

2.6 Siblings discounts - For families with more than one child attending Reception to Year 12 at the same time, a sibling rebate is applied to your account.

The discount that applies is tabled below:

2nd Child (1st Sibling)	10%
3rd Child (2nd Sibling)	20%
4th Child (3rd Sibling)	30%
5th Child (4th Sibling)	40%
6th Child (5th Sibling)	On Request

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New students - For new students entering the School for the first time, a discount for tuition fees and consolidated charges is made.

Payment difficulties - Enquiries should be directed to the Business Director.

Overdue accounts - The School reserves the right to charge interest on overdue accounts. The School is not responsible for any delays in receiving your payment (including banking delays, postal delays or lost mail). The School further reserves the right to on-charge enforcement expenses incurred by the School in the collection process for outstanding accounts, including without limitation any legal costs on an indemnity basis incurred as a result of the collection process.

Where payment has not been made in line with the School's payment terms, and in the absence of any prior arrangements, a late fee of \$10 per month will be levied to offset administration costs.

Where you anticipate a problem with the payment of fees in 2024, please contact the Business Director before the commencement of Term so that the matter may be discussed and resolved to your satisfaction.

3.1 GST - Currently school fees are GST free. Other charges may include a GST component on food provided.

3.2 Building fund - The School maintains an active building program, and to enable parents/guardians to contribute to this program there is an opportunity for a voluntary contribution to be made on each instalment's fee billing statement. Donations to the School's Building Fund are tax deductible and a receipt can be found on the Community Portal, under Fees and Charges. Pulteney relies upon donations and fundraising to maintain, upgrade and further develop school buildings and facilities. The Pulteney Building Fund will assist greatly and will be very much appreciated by the whole Pulteney Community.

3. OTHER CHARGES

3.1 GST - Currently school fees are GST free. Other charges may include a GST component on food provided.

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3.3 Optional programs and services - For an additional fee, optional programs and services which are not included in the curriculum may be taken. Incidental charges including, but not limited to, interstate and overseas trips, the Navy Blue Formal, replacement diaries, replacement ID cards, Year 12 Valedictory Dinner, music tuition and unreturned library books will be charged to the Debtor account and are payable within 14 days of the issue of an account being rendered.

3.4 Use of funds - The school provides learning programs for students from ELC to Year 12 and fees collected or funds raised by the school will be used to support these programs.

3.5 Camps - Camps are a compulsory component of the curriculum at Pulteney and all students in Years 3 to 10 are required to attend camp. Camp fees are included in the total annual fee and there is no concession or refund for students not attending camp.

3.6 External courses - Where a student undertakes an external course (VET/TAFE) preapproved by the School, the School will pay fees of up to \$2,000 per course. All enquiries and approvals for external pathways and study options must be directed to the Business Director.

4. ABSENCES AND WITHDRAWALS

- 4.1 Remote learning** - Periods where students are learning from home in accordance with Government guidelines or regulations are not regarded as absences for the purpose of this Business Notice.
- 4.2 Extended absence for illness or injury** - The School will provide a pro-rata rebate of tuition fees, with a maximum rebate of one term's fees, if a student is absent through illness or accident for 20 or more consecutive school days, subject to the provision of appropriate medical certificates.
- 4.3 Planned absences** - No discounts or concessions will be granted for any intentional or planned absences during the year. This includes, but is not limited to, holidays that extend beyond the gazetted South Australian school and public holidays, external activities that result in extended absences from the School and student exchange programs.
- Where the student will be absent for a year or a substantial period, such as due to family relocation, the parents/guardians may make an application to the Principal for a 25% holding fee to be charged in lieu of full tuition fees and consolidated charges for the period of absence. Such application should be made by providing one full term's notice in writing by way of a letter addressed to the Principal and may only be granted at the sole discretion of the Principal. Any holding fee is calculated based on the length of the absence and is non-refundable, non-transferable and not available for offset against any future fees or charges.
- 4.4 Student withdrawals** - One full term's notice in writing by way of an email or a letter addressed to the Principal of the intention to withdraw a student from the School is required, otherwise an amount equal to 12.5% of the annual tuition fee, is payable in lieu thereof. For year-end leavers, this means that notice is required by the end of the Term 3 School holidays.
- In addition, a full term's notice in writing, or an amount equal to 12.5% of the relevant annual fee, is required to discontinue any additional activity, special subject or program (e.g. music instrument tuition).
- Fee accounts will be reconciled to reflect fees in lieu of notice (if applicable) and the fee payable for the number of weeks enrolled at the School, with the final invoice due for payment prior to the leaving date. Notice requirements for ELC students are outlined in the ELC Handbook.
- 4.5 Removal of a student** - The Principal is authorised at any time to refuse to permit a student to continue as a pupil at the School. If, at the discretion of the Principal, it is desirable and in the interest of the School that a student should be removed from the School, the Principal may notify the parents/guardians to that effect, remove the student's name from the School roll and exclude them from further attendance at the School. The parents/guardians will be liable for all tuition fees and other fees and charges up to the day before the student's removal from the School.

5. PULTENEY OLD SCHOLARS' ASSOCIATION

All students attending receive life membership of the Pultene Old Scholars' Association when they leave the School, unless the parents/guardians of the student, or the student, notify the School in writing prior to the student leaving the School that the student elects to decline life membership of the Association. Details of the Association's activities are available from the School.

6. AUTHORITY, LIABILITY AND INDEMNITY

- 6.1** There are occasions during the course of a student's enrolment at the School where travel to School activities will be arranged through contracted bus services, School vehicles and other modes of transport.
- A parent/guardian enrolling a child in the School must consent to such travel arrangements.
- 6.2** Parents/guardians agree that, to the full extent permitted by law, the School will not be liable for any injury, illness or accident that may occur while a student is either attending the School or taking part in a School activity and the parents/guardians will indemnify the School against all costs, claims, actions, and demands made against the School, its employees, contractors, servants and agents to the extent that such injury, illness or accident occurs while his/her child is either attending the School or taking part in a School activity.
- The School maintains limited insurance cover with respect to student accidents and injuries. This cover does not include any medical expenses which are subject to any full or partial Medicare rebate or comprise the Medicare Gap.
- 6.3** In the event of a student suffering any injury or illness, the School is authorised to take such action as it deems fit to deal with and/or obtain medical and/or hospital care and attention, and the parents/guardians will indemnify the School against all costs, claims, actions, and demands made against the School, its employees, contractors, servants and agents incidental to that care and attention.
- 6.4** The School, and its employees, agents or representatives, will not be liable for any loss or damage to, or theft of any property or personal effects of a student, or of which a student has in his/her possession, while attending the School or any School event or activity and the parents/guardians will indemnify the School against all costs, claims, actions, and demands made against the School, its employees, contractors, servants and agents to the extent that any loss, damage, theft of any property or personal effects occurs while his/her child is attending the School or taking part in a School activity.

6.5 Bullying Indemnity - The School is aware that bullying is an issue that may arise. The School has strict policies and rules on bullying, and parents should ensure that any allegations regarding bullying are notified to the School without delay. The excludes all liability for any direct or indirect loss, cost or expense suffered or incurred by a parent or student and arising from bullying or alleged bullying of a student.

Parent unconditionally release the School from any and all claims arising from the bullying or alleged bullying of the parent's child. Parents unconstitutionally indemnify the School and must keep the School indemnified against any and all cost, liability and expense (including legal costs) incurred by the School:

- a. in defending a claim by the parents and/or their child arising from bullying or alleged bullying of a student and
- b. relating to claims that the parent's children has bullied another student.

7. PRIVACY

Please refer to the Privacy Policy on the School website:
pulteney.sa.edu.au

8. OTHER

8.1 Medical - The School must be kept up-to-date and informed

of a student's medical needs, including any significant illness or disability suffered or developed by the student during his/her enrolment. The School must be immediately notified of any infectious or contagious illnesses or diseases which are contracted by a student and that student will not be permitted to attend the School, or any School activity, until a medical clearance has been obtained in writing.

8.2 Compliance - The parents/guardians of each student are provided with or given access to the School's rules, regulations and policies by electronic means in the Parent Portal, as well as physical documents, such as the student diary and various handbooks. The student's continued attendance at the School is contingent upon observance and compliance by both the student and his/her parents/guardians with such rules, regulations and policies, which may be varied from time to time as required. The terms of any rules, regulations and policies adopted by the School are incorporated into this Business Notice.

8.3 Complaints - Please refer to the Grievances and Complaints on the School website: pulteney.sa.edu.au under parents' resources.

8.4 Joint and several - Each signatory to the Confirmation of Enrolment Form agree that they are jointly and severally bound by the terms and conditions of this Business Notice, including but not limited to payment of fees and charges and compliance with School rules, regulations and policies that may be in force at the School from time to time, and that they will continue to be jointly and severally bound notwithstanding any changes to the relationship between them. A parent cannot remove themselves from the enrolment contract without the consent of the other parent and the School. No account or billing will be split on a several basis and legal liability remains in accordance with the enrolment contract.

9. UPDATE YOUR DETAILS

Parents can check contact information such as postal addresses, phone numbers and email addresses that are current in our system by logging in to the Community Portal via the School website. All families are asked to review the Community Portal and advise of any corrections by Thursday 18 January 2024 to ensure that information is updated in our system for the new school year:

10. UNIFORM SHOP

Pulteney's uniform shop is at 33 Gilles Street and offers a full range of School and sporting uniforms. Opening times are available on the School website.

The Uniform Shop can be contacted on **8216 5538** or via pulteneyshop@pulteney.sa.edu.au.



11. OUTSIDE SCHOOL HOURS CARE (OSHC)

OSCH is available for reception to Year 6 students. After School Care operates from 3.30pm to 6.00pm. Before School Care operates on school days from 7.30am until classes commence. Vacation Care is also available during the holidays from 7.30am to 6.00pm.

The holiday program and an application form are available on the Pulteney website. January's program will operate from 8 January 2024 to 29 January 2024 excluding Full School closure days and Public Holidays.

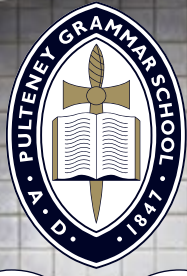
For further information, please see the OSHC Handbook which is available on the School website. All intending to utilise OSHC services must complete the annual application form available on the School website and return electronically by 7 January 2024.

12. TUCK SHOP

The School Tuck Shop is managed and operated under licence. Online ordering is available via the **Qkr! app**, with orders closing at 8:30am each day.

13. BOOK LISTS

All orders for stationery and textbooks are online. Information is provided separately for book lists relating to each year-level.



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ENQUIRIES


Any enquiries pertaining to the Schedule of Fees for 2024 or Business Notice should be directed to the **Business Director**.

Email: fees@pulteney.sa.edu.au or **Telephone:** (08) 8216 5555

 (08) 8216 5555

 info@pulteney.sa.edu.au

 [instagram.com/pulteney_grammar_school](https://www.instagram.com/pulteney_grammar_school)

 pulteney.sa.edu.au

 [facebook.com/pulteney](https://www.facebook.com/pulteney)