Each year the Salisbury East High School Governing Council approve the Materials and Services Charges. For 2017, the Governing Council has approved the following Materials and Services Charges:

- Years 8-12 main-stream students - $438
- Years 8-10 Alternative Learning (SEAL) students - $351
- Years 11-12 Alternative Learning (SEAL) students - $438.

Every effort has been made by the Governing Council to keep the Materials and Services Charges as low as possible and Governing Council believes the Materials and Services Charges are very competitive and represent excellent value for money.

Additional charges will be made for items and activities that are not considered essential for the student to complete the curricular course e.g. extra or optional resources, equipment and project materials. See page 3 for details for some of these.

This year the Governing Council conducted 3 Polls to determine the legally recoverable amounts of the Governing Council approved 2017 Materials and Services Charges. All of these polls have been successful with the majority of votes received supporting the Governing Council. This means the compulsory 2017 Materials and Services Charges are the Governing Council approved $438 for main-stream students, $351 for Years 8-10 SEAL students and $438 for Years 11-12 SEAL students. By voting and supporting to increase the legally recoverable amounts to the Governing Council approved amounts you enable the school to continue to enhance the learning experiences of our students with innovative programs and eLearning opportunities.

Students with School Card approval will still have their compulsory $305 Materials and Services Charges paid by DECD.

The 2017 Materials and Services Charges include:
- School Diary and ID card
- Access to text and e-books
- Access to Student Information Technology and curriculum equipment
- Curriculum supplies and services
- Library resources including access to borrowing library resources

2017 Materials and Services Charges invoices will be sent to you mid February 2017. Payment in full is required by 3:00pm on Thursday 13 April 2017 unless an instalment plan is approved. Payment options are detailed on Page 3.
COMMENCEMENT DATE

Once again this year students will have different starting days for the beginning of their school year:

- **Students in Years 8 and 12 will start on Monday 30 January from 8:40am.**
- **Students in Years 9, 10 and 11 will start on Tuesday 31 January.**

On Monday, 30 January 2017, Years 8 and 12 students will have a special transition day which will enable them to build important relationships and develop an understanding of school expectations. Students will engage in activities from 8:40am – 3:05pm and are required to wear full school uniform. (Year 11 Peer Leaders are also expected to attend to support the Year 8 students.)

On Tuesday, 31 January 2017, all students will commence their learning program from 8:40am. Students are to report to the locations below where they will be welcomed by their sub school leaders and introduced to their Home Group teachers.

<table>
<thead>
<tr>
<th>Year 8</th>
<th>Year 9</th>
<th>Year 10</th>
<th>Year 11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gymnasium</td>
<td>Gymnasium</td>
<td>Library</td>
<td>Dance</td>
</tr>
<tr>
<td>Year 12</td>
<td>Senior Centre</td>
<td>SEAL</td>
<td>FPU</td>
</tr>
</tbody>
</table>

STUDENT ID CARDS, RESOURCE CENTRE AND BOOK BORROWING

Students can only borrow with ID cards and books borrowed become the sole responsibility of the ID card holder. Students will not be able to borrow for other students or lend them their cards. Students must return all books themselves to the Resource Centre and not to class or subject teachers.

Students will be issued with a temporary card until their Student ID card has been issued. Replacement Student ID cards will incur a charge of $10.00.

STUDENT ABSENCES

Research indicates a strong connection between success at school and student attendance. In 2017, Salisbury East High School will focus on student attendance to school and to lessons and will follow up any unexplained absence by SMS, e-mail or phone. We seek parent support to notify the school of any absence (illness, urgent and pressing appointments, holidays, etc and remind families that students are required by law to attend all classes they have enrolled in.

SCHOOL COMMUNICATION

We will continue to communicate unexplained absences to families via text messages and endeavor to communicate other information (including newsletters and matters of concern) to families using email, Daymap Parent Portal and our website. Please ensure we have your current and accurate mobile phone numbers and e-mail addresses to support our communication processes.

| LESSON TIMES |
|--------------|--------------|--------------|
| **MONDAY / TUESDAY / WEDNESDAY / FRIDAY** | **THURSDAY** |
| Home Group | L1 | L2 | Recess | L3 | L4 | Lunch | L5 | L6 | 8:40am – 8:55am | 8:40am – 8:55am | 8:40am – 9:45am | 9:45am – 10:40am | 10:40am – 11:00am | 11:00am – 11:55am | 11:55am – 12:45pm | 12:45pm – 1:20pm | 1:20pm – 2:15pm | 2:15pm – 3:05pm | 2:30pm – 4:30pm | Staff Development Meetings |
| L1 | 8:55am – 9:45am | L1 | 9:45am – 10:40am | L2 | 10:40am – 11:00am | Recess | L3 | 11:00am – 11:55am | Lunch | 12:45pm – 1:20pm | L5 | 1:20pm – 2:15pm | |
| L2 | 9:45am – 10:40am | L2 | 10:40am – 11:00am | L4 | 11:00am – 11:55am | Recess | L3 | 11:00am – 11:55am | Lunch | 12:45pm – 1:20pm | L5 | 1:20pm – 2:15pm | |
| Recess | 10:40am – 11:00am | L3 | 11:00am – 11:55am | L4 | 11:00am – 11:55am | L3 | 11:00am – 11:55am | L4 | 11:00am – 11:55am | Lunch | 12:45pm – 1:20pm | L5 | 1:20pm – 2:15pm | |
| L3 | 11:00am – 11:55am | L4 | 11:00am – 11:55am | L5 | 11:00am – 11:55am | L3 | 11:00am – 11:55am | L4 | 11:00am – 11:55am | Lunch | 12:45pm – 1:20pm | L5 | 1:20pm – 2:15pm | |
| L4 | 11:55am – 12:45pm | L5 | 11:55am – 12:45pm | L6 | 12:45pm – 1:20pm | L4 | 11:55am – 12:45pm | L5 | 11:55am – 12:45pm | Lunch | 12:45pm – 1:20pm | L6 | 1:20pm – 2:15pm | |
| Lunch | 12:45pm – 1:20pm | L6 | 1:20pm – 2:15pm | L6 | 12:45pm – 1:20pm | Lunch | L6 | 1:20pm – 2:15pm | Lunch | 12:45pm – 1:20pm | L6 | 1:20pm – 2:15pm | |
| L6 | 2:15pm – 3:05pm | L6 | 2:15pm – 3:05pm | L6 | 12:45pm – 1:20pm | Lunch | L6 | 1:20pm – 2:15pm | Lunch | 12:45pm – 1:20pm | L6 | 1:20pm – 2:15pm | |
| L6 | 2:15pm – 3:05pm | L6 | 2:15pm – 3:05pm | L6 | 12:45pm – 1:20pm | Lunch | L6 | 1:20pm – 2:15pm | Lunch | 12:45pm – 1:20pm | L6 | 1:20pm – 2:15pm | |
PAYMENT OPTIONS
The Finance Officer is available to discuss individual requirements by phoning the school on 8258 2070

- School Card application - see note below.
- Online Payment - see note below.
- Cash, credit card, EFTPOS, cheque and money order at the Front Office - see page 1 for cashier times.
- Payment by credit card using the remittance advice on the invoice & post to PO Box 691, Elizabeth SA 5112.
- Payment by credit card over the telephone.
- Payment by instalments via Direct Debit from your bank account or credit card - see note below.
- Centrepay - see note below.
- Payment by instalments by all the above methods on application. Form available on the school website.

Direct Debit Instalments
The direct debit instalment facility enables parents to complete an agreement with the school for the school to deduct an agreed amount each week, fortnight or month, from the parent’s nominated bank account or credit/debit card, until the full debt is paid. The form will be sent with the 2017 invoice and will also be available on the school website.

CENTRE PAY
Centrepay is a direct bill-paying service offered to customers receiving amounts from Centrelink. Centrepay customers can choose to pay their bills by having an amount regularly deducted from their Centrelink payments and paid directly to the school on their behalf. Forms are available at the Front Office or Centrelink.

ONLINE PAYMENT
The BPoint online payment system is accessed via the school’s website: www.sehs.sa.edu.au. Please note only Visa and MasterCard credit cards can be used. Payments can be made in full or by instalments using this facility. Detailed information will be sent with the 2017 Materials & Services Charges invoice.

2017 SCHOOL CARD
The School Card Assistance application form(s) must be submitted every year at every school and for every student you have enrolled. The form(s) should be submitted as early as possible every year.

The School Card scheme offers financial assistance, to parent/caregivers who meet the eligibility criteria, with educational expenses for students attending government schools. Approved 2017 School Card applicants are credited with $305.00 to cover the 2017 Materials and Services Charges for each qualifying student.

School Card assistance is available for:
- dependent students from 4 years of age receiving full-time schooling at a government
- independent full-time students undertaking 6 subjects in years 10 or 11, or 5 subjects in year 12 at a government
- adult re-entry students undertaking subjects for the purpose of completing their SACE. Noting, the student must not have previously achieved their SACE, International Baccalaureate, Tertiary/VET Degree or Diploma or SACE equivalent.

Eligibility for 2017 School Card assistance is dependent upon the combined gross family income. Gross family income does not include any amounts received for:
- Family Tax Benefits parts A and B
- Child maintenance payments
- Totally and permanently incapacitated (TPI) component of Veteran's Affairs benefits
- Carer Allowance.

2017 School Card application forms will be available from the Front Office and the School’s website from Thursday 19 January 2017. Your Centrelink Card and/or any other relevant information is helpful when completing the application form.

School Card approved parents/caregivers are asked to consider paying the voluntary balance of the 2017 Materials and Services Charges of $133.

REQUIRE MORE INFORMATION ABOUT SCHOOLCARD?
Full details and forms can be found on the SA Government website at: https://www.sa.gov.au/topics/education-skills-and-learning/financial-help-scholarships-and-grants/school-card-scheme or
Ring the School Card Officer on 1800 672 758
STATIONERY

All students will be provided with a SEHS diary. All students are required to supply the stationery items listed on the insert. The stationery items listed on the insert are not an exhaustive list and students may have to purchase additional items during the year. Please note the school can not purchase these items from our suppliers anywhere near as cheaply as you can from the Back to School campaigns operated by most discount stores or office suppliers in the period leading up to the commencement of the school year.

To assist you with these purchases we have partnered with Staples Australia Pty Limited to provide another option being an online purchasing facility at reduced prices for all the items listed on the Stationery Requirement List and you are also able to add other products from outside the Stationery Requirement List in your order. Your items will be delivered straight to your door free of charge. You are able to input delivery instructions detailing the delivery date and that no items are to be left on your door step. If you are not at home a card will be put in your letterbox.

How to order:
1. Log onto www.staplesbacktoschool.com.au
2. Type in our School’s ID which is 546707
3. Chose the Year level to access the list of items.
4. Follow the prompts to place your order

For more information, there are FAQs on the website or contact Staples Back to School customer service team on 1800 268 625.

LOCKERS and PADLOCKS

All students in Years 8-10 will be issued with a locker and high quality combination padlock. Senior students are also encouraged to request for and use a locker for health, safety and security reasons.

Students will not be allowed to provide their own padlock because of difficulties encountered with lost keys, poor quality locks and damage to lockers.

If students lose or damage their padlocks a $20.00, GST inclusive, replacement charge will be incurred.

OPTIONAL FIRST AID COURSE

Year 12 (Stage 2) Health Education recommends students do the Senior First Aid Certificate. Though not compulsory this course will provide a useful learning experience for students. This optional course is run by an outside provider and the 2017 cost is approximately $80.00 (GST free). Students will need to pay in advance for this course; unless payment or a written commitment to pay has been received the student will not do this optional first aid course.

OPTIONAL MUSICAL INSTRUMENT HIRE

The hire of a School music instrument is optional and if you choose to hire your musical instrument from the school this allows the student to take the instrument off site to use at any time; this includes the holiday periods within the hire period. A 4 term period may not coincide with the calendar year.

You will be charged a Music Instrument Hire charge of $35 (GST free) per term or part thereof unless the School requests a student to do a different instrument to which they are currently studying; in this case the charge will be reduced to $25 a term or part thereof (29% discount)

You will also be required to sign an Instrument/Equipment Hire Agreement. Music instruments will not be allocated to students until this agreement is signed.

OPTIONAL VOCATIONAL EDUCATIONAL TRAINING - COMMITMENT BOND

Students doing a VET course are required to commit to completing the course. A bond of $100.00 is required for each course. Additional costs may apply for some courses, please contact the VET Coordinator. Unless payment or a written commitment to pay has been received the student will not do a VET course.
FINANCIAL HARDSHIP
Families experiencing significant financial hardship may contact Paula Horskins, Head of Middle School; Sue Shepherd, Head of Senior School or Mark Hodgson, Deputy Principal on 8258 2070 to discuss possible alternative arrangements and support.

EXPENSES INCURRED DURING THE SCHOOL YEAR
Students may be required to pay for optional resources and extra curricular activities. These will be charged separately.

Students undertaking special projects in Home Economics, Technology or Art, etc, may be required to pay for materials beyond that normally provided within the payment structure.

Some subjects also recommend students purchase an optional workbook. Though not compulsory these workbooks provide a useful learning tool for students. Stage 2 Biology, Stage 2 Chemistry, Stage 2 Physics, and Stage 2 Psychology work books will cost approximately $30.00 (GST free).

If text books, library books or other resources are lost or damaged the parent /caregiver /student will be responsible for the cost of their replacement.

If departmental property is damaged through deliberate vandalism by a student, the cost of repairs or replacement may be recovered by the school in accordance with DECD Administrative Instructions and Guidelines Regulation 52.

2017 TECHNOLOGY PLANS
In 2017 SEHS will continue to implement our IT plans and vision of Learning Anywhere, Anytime to improve engagement and achievement in learning. Year 8, 9 and 10 students will be required to bring their own device to school and will be able to have access to the school software and facilities from home and school.

Year 11 and 12 students:
Senior students will be able to hire school netbooks for personal study requirements for a $100 non-refundable charge. Documents will be distributed to interested families in the first week of the new school year. Senior students may also bring their own computing devices to school for learning purposes.

STUDY ASSIST WEBSITE - For Year 12 Students
An online tool to determine if financial assistance is available while studying is available. The website address is www.studyassist.gov.au and we encourage all year 12 students to take time to explore the site.

Extreme Hot Weather Policy
In the event the temperature is predicted to be 38 degrees or higher in electronic media, based on the Bureau of Meteorology 7.00am forecast of that morning, students in Years 8-10 will be dismissed at 12:45pm. Year 11 and 12 lessons will be conducted as per the normal timetable so as to maximise success.

FOOD AND REFRESHMENTS
An alternative to bringing lunch from home is to purchase it from the school canteen. It is school policy not to allow any student to leave the grounds during break time. A canteen price list will be on the school website.

SEHS BUILDING FUND
Salisbury East High School has a tax deductible gift recipient Building Fund. If you make a donation to this Fund you can claim it as a tax deduction in the tax year that you make the payment.
We encourage parents to support further site improvements to maintain our high standard of learning environments and assist with financing new developments (eg Gym and kitchen upgrades).