuel is on an ongoing yearly basis until completion of year 6 and annual fees are payable in advance. In each year, continued enrolment is subject to our Fee Policy (and conditions therein) applicable to that year and may be terminated where payments fall outside of those conditions.

**Two options** are available for payment of 2024 fees:

1. Annual payment with 8% discount by the due date of Friday 12/1/2024.
- OR**
2. Regular payment plan or Direct Debit over 48 weeks 24 fortnights or over 11 months with the first instalment due by Friday 12/1/2024  
(*Quarterly payments for each term are only available by prior approval of the Business Manager*).

Should families require assistance with their payment obligations, an appointment to discuss individual circumstances should be made with the Business Manager prior to the due date.

The School Council has the discretion to offer fee relief based on an Application for Fee Support. This would apply a formula to annual income and be dependent on the number of children in the immediate family currently attending Lutheran Primary or Secondary education.

### Fee Support 2023

Under the National Better Schools Plan funding arrangements it continues to be the responsibility of individual non-government schools to determine the value of financial assistance to be provided to low income families and how this will be administered. Our school has chosen to continue to use the DECD School Card application process as the primary means to independently assess a family's need for fee support. 2023 application forms will be available at the start of the new school year. Once confirmation has been received of your eligibility for School Card (at our school), then a Rebate of 30% will be applied to Tuition Fees and a further Rebate of 30% will also be applied to Camp Fees. Should a family be assessed as ineligible by DECD School Card they are welcome to contact our Business Manager for an Application for Fee Support for our consideration.

## Fee Collection Procedures

1. In the first instance collection will be in line with the payment arrangements detailed in the Fee Policy.
2. To ensure ongoing enrolment any family whose account falls into arrears will need to negotiate a payment plan with the Business Manager for the management of past debt.
3. The school may charge a family account for any bank fees and related administration charges arising if a payment is dishonoured or rejected by the financial institution specified.
4. Late payment penalty of 20% may be applied to the full outstanding balance unless alternative arrangements have been negotiated with the Business Manager prior to the date of default.
5. Should an account fall into arrears by more than one term without an agreed payment plan being negotiated by the payee, then the balance outstanding may automatically be referred for collection by our Debt Collection Agency, with any associated costs being added to the outstanding debt.
6. One term of notice in writing must be given directly to the Principal if a student is leaving the school, and for new enrolments one month of notice in writing before the beginning of the school year. In default of such notice, one term of school fees may be charged.
7. At the discretion of the Principal or where an account falls more than one term in arrears without an agreed payment plan being negotiated by the payee, or where that plan is not maintained by the debtor, the enrolment of the student may be suspended (pending full payment of the arrears) unless there is a written agreement in place outlining fee arrangements that have been negotiated and signed by all parties.
8. In the event that places are limited, families meeting fee obligations will be given priority.
9. In extreme circumstances and at the discretion of the Principal a student's enrolment may be terminated.

**Please sign and return the page attached by Friday 1 December 2023 to acknowledge that you have read and accept the terms of the Fee Policy for 2024 and indicating your preferred option of payment.**

**EARLY PAYMENT DISCOUNT OF 8% AVAILABLE ON FEES PAID  
IN FULL BY 12/01/2024**



## 2024 Tuition Fee Agreement

Childs Name: \_\_\_\_\_ Account Name/Code \_\_\_\_\_  
 Childs Name: \_\_\_\_\_  
 Childs Name: \_\_\_\_\_ 2024 School Card required

	<b>Tuition Fee per Child</b>	<b>Total Fees</b>	<b>With Early Payment Discount</b>	<b>Early Payment Discount</b>
<b>1 Child</b>	\$ 3,485.00	\$ 3,485.00	\$ 3,206.00	<b>\$279.00</b>
<b>2 Children</b>	\$ 3,137.00	\$ 6,622.00	\$ 6,092.00	<b>\$530.00</b>
<b>3 Children</b>	\$ 2,440.00	\$ 9,062.00	\$ 8,337.00	<b>\$725.00</b>
<b>4 Children</b>	\$ 1,220.00	\$ 10,282.00	\$ 9,460.00	<b>\$822.00</b>

**My preferred option for payment is:**

**Option 1**  Full Fee Payment with 8% Discount by Friday 12/1/2024

**Option 2**  \$ \_\_\_\_\_ Tuition Fees

Approx Camp Cost Guideline

Camp Yr 1 \$20	+	\$ _____	Camp Relevant Year (1 <sup>st</sup> Child)
Camp Yr 2 \$200	+	\$ _____	Camp Relevant Year (2 <sup>nd</sup> Child)
Camp Yr 3 \$200	+	\$ _____	ICT for Yrs 4, 5 & 6 \$180.00
Camp Yr 4 \$300	+	\$ _____	
Camp Yr 5 \$250	+	\$ _____	
Camp Yr 6 \$700	+	\$ _____	
	=	\$ _____	<i>Total Payable for 2024</i>

Divide by 48      \$ \_\_\_\_\_       *Weekly Payment*  
 Divide by 24      \$ \_\_\_\_\_       *Fortnightly Payment*  
 Divide by 11      \$ \_\_\_\_\_       *Monthly Payment*

*Termly is by negotiation with the Business Manager*

Please indicate if you require an Appointment with the Business Manager

## School Uniform Policy

**New Uniform** items are sold from the school office / uniform shop.

Opening times can be negotiated through the office staff, or as stated on the school Website / Newsletter.

<p><b>Boys Summer Formal (Years 4, 5, 6 only)</b></p> <p>Grey shorts</p> <p>Green and white pin-striped short sleeve shirt</p> <p>Plain Grey ankle socks</p> <p>Footwear: Sandals brown or black Black lace-ups or black elasticised boots that can be polished</p> <p>Bucket hat</p> <p>Green school jumper, if needed</p>	<p><b>Girls Summer Formal (Years 4, 5, 6 only)</b></p> <p>Choice of Summer check Dress or Navy Skorts &amp; White blouse</p> <p>Plain White ankle socks</p> <p>Footwear: Sandals brown or black Black lace-up or buckle shoes that can be polished</p> <p>Bucket hat</p> <p>Green school jumper, if needed</p>
<p><b>Boys Winter Formal (Years 4, 5, 6 only)</b></p> <p>Green school jumper</p> <p>Grey long pants Grey shorts (if worn with shirt and jumper)</p> <p>Shirt, long sleeved green and white pin stripe</p> <p>Footwear: Black lace-ups or elasticised boots that can be polished</p> <p>Plain grey ankle socks</p> <p>Bucket hat</p> <p>Weather-proof green jacket</p>	<p><b>Girls Winter Formal (Years 4, 5, 6 only)</b></p> <p>Green school jumper</p> <p>Choice of: Pinafore or Skirt (blue and green tartan) worn with White Blouse Or Navy Trousers worn with White Blouse</p> <p>Footwear: Black lace-ups or buckles that can be polished</p> <p>Navy tights or plain white ankle socks</p> <p>Bucket hat</p> <p>Weather-proof green jacket</p>
<p><b>Boys Sport – Summer / Winter All year levels</b></p> <p>Sports top</p> <p>Sports trackpants or shorts</p> <p>Sports rugby top</p> <p>Plain white sports socks / sports ankle socks (Please purchase elsewhere)</p> <p>Supportive sports shoes</p> <p>Bucket hat</p>	<p><b>Girls Sport – Summer / Winter All year levels</b></p> <p>Sports top</p> <p>Sports trackpants or shorts</p> <p>Sports rugby top</p> <p>Plain white sports socks / sports ankle socks (Please purchase elsewhere)</p> <p>Supportive sports shoes</p> <p>Bucket hat</p>
<p><b>Other Items</b></p>	
<p>School Logo Green Bag Art Smock</p>	

## Uniform Policy

All children attending the school are required to wear the official school uniform. Uniform items need to be purchased from the on School Site Uniform Shop (unless otherwise indicated).

Children are expected to be well groomed and in correct uniform.

Summer Uniform is to be worn in Term 1 and Term 4.

Winter Uniform is to be worn in Term 2 and 3.

There is a 2 week changeover period at the start of Term 2 and at the start of Term 4 should the weather be unseasonal.

If for any reason your child is not wearing the correct uniform a note should be directed to the child's teacher.

### Uniform for Foundation, Year 1, 2 & 3 students

Children in Foundation through to year 3 are required to wear a sport uniform only.

Formal uniform is introduced from year 4.

This was introduced to enable an active learning program in a suitable uniform style.

### Uniform for Year 4 to Year 6 Students

Students in year 4, year 5 and year 6 wear the formal uniform on designated days and sports uniform on designated days. Formal uniform is Summer in term 1 and term 4 and Winter in term 2 and term 3. A mix of the 2 styles is not allowed.

### Sport Uniform

Sport uniform and sneakers are worn for the whole day as needed. Children may choose to wear the shorts or long pants during winter.

For the sake of your child's feet please purchase sports shoes with proper support.

Dress, skate style or volley shoes are not recommended.

Logos & extreme bright colours are discouraged.

Teachers will advise at our information night on the days for wearing the sports uniform.

### Hair

Hair is to be neat and natural in colour and style and is not to attract undue attention.

Hair should be tied back if it is longer than the shoulders.

Hair ties - please wear uniform colour (blue or green) or black, white or brown or the school uniform scrunchies.

### Jewellery

One pair only of plain studs or sleepers (plain gold or silver) are to be worn.

Sparkles and extra 'bling' effects are not acceptable.

Necklace may be plain chain and cross.

A watch may be worn.

No rings.

No makeup or nail polish is to be worn.



## School Camp Clothing

Clothing for school camps shall be sport uniform or casual clothes of the same style.

## Winter Jackets

Rainproof jackets as part of the uniform.

## Art Smocks

Art smocks are to be worn as part of the uniform to protect uniform from spoilage during art etc.

## Hats

Hats do need to be replaced from time to time as they show wear.

## Sunglasses

Black cancer council sunglasses "Balino School Sunglasses 980" are suggested (unless prescription sunglasses are required).

## Labelling Personal Belongings

Parents are urged to clearly label property belonging to their children (eg clothing, hats, shoes, lunchboxes, water bottles, pencil cases, school bags etc).

Green jumpers, sports rugby tops and hats are the most common clothing items which can go missing. Please label with first name and surname.

Our lost property basket is kept in the front office. Please check there if items are missing.

## Keeping your Uniform Clean

Care is taken by teachers to ensure children wear painting aprons or smocks and are taught to be careful when using paints. However accidents do happen. Crayola or OfficeMax brand paints are used.

Laundering Instructions on their packaging are:

Remove from skin with soap and water,

Normal laundering removes stains from cotton, polyester, acrylic and nylon fabrics and their blends. For best results – Do not use pre-wash or chlorine bleach and wash immediately in hot wash cycle.



## Second Hand Uniform Stall

We have a repository of second hand uniforms. This stall is manned by a small parent group and be located in the store room adjacent to the Junior Primary courtyard area.

### **Open days: As advertised in the school newsletter or website**

If you have some outgrown, **good quality uniform items** you would like to sell please bring them to the stall during opening times.

Process to sell second hand uniform items:

1. Items must be clean and on a hanger and in saleable condition.  
(ie Good quality, no holes, minor fading).  
Only Immanuel items can be sold.
2. The items cannot be sold for more than half the original price
3. Seller details and item description must be noted on an envelope and then pinned to the garment
4. Once the item has sold the money will be placed inside the envelope and will be returned to the seller via the school office.

## Footwear

**Girls:** Supportive sports shoes with white socks (anklet or ankle height)  
 Black lace up shoes or girl buckle style with white socks (ankle height)  
 Brown or Black Sandals (Summer Term 1 and 4 only)



**Boys:** Supportive sports shoes with white socks (anklet or ankle height)  
 Black lace up shoes or Velcro style with grey socks (ankle height)  
 Brown or Black Sandals (Summer Term 1 and 4 only)



## Uniform Price List

Boys Summer			Girls Summer		
Item	Size	Price \$	Item	Size	Price \$
Shirt, short sleeve	4 – 20	34.00	Dress	4 - 8	65.00
				10 – 18	68.00
Grey Short	4 – 20	26.00	Navy Skort	6-16	20.00
			White Blouse	6-16	18.00
Boys Winter			Girls Winter		
Shirt, long sleeve	4 – 20	34.00	Pinafore	4 – 18	65.00
			Skirt	8 – 18	62.00
Grey Trousers	4 – 18	28.00	Navy Trouser	6 – 16	20.00
Grey Short	4 – 20	26.00			
			White Blouse	4 – 22	20.00
Jumper	6 – 10	60.00	Jumper	6 – 10	60.00
	12 – 18	65.00		12 – 18	65.00
Long Line Jacket	4 - 22	40.00	Long line Jacket	4 – 22	40.00
Sports – Boys and Girls					
Sports Short Sleeve Top	4 – 22	39.00	Sports Long Sleeve Rugby Top	4 – 22	65.00
Sports Track pants	4 – 20	33.00	Sports Shorts	2 – 20	30.00
Boys and Girls					
School Bag	One Size	41.00	Bucket Hat	XS, S, M	13.00
Art Smock	S, M, L	18.00			







## Out Of School Hours Care

### iGOSH is Immanuel's Out of School Hours Care Service

**iGOSH** is available to all families currently attending Immanuel and to preschool children who are enrolled to attend Immanuel.

Children who attend a Kindy or ELC (and turn 4 in their year of preschool) need to be securely enrolled at Immanuel Gawler to be able to use the iGOSH service.

Children attending Zion Lutheran Preschool can access the bus service to and from Kindy, along with the use of iGOSH care.

### Hours

#### Monday to Friday

Before School Care: 6.45am to 8.30am  
 After School Care: 3.25pm to 6.00pm  
 Vacation Care: 6.45am to 6.00pm  
 Student Free Days: 6.45am to 6.00pm

### Location

- **iGOSH** Building is adjacent Lyndoch Road

### Enrolment

iGOSH enrolment forms are available from the school front office or on the school's website.

- This form will register your child's information and needs to be completed and given to the school office before making any online bookings.

### Bookings

- **All iGOSH bookings** are to be made via the **Parent Booking App** called **SPIKE**.
- Via the app you will be able to book your child into OSHC, view your child's bookings, immunisation status, health and dietary conditions as well as your invoices and statements.
- Via the app we will also be able to send messages, activities (including photos), notes and alerts.
- Use this link <https://immangawler.spike.economicoutlook.net/clients/>

### Term Fees:

#### **Permanent**

##### BSC (Before School Care)

\$16 (6.45am to 8:30am Breakfast included until 8.15am)

##### ASC (After School Care)

\$22 (3:25pm to 6:00pm includes fruit snack (@ 3:40pm) and afternoon snack (@ 4.30pm)

#### **Casual**

##### BSC (Before School Care)

\$19 (6:45am to 8:30am Breakfast included)

##### ASC (After School Care)

\$25 (3:25pm-6:00pm includes fruit snack (3:40pm) and afternoon snack (4.30pm)

**Casual booking** – a casual booking therefore is considered as any booking made during the week of the required booking and will be charged accordingly.



**Information about Bookings with the new App Spike**

- You can only book Permanent Bookings on the App. These are bookings made 2 days (48 hours) before the required session.
- Casual Bookings are bookings made with less than 2 days (48 hours) notice. These casual bookings can only be made by contacting the service. To contact the service we ask that you continue to email / text Katrina. Please don't do this via the message service on the App
- Bookings made through the App automatically link with the Electronic Sign in
- Casual Bookings will still be recorded on paper copy

**Cancellations**

- Cancellations can be made up to 12 hours before the session for no charge to apply.
- Cancellations with less than 12 hours notice are charged at the full rate.
- Cancellations with more than 12 hours notice can all be made through the App

The payable amount on the App are fees before the CCS has been applied. You will be able to see the exact amount once bookings are finalised at the end of the week and the CCS has applied to your account.

On the App you can view your child's emergency contacts and collection authority as well as diet and medical issues. If you need to change any of these please email the Director.

**Booking Fee**

A \$10 fee will be charged on top of the normal session fees for children who arrive at iGOSH with No Booking. This fee will not be covered by CCS. We roster our staffing based around our booking numbers so that we are working with the correct educator to child ratio and it is important that we abide by these. So introducing this fee will hopefully get parents to book ahead.

**Late Collection fees**

A late fee charge of \$1 per minute, per child for the first 10 minutes and \$5 per minute, per child thereafter will apply after 6:00pm.

**Vacation Care Fees:**

Permanent bookings are classed as those that are made by the due date.

Casual bookings are those made after the due date and during the holidays.

Fees are:	Permanent	Casual
Home Day	\$60	\$70
Incursion	\$65	\$75
Excursion	\$70	\$80

A snack will be provided each Vacation Care day. (Fruit break around 3:00pm and a light snack around 4:00pm). Children will be required to bring their own recess and lunch (unless specified in the program).

**Vacation Care Cancellation Fees**

24 hours notice is required when cancelling bookings.

Cancellations within the 24 hours a \$10 fee, per child, per day will be charged.

Cancellations with less than 24 hours will be charged at the full rate of the day.

**Late Collection Fees**

A late fee charge of \$1 per minute, per child for the first 10 minutes and \$5 per minute, per child thereafter will apply after 6:00pm.



## Child Care Subsidy

The Child Care Subsidy is available to all families, at a variable rate depending on parental income. Information and application forms are on the Department of Human Service website.

<https://www.humanservices.gov.au/individuals/news/keeping-track-your-child-care-subsidy-ccs>

**Please refer to our website for further information about iGOSH**

[www.ilsg.sa.edu.au/for-parents/out-of-school-hours-care](http://www.ilsg.sa.edu.au/for-parents/out-of-school-hours-care)

Children are to be signed in / out via the register book by the parent / caregiver.

Foundation and Year 1 students are escorted to after school care at 3.25pm by their class teacher and to their classroom at 8.30am by the iGOSH care worker.

A teacher is on duty from 8.30am. In the interests of your child's protection and safety all children who arrive earlier than 8.30am must use this facility. Our modern world does not permit us to have children at school unsupervised.

Children not collected by 3.45pm will be ushered into After School Care according to Duty of Care requirements.

