

Dear Parents and Caregivers,

We are excited for all that lies ahead of us in 2022. There is great potential for growth not only with our students but also for the College with the expansion of our Secondary classroom spaces mid-year. Our future is bright with our new playground coming in Term 1, 2022.

Southern Downs Flexible Learning Hub

At the HUB, the first week will be a student free week. Students and parents will book an interview for learning plans and goal settings. Classes will begin 31 January 2022 at the HUB.

First Day of School

The first day of school for 2022 is Monday 24 January. Students are to wear **formal uniform** on this day. Secondary students are to go to their Homerooms. New students will be told what and where their Homeroom is on arrival. Primary students are to go to their classrooms. Please note that on Wednesday 26 January there will be no school as it is Australia Day holiday.

Reception Hours

8:15am-3:30pm Monday to Friday (term time)

Uniform Shop Hours

Tuesday 8:30-9:30am. Wednesday 8:30-9:30am and 2:30-3:30pm.

School Hours

The first bell rings at 8:25am. The final bell rings at 2:55pm.

Bell Times

Bell times	Primary	Secondary
8.30am	Homeroom	
9.00am	Morning Session	Period 1
10.00am		Period 2
10.55am	Morning Tea	
11.30am	Middle Session	Period 3
12.30am		Period 4
1.25pm	Lunch	
2.25pm	Afternoon Session	Period 5

Late Arrival/Early Departure

Any arrivals after 8:30am will require a late slip, which are obtained from Reception, before heading to class or assembly/chapel. Parents are to come to Reception to **give an explanation as to why their student(s) are late**, or they may send in a signed note stating the reason. If we do not receive notification of why, a text will be sent out asking for an explanation. Thank you for your cooperation in this matter.

Any departure before 2:55pm will require students to be signed out from Reception by a parent, carer or nominated adult. Supervising Staff are on duty from 8am to 3:30pm Monday to Friday. Please make private care arrangements for your children outside of these hours.

Absences from School

Parents/caregivers are required to supply an **explanation for all student absences by 9:00am**. If not received, a notification will be sent requesting an explanation. Please inform us in writing of your student's name, reason, and duration of absence by using one of the following ways:

- Send a signed note to the Staff at Reception
- Send a text message to 0438 942 176 or
- Email admin@warwickcc.qld.edu.au prior to 8.30am.



Annual Update of Student Information

Please read through the form and note any corrections/changes/alterations. Enclosed also is a Photograph and Video Permission form. Electronic return is acceptable to admin@warwickcc.qld.edu.au please return by 10 January 2022 or bring a paper copy with you on the first day of school.

Book Packs

All **Primary** textbooks and stationery will be provided by the College. All **Secondary** stationery items are to be purchased by the parents, refer to enclosed booklist for relevant year level/subject selection. All Secondary textbooks will be supplied by the school and the cost is included in your 2022 school fees. Replacement of lost or damaged textbooks will be the responsibility of parents/carers.

Bus

Please reapply for your student's position on our bus run for 2022 as these are not automatically rolled over at the end of each year. Application are enclosed for your convenience.

College Computer Network Access

For effective learning, all students are required to have College Computer Network access, conditional on their respectful and responsible use of College Computers. To establish a personal network account **both students and parents/caregivers must sign**. The contract must be returned before any internet and computer/laptop access is given. To ensure your student is able to access the network (and a laptop for Secondary) please sign and return the contract to admin@warwickcc.qld.edu.au by 10 January 2022 or bring a paper copy with you on the first day of school. Please find forms enclosed.

Key Dates

Please refer to the enclosed 2022 Calendar overview. Dates, times, and events are subject to change.

School Policies

Our policies can be found on our website www.warwickcc.qld.edu.au and in the front of the Student Diary. Please familiarise yourself with the information and policies contained within.

Uniform Days

Prep to Year 2

Sports uniform Monday to Friday

Year 3 to 12

Formal uniform to be worn Monday, Wednesday, and Thursday
Sports uniform to be worn Tuesday and Friday

Uniform Shop

Pricelist enclosed. The Uniform Shop will be open during the School Holidays for four days, three in the middle of January and one at the end of the Holidays. Once school commences on 24 January the Uniform Shop will return to normal hours listed above.

10 January Monday 9:00am-12:00pm

11 January Tuesday 11:00am-2:00pm

12 January Wednesday 12:00-3:00pm

21 January Friday 1:00-5:00pm

Bookings are preferred so that we can accommodate everyone. You can email your day and time preference to admin@warwickcc.qld.edu.au. For uniform prices and sizing, please refer to the attached uniform price list.

Volunteers will be needed for our planned events as well as in the classrooms.

If you are interested in volunteering in some way at our College, please see Reception for a volunteer application.

We look forward to a great year ahead. God bless.



Permission Form - Photographs and Video Images of Students

Warwick Christian College

At certain times throughout the year, students may have the opportunity to be photographed or be part of video recordings for college publications, such as newsletters or websites and social media, or to promote the college in newspapers and other news media.

Christian Community Ministries (CCM) is approved by Commonwealth and State Government authorities to operate Warwick Christian College. CCM may also wish to use student photographs and/or videos images in print and online promotional, marketing, media and educational materials.

This form is used to confirm permission of parents/guardians for the use of photographs and video images of for the above purposes.

Please complete details below and return this form to the College by 10/01/2022.

STUDENT'S FULL NAME: _____

YEAR LEVEL: _____

NAME OF PARENT/GUARDIAN COMPLETING THIS FORM: _____

- I give permission for my child's photograph/video and name to be published in:
 - ◆ the school website
 - ◆ social media
 - ◆ promotional materials
 - ◆ newspapers and other media.
- I authorise CCM and Warwick Christian College to use the photograph/video in material available free of charge to schools and education departments around Australia for promotional, marketing, media and educational purposes.
- I give permission for a photograph/video of my child to be used by CCM and Warwick Christian College in the agreed publications without acknowledgement, remuneration or compensation.
- I understand and agree that if I do not wish to consent to my child's photograph/video appearing in any or all of the publications above, or if I wish to withdraw this authorisation and consent, it is my responsibility to notify the school in writing.

Licensed under NEALS: The photograph/video may appear in material which will be available to schools and education departments around Australia under the National Educational Access Licence for Schools (NEALS), which is a licence between education departments of the various states and territories, allowing schools to use licensed material wholly and freely for educational purposes.

PARENT/GUARDIAN SIGNATURE: _____ DATE SIGNED: ____/____/____

Acknowledgement by Student:

Students aged 15 years of age or older must also sign to confirm acknowledgement of the permission given by their parent/guardian. A student aged under 15 years is not required to sign but may do so at the discretion of their parent/guardian.

STUDENT SIGNATURE: _____ DATE SIGNED: ____/____/____

Any personal information will be stored, used and disclosed in accordance with the CCM Privacy Policy and requirements of the Privacy Act 1988 (Cth). Our Privacy Policy is available from the College administration office, the College website or at www.ccmschools.edu.au/privacy.

Office Use Only: <input type="radio"/> Photograph field updated for _____ in Edumate by (please initial)

STATIONERY LIST – YEAR 7/8 – 2022

Dear Parents and Caregivers,

For 2022, we will require you to purchase stationery items for your student. You may source these yourselves from your preferred stationery suppliers. Feel free to reuse existing stationery items. Textbooks will be purchased by the College. The cost of these books is accounted for in your school fees. Thank you for your support in having these items ready for day one in the new year. We trust you and your family will have a fun-filled holiday. See you in 2022.

Rob Rayner – Secondary Student’s Stationery Coordinator

Items required per student

This list includes subject-specific items required in addition to general multi-purpose items such as: 16GB flash drive, headphone (USB or Bluetooth connection preferred however a standard jack is acceptable), blue and red pens, HB pencils, scissors, highlighter pens, pencil sharpener, eraser, ruler (plastic or wood), glue stick, correction tape.

Students are NOT to bring the following items to school: Steel rulers, Sharpies (if these are needed, they will be supplied by the subject area) and correction liquid.

SUBJECT	STATIONERY REQUIREMENT
ENGLISH	2 x A4 64-page Exercise Book
HEALTH AND PHYSICAL EDUCATION	1 x A4 64-page Exercise Book
HUMANITIES & SOCIAL SCIENCE	2 x A4 64-page Exercise Book
MATHEMATICS	1 x A4 64-page Exercise Book Scientific Calculator (e.g. Casio FX82/Texas instrument 30XB)
SCIENCE	1 x A4 96-page Exercise Book, Calculator (may use the one purchased for Mathematics)
MUSIC/VISUAL ARTS	2 x A4 20-page Display Book, 1 x A4 Visual Arts Diary (thicker paper, usually spiral bound, for drawing/painting etc)
MUSIC	1 x A4 Music Exercise Book (regular lines + music stave), 1 x 20-page Display folder, headphones or in-ear phones
FOOD TECHNOLOGY	1 x A4 20-page Display Book Apron Tea Towel <i>(Students will be required to supply their own ingredients each week for cooking)</i>
DIGITAL TECHNOLOGY	2 x A4 64 pg Exercise Book
DESIGN & TECHNOLOGY	2 x A4 64 pg Exercise Book
BIBLICAL STUDIES	1 x A4 64 pg Exercise Book

SUNDRY ITEMS FROM COLLEGE UNIFORM SHOP

Required for new enrolments. Continuing students for replacements as needed.

ITEM	Quantity
School Bag	1
Swimming Bag	1

STATIONERY LIST – YEAR 9/10 – 2022

Dear Parents and Caregivers,

For 2022, we will require you to purchase stationery items for your student. You may source these yourselves from your preferred stationery suppliers. Feel free to reuse existing stationery items. Textbooks will be purchased by the College. The cost of these books is accounted for in your school fees. Thank you for your support in having these items ready for day one in the new year. We trust you and your family will have a fun-filled holiday. See you in 2022.

Rob Rayner – Secondary Student’s Stationery Coordinator

Items required per student

This list includes subject-specific items required in addition to general multi-purpose items such as: 16GB flash drive, headphone (USB or Bluetooth connection preferred however a standard jack is acceptable), blue and red pens, HB pencils, scissors, highlighter pens, pencil sharpener, eraser, ruler (plastic or wood), glue stick, correction tape. **Students are NOT to bring the following items to school:** Steel rulers, Sharpies (if these are needed, they will be supplied by the subject area) and correction liquid.

SUBJECT	STATIONERY REQUIREMENT
ENGLISH	2 x A4 64-page Exercise Book
HEALTH AND PHYSICAL EDUCATION	1 x A4 64-page Exercise Book Swimming Goggles
HUMANITIES & SOCIAL SCIENCE	2 x A4 64-page Exercise Book
MATHEMATICS	Scientific Calculator (e.g. Casio FX-82 or Texas Instrument 30XB) 1 x A4 64-page Exercise Book
SCIENCE	1 x A4 96-page Exercise Book, Calculator (may use the one purchased for Mathematics)
MUSIC/VISUAL ARTS	2 x A4 20-page Display Book, 1 x A4 48-page Exercise Book, 1 x HB, 2B,4B & 6B pencils, 1 x Visual Arts Diary, 1 x Music Exercise Book (rules lines & music stave), headphones or in-ear phones
FOOD TECHNOLOGY	1 x 20-page Display Folder Apron Tea Towel <i>(Students will be required to supply their own ingredients and take-home container each week for cooking)</i>
DIGITAL TECHNOLOGY	1 x A4 64-page Exercise Book
DESIGN & TECHNOLOGY	1 x A4 64-page Exercise Book
BIBLICAL STUDIES	1 x A4 64-page Exercise Book
VET – Certificate Courses	1 x A4 64-page Exercise Book

SUNDRY ITEMS FROM COLLEGE UNIFORM SHOP

Required for new enrolments. Continuing students for replacements as needed.

ITEM	Amount
School Bag	1
Swimming Bag	1

STATIONERY LIST YEAR 11/12 – 2022

Dear Parents and Caregivers,

For 2022, we will require you to purchase stationery items for your student. You may source these yourselves from your preferred stationery suppliers. Feel free to reuse existing stationery items. Textbooks will be purchased by the College. The cost of these books is accounted for in your school fees. Thank you for your support in having these items ready for day one in the new year. We trust you and your family will have a fun-filled holiday. See you in 2022.

Rob Rayner – Secondary Student’s Stationery Coordinator

Items required per student

This list includes subject-specific items required in addition to general multi-purpose items such as: 16GB flash drive, headphone (USB or Bluetooth connection preferred however a standard jack is acceptable), blue and red pens, HB pencils, scissors, highlighter pens, pencil sharpener, eraser, ruler (plastic or wood), glue stick, correction tape. **Students are NOT to bring the following items to school:** Steel rulers, Sharpies (if these are needed, they will be supplied by the subject area) and correction liquid.

SUBJECT	STATIONERY REQUIREMENT
BIOLOGY	1 x A4 64-page Exercise Book
CHEMISTRY	1 x A4 64-page Exercise Book
GENERAL MATHEMATICS	1 x A4 64-page Exercise Book Scientific Calculator (e.g. Casio FX82/Texas instrument 30XB)
MATHEMATICAL METHODS	1 x A4 64-page Exercise Book Graphics Calculator (e.g. Casio FX 9860/Casio FXCG50-AU)
ESSENTIAL MATHEMATICS	1 x A4 64-page Exercise Book Scientific Calculator (e.g. Casio FX82/Texas instrument 30XB)
GENERAL ENGLISH	2 x A4 96-page ruled Exercise Book
ESSENTIAL ENGLISH	1 x A4 96-page ruled Exercise Book, 1 x A4 Display Folder and 1 x A4 Plastic Document Wallet
VET – Certificate Courses	1 x A4 64-page Exercise Book

SUNDRY ITEMS FROM COLLEGE UNIFORM SHOP

Required for new enrolments. Continuing students for replacements as needed.

Item	Quantity
School Bag	1
Swimming Bag	1



Bus Transport Information Pack – 2022

With the continued growth of Warwick Christian College, we have had to streamline our bus service for 2022. This pack will outline all the changes.

If your child/ren will not require the bus on any given day, please text the bus phone by 7.00 am for morning runs and 2.00 pm for afternoon runs. **Bus phone: 0478 219 191 – This is a text only phone.**

If you have any further questions, please do not hesitate to contact our College Bus Department.

Included in this Transport Information Pack is:

- Part A - Student Bus Travel Application Procedure
- Part B – Bus Travel – Terms and Conditions – including links to Queensland Transport Department Brochure – “Code of Conduct for School Students Traveling on Buses”
- Part C – Bus Transport Fee Schedule
- Part D – Student Bus Rules
- Part E – Application for Student Bus Transport -2022

Part A - Student Bus Travel Application Procedure

1. Complete and return Part to the Administration Office or email: admin@warwickcc.qld.edu.au
2. Within this application you will be asked to acknowledge your agreement to:
 - a. The College – ‘Application for Student Bus Transport – 2022’
 - b. The College Bus Travel - ‘Terms and Conditions’
 - c. The College - ‘Student Bus Rules’
 - d. Queensland Governments - ‘Code of Conduct for Students Traveling on School Buses.’
3. Upon receipt of your application, the College will process the completed Bus Transport Application Form and confirm with you the closest Transit point available to service your transport request.
4. When your ‘Application for Bus Transport - 2022’ has been processed, the College will formally reply via email with a ‘Student Bus Transport Agreement’ confirming all details regarding bus travel. The College requires you to sign and return this agreement prior to any bus travel commencing.
5. Should the College be unable to offer you a bus seat immediately due to high demand on that run, we will contact you and place your application on a priority student bus waiting list.
6. Payment arrangements for the Bus Transport Fees will be arranged with your tuition fees by the College Fees Advisor.



Part B - Bus Travel – Terms and Conditions

Warwick Christian College owns and operates a School Bus Service for our enrolled students. We are governed in all our operations by the Queensland Government Transport Department and its “Public Transport” Legislations and Regulations.

Section 1 - College Buses

- a) The College operates 2 morning and 2 afternoon scheduled bus runs.
- b) The College has pre-set bus routes, directions, times, and seating capacities to assist with best coverage of Warwick.
- c) We are a growing school with an increasing number of families requesting access to our bus service network. With a limited capacity of 23 students per run.
- d) Students travelling in from outlying districts to the High School will receive priority for seating.
- e) All bus runs are structured in such a way that your child may be picked up any time from approximately 7 am in the morning and dropped back to an agreed location before 4.15 pm in the afternoon.
- f) When all bus arrangements have been agreed to, they will be formally documented as a contract and sent to you, for your agreement and signature. A copy of a signed ‘Bus Travel Agreement’ is to be returned to the Bus Department prior to any bus travel commencing.
- g) If you no longer require bus transport for your child, for any reason, please notify the Bus Coordinator in writing, preferably by email to admin@warwickcc.qld.edu.au.
- h) The College reserves the right to make changes to any existing bus arrangements (times, location & bus run) after 5 working days’ notice has been given.
- i) Any extra belt harness required will need to be provided to the Bus Department.
- j) Our bus fleet is mechanically maintained and serviced and operates in compliance with the Queensland Passenger Transport Regulation and Conditions.
- k) A completed ‘Student Bus Transport Agreement – 2022’ is only valid until the completion of the school year in 2022. A new Student Bus Transport Agreement will be required for each school year.

Section 2 - Parental Responsibilities

AM – Morning Pickup

- a) Have your child/ren ready to board the bus at the arranged time & Transit Point every morning.
- b) It is the Parent/Carer’s responsibility to arrange for a responsible adult to accompany the child/ren to the agreed AM Transit Point and remain until the student boards the bus.

Note: If the student is late to their Transit Point, the driver will have continued on the scheduled run to the College. We are unable to wait and put at risk other students waiting at their stops for their scheduled pickup

- c) If your child/ren will not be requiring their normal AM bus travel on a particular morning, the Parent/Carer is to SMS any changes to the driver before 7am



PM - Afternoon Drop-off

- a) It is the Parent/Carer's responsibility to arrange for a responsible adult to be at the PM Transit Point in the afternoon to collect the student at the agreed time.

Note: If a Parent/Carer is not at the designated Transit Point location and the driver is unable to make contact with the Parent/Carer, the driver will complete the bus run and return the student to Warwick Christian College main campus. College staff will then care for the student, until arrangements have been made for your child's pickup from the College Administration building.

Note: Students are not permitted to request a change or adjustment to existing bus travel arrangements

- b) If your child will not be requiring their normal PM bus travel on a particular afternoon, the Parent/Carer is to advise the bus driver via SMS before 2:30 pm

Section 3 - Student Behaviour on Buses

The College, as a Bus Operator of a School Transport Service we are obligated to abide by the Queensland Government Legislation regarding "Code of Conduct for School Students Travelling on Buses." In our 'Bus Travel Information Pack 2022', you would have received a link to the 'Code of Conduct for School Students Travelling on Buses' (Part F) brochure to discuss with your child, also a copy of the Student Bus Rules.

Should your child/ren breach these rules the College will contact you for assistance to remedy the inappropriate behaviour. If the behaviour breaches continue, we will follow the steps outlined in the "Code of Conduct for School Students Travelling on Buses." (Part F)

Student Bus Travel may be Suspended or Withdrawn if:

- a) A student or Parent/Carer fails to comply with the College, 'Bus Transport Terms & Conditions' or the 'Code of Conduct for Students Travelling on School Buses.'
- b) A student is continually breaching the 'Student Bus Rules' or consistently disruptive to other passengers or fails to comply with directives from the bus driver or other College staff.
- c) Circumstances exist which make it unsafe or impractical for the student to continue to travel on the bus.
- d) The student behaves in a way that endangers the safety of other passengers or causes malicious damage.
- e) The Parent/Carer continually fails to deliver the student to or collect the student from the agreed Transit point.
- f) The student requires any ongoing medical treatment which may affect the overall bus service.
- g) The Parent/Carer fails to advise the bus driver or Bus Department when the student is not travelling.
- h) Temporary or permanent refusal of travel will occur only after consultation has taken place between the student, Head of College/ Head of School, parent/carer and Bus Department.



The following links are to the Department of Transport Code of Conduct:

To keep other passengers and bus drivers safe and comfortable, all school students are required to comply with the [Code of Conduct for School Students Travelling on Buses \(PDF, 904KB\)](#). Supporting the Code of Conduct is the [Safe Travel of School Students Guiding Principles \(PDF, 665KB\)](#)

Section 4 - Changes/cancellations to existing transport arrangements


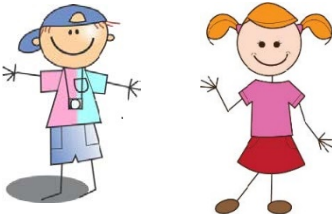

- Any requests for permanent changes to the existing travel arrangements will need to be submitted by completing a 'Change of Details for Student Bus Travel' and will be processed as per availability. Note: this request is not a guarantee of a position on another bus.
- Contact the Bus Department via email or **SMS 0478 219 191** during the day to inform or request any changes to PM drop off arrangements.
- Students are not permitted to request a change or adjustment to existing bus travel arrangements. Parent/Carers must make a request in writing or via email to the Bus Department.
- Advise the Bus Department immediately of any changes to regular bus requirements (e.g., change of address/ change of frequency of bus travel) – by completing a new 'Bus Application for Student Bus Travel – 2022'.
- Bus seat allocation and bus fees will remain current until student bus transport has been officially cancelled in writing via enquire@warwickcc.qld.edu.au.
- The 'Student Bus Transport Agreement – 2022' will expire on the 1 December 2022.

Part C - Bus Transport Fee Schedule 2022

Students travelling on a connecting bus from outlying areas to the Warwick High School will the travel free of charge.


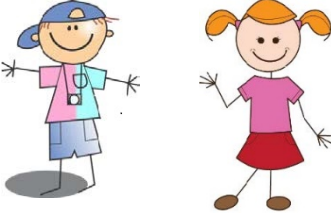

Two transport options exist for families using our bus service.

Option 1: Two-way bus travel

 <p>Fee for one child from the same transit point (am & pm) for the school year \$804 Per fortnight \$40.20</p>	 <p>Fee for two children from the same family from the same transit point (am & pm) for the school year \$1060 Per Fortnight \$53</p>	 <p>Fee for 3 or more children from the same family from the same transit point (am & pm) for the school year \$1329 Per Fortnight \$66.45</p>
---	---	--



Option 2: One-way bus travel

 <p>Fee for one child from the same transit point to school (am) or from school to the same transit point (pm) for the school year \$525 Per Fortnight \$26.25</p>	 <p>Fee for two children from the same family from the same transit point to school (am) or from school to the same transit point (pm) for the school year \$700 Per Fortnight \$35</p>	 <p>Fee for 3 or more children from the same family from the same transit point to school (am) or from school to the same transit point (pm) for the school year \$877 Per Fortnight \$43.85</p>
---	--	---

Bus Transport Payment Options

1. Paid in full at the beginning of the year. Please note: 5% discount of the full annual bus payment will be applied for fees paid before Friday, 4 February 2022.
2. Term fee Paid in full at the beginning of each term.
3. Added into fortnightly Direct Debit payments with School Fees.

Part D - Student Bus Rules

The bus driver's job is to safely drive students between the school and their homes. Therefore, the bus driver has complete authority over the bus and all students on board.

As a student using our bus service, you are reminded that the bus is an extension of the school day and all school rules apply. The following is a summary of the rules you are to adhere to while on the bus.

1. Wait for, enter, and exit the bus in a quiet, safe, polite and organised manner.
2. Leave the bus stop in a safe way. Never walk behind or in front of the bus. Stay on footpaths and follow all road safety procedures.
3. Avoid any action, noise or words that could distract the driver (use quiet voices).
4. For your own safety, always remain seated while the bus is moving.
5. Always wear your seat belt. It must be firmly fitted across the lap when using a lap belt, or firmly fitted across the body when wearing a sash belt.
6. Keep everything inside the bus. No item or part of the body may be placed through or outside the windows.
7. Show respect. This includes:



- Care for others and their property
 - Keeping hands, feet, and other objects to yourself
 - No teasing, name calling, swearing or offensive language will be tolerated on the bus.
 - No lewd behaviour
 - Keep feet off the seat or the back of the seat in front of you.
 - Inform the bus driver if you see any inappropriate behaviour on the part of another student on the bus or feel you are harassed or under threat, so that he/she can decide on a course of action.
8. Comply with all school policies regarding the use of Gaming consoles, laptops, phones, and music devices while on the bus, including the following restrictions:
- All devices must be used either in silent mode or with earphones
 - Students are responsible for the safety and care of their own devices
 - For the safety of all students, the use of image capturing and voice recording devices such as cameras, voice recorders and video on all devices is prohibited.
9. Refrain from using pens, pencils, or other sharp objects while on the bus for safety reasons.
10. **NO eating or drinking on the bus.** [This includes lollies and gum.] Water bottles with caps are permitted.
11. When departing the bus take all your rubbish with you.
12. Remember that your place on the bus depends on your behaviour. We would like all our students to have a pleasant bus experience. Unacceptable student behaviour places the safety of all travelling on the bus, at risk.
13. Please greet the bus driver on entry and thank the bus driver upon leaving to show your appreciation.

Please go through the above rules with your child/ren and confirm that he/she understands these rules, then have your child/ren sign the bus rules section of the Application for Student Bus Travel Form.



Part E - Application for Student Bus Transport – 2021

Family details			
Name of person completing form		Relationship to Student	
Home Address			
Email address			
Mobile No.			

Names of student/s requesting transport

Family Name	First Name	Year Level	Medical Information?
Additional details:			

Transport bus travel is requested for:						
HIGH SCHOOL	<input type="checkbox"/> Full time	<input type="checkbox"/> AM (one way only)	<input type="checkbox"/> PM (one way only)			
TOWN RUN	<input type="checkbox"/> Full time	<input type="checkbox"/> AM (one way only)	<input type="checkbox"/> PM (one way only)			
Days students require bus AM:	MON	TUE	WED	THUR	FRI	
Days students require bus PM:	MON	TUE	WED	THUR	FRI	
If student gets dropped at different locations, please list days, run and locations:						
Proposed date for bus to commence:						
Please note: if multiple locations, refer to Terms and Conditions (Part A, Section 3)						
Additional contact details						
Contact 1 Name:	Phone:	Relationship:				
Contact 2 Name:	Phone:	Relationship:				



Bus Rules

We have read & understand the College Bus Rules and agree to comply with them.

Student Name (1)		Signature	
Student Name (2)		Signature	
Student Name (3)		Signature	
Student Name (4)		Signature	
Student Name (5)		Signature	
Student Name (6)		Signature	
Parent/Carer Signature		Date	

Complete the following questions by circling your response

1.	I will actively support the College by discussing and promoting with my child/ren the College Bus Rules and The Government 'Code of Conduct for Students travelling on buses' and acknowledge that my child/rens access to the bus is dependent on good behavior.	Yes / No
2.	Are there any custodial issues that the Bus Department should be aware of?	Yes / No
3.	My Secondary child/ren are permitted to be dropped off at the agreed 'Transit Point' location without any supervision.	Yes / No
4.	I will contact the Bus Department via email or SMS, if my child/ren is/are not requiring the bus service for the AM or PM run.	Yes / No
5.	Does your child/ren have any additional needs related to travel on the bus that the bus department needs to be aware of? If yes, list details:	Yes / No
6.	I have read & agree to comply with the 'Bus Travel – Terms and Conditions' (Part A)	Yes / No

Applicant's signature:		Date:	
------------------------	--	-------	--

Please indicate the preferred methods of Bus Transport payment

Payments to be received prior to bus travel commencing

<input type="checkbox"/>	Added into fortnightly Direct Debit payments with School Fees
<input type="checkbox"/>	Annual upfront payment before Friday, February 5, 2021
<input type="checkbox"/>	Term fee Paid in full at the beginning of each term.

Office Use Only: Date and time completed application was received

Date:	Time:	Copy to Fees Advisor
-------	-------	----------------------



Student Family Name (Capital Letters Please)

Student Given Names (Capital Letters Please)

Student Year level

Internet Access Agreement for Primary (Prep to Year 6) Students 2022

For effective learning, all students are required to have College Computer Network access, conditional on their respectful and responsible use of College Computers. All curriculum areas use Computers for class work and electronic information retrieval. Students from Prep to Year 6 are provided with individual access to our Internet Service.

Student Responsibility

I understand that the Internet can connect me to useful information stored on computers around the world. While I have access to the Internet:

1. I will use it only as directed by the teacher.
2. I will not look for anything that is harmful.
3. If I accidentally come across something that is harmful, I will quietly inform my teacher.
4. I will not tell anyone my password, home addresses or phone number.
5. I will not use the Internet to annoy or offend anyone.
6. I understand that if I do not follow these rules, I will lose access to the School Computers.

Student – Sign Here

Parent/Guardian Consent

I understand that the Internet can provide students with valuable learning experiences.

I also understand that it gives access to information, a very small part of which can be illegal, dangerous or offensive. In addition to parents and the College having protective measures in place, students need to be taught responsible use and what to do when confronted by something questionable or wrong.

I accept that a shared goal of parents and staff is for students to take responsibility for their learning and safety.

I believe _____ (Name of student) understands this responsibility, and I hereby give my permission for him/her to access the WCC Network and Internet under the College rules. I understand that students breaking these rules will be subject to disciplinary action. This is likely to include (at least temporary) loss of Internet access.

Parent / Guardian – Print Name

Parent / Guardian – Sign Here

To establish a personal network account this contract must be signed by students and parents.



Internet Access and Laptop Loan Agreement for Secondary (Years 7 to 12) Students 2022

For effective learning, all students are required to have College Computer Network access, conditional on their respectful and responsible use of College Computers. To establish a personal network account this contract must be signed by students and parents.

Student Responsibility

While I have access to the Internet and Intranet:

1. I will use it only for educational purposes as directed by the teacher.
2. If I accidentally come across something that is illegal, dangerous, or offensive, I will immediately and quietly inform my teacher; and they will assist me to clear any offensive material from the computer.
3. I will not reveal to anyone passwords, home addresses or phone numbers - mine or that of any other person.
4. I understand sending or receiving inappropriate messages by phone or other technology is a breach of the telecommunications act with significant penalties. Anyone can take a valid concern to the Police.
5. I understand that if the College decides I have broken these conditions, appropriate action will be taken. This is likely to include a loss of my Network and Internet access for a period of time.

As a Secondary Student of Warwick Christian College, I agree to the following conditions of the **Student Laptop Loan Program**.

- I shall only use this laptop for educational purposes as directed by the College.
- I shall do all within my ability to care and maintain this laptop and case.
- I shall store this laptop and case in a safe and secure place at school and at home.
- I shall report any malfunction or damage to the laptop to Student Services immediately.
- **I shall keep this device charged and ready for use without the need to connect the power pack during school lessons.**
- **If either the laptop or charger goes missing, I shall report that to Student Services immediately.**

Student Name: _____ **Signature:** _____ **Date:** _____

Parent/Guardian Consent

I believe _____ (name of student) understands this responsibility, and I hereby give my permission for him/her to access the WCC Network and Internet under the College rules. I understand that students breaking these rules will be subject to disciplinary action. This is likely to include (at least temporary) loss of Internet access.

Parent / Guardian Name: _____ **Signature:** _____ **Date:** _____

To establish a personal network account this contract must be signed by students and parents.



2022 Key Dates-subject to change

Term 1: 24 January-1 April

Term 3: 13 July-16 September

Term 2: 19 April-24 June

Term 4: 4 October-1 December

Date	Event
21 January	Primary: Meet the Teacher 1-5pm/ Uniform Shop open 1pm-5pm
24-28 January	HUB Campus: Week 1 is a student free week
24 January	School Starts (Monday)
26 January	Australia Day NO SCHOOL
23-25 Feb	Year 7/8 Camp
4 March	ID Photos for Secondary (Slade and HUB) EVENT: 70's Night
18 March	Warwick Show Holiday NO SCHOOL
1 April	Cross Country (weather permitting) End of Term 1
19 April	Start of Term 2 (Tuesday)
19-22 April	HUB Campus: Week 1 is a student free week
20-22 April	Year 5/6 Camp
22 April	ANZAC School Commemoration
25 April	ANZAC Day NO SCHOOL
2 May	Labour Day NO SCHOOL
6 May	EVENT: College 15 th Celebration 3pm-6pm
10-13 May	NAPLAN for Years 3, 5, 7 and 9
24 May	EVENT: Parent Information Night
30 May-1 June	Year 9/10 Camp
20 June	MSP School Photos (Monday) (Slade and HUB)
23 June	Athletics Carnival Prep-8yrs (weather permitting)
24 June	Athletics Carnival 9yrs-18yrs (weather permitting) End of Term 2
13 July	Start of Term 3 (Wednesday)
29 July	EVENT: Bush Dance
15-19 August	STEM Week
22-26 August	Book Week
24 August	Book Week Parade, book character costumes
26 August	EVENT: Open Day 3pm-6pm
2 September	Pupil Free Day NO SCHOOL
14 September	Spring Showcase
16 September	Year 12 Formal End of Term 3
4 October	Start of Term 4 (Tuesday)
11 November	Year 3-12 Swim Carnival (weather permitting)
14-16 November	Year 11/12 Camp
16 November	Primary Awards Ceremony
17 November	Secondary Awards Ceremony
18 November	Year 12 Graduation
24 November	P-Year 2 Swim Carnival (weather permitting)
25 November	Year 10 and 11 Last Day
30 November	Year 6 Celebrations
1 December	Last day of Term 4/Prep to Year 9 (Thursday)



2022 Fee schedule

Tuition fees

We are committed to keeping the College an affordable, high quality, values based, Christian school. Our inclusive fees save families from having to pay for many other items and activities during the year.

Fees are charged on an annual basis and in advance of services being provided. Individual components of the fees are not listed or calculated separately. No refund is applicable where services are not used. Pro-rata fees apply for students commencing after the beginning of Term 1.

Year Level	Annual fee: First child	Annual fee: Second child (refer to sibling discount)	Third and subsequent children (refer to sibling discount)
Prep – Year 6	\$3,750	\$3,350	No charge
Year 7	\$4,150	\$3,550	No charge
Year 8 – Year 12	\$5,090	\$4,490	No charge

What our tuition fees cover

- ✓ Compulsory excursions and incursions related to the College curriculum
- ✓ Year level camps (Years 5 to 12)
- ✓ Subject workbooks and resources
- ✓ Primary school exercise books
- ✓ Transport to/from sporting activities organised by the College
- ✓ Textbook loans
(provided the college retains the Secondary Textbook & Resource Allowance)
- ✓ Laptop loan (Years 7 to 12)
- ✓ School student accident insurance (limited coverage policy)

Payment options

- ✓ Upfront full payment in advance. Payment can be made by cash, credit/debit card or BPAY. A discount of \$150 per fee paying student will apply if paid by **24/01/2022**.
- ✓ Weekly or fortnightly instalments via direct debit from bank account or credit card
- ✓ Deductions from Centrelink benefits via Centrepay facility

Additional costs

- School uniforms
- Bus transport between home and the College (if required)
- Personal stationery items (e.g., pencil case and contents)
- Extra-curricular programs including recreational sport, arts, and instrumental music lessons
- Additional consumables beyond what is regularly used in class for personal projects that students undertake and retain ownership of (e.g., large canvas for art)
- Courses delivered by external providers (e.g., Distance Education and TAFE)
- Other non-compulsory activities including Senior Formal and mission trips

Dependants of a person studying in Australia or students who are in Australia on a tourist/visitor visa (full fee-paying students)

This fee schedule is applicable to Australian and New Zealand citizens, permanent residents, and eligible visa holders. If the student is a dependant of a student studying in Australia (500 series visa) or is in Australia on a tourist or visitor visa (600 series), the student is not eligible for Government funding and will be classed as a full fee-paying student. Full fee-paying students are not eligible for any sibling discounts. Fees for full fee-paying students are available on request.

The College is not accredited to accept international students.

Southern Downs Flexible Learning Hub (SDFLH)

Warwick Christian College operates the Southern Downs Flexible Learning Hub SDFLH - an accredited Special Assistance School (SAS) for students in Years 7 to 12 who have disengaged from mainstream schooling and require a supportive and flexible learning environment. Students enrolled in SDFLH are not charged tuition fees. Contact the College for more information.



Fee policy

Discounts explained

Sibling discounts

Discounts apply if two or more siblings are enrolled at the College. For larger families, the third and subsequent children incur no additional school fees. The highest enrolment fee student, usually the oldest, is classed as the first child, regardless of the order of enrolment. The College understands that families come in all shapes and sizes. Families with shared custody or other arrangements or combinations may apply for a determination in terms of the sibling discount arrangement. The sibling discount is only available to Australian and New Zealand citizens, permanent residents, and eligible visa holders.

Annual upfront payment discount of \$150 per fee-paying student

A discount is available for families who pay their fees upfront for the year in one payment by the due date. Any outstanding amounts owing to the College must be finalised to be eligible for this discount.

Enrolment confirmation deposit

If an offer of enrolment in Prep to Year 12 is made, a non-refundable enrolment confirmation deposit of \$150 (maximum \$300 per family when enrolling more than one student at the same time) is required to be paid when returning the signed enrolment contract. This amount will be fully credited against tuition fees after a qualifying period.

Financial hardship concessions

Limited financial hardship concessions are available. Application for financial hardship concessions will require disclosure of certain family financial details, which will be retained in strict confidence by the College. This is a comprehensive process that follows qualifying guidelines. Concession applications are reviewed on an annual basis. Families receiving a hardship concession must enter into a direct debit payment instalments arrangement and are therefore ineligible for the upfront payment discount.

School student accident insurance scheme

The College has taken out a limited coverage insurance policy to help cover the expenses involved when accidents happen. This policy covers students throughout the year while at school or on a school event. Please contact us for additional information.

Tax deductible building fund

A voluntary tax-deductible fund exists for families wishing to contribute towards the development of the College ministry. The *Building Fund* is fully tax deductible and all contributions to this fund will assist the College to continue to advance its facilities for the benefit of the students. Payments can be made to:

Name: Christian Community Ministries Ltd Building Fund

BSB: 064-168 Account: 1108 6986

Reference: Your Name

Please contact cmfinance@ccmschools.edu.au to request a receipt following payment.

Secondary textbook and resource allowance

The State Government provides the College with an allowance to offset the cost of textbooks, ICT items and other resources for secondary students, which the College purchases on the students' behalf. Families have the option of purchasing their own resources by requesting that the College Fees Advisor credit this allowance to their fee account.



Families electing to do this will be obliged to purchase these resources at their own expense. Requests for an allowance credit must be received by no later than the end of November for existing students, or upon enrolment for new students. The allowance only covers a fraction of the full cost of these resources; therefore, families do not generally find this option financially beneficial.

Your undertakings are documented in the enrolment contract, these include:

- If electing to pay upfront, you agree to make your payment by the date advised on your fee statement or fee estimate. Otherwise, you need to establish an agreed scheduled direct debit or Centrepay facility.
- You agree to pay your fees on time or by instalments in accordance with the agreed scheduled direct debit plan or Centrepay arrangement.
- You agree to immediately pay the remainder of fees due for the academic year if you cancel the direct debit plan or Centrepay arrangement.
- You agree to contact the College as soon as possible (at least within a week) if for any reason you are unable to meet your responsibility to pay your fees.
- You agree to pay any expenses incurred in the recovery of any outstanding fees or other amounts owed by you to the College.
- If you are terminating the contract and do not provide us with ten school weeks' notice, you are required to pay 10 calendar weeks fees, as the College commits resources on the basis of confirmed enrolments.

Issuing of accounts

The College issues a statement at the start of each year showing the fees owed for the full year. Regular statements are issued throughout the year showing all transactions made and the current balance of the account.

Unpaid and overdue fee accounts

Should you experience difficulty with payment of College fees, you should discuss the matter with the College Fees Advisor as a matter of priority. We will endeavour to work with you to enter into mutually agreeable alternative arrangements.

If the school fees remain unpaid and no special arrangements have been made, the student's enrolment may be cancelled, and appropriate recovery action commenced. Once a debt is referred to a debt recovery agency, the College is unable to further discuss or make payment arrangements.