

## OTHER INFORMATION

### HOW APPROVED REFUNDS WILL BE RELEASED

#### ALL REFUNDS MUST BE APPROVED BY THE PRINCIPAL BEFORE THEY ARE RELEASED

Where a refund of School Fees has been approved, the Refund will, as a general rule, be made to the person or Institution who paid the Fees in the first place. This procedure is to avoid the School or its Staff becoming involved in disputes as to who might be (or might not be) the rightful owner of the Refund money. **Under no circumstances will a refund of School fees be paid in cash.**

This means, that in the case of, School fees that were originally paid by:

Cash: The Refund will be made by “Not Negotiable” cheque in favour of the person who originally paid the fees in cash.

Personal or Company Cheque : The refund will be by “Not Negotiable” cheque in favour of the Drawer of the cheque that was originally presented when the fees were paid.

Bank Cheque: The Refund will be by “Not Negotiable” cheque in favour of the Drawee Bank (and Branch) on which the original bank cheque was drawn.

All Refunds approved will be paid by “Not Negotiable” cheque drawn by the School.

### ADMINISTRATION & OTHER FEES 2014

*Please note that the following charges will be made:*

Enrolment Fees (Non Refundable)	K150.00
Issue of Transfer Certificate	K100.00
Process Refund of fees paid without enrolling child	K100.00
Refund of overpayment of Fees	K150.00
Refund of fees @ withdrawal of Student	K150.00
Dishonored Cheques	K100.00 + Bank's Fee
Issue if Student Transcript	K50.00
Reissuing of student report card	K100.00

**Late Payment of Installment Fees — Installment Fees that are not paid on due date will attract a Finance Charge at 1.5% for every week or part thereof that the Installment Fee is overdue (e.g. Grade 5 Term 3 Fee of K1906.66 paid 12 days (taken as 2 weeks) late would attract a Finance Charge of K57.20)**



# Our Lady of the Sacred Heart International School

*Growth Through Learning*

*Continuing the Mission of the MSC Sisters*

## 2014

## School Fee and Enrolment Information

P. O. Box 211, Kavieng, New Ireland Province

P: +(675) 9842128 F: +(675) 984 1848

E: [admin@olshinternatioanl.org](mailto:admin@olshinternatioanl.org)

**2014 SCHOOL FEES (in Kina):** Students will not be permitted to commence classes in 2014 unless the prescribed fees have been paid in full, either by Early Bird, Full Year or the 1st Installment.

**OLSH International School offers a 10% discount to all families with more than one child enrolled at the School.**

Payment Dates	EARLY BIRD	FULL YEAR	ACTUAL SCHOOL FEES FOR 2014	INSTALMENT 1	INSTALMENT 2	INSTALMENT 3
	1/11/13 to 14/12/13 ONLY	17/12/13 to 28/01/14 ONLY	TO PAY OVER 3 SCHEDULED INSTALLMENTS →	07/02/14 (2nd Friday of Term 1)	02/05/14 (2nd Friday of Term 2)	01/08/14 (2nd Friday of Term 3)
PREP -Year 6	5400	5600	5700	1900	1900	1900
Year 7 - 8	6700	6900	7000	2333	2333	2333
Year 9 - 10	7300	7500	7600	2533	2533	2533
Year 11 - 12	8400	8600	8700	2900	2900	2900

**The annual fees above do not include levy fees. All invoices will include levy fees, family discounts and any government subsidies accordingly.**

Please note that if a child is enrolled between the first and the 6th week of a school term -the full installment fee will be applicable. Any child enrolled from the commencement of Week 7 of a school term will be invoiced for the remaining weeks of the term. NB: A child is deemed enrolled only when the full payment of the fees is made.

Please note that fees above are inclusive of Tuition Fee only, and do not include any Fees for International Examinations such as ICAS (English & Maths), and school camps and levies as the case may be for particular grades.

## WHAT TO DO TO IF YOUR CHILD IS WITHDRAWING

### Withdrawal of Student from School

STEP 1: Compulsory Exit Interview with the Registrar/ Principal.

STEP 2 Parent to sign a Student Withdrawal Form with the Registrar. .

STEP 3 Transfer Certificate will be issued by the Front Office Clerk if Steps 1, 2, & 3 are completed satisfactorily.

STEP 4 School Fee Refunds in accordance with current School Policy will be paid if Steps 1, 2 & 3 are completed satisfactorily. (See table below)

### SCHOOL FEE REFUND POLICY: All Refunds will incur an Administration Fee.

*\*\*\*Calculation of Refunds is as follows if School Fee Payment was made by*

Reason for Withdrawal	Early Bird	Full Year	Installment
<b>1 Transfer Abroad/ Another School/ Another Province</b>			
Term 1	50% Refundable	50% Refundable	No Refund
Term 2	25% Refundable	25% Refundable	No Refund
Term 3	12.5% Refundable	12.5% Refundable	No Refund
Term 4	No Refund	No Refund	No Refund
<b>2 Illness</b>			
Term 1	50% Refundable	50% Refundable	No Refund
Term 2	25% Refundable	25% Refundable	No Refund
Term 3	12.5% Refundable	12.5% Refundable	No Refund
Term 4	No Refund	No Refund	No Refund
<b>3 Discipline</b>			
Term 1	50% Refundable	50% Refundable	No Refund
Term 2	No Refund	No Refund	No Refund
Term 3	No Refund	No Refund	No Refund
Term 4	No Refund	No Refund	No Refund
<b>4 30+ Days Absence</b>			
Term 1	50% Refundable	50% Refundable	No Refund
Term 2	No Refund	No Refund	No Refund
Term 3	No Refund	No Refund	No Refund
Term 4	No Refund	No Refund	No Refund
<b>5 Did not attend School</b>			
Term 1	100% Refundable	100% Refundable	100% Refundable
Term 2	100% Refundable	100% Refundable	100% Refundable
Term 3	100% Refundable	100% Refundable	100% Refundable
Term 4	100% Refundable	100% Refundable	100% Refundable

## FREQUENTLY ASKED QUESTIONS

### What do Parents/Guardians do when:

**their child is absent from School?** Please notify the school by phone or by email.

**their child is sick whilst at School?** The School will contact the parents to pick up their sick child.

**they wish to talk to a teacher?** Please ring the Front Office Staff to organise an interview.

**their child is NOT in the correct Uniform?** Please write a note to the class teacher.

**their child is LATE for school?** Please explain to the Head of Primary or the Head of Secondary.

**they are required to attend an interview with the School?** Please attend. (It is usually very important)

**they are invited to attend a Parents' & Teachers' Information Evening?** Please attend. (It is important).

**their child has exceeded 30 days absence from school for any reason including fee**

**suspension?** Please attend a compulsory interview with the Head of Primary School (Prep to

Year 6) or the Head of Secondary School (Grades 7 to 12). A courtesy letter from the Registrar's office will be sent home to the Parent/Guardian of any student absent with a total of 20 days or more before they reach the 30 day maximum absent days.

## SCHOOL FEE METHOD OF PAYMENT

Bank Cheque:	Payment of the exact amount deposited to School Bank account
Personal/ Company Cheques:	Payment of exact amount deposited to School Bank account
EFTPOS/ Credit Cards;	EFTPOS MACHINE AVAILABLE
Payments Tendered by Cash:	Deposited directly into the School Bank Account. <b>The School office does not accept any School Fee payments.</b>

Specially printed deposit slips for the school are available at the Bank. Apart from Direct deposit, school fee payments can also be made through internet banking to the schools bank account. See bank details below:

Account Name: OLSH International School

Bank/ Branch: WESTPAC, Kavieng

Account No: 47 007 35201

## LEVY & OTHER FEES

## 2014 FEE

Visual Art/ Music / Technology Levy (years 7 to 10)	200
ICAS Test (years 2 to 12 only)	50
Year 9/11 / 12 Camps	150
Year 7, 8, 10 Retreat day	15
Lost/ Damaged Library Book	60
Lost/ Damaged Text Book	Replacement Cost

## 2013 SCHOOL FEE CONDITIONS

<u>Fee Category</u>	<u>Condition</u>
Early Bird	<ul style="list-style-type: none"> <li>Must be paid before 14 December</li> <li>Part payment will not be accepted in Early Bird category.</li> </ul>
Full Year	<ul style="list-style-type: none"> <li>Must be paid between the 15th December and 28th January</li> <li>Any payment received after 28 January 2013 will fall into the Installment Category. Part payment will not be accepted in the Full Year Category.</li> </ul> <p><b>NB: Qualification for the Full Year Fee Category applies when the required payment is made to the School or to the Bank on or before the due date.</b></p>
Installment 1	<ul style="list-style-type: none"> <li>To be paid in full on or before the second Friday of Term 1 –2013.</li> </ul>
Installment 2	<ul style="list-style-type: none"> <li>To be paid in full on or before the second Friday of Term 2 –2013.</li> </ul>
Installment 3	<ul style="list-style-type: none"> <li>To be paid in full on or before the first day of Term 4- 2013</li> </ul>

### TERM DATES 2014

- Term 1 Start Date** Monday 27 January .....Holiday: 4 April to 21 April (2 weeks)
- Term 2 Start Date** Wednesday 23 April.....Holiday: 28 June to 14 July (3 weeks)
- Term 3 Start Date** Tuesday 22 July.....Holiday: 27 September to 6 October (1 week)
- Term 4 Start Date** Tuesday 7 October.....Holiday: 11 December (6 weeks)

Dates of other important events occurring at school during the school year will always appear in the weekly Newsletter under Important Dates to Remember. Should you have any query about certain events and the dates, please do not hesitate to contact the School.

### 2014 PUBLIC HOLIDAYS 2014

- 18 April .....Good Friday
- 21 April .....Easter Monday
- 9 June .....Queen’s Birthday
- 23 July .....Remembrance Day
- 26 August .....National Day of Repentance
- 16 September .....Independence Day

### CATHOLIC AGENCY HOLIDAYS

- Friday 30 May .....Feast of Our Lady of the Sacred Heart
- Friday 15 August .....Feast of the Assumption and Bishop’s Feast Day
- Tuesday 4 November .....MSC Holiday

### NEWSLETTER

The School produces a Newsletter every Tuesday that is issued to the eldest child in each family. The Newsletter communicates important dates , events and updates of the School. Parents/ Guardians should expect the Newsletter from their eldest child each Tuesday.

### STAGE NEWSLETTER

In addition to the Newsletter , a Stage Newsletter for various year groups will be issued to the eldest in each family, depending on which stage your child is in. This Newsletter is more specific to what your child is doing in their classroom. Information from your child’s class teacher will be displayed in this Newsletter.

### SCHOOL STAGES

- Early Stage One: Prep
- Stage One: Year 1 & 2
- Stage Two: Year 3 & 4
- Stage Three: Year 5 & 6
- Stage Four: Year 7 & 8
- Stage Five: Year 9 & 10
- Stage Six: Year 11 & 12

## SCHOOL TIMES

8:30am ( Mon– Thurs)	School Starts P-12
8:00am (Friday)	Mass (P-12)
10:05am - 10:30am	Recess P- 6
11:20am - 11:50am	Recess 7–12
12:00pm - 12:35pm	Lunch P– 6
1:30pm - 2:00pm	Lunch 7 - 12
3:00pm	School Finishes P– 12

- **ALL STUDENTS ARE EXPECTED TO ATTENDED MASS EACH FRIDAY. STUDENTS MUST BE HERE BY 8:00AM.**
- **PARENTS/ GUARDIANS PICKING CHILDREN UP IN THE AFTERNOON SHOULD BE HERE NO LATER THAN 3:20PM.**

## SCHOOL CANTEEN

The School's Canteen is operated by the School's PTF Committee. The canteen provides a variety of food. Primary School students are expected to place lunch orders and not queue up during lunch break at the canteen. PLEASE NOTE THAT THE SCHOOL OFFICE DOES NOT DELIVER LUNCHES SO WE WOULD ENCOURAGE ALL PARENTS TO BE ORGANISED. A PACKED LUNCH FROM HOME IS THE IDEAL OPTION.

## SCHOOL EMERGENCY PROCEDURES

The School has an Evacuation Plan and a Lockdown Procedure. It is important that parents cooperate and participate if they are on the premises at the time of the drill. In the event of a real emergency, the school has a standard procedure to contact parents. For this reason, we ask all our parents to update their contact numbers with the school

## WHAT TO DO TO ENROL YOUR CHILD IN 2014

### STEP 1

Do you have the following documents with you?

- 1 Your child's transfer certificate from the previous school.
- 2 A copy of your child's latest school report.
- 3 The original Year 8 or Year 10 Certificate if applying for Years 9 or 11 respectively.
4. Transcript for Year 9 & 10 or Year 11 & 12 if applying for Years 9 to 12 respectively.

### STEP 2

Complete the Application for Enrolment Form available from the Registrar's Office. You may opt to take the application for enrolment form away to complete. Please also read the SCHOOL FEE POLICY carefully. On completion please return the completed form to the Registrar's office.

### STEP 3

The registrar will organise an interview with one of the Principal

### STEP 4

Pay your Enrolment Fee of K150.00 to the Office. (This Fee is Non – Refundable).

### STEP 5

A School fee invoice will be organized by the School's Bursar and a payment schedule advised.

### STEP 6

Your child is now ready to commence school at OLSH International School.

## SCHOOL CONTACTS

Refer cover page.

Alternative email contacts:

The Bursar: [bursar@olshinternational.org](mailto:bursar@olshinternational.org)

The Registrar: [registrar@olshinternational.org](mailto:registrar@olshinternational.org)

## UNIFORM POLICY

OLSH International School requires that students wear the school uniform in the appropriate manner at all times. This applies from when they leave the house in the morning to come to school, during school hours and returning home in the afternoon. The only acceptable exception to this is when a note explaining the reason why the correct uniform cannot be worn has been received by the school from the parent/guardian. If a student attends school in the incorrect uniform without a note they will be sent home.

### Clothing

#### Prep -6 Monday to Friday:

Boys and Girls

School polo shirt

Navy Blue Shorts

Sports Shoes with plain white socks.

#### 7—12 students Monday to Friday:

Boys and Girls in high school will wear the same as the Prep - 6 students (listed above).

The Formal School uniform can be worn any day but is compulsory on Friday. (as detailed below)

#### 7– 12 Boys Friday:

Check Shirt (*with royal blue collar*) -with a tie

Navy Blue trousers

Black shoes with plain white socks

#### 7– 12 Girls Friday:

Check Shirt (*with royal blue collar*) - with a tie

Royal Blue Shirt

Black shoes with plain white socks

The footwear for males and females is black dress shoes and white socks or sandals (black, brown, or grey -Velcro sandals with straps).

Females can choose to wear a skirt every day. Males can choose to wear long navy blue slacks every day but they must wear black dress shoes. The formal uniform can be worn each day if a high school student chooses to; however it must be worn properly, including black dress shoes and white socks and tie.

### Year 9 &10

1.10 x Exercise books 96 pages

2.HB Pencils / Colored pens/ pencils

3.Eraser

4.Blue/ Black/ Red biros

5.Scissors

6.Glue

7.Ruler (*Steel rulers not allowed*)

8.Sketch Book

9. Water Bottle

10. School Bag (*Proper School Bag. Bilums etc not allowed*)

11. Pencil Case

12. Maths Set

13. Scientific Calculator

### Year 11 & 12

1.6 x Exercise books 96 pages

2.HB Pencils / Colored pens/ pencils

3.Eraser

4.Blue/ Black/ Red biros

5.Scissors

6.Glue

7.Ruler (*Steel rulers not allowed*)

8. Water Bottle

9. School Bag (*Proper School Bag. Bilums etc not allowed*)

10. Pencil Case

11. Scientific Calculator

**Nb. Expensive Electronic items such as mobile phones and mp3's are not allowed at School. The School will not be responsible for the loss of such items if they are brought to school and lost.**

## WHAT YOUR CHILD NEEDS

### FOR SCHOOL

#### **Prep to Year 6**

1. 10 x Exercise books 96 pages
2. HB Pencils
3. Eraser
4. Colored pens/ pencils/ crayons
5. Scissors
6. Glue
7. Ruler (*Steel rulers not allowed*)
8. Library Bag
9. Water Bottle
10. School Bag (*Proper School Bag. Biplums etc not allowed*)
11. Pencil Case

#### **Year 7 & 8**

1. 10 x Exercise books 96 pages
2. HB Pencils / Colored pens/ pencils
3. Eraser
4. Blue/ Black/ Red biro
5. Scissors
6. Glue
7. Ruler (*Steel rulers not allowed*)
8. Sketch Book
9. Library Bag
10. Water Bottle
11. School Bag (*Proper School Bag. Biplums etc not allowed*)
12. Pencil Case
13. Maths Set
14. Scientific Calculator

#### **Note:**

No T-shirts are to be visible underneath the uniform

No bleached/faded shorts/shirts

Six pocket pants are not allowed

#### **Grooming**

No nail polish on fingers or toe nails and which are to be clean;

Teeth must be brushed (not stained from chewing betel nut);

No make-up is to be worn of any kind;

Long hair (shoulder length or longer) is to be tied back;

Hair is to be trimmed properly. No rasta, rats tails, etc.;

Deodorant/ Anti-Perspirant are to be worn by high school students.

#### **Personal Accessories**

One pair of earrings can be worn (studs or sleepers only);

A chain with religious cross/medal may be worn (not a rosary);

A watch may be worn;

No bracelets of any kind are to be worn including promotional rubber wrist bands;

No rings are to be worn;

No tattoos are to be visible whilst wearing the uniform

## ENROLMENT POLICY

### **Rationale:**

OLSH International School is a Catholic Agency School open to all denominations and other religions who respect the ethos and philosophy of the Agency. OLSH International is also committed to welcoming and including children with disabilities and special needs into mainstream classes. This being the case, the Board of Management offers the following policy statements in regard to enrolment into the school.

### **Policy Statements:**

1. Parents and Guardians are required to complete an Application for Enrolment form, attaching relevant Transfer Certificates. In the case of Prep class, the appropriate enrolment fee must be paid and the bank receipt presented.
2. All students transferring from schools other than International Schools are required to repeat the grade level previously completed at another school or pass the appropriate entrance test.
3. Students will only be accepted into the school where there are class vacancies. Class sizes are limited to 30 from Prep through to Year 12.
4. In the case of limited vacancies in some classes, those applying for enrolment into the school may be placed on a waiting list.
5. Applicants for enrolment will be chosen according to the following criteria/ priority;
  - Practising Catholics, and practising Christians of other denominations.
  - Families who have other children enrolled in the school.
  - Students transferring from other International schools.
  - Members of other religions willing to respect the ethos and philosophy of the Agency.
  - All other applicants.
6. All applications for the Prep class must have previously completed Pre-school or Elementary 1 at another school.
7. No child is considered to be enrolled unless approved by the Principal and/ or the Board of Management.
8. All Parent/ Guardians are required to meet with the Principal before the enrolment can be processed.
9. Students with disabilities will be assessed by the school Special Education Learning Support Teacher at the time of enrolment.
10. Continued enrolment is conditional upon payment of school fees as per the Board of Management **"Policy in Regard to School fees"**.

## SCHOOL FEES POLICY

### **Rationale:**

OLSH International School is a Catholic Agency School Independently administered by the School Board of Management (BOM). As a private school, all of funding for the school's operation comes from the school fees. Because of this, the BOM recognise that prompt payment of school fees is necessary for the smooth running of the school and to maintain an "international" standard. The BOM therefore offers the following policy statements in regard to school fees.

### **Policy Statements:**

1. Each year the school fees are set by the BOM in accordance with the school's budgetary requirements.
2. Parents/sponsors, who have outstanding fees from a particular term, will not be allowed to send their children to school the next term. Children who attend school when there are outstanding fees from a previous term will be removed from class, and a letter sent to the parents/sponsors.
3. Parents and sponsors will not be allowed to enrol children in a new school year if they have outstanding fees from the previous year/s.
4. Those with outstanding term fees will be sent a reminder letter. If parents/sponsors have not made arrangements for payment within the time specified in the letter, children will be removed from class and a letter sent to the parents/sponsors.
5. Parents/sponsors are required to pay the full school fees, even if their children are not attending school due to school fee problems. This retains their place and enrolment in the school.
6. The BOM and the School Principal, at their absolute discretion, will remove children from class due to non-payment of school fees.
7. Any abusive telephone calls, letters, threats or acts of violence to BOM members, the Principal, Secretary or teaching staff by parents/sponsors will be considered a criminal act and may result in expulsion of the children from OLSH International School.
8. Prompt and courteous communication with the Principal in regard to school fee issues is encouraged.
9. Advice regarding yearly rates, payment options, and refunds etc can be found in the School Fee and Enrolment Information Booklet.