

WELCOME PACK: IMPORTANT INFORMATION FOR THE START OF 2024

JANUARY 2024

Dear Parents / Caregivers,

Welcome to the 2024 school year and thank you for entrusting your child's education to us. Our staff are committed to providing your child with the highest quality education and supporting them to achieve their full potential. We look forward to working with you and your child/ren and wish you every success.

Yours sincerely,



Kevin O'Neil
PRINCIPAL

The following gives you important organisational information for the start of 2024. On our website under **Parents** are our term calendars, which provides you with important dates for the year:

<http://www.ccc.sa.edu.au/calendar.html>

MONDAY 29 JANUARY 2024: STAFF PROFESSIONAL LEARNING DAY #1

The College will be closed to students on Monday 29 January, so our teachers can undertake Professional Learning to improve students' literacy.

TUESDAY 30 JANUARY 2024: FIRST DAY OF SCHOOL

We will begin the school year with a staggered start so that all students receive an orderly introduction to the year. Students should return to school and meet according to the information below:

Tuesday 30 January: 8.40am - start for Reception to Year 7 and Year 12

Years R-6 Meet in your Mentor Room (classroom)
Years 7 Meet in the CCAT (Theatre)
Year 12 Meet in your Mentor Room (classroom)

New International Students 9:00am-11:00am Induction in the Resource Centre

Note: There will be no school for Years 8, 9, 10 and 11 students on this day

Wednesday 31 January: 8.40am - all Years R to 12 attend

Years R-7 Meet in your Mentor Room
Years 8-9 Meet in the Gymnasium
Year 10 Meet in the CCAT (Theatre)
Year 11 Meet in the Resource Centre
Year 12 Meet in your Mentor Room (for Lesson 1)

Timetables for Year 7-12 students will be available on Daymap during the summer school holidays. New students will be given information on how to access their timetables when they start school.

2024 SCHOOL START AND FINISH TIMES

Mondays Start: 8:40am – Early Finish: 2.20pm (Staff Professional Development)
Tuesday to Friday Start: 8:40am – Finish: 3.10pm.

CANTEEN

Rory's School Lunches is an external canteen provider which provides quality pre-order menu and a cafeteria-style recess and lunch time service for students and staff. The canteen provides a range of food options that cater for a variety of dietary needs and rotates their menu on a regular basis. In 2024, Reception to Year 12 students are ONLY able to submit lunch orders using the Qkr! App by 8.30am.

Reception to Year 6

Students in Reception to Year 6 are able to submit lunch orders using the Qkr! App by 8.30am. Lunch orders are delivered to each classroom at the commencement of lunchtime.



**CHARLES
CAMPBELL
COLLEGE**

3 Campbell Road
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South Australia

T 8165 4700
F 8165 4750

dl.1028.info@schools.sa.edu.au
www.ccc.sa.edu.au

T/A South Australian
Government Schools
CRICOS Provider
Number: 00018A



**Government
of South Australia**

Department for Education

Years 7 to Year 12

Students in Year 7 to Year 12 are able to submit lunch orders using the Qkr! App by 8.30am. Lunch orders are to be collected from the canteen at the commencement of lunchtime. They are also able to access the canteen at recess and lunchtime.

Our Canteen Menu can be found on our website under **Parents**:

<http://www.ccc.sa.edu.au/canteen.html>

Please Note: Students are not permitted to leave the College grounds at lunchtime nor are they permitted to use food delivery apps.

COMMUNICATION

General Communication

The College publishes important information through the following media:

- **Absence: Text messaging** – the College sends an automated text message should your child be marked absent in the morning and where no reason has been recorded.
- **College Website** – contains information that remains relatively constant, and includes policies, staff email addresses, copies of excursion notices, and other communications etc. We have made adjustments to our menus to make our site more parent-friendly.
- **College News** – our newsletter is produced twice per term and is available to download from our website. College News gives our community with a point in time reflection of student achievements and activities.
- **Daymap** – is our learner management system and contains work for your child to complete, their school reports and records of your child's attendance. Daymap is the communication platform that we use for teachers, students and parents in Years 5 to 12.
- **Edsmart** – is an app that allows parents to approve excursions from their mobile phones. Once staff training has been completed, we hope to use Edsmart to manage excursions from mid-2023.
- **Email** – we send infrequent communications about important matters via email or as an attachment to an email.
- **See-saw** – communication between R-4 teachers and families.
- **Social Media: Facebook and Instagram** – we post brief articles and images about upcoming events or student achievements.
- **Student Reports** – all of our teachers use Daymap to write their students' reports. Reports are available for you and your child to download from Daymap at the end of each school term.

Daymap

Daymap allows parents and students to closely monitor their academic progress. You and your child can access learning materials and assessment plans and outcomes of teachers' assessments. Early in 2024, you will receive your login details for Daymap. We will hold after-school Daymap training for parents and are developing online instructions to help you to make full use of Daymap.

Direct Contact: Mentor Group Teacher

The first point of contact for any questions or concerns is your child's Mentor Group Teacher; they can be contacted via email or phone. Email addresses for 2024 staff will be available from the College website at the start of the school year:

<http://www.ccc.sa.edu.au/staff-contacts.html>

ABSENCES: PLEASE CALL 8165 4700

Regular attendance at school is critical for your child's academic achievement and social development. In the case of unavoidable absence, please call us, before 9.00am if possible, on our 24-hour absentee line 8165 4700 and:

- Select ① for Years R-6 or
- Select ② for Years 7-12.

Should you receive a text message in the morning regarding your child's absence, please reply via text message on the same day, or supply a note to student services via your student on the following day.

Please note: It is your responsibility to notify the College of your child's absences and the reason for their absence

WELLBEING

Your child's wellbeing is very important and can impact their ability to learn. Parents/caregivers need to be informed with clear, evidence-based information on the many challenges of adolescence. Resources and support from external organisations can be found here: <http://www.ccc.sa.edu.au/resources.html>

On the link above, you will find links to organisations such as *Beyond Blue* and *Reach Out*. I encourage you to make contact with our team at the school if you are concerned about your child's wellbeing.

HEALTH AND MEDICAL CONDITIONS

Please ensure that we have updated information about any current health/medical conditions for your child. Students requiring additional health support or medication must provide the College with a current Health Care Plan. Blank forms are available from your medical practitioner. If your child has a Health Care Plan, please ensure it is updated and provided to Student Services. Information therein will be communicated to all relevant staff. Please check medications (e.g. Epipens, Ventolin, etc) held at the College, to ensure their currency.

LOCKERS AND MOBILE PHONES

In the first few days of 2024, we will allocate a locker to all new students in Years 7-12, along with their unique locker combination. Existing students will retain their current locker. Staff will be available to support students to access their locker.

Students must not access their mobile phone whilst on school grounds. Once students have been allocated their locker, they are expected to leave their bags / backpacks and their mobile phone in their locker for the day; students will carry their laptops and other materials they need to each lesson. Years 7-12 students may take their bag / backpack with them to the gymnasium when changing for physical education.

Students with medical conditions that require them to carry a mobile phone, may be permitted to carry their phone to classes; to be approved, you will need to contact the relevant Year Level Leader and provide appropriate medical information.

If Reception to Year 6 students bring a mobile phone to school, they must hand it in at Student Services at the beginning of the day and collect it when they are dismissed.

BRING YOUR OWN DESIGNATED DEVICE (BYODD) – LAPTOP PROGRAM

Charles Campbell College has a BYODD Laptop Program which means students in Years 7-12 are expected to have a laptop to access Daymap, learning software and a range of online curriculum materials.

Student laptops purchased for the 2024 school year will need to be set up for use during Week 1 (from Tuesday 30 January). Year 7 students and others who are new to the College, will be taken through the *set up procedures* so they can access required software and Daymap. You can find more information here: [Bring Your Own Designated Device \(BYODD\) - Charles Campbell College R-12 \(ccc.sa.edu.au\)](http://www.ccc.sa.edu.au/bring-your-own-designated-device-byodd-charles-campbell-college-r-12)

We expect students to carry their laptop to all lessons. We strongly recommend that you provide your child/ren with a hard, protective carry-case for their laptop and / or take out insurance in case of damage.

It is important that your child's laptop is full charged each day before leaving for school.

SCHOOL CARD – LAPTOPS FOR YEAR 7 AND 10 ONLY

Students in Year 7 or Year 10 in 2024, and who are **APPROVED** for the 2024 School Card, will be issued with a school device for their use throughout the year. Students are able to take the school device home during the school year; the school device must be returned to the College at the end of the 2024 school year.

SCHOOL CARD – LAPTOPS FOR YEAR 8, 9, 11 and 12

Students in Year 8, 9, 11 and 12, and who are **APPROVED** for the 2024 School Card, may borrow a laptop on a daily basis, however the laptop **MUST** be returned to the ICT support desk at the end of each school day.

SUBJECT TIMETABLES (7-12)

Your child's timetable will be available via Daymap on their first day of school. Students should check these carefully and see their Year Level Leader if they have any identified issues.

Please note that students and families have had opportunities to carefully consider and negotiate subject choices, we have no real capacity to accommodate subject changes (particularly Years 7-9) <http://www.ccc.sa.edu.au/timetable.html>

LIBRARY BOOK RETURNS

We re-established a library on the R-6 site in 2023. Junior School students will have one library lesson per week and our R-6 library will be open for students to use at recess and lunchtimes.

If your child still has outstanding books or resources from Charles Campbell College, please ensure that these are returned during the first week of term. If we do not recover the outstanding books or resources, you will be invoiced for their replacement value.

PARENTS AND FRIENDS ... AN OPPORTUNITY TO CONNECT

The Parents and Friends Community at Charles Campbell College is an active group that connects the College with our community by supporting our students and staff, and by providing opportunities for other parents to assist their children with their learning or wellbeing needs.

If you would like more information, please email Kayla Petrovansky at: kayla.petrovansky@gmail.com

SCHOOL UNIFORM 2024 (YEARS 7 - 12)

All students R-12 must begin 2024 wearing the correct Charles Campbell College uniform.

The Devon Clothing Uniform Shop is able to take uniform orders, for which payment can be made on collection. Devon Clothing Uniform Shop is located at Shop 24, Clovercrest Plaza, 429 Montague Road, Modbury North PH: 8350 7900.

Please make sure that you place your orders early, so that your child/ren have correct college uniform on the first day – this makes a big difference in giving your child a positive start to the school year.

You can order online through the school website under **Parents / Uniform**: <http://www.ccc.sa.edu.au/uniform.html>

You can read our **Uniform Policy (2022)** at the link above. It is important to read our policy carefully because some families have purchased items that they believe are compliant with our policy, but are not.

Our staff will work with families to ensure that students are wearing expected uniform. Just to clarify:

- **Pants: 7-12 should be long, straight leg and charcoal in colour.** School uniform does not include *track pants* or *active wear*.
- **Trousers: R-12 expandable style, charcoal in colour.** School uniform does not include *track pants*.
- **Shoes: Black. Flat heeled, school shoes.** In Years 7-12, we expect shoes to be fully enclosed, polishable, leather or leather-look school shoes. We prefer traditional school shoes.

Please note: Shoes that contain *canvas* do not provide adequate protection in laboratories or workshops and are not acceptable; *slip on shoes*, *ballet shoes* and *ripple-soled boots* are not part of school uniform.

You can find images of the approved uniform items (except shoes) can be found on Devon Clothing's website:

<https://onlinestore.devonclothing.com.au/shop-by-school/charles-campbell-college/>

Whilst families are able to purchase their children's uniform from any source, they need to be identical with those displayed on Devon Clothing's website.

Please note:

- Parents can donate clean, good quality second-hand uniform items at Reception and we will provide them to families experiencing financial difficulties.
- Our Parents and Friends Community sells second-hand uniform items from their on-site second-hand uniform shop. The uniform shop will be open Tuesday 23 January 8:20am to 9:00am, and is open throughout the school term:
 - Tuesday 8:20am to 9:00am
 - Wednesday 3:00pm to 3:45pm
 - Friday 8:20am to 9:00am

FINANCIAL MATTERS

We have compiled the following information to assist you with making payments.

2024 SCHOOL CHARGES

Charles Campbell College Governing Council has approved the 2024 Materials & Services Charges:

- Reception to Year 6.....\$430
- Years 7 to 12\$860

The State Government provides funding for teaching and support staff, teacher materials and the provision of school buildings, grounds and fittings.

For our school to provide its extensive curriculum including technologies, our families are asked to pay the full Materials & Services Charge listed above. These charges have not changed since 2021.

THE MATERIALS & SERVICES CHARGE INCLUDES:

- Reasonable stationery requirements for R-6
- Student ID cards and lockers available for Years 7-12
- Access to Information Technology and equipment
- Printed materials distributed to students throughout the year
- Access to Resource Centre materials and the hire of textbooks / E-Book Access
- Materials for curriculum use across the art / food / technology / science curriculum.

PAYMENT OPTIONS:

QKR: This is a secure payment app for schools and you can download it at no cost from the App Store for iPhone and iPad or from Google Play for Android phones and tablets. It is a convenient way to pay for school fees, excursions and performances, and a quick way to order lunch from the canteen using your smart phone anytime, anywhere.

INSTALMENTS: A Direct Debit Instalment plan is included in this Welcome Pack. You can nominate to have your fees directly debited in instalments from your bank account or credit card, weekly, fortnightly or monthly; for alternative arrangements, please contact our Financial Services Manager on 8165 4700.

IN PERSON / PHONE: College Reception, located at the front of the College in Campbell Road, will be open for Fee payments by EFTPOS, Credit Card (no AMEX), cash payments and enquiries **8.30am to 3.30pm on Monday 22 to Thursday 25 January, closing all day on Friday 26 January (Australia Day) and on Monday 29 January (Staff Professional Learning Day).**

Our school term opening hours resume from Tuesday 30 January: Monday to Friday from 8.00am until 4.00pm.

SCHOOL CARD: The School Card Grant is available to pay the Materials and Services Charges for eligible families. Assessment for eligibility is made on your family taxable income for the previous financial year. In 2018 the income limits were raised significantly, now starting at \$70,994 for families with one child, thus giving more families access to the grant.

Each year you must complete a new application for School Card for every child in your family at Charles Campbell College.

School Card applications for 2024 need to be finalised by Thursday 29 February 2024.

We encourage you to lodge this online at the following link: www.sa.gov.au/education/schoolcard. Information about the application process can also be obtained at this link or by phoning 1800 672 758. We provide a computer and assistance at School Reception for families who may not have access to the internet at home. Alternatively please collect an application from College Reception to complete and return. Families may consider paying the *voluntary fee*, and an easy part payment scheme exists that can support those who choose to make this important contribution.

CENTREPAY: You can use Centrepay to make regular deductions from your Centrelink payments. Centrepay is a voluntary and easy payment option available to Centrelink customers. For more information or instructions about Centrepay deductions visit: <https://www.humanservices.gov.au/individuals/services/centrelink/centrepay>

You might like to keep this information handy.

INSTALLING THE QKR! APP – for EASY, SECURE AND CONVENIENT

Introducing Qkr! (pronounced *quicker*) by Mastercard, the secure and easy way to order and pay for items from your phone at a time and place that suits you.



With Qkr! you can:

- Pay for school fees, school events, school lunches, and more.
- See your receipts on the App and get them sent by email if required.



Get Qkr! organised now:

Step 1: Download Qkr! onto your Android or iPhone (for an iPad, use the iPhone version)

Step 2: Register by selecting your country of residence as **Australia**

Step 3: Find your school - our school will appear in nearby locations if you are within 10km of the college, or search for us by name.

Step 4: Register your child - when first accessing our school, you will be prompted to add a student profile for your child/ren. This allows you to make orders and payments for them.

2024 SCHOOL TERM DATES

Term 1	Tuesday 30 January 2024	Friday 12 April 2024
<i>School Holidays</i>	<i>Saturday 13 April 2024</i>	<i>Sunday 28 April 2024</i>
Term 2	Monday 29 April 2024	Friday 5 July 2024
<i>School Holidays</i>	<i>Saturday 6 July 2024</i>	<i>Sunday 21 July 2024</i>
Term 3	Monday 22 July 2024	Friday 27 September 2024
<i>School Holidays</i>	<i>Saturday 28 September 2024</i>	<i>Sunday 13 October 2024</i>
Term 4	Monday 14 October 2024	Friday 13 December 2024
<i>School Holidays</i>	<i>Saturday 14 December 2024</i>	<i>Sunday 26 January 2025</i>

SOUTH AUSTRALIAN PUBLIC HOLIDAY DATES and CCC IMPORTANT DATES

Australia Day Friday 26 January 2024 (College closed)

Term 1:

- * CCC Staff Professional Learning..... **Monday 29 2024 (Student Free Day)**
- * CCC Sports Day (R-6) **Thursday 7 March 2024 (Normal School Day)**
- * CCC Sports Day (7-12) **Friday 8 March 2024 (Normal School Day)**
- Adelaide Cup Holiday Monday 11 March 2024
- Good Friday Holiday Friday 29 March 2024
- Easter Saturday Saturday 30 April 2024
- Easter Monday Monday 1 April 2024
- Anzac Day Thursday 25 April 2024 (during the School holidays)

Term 2:

- * CCC Staff Professional Learning..... **Monday 29 April 2024 (Student Free Day)**
- King's Birthday Holiday..... Monday 10 June 2024
- * CCC Staff Professional Learning..... **Tuesday 11 June 2024 (Student Free Day)**

Term 3:

- * CCC Staff Professional Learning..... **Friday 30 August 2024 (Student Free Day)**
- * CCC Royal Adelaide Show **Monday 2 September 2024 (School Closure Day)**
- Labour Day Holiday Monday 2 October 2024 (during the School holidays)

HAPPY HAVEN OSHC HOURS DURING SCHOOL TERMS

Monday to Friday Mornings..... 6:30am to 8:30am
Monday Afternoon..... 2:20pm to 6:10pm (Early School Closure on Mondays)
Tuesday to Friday Afternoons 3:10pm to 6:10pm

For further details, please call OSHC on: **0406 037 479** or email: charlescampbell@happyhaven.sa.edu.au



Charles Campbell College
3 Campbell Road
Paradise SA 5075
Phone: (08) 81654700
Email: dl.1028.finance@schools.sa.edu.au

Direct Debit Instalment Plan

Request and Authority to debit the account named below to pay: Charles Campbell College.

<p>Request and Authority to debit</p>	<p>Your Full name:.....</p> <p>Your Full name:.....</p> <p>For students full name:.....year level:.....Amount\$.....</p> <p>For students full name:.....year level:.....Amount\$.....</p> <p>For students full name:.....year level:.....Amount\$.....</p> <p>For students full name:.....year level:.....Amount\$.....</p> <p>For students full name:.....year level:.....Amount\$.....</p> <p>For students full name:.....year level:.....Amount\$.....</p> <p>request and authorise Charles Campbell College to arrange, through its own financial institution, a periodic debit to your nominated account in accordance with the instructions below.</p> <p>Periodic Payment Amount: \$..... Total Amount Payable: \$.....</p> <p>Frequency of Periodic Payments: Weekly/Fortnightly/Monthly Payment Start Date.....</p> <p><i>Weekly/Fortnightly payments will be deducted Weekly/Fortnightly from your payment start date. Monthly payments will be deducted on your nominated start date each month or on the next working day.</i></p> <p>When working out your payment amount & fequency please ensure your payments will be finalised by the end of the current year. If you are unable to manage this please call the finance office on 08 8165 4700.</p>
<p>Insert the name and address of financial institution at which your account is held</p>	<p>Financial institution name:.....</p> <p>Address or branch:.....</p>
<p>Insert details of account to be debited</p> <p>OR</p>	<p>Name/s on account:.....</p> <p>BSB number (Must be 6 digits):...../.....</p> <p>Account number:.....</p> <p>This debit or charge will be made through the Bulk Electronic Clearing System (BECS) from your account held at the financial institution you have nominated above and will be subject to the terms and conditions of the Direct Debit Request Service Agreement.</p>
<p>Insert details of card to be debited</p>	<p>Name/s on card:.....</p> <p>Card number:.....</p> <p>Expiry Date:...../..... CCB:.....(number on the back of the card)</p>
<p>Signature and acknowledgment</p>	<p>Signature:.....Signature:.....</p> <p>Date:..... Date:.....</p>

<p>Charles Campbell College 3 Campbell Road Paradise SA 5075 Phone: (08) 81654700 Email: dl.1028.finance@schools.sa.edu.au</p>	<p>Direct Debit Request Service Agreement</p>
<p>This is your Direct Debit Service Agreement with Charles Campbell College. It explains what your obligations are when undertaking a Direct Debit arrangement with us. It also details what our obligations are to you as your Direct Debit provider.</p> <p>Please keep this agreement for future reference. It forms part of the terms and conditions of your Direct Debit Request (DDR) and should be read in conjunction with your DDR authorisation.</p>	
<p>Definitions</p>	<p>account means the account held at <i>your financial institution</i> from which <i>we</i> are authorised to arrange for funds to be debited.</p> <p>agreement means this Direct Debit Request Service Agreement between <i>you</i> and <i>us</i>.</p> <p>banking day means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.</p> <p>debit day means the day that payment by <i>you</i> to <i>us</i> is due.</p> <p>debit payment means a particular transaction where a debit is made.</p> <p>direct debit request means the Direct Debit Request between <i>us</i> and <i>you</i>.</p> <p>us or we means Charles Campbell College, (the Debit User) <i>you</i> have authorised by requesting a <i>Direct Debit Request</i>.</p> <p>you means the customer who has signed or authorised by other means the <i>Direct Debit Request</i>.</p> <p>your financial institution means the financial institution nominated by <i>you</i> on the DDR at which the <i>account</i> is maintained.</p>
<p>1. Debiting your account</p>	<p>1.1 By signing a <i>Direct Debit Request</i> or by providing <i>us</i> with a valid instruction, <i>you</i> have authorised <i>us</i> to arrange for funds to be debited from <i>your account</i>. <i>You</i> should refer to the <i>Direct Debit Request</i> and this <i>agreement</i> for the terms of the arrangement between <i>us</i> and <i>you</i>.</p> <p>1.2 <i>We</i> will only arrange for funds to be debited from <i>your account</i> as authorised in the <i>Direct Debit Request</i>.</p> <p>or</p> <p><i>We</i> will only arrange for funds to be debited from <i>your account</i> if <i>we</i> have sent to the address nominated by <i>you</i> in the <i>Direct Debit Request</i>, a billing advice which specifies the amount payable by <i>you</i> to <i>us</i> and when it is due.</p> <p>1.3 If the <i>debit day</i> falls on a day that is not a <i>banking day</i>, <i>we</i> may direct <i>your financial institution</i> to debit <i>your account</i> on the following <i>banking day</i>. If <i>you</i> are unsure about which day <i>your account</i> has or will be debited you should ask <i>your financial institution</i>.</p>
<p>2. Amendments by <i>us</i></p>	<p>2.1 <i>We</i> may vary any details of this <i>agreement</i> or a <i>Direct Debit Request</i> at any time by giving <i>you</i> at least fourteen 14 days written notice.</p>
<p>3. Amendments by <i>you</i></p>	<p>3.1 You may change*, stop or defer a debit payment, or terminate (cancel) this agreement at any time by providing us with at least 14 days notification by writing to:</p> <p>Charles Campbell College 3 Campbell Road Paradise SA 5075</p> <p>or</p> <p>by telephoning us on (08) 81654700 during business hours;</p> <p>or</p> <p>arranging it through your own financial institution, which is required to act promptly on your instructions.</p> <p>*Note: in relation to the above reference to 'change', your financial institution may change your debit payment only to the extent of advising us Charles Campbell College of your new account details.</p>

<p>4. <i>Your obligations</i></p>	<p>4.1 It is <i>your</i> responsibility to ensure that there are sufficient clear funds available in <i>your</i> account to allow a <i>debit payment</i> to be made in accordance with the <i>Direct Debit Request</i>.</p> <p>4.2 If there are insufficient clear funds in <i>your account</i> to meet a <i>debit payment</i>:</p> <p>a) <i>you</i> may be charged a fee and/or interest by <i>your financial institution</i>;</p> <p>b) <i>you</i> may also incur fees or charges imposed or incurred by <i>us</i>; and</p> <p>c) <i>you</i> must arrange for the <i>debit payment</i> to be made by another method or arrange for sufficient clear funds to be in <i>your account</i> by an agreed time so that <i>we</i> can process the <i>debit payment</i>.</p> <p>4.3 <i>You</i> should check <i>your account</i> statement to verify that the amounts debited from <i>your account</i> are correct.</p>
<p>5. Disputes</p>	<p>5.1 If you believe there has been an error in debiting <i>your account</i>, <i>you</i> should notify us directly on (08) 81654700 and confirm that notice in writing with us as soon as possible so that we can resolve your query more quickly. Alternatively you can take it up directly with your financial institution.</p> <p>5.2 If <i>we</i> conclude as a result of our investigations that <i>your account</i> has been incorrectly debited <i>we</i> will respond to <i>your</i> query by arranging for <i>your financial institution</i> to adjust <i>your</i> account (including interest and charges) accordingly. <i>We</i> will also notify you in writing of the amount by which <i>your account</i> has been adjusted.</p> <p>5.3 If <i>we</i> conclude as a result of our investigations that <i>your account</i> has not been incorrectly debited <i>we</i> will respond to <i>your</i> query by providing <i>you</i> with reasons and any evidence for this finding in writing.</p>
<p>6. Accounts</p>	<p><i>You</i> should check:</p> <p>a) with <i>your financial institution</i> whether direct debiting is available from <i>your account</i> as direct debiting is not available through BECS on all accounts offered by financial institutions.</p> <p>b) <i>your</i> account details which <i>you</i> have provided to <i>us</i> are correct by checking them against a recent <i>account</i> statement; and</p> <p>c) with <i>your financial institution</i> before completing the <i>Direct Debit Request</i> if <i>you</i> have any queries about how to complete the <i>Direct Debit Request</i>.</p>
<p>7. Confidentiality</p>	<p>7.1 <i>We</i> will keep any information (including <i>your account</i> details) in <i>your Direct Debit Request</i> confidential. <i>We</i> will make reasonable efforts to keep any such information that <i>we</i> have about <i>you</i> secure and to ensure that any of <i>our</i> employees or agents who have access to information about <i>you</i> do not make any unauthorised use, modification, reproduction or disclosure of that information.</p> <p>7.2 <i>We</i> will only disclose information that <i>we</i> have about <i>you</i>:</p> <p>a) to the extent specifically required by law; or</p> <p>b) for the purposes of this <i>agreement</i> (including disclosing information in connection with any query or claim).</p>
<p>8. Notice</p>	<p>8.1 If <i>you</i> wish to notify <i>us</i> in writing about anything relating to this <i>agreement</i>, <i>you</i> should write to:</p> <p>Charles Campbell College 3 Campbell Road Paradise SA 5075</p> <p>Or send an email to dl.1028.finance@schools.sa.edu.au.</p> <p>8.2 <i>We</i> may send notices either electronically to your email address or by ordinary post to the address <i>you</i> have given us.</p> <p>8.3 Any notice will be deemed to have been received on the third <i>banking day</i> after emailing or posting.</p>

APPLYING FOR A SCHOOL CARD



All types of School Card applications **are now online.**

You can access the online forms from any device that gets internet, including mobile devices, such as tablets and smart phones, as well as laptops and computers.

Applying online is easy! Simply follow the steps below.

STEP 1 Visit sa.gov.au/education/schoolcard

STEP 2 Select the type of School Card you would like to apply for (for example 'Type A') and follow the prompts.

STEP 3 Complete all mandatory fields.

Please note: you cannot submit your application unless all mandatory fields are complete.

STEP 4 Once you have completed a page click on the 'NEXT' button.

STEP 5 Once you have filled out all pages click the 'SUBMIT' button.

Please note: if you exit the form without clicking 'SUBMIT' your details will be lost.

You can save the form, and return to complete it at another time, by clicking on the 'SAVE' button.



sa.gov.au/education/schoolcard



Government
of South Australia
Department for Education