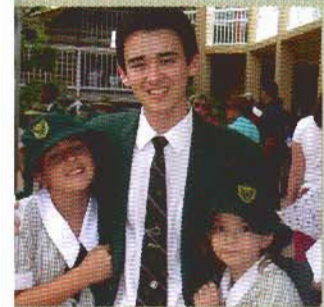




We hope and are confident that as we leave the College in the capable hands of next years' senior group, you will all continue the camaraderie and kindness that is so much a part of the Australian culture and the A.B. Paterson College culture.

– Daniel Beveridge, College Captain and Lisa Shaw, College Vice-Captain





# MESSAGE FROM THE PRINCIPAL

Dear Parents,

Thank you for your interest in A.B. Paterson College. Selecting a school for your son or daughter is one of the most important decisions you will make. Every child deserves an education which encourages the achievement of individual excellence and which prepares him or her effectively for the future. This means that education should be directed to developing your child as a whole person.

At A.B. Paterson College, we seek to do this by offering a balanced programme of academic, co-curricular (sporting and cultural) and personal development activities in a caring environment where students can be motivated to achieve their personal best. In creating this environment, we endeavour to select a dedicated staff who fully support the ethos, philosophy and objectives of the College. Facilities such as our fibre optic network and computer access in each classroom support teaching and learning strategies designed to encourage students to become independent and life long learners.

We believe that education is a partnership between the home and the school. Your involvement in your child's education is vital, as is the importance of selecting a school with similar values and standards to those of your family. Your child's progress can thus be maximised and you can have confidence in the educational partnership.

We encourage prospective parents to find out as much as possible about our school through the information we provide in the Prospectus and Handbooks, by making an appointment for a personal tour of the College, and by talking to parents of our current students.

Since foundation in 1991, we have been striving at A.B. Paterson College to be recognised as a centre for the achievement of individual educational excellence. Our rapidly increasing enrolments and positive feedback from the community indicate that we have already developed a proud tradition of achievement in all aspects of our educational program. We invite you to find out more about the College and welcome the opportunity to meet you.

Mrs. Dawn Lang  
PRINCIPAL



# CODE OF BEHAVIOUR

The College Motto, "Excellence, Care, Commitment", was chosen to reflect and influence the thinking and actions of all concerned with the College. It is the basis for the Code of Behaviour.

1. Education for the development of the whole person requires that all associated with the College regard themselves and others with dignity and respect, and that they respect the environment in which they live and work. Students are expected to act at all times in a manner which will not reduce their own reputation, or that of the College.
2. The opportunity to maximise academic and personal achievement is the right of each student. No student is to jeopardise this right by inappropriate or disruptive behaviour within or outside the classroom.
3. Students are expected to be courteous and welcoming to each other, to staff and to all visitors to the College.
4. Rough and boisterous behaviour in the grounds is not acceptable. Play areas have been designated and active games take place on the ovals or courts.
5. Pride in appearance is a measure of self esteem and of loyalty to the College. Students must wear their full uniform (day or sporting) appropriately and ensure it is kept in good repair. The formal uniform is worn to all College functions unless otherwise advised.
6. Hairstyles are to be in keeping with the neat and conservative style of the uniform. This means that colouring, fashion cuts such as tracks, undercuts and extremes of hair length etc., are not acceptable. Fringes must be above the eyebrows. Boys must trim hair above the collar and the ears; girls with hair below collar length must tie it back with College green or gold ribbons, or scrunchies only. Make-up and nail polish are unacceptable.
7. Jewellery is limited for boys and girls to: a watch and if desired, a religious medal worn on a chain inside the shirt or blouse. Girls may wear one set of plain stud earrings. Hair ornaments are not acceptable.
8. It is regarded as a serious matter for a student to damage or steal the property of other students, the College or the community.
9. It is a legal requirement that students attend school each day and remain within the grounds while at school. Permission to leave the College must be sought from the Head of School and the Leave-Book signed. In case of illness, parents are requested to ring the school in the morning and provide a note on the student's return.
10. When a student accepts membership of a sporting team, club or activity, he or she accepts all the commitments involved in that membership. Not to do so is a mark of disrespect towards the other members concerned.
11. Student involvement in providing or using cigarettes, alcohol and/or illegal drugs, whether on campus or in relation to College activities, will not be tolerated and may result in students being asked to leave the College.
12. It is compulsory for students to attend certain formal functions during the year. These include the Student Leadership Induction, Founders Day/Open Day and Speech Night.

**Being enrolled at the College implies acceptance of the above Code of Behaviour. Serious breaches of the Code may result in Suspension or Termination of Enrolment.**



# THE JUNIOR SCHOOL - PREP to YEAR 6

**“Excellence, Care and Commitment”**

## **Philosophy and Aims:**

The Junior School, Prep to Year 6, is an integral part of the Prep-12 campus. Programs and activities are based on the College's overall educational philosophy, ethos and aims and cover academic, co-curricular and personal development activities.

The principal aim of the Junior School is to strive for individual educational excellence through the development of each child's intellectual, social, emotional, physical and spiritual aspects.

College teaching practice is based on the following beliefs:

- the child is the focal point in the educative process;
- curriculum and methods must be appropriate to the needs and interests of the child;
- each child should be prepared for life as an effective member of society; this includes the sound development of basic skill areas: literacy, numeracy and the use of information technology;
- children need to become independent and responsible learners who see learning as a lifelong activity;
- parents are partners in the teaching/learning process.

## **Structure and Class Size :**

In 2003, there are three drafts in Prep, Years 1,2,3 and 4, two drafts in Years 5 and 6, along with one multi-age class of 5/6. This will convert next year into three drafts at each year level. Enrolment in the Junior School is approximately 555 students.

Class sizes vary according to Year level and subject. Special focus in Years 1-3 is on literacy and numeracy with uninterrupted time given to each of these areas daily. Teachers have the support of teacher aides at each level, with Prep having one full time aide for each class.

Prep: 26 students per class with one full time teacher and one full time teacher aide.

Year 1: 28 students per class. In literacy time two teachers work with 14 students each.

Years 2-6: 30 students per class. In literacy and numeracy, students are grouped in developmental levels and work with teachers in groups averaging 22 students.

## **Curriculum:**

The academic program is based on the eight Key Learning Areas of the National Curriculum:

|                                    |   |
|------------------------------------|---|
| Mathematics                        | English                                   |
| Science                            | Arts (including Music, Visual Art, Drama) |
| Technology (including computers)   | Language (Japanese)                       |
| Studies of Society and Environment | Health and Physical Education             |

plus Personal Development, which includes Christian Education, inter-personal skills and study skills.

Specialist teachers in Physical Education and Music work with students from Prep to Year 6. A Japanese language specialist operates from Year 4, and students in upper levels have specialist Science and Art teachers.

Students have access to computer laboratories and to computers in each classroom, which are internet linked.

## **Curriculum Development:**

Curriculum is developed as linked, Prep to Year 12 programs taking account of students' developmental needs. This ensures that there are no unnecessary breaks between year levels at what are traditionally primary, middle or senior school levels. The Director of Teaching and Learning oversees this development, supported by the Assistant Director of Teaching and Learning, Heads of Faculties (subject disciplines) and Key Learning Area Co-ordinators.

The College has adopted the "Teaching for Understanding" framework to help students understand and apply knowledge to relevant, life related situations. With the explosion of knowledge through the communications revolution, students need to know how to access and apply knowledge creatively, to solve problems and to understand how they learn best in order to remain life long learners.

The College Counsellor, who is an educational psychologist, and two trained special education resource teachers support class teachers in developing intervention strategies as required for students needing additional help or further extension.

Students participate where appropriate in local, state and national competitions.

## **Reporting and Assessment:**

The College year has two Semesters and four Terms. Semester 1 includes Terms 1 and 2, and Semester 2 is Terms 3 and 4. Written Reports are sent to parents at the end of:

|                    |   |
|--------------------|---|
| Term 1:            | a behavioural and participation report; |
| Semesters 1 and 2: | a full academic report.                 |

A formal Parent-Teacher evening is held at the beginning of Term 3 to discuss the Semester 1 Report, at which the student presents his/her personal portfolio. All teachers maintain an on-going, cumulative profile on each student's progress. Parents are invited to contact staff at other times to discuss progress and queries.

## **Pastoral Care:**

Pastoral Care is seen as a vital and integral part of the overall educational program. It assists students to feel cared for and confident, to develop a sense of belonging, and it plays a central, preventative role in behaviour management. Students in Years 4 - 6 have a special period per week on personal development issues. In these classes, students are placed in mixed age, family groups to assist in building a sense of community.

- Our pastoral care system assists students to create a network of friendship and support across the College. This may involve peers, older or younger students (Buddy system; Years 4 - 6 PD; Peer leadership with Year 12's), class and House Tutors and senior management.
- A special needs referral system is used to plan intervention strategies involving parents, staff and sometimes outside agencies.

## **Co-curricular Activities:**

The Director of Activities is responsible for sporting and cultural activities, P- 12. The College places much emphasis on the importance of co-curricular activities in the development of self esteem, team work, co-operation, commitment and perseverance, in addition to enhancing special skills and talents. It is also part of a well balanced educational program. Year 7 students participate at Junior School level so that students can compete effectively in age related inter-school and representative sport.

### Sport:

- Prep to Year 3: students enjoy skills based physical education programs in preparation for later involvement in sporting competitions. They have their own Athletics and Cross Country carnivals.
- Years 4-7: all students participate in inter-school sport on Thursday afternoons in school time. Sporting practice is held on Wednesday afternoons till 4.45pm and is compulsory.

The Junior School is a member of the Associated Private Schools - Gold Coast for sporting, cultural and other inter-school activities. Athletics, swimming, cross country and invitational sporting carnivals are held. Access to Regional and State representation occurs through the Gold Coast North Primary Schools Sports Association.

### Cultural Activities:

Students enter the Tropicarnival Eisteddfod and participate in other public and College performances. Activities include:

- verse choirs and choral work
- debating and public speaking
- Band and Ensembles

- Junior School and whole College musicals/plays
- clubs operating during and after school
- private instrumental music, singing and Speech and Drama lessons

From Year 4, students participate in House activities which include competitions in sporting and cultural areas.

The School Day is: Prep and Year 1: 8.45am - 2.45pm (After School Care available)

: Years 2 to 6: 8.45am - 3.15pm

### **Parent School Partnership:**

Parents' involvement in their child's education is essential if progress is to be maximised. Education is a partnership between the home and the school. Parents are involved in many ways:

- daily contact through the Student's Diary which parents sign;
- information evenings at the beginning of each year and at other times to discuss curriculum, teaching strategies and College expectations and operation;
- parent participation in classroom activities, e.g., "Support-a-Reader";
- College activities: "Book Week", Easter, Grandparents' Day, Carnivals;
- Canteen, Uniform Shop and the Parents and Friends Association and College Foundation activities.

### **The Junior School:**

The Junior School seeks to assist children to achieve their individual best across the range of educational activities. Please feel free to contact teachers, the Director or Assistant Director of Teaching and Learning, the Head of Junior School or College Principal who will be happy to work with you in the achievement of this aim.

Alison Robinson  
HEAD OF JUNIOR SCHOOL



# THE SENIOR SCHOOL - YEARS 7 - 12

**“Excellence, Care and Commitment”**

## **Philosophy and Aims:**

The Senior School, Years 7-12, is an integral part of the Prep-12 campus. Programs and activities are based on the College's overall educational philosophy, ethos and aims and cover academic, co-curricular and personal development activities.

The principal aim of the Senior School is to strive for individual educational excellence through the development of each student's intellectual, social, emotional, physical and spiritual aspects. Programs gradually focus more on the adult and career needs of students.

College teaching practice is based on the following beliefs:

- the student is the focal point in the educative process;
- curriculum and methods must be appropriate to the needs and interests of the child;
- each student is to be prepared for life as an effective member of society;
- young men and women need to become independent and responsible learners who see learning as a lifelong activity;
- parents are partners in the teaching/learning process.

## **Structure and Class Size :**

There are three drafts in Year 7, four drafts in Years 8 and 9, these are divided up into five smaller groups in Years 10,11 and 12. Enrolment in the Senior School is approximately 650 students.

Class sizes vary according to Year level and subject. A number of subjects, including English, Mathematics, Foreign Language and Science are time tabled so that students can be grouped and regrouped according to needs as the subject develops across the year. Practical subjects such as Design Technology and Food Textiles are taught in half class sizes, and Home Room groups average 23 students.

Years 7-9: 30 students per class, with smaller groups as noted above.

Years 10,11 and 12: 25 students per class, with smaller groups as above.

## **Curriculum Development:**

Curriculum is developed as linked, Prep to Year 12 programs taking account of students' developmental needs. This ensures that there are no unnecessary breaks between year levels at what are traditionally primary, middle or senior school levels. The Director of Teaching and Learning oversees this development, supported by the Assistant Director of Teaching and Learning, Heads of Faculties (subject disciplines) and Key Learning Area Co-ordinators.

The College has adopted the "Teaching for Understanding" framework to help students understand and apply knowledge to relevant, life related situations. With the explosion of knowledge through the communications revolution, students need to know how to access and apply knowledge creatively, to solve problems and to understand how they learn best in order to remain life long learners.

The College Counsellor, who is an educational psychologist, and two trained special education resource teachers support class teachers in developing intervention strategies as required for students needing additional help or further extension.

Students participate where appropriate in local, state and national competitions.

### **Curriculum:**

The Senior School seeks to prepare students for entry to tertiary study at University or TAFE, and to cater for those students who wish to enter the work force at the end of Year 12. The College is also developing link programs with tertiary providers. Vocational placement can be arranged in some areas to access Nationally Accredited Training modules. Part time traineeships are also possible for students seeking to combine school study with on the job training.

A broad curriculum is offered to take account of the range of students' abilities and interests and to ensure that students are well prepared for life in a rapidly changing society.

Subjects offered:

Students study subjects in the eight Key Learning Areas - English, Mathematics, Social Sciences, Science, Technology, the Arts, Health and Physical Education and Language to Year 9. Subjects may be integrated or approached as distinct disciplines, with interdisciplinary projects undertaken to demonstrate the importance of using knowledge across subject boundaries.

Year 7 is treated as a transition year, with students studying the eight Key Learning Areas, using a combination of classroom teacher and specialists.

Year 10 is also a transition year to prepare students effectively for the Senior Years, 11 and 12. Students choose subjects for Year 10 that they may wish to study over the following years and undertake special programs and assessment to introduce them to Senior level work.

### **Years 7-9**

The eight Key Learning Areas are "umbrella" groupings which cover a variety of individual subjects. From Years 7-9, students may study the following as integrated and/or separate subjects:

| <u>English</u> | <u>Mathematics</u> | <u>Science</u> | <u>Social Sciences</u> | <u>Technology</u> | <u>The Arts</u> | <u>H&amp;PE</u> | <u>LOTE</u> |
|----------------|--------------------|----------------|------------------------|-------------------|-----------------|-----------------|-------------|
|                | Computing          | Biology        | History                | Design            | Art             | PE              | Spanish     |
|                |                    | Physics        | Geography              | Graphics          | Music           | PD*             | Japanese    |
|                |                    | Chemistry      | Business               | Food Tech         | Drama           |                 |             |

• Personal Development (Healthy Lifestyles: Drug and Alcohol Education, relationships education; conflict resolution; Christian Education, Study Skills etcetera)

## Years 10-12

All students in Years 10-12 study Core Subjects and choose electives according to interest, ability and future career needs. It is expected that at least one Science subject is taken to Year 12.

| <u>Core</u>          | <u>Electives</u> | <u>Electives</u> | <u>Electives</u>  | <u>Electives</u>       |
|----------------------|------------------|------------------|-------------------|------------------------|
| English              | Mathematics C    | Marine Studies   | Modern History    | Health and P.E.        |
| Mathematics A or B   | Biology          | Spanish          | Ancient History   | Information Processing |
| Physical Education   | Chemistry        | Japanese         | Accounting        | Technology             |
| Personal Development | Physics          | Art              | Economics         | Hospitality*           |
|                      |                  | Music            | Design Technology | Small Business*        |
|                      |                  | Drama            | Graphics          |                        |

\* These subjects do not count towards an OP score

The curriculum flows seamlessly so that transition from the Junior School into the Senior school is smooth and learning is on-going.

A sound and effective home study program, comprising written set revision and general study is expected at all levels.

Students participate where appropriate in local, state and national competitions so that achievement can be gauged at a broader level.

### **Reporting and Assessment:**

The College year has two Semesters and four Terms. Semester 1 includes Terms 1 and 2, and Semester 2 is Terms 3 and 4. Written Reports are sent to parents at the end of:

Term 1: all students receive a general progress report

Semester 1: all students receive a full academic report

Semester 2: Students in Years 7, 8, 9, 10 and 11 receive full academic reports  
Year 12 students receive Board of Senior Secondary School Studies Exit Statements.

Formal Parent-Teacher interviews are held at the beginning of Terms 2, 3 and 4 to discuss reports and students also attend. All teachers maintain an on-going, cumulative profile on each student's progress. Parents are invited to contact staff at other times to discuss progress and queries.

A written notification of assessment and assignments is given to students at the beginning of each Semester so that students can plan their study programs.

### **Pastoral Care:**

Pastoral Care is seen as a vital and integral part of the overall educational program. It assists students to feel cared for and confident, to develop a sense of belonging, and it plays a central, preventative role in behaviour management. Students are placed in House Tutor groups of 20 - 23 students in mixed ages, Years 7 - 12. There are four Houses and seven Tutor Groups in each house. The Head of House oversees the well being and general progress of each student in the House and supports the House Tutor in ensuring that expectations and standards are met.

- Our pastoral care system assists students to create a network of friendship and support across the College. This may involve peers, older or younger students, House Tutors, Heads of House, and Senior staff.
- The formal Personal Development program includes activities to help students develop personal and interpersonal skills; Year 11 and 12 students can work with lower levels including Junior School in these activities.
- A special needs referral system is used to plan intervention strategies involving parents, staff and sometimes outside agencies.
- Students in Year 10 participate in an Outward Bound Camp in preparation for leadership in Years 11 and 12.

Strong student leadership is expected, particularly at Year 12, where students lead by example to maintain dress and behavioural standards, and undertake specific roles within the Houses and as Prefects.

### **Co-curricular Activities:**

The College places much emphasis on the importance of sporting and cultural co-curricular activities in the development of self esteem, team work, co-operation, commitment and perseverance. It is also part of a well balanced educational programme. So that students can compete effectively in age related inter-school and representative sport, Year 7 students participate at Junior School level.

### Sport:

Years 8-12 participate in inter-school sport on Friday afternoons and games often finish later than 3.20pm. Year 7 participates on Thursday afternoons.

Sporting practice for Years 8-12 is held on Tuesday afternoons till 5.00pm and on Wednesdays for Year 7's. Practice is compulsory.

The Senior School is a member of the Associated Private Schools - Gold Coast, a group of the same independent schools with whom the Junior School competes. Athletics, swimming, cross country and invitational sporting carnivals are held. Students may gain representational status through the Hinterland District.

### Cultural Activities:

Students participate in the Tropicarnival Eisteddfod, Gold Coast and Q.D.U. Debating, Rostrum and other major Public Speaking competitions, in public and College performances. Activities include:

- verse choirs and choral work
- debating and public speaking
- Concert Band and Instrumental Ensembles
- Senior School and whole College musicals/plays
- clubs such as Interact, Zenith, Duke of Edinburgh Scheme and Computing operate after school
- private instrumental music, singing and Speech and Drama lessons

Students from Year 4 up participate in House activities. This includes Inter-House competitions in sporting and cultural activities.

The School Day is: 8.35am - 3.20pm.

## **Parent School Partnership:**

Parents' involvement in their child's education is essential if progress is to be maximised. Education is a partnership between the home and the school. Parents are involved in many ways:

- regular contact through the Student's Diary which parents sign;
- information and social evenings at the beginning of each year to meet House Tutors and Heads of House, to discuss how parents can assist at home, and to outline College expectations and operation;
- information evenings during the year on Subject Selection and Tertiary Entry Procedures; Tuckshop, Uniform Shop and the Parents and Friends Association, and College Foundation meetings and

The Senior School seeks to assist young men and women to achieve their individual best across the range of educational activities. Please feel free to contact teachers, Middle Management, Senior Staff, Head of Senior School or College Principal who will be happy to work with you in the achievement of this aim.

Bill Cunnington

DIRECTOR OF STUDENT DEVELOPMENT



# 2004 FEE STRUCTURE

|                  | Prep-Yr3 | Yrs 4-6 | Yrs 7-9 | Yrs 10-12 |
|------------------|----------|---------|---------|-----------|
| Annually         | \$4530   | \$4550  | \$5641  | \$5657    |
| Termly (overall) | \$4756   | \$4778  | \$5923  | \$5940    |
| Amount Per Term  | \$1189   | \$1195  | \$1481  | \$1485    |

**Family Discount:** Third Child: 20%

Fourth Child: 30%

**Overseas Students:** Annually \$12000

**Foundation Levy:** \$100 per term per family

**P & F Levy:** \$7.50 per term per family (\$30.00 per annum)

## **Family Levy:**

A family levy of \$800 is payable in addition to tuition fees. The levy is fully refunded (less any outstanding debts) on application, at the conclusion of the family's last student's enrolment at A.B. Paterson College.

## **Subject Levies and Disbursements:**

- A photo copying levy is charged for all students.
- Some subjects in the Senior School require special materials and attract levies.
- Other costs such as school camps and transportation to school activities are charged as disbursements and appear as a separate item on accounts.

## **Instrumental Music and Other Special Tuition:**

Outside tutors visit the College to offer special classes in a range of activities. A schedule of fees is available from the Main Office.

## **Scholarships:**

Full and part academic and music scholarships are available for entry into Years 8 and 11. Examinations are held annually in February and information is available from the College.

## **After School and Vacation Care for Years Prep to 3**

After School Care operates from 3.15pm - 4.30pm. Cost is \$5.00; from 3.15pm - 6.00pm cost is \$10.00.

Vacation Care: available other than over the Christmas/New Year period - dates advised by the College annually. Cost: \$29.00 per day.

## **PAYMENT OF FEES:**

A discount is available if fees are paid annually, and by the first day of Term 1.

- Fees are payable within 7 days of receipt of current invoice unless a special arrangement is made in writing with the Business Manager or Principal
- No student will be permitted to enter a new Term while the previous Term's fees or disbursements remain outstanding, unless the reason for non-payment has been given to and accepted by the Principal in writing.
- Special arrangements for current families facing unexpected hardship must be discussed with the Principal.
- Should it be necessary to pass overdue fees on to a debt collector, the debt collector's charges will be added to the outstanding account.

### **Withdrawal of a Student:**

Parents accept that they must give the College three months notice in writing if they intend to withdraw their child/children from the school. If this notice is not given or is given to the College later than is required, the College may charge one Term's fees in lieu..



# ENROLMENT POLICY AND REGISTRATION

## **Enrolment Policy:**

- A.B. Paterson College has a non-selective enrolment policy.
- Registration date is the major criterion in deciding on the offer of places.
- Preference is given to siblings of students already enrolled, providing that the College is given twelve months prior notice of enrolment. Otherwise, siblings will be placed on the waiting list in order of date of registration. Preference is also given to children attending the A.B. Paterson Childcare Centre, but again depending on position in the College wait list.
- The College strives to maintain a reasonable balance between the number of boys and girls, however, gender is not a major criterion in deciding on the offer of places.
- The College also strives to achieve a balance in the spread of abilities across the community.
- Students entering Prep must have turned 4 by 1st July in the year prior to entry. Those entering Year 1 as the first year of enrolment must have turned 5 by the 1st July of the year prior to entry.

**Registration Procedure:** There are two steps in the enrolment procedure.

### **(i) Registration for Enrolment:**

- Parents are requested to read carefully the Conditions of Enrolment (overleaf) before completing the Registration for Enrolment Form.
- The form must then be sent to the College together with a non-refundable fee of \$85 per child.

### **(ii) Confirmation of Enrolment:**

- During the year prior to proposed entry, an interview will be arranged with the Principal and possibly other appropriate staff. Required at interview are:
  - a copy of the student's latest school or preschool report;
  - a family reference;
  - if requested by the College Principal, a reference from the child's previous school's Principal
- on receiving an offer of enrolment parents are asked to read the College's Code of Behaviour before completing the Confirmation of Enrolment form and paying a non-refundable Confirmation fee of \$200.00. In doing this, parents are accepting the College's offer of enrolment.

## Conditions of Enrolment

1. Parents and students accept that students must participate fully in the educational programme of the College, in both curricular and co-curricular activities. This includes completion of all set work and attendance at practices, camps, scheduled performances and events. The College Magazine is automatically charged to accounts and is part of the set College Programme.
2. Parents accept that they must provide their child with the full, correct uniform, must promptly replace lost or damaged items of uniform, and must ensure the correct uniform is worn to school and to all College related functions.
3. Parents recognise and accept the necessity for close co-operation with teachers and the importance of parental involvement in all aspects of the College's activities.
4. Parents must provide the College with all relevant information about the medical and special educational needs of the student prior to accepting an offer of enrolment. This obligation continues after enrolment while the child attends the College.
5. Parents must inform the College of any change of address or telephone number and that of their emergency contact.
6. Parents accept that all school fees, levies and disbursements are payable within 7 days of receipt of current invoice unless a special arrangement has been made in writing with the Principal or Business Manager.
7. Parents accept that they must give the College three months advance notice in writing if they intend to withdraw their child or children from the school. If this notice is not given, or is given to the College later than is required, the College may charge one Term's fees in lieu or alternatively, a lesser amount as determined by the Principal.
8. Enrolment of a student in the College is deemed to be continuous from Term to Term and from year to year until completion of Year 12, unless three months written notice of withdrawal is given or the enrolment is otherwise terminated at the discretion of the Principal.
9. Parents accept that fees for Registration for Enrolment and Confirmation are non-refundable. Completion of a Registration for Enrolment form and payment of the set fee do not indicate an acceptance of enrolment. An offer of place may be made only after a satisfactory interview with the Principal. If an offer of place is made, parents may accept that offer by completing the Confirmation of Enrolment form and paying the Confirmation fee.
10. Acceptance of an offer of place means acceptance of these conditions and of the College's Code of Behaviour as it is amended from time to time. If these conditions and the College's Code of Behaviour are not complied with, the College reserves the right to suspend or terminate the enrolment of the student at its discretion.
11. On acceptance by the College of the Confirmation of Enrolment form, the parent/s or guardian/s who sign the Confirmation form become members of the company known as "A.B. Paterson College Limited", a company limited by guarantee.



# REGISTRATION FOR ENROLMENT FORM

## A.B. PATERSON COLLEGE

ACN 010 996 997

Phone : (07) 5594 7947  
Fax : (07) 5594 7650

10 A.B. Paterson Drive  
Arundel.  
Gold Coast. Q. 4214.

### Student Details:

Name: \_\_\_\_\_  
Surname Given Name/s

Date of Birth: \_\_\_/\_\_\_/\_\_\_ Present School: \_\_\_\_\_ Year Level: \_\_\_\_\_

Proposed Calendar Year of Entry: \_\_\_\_\_ Year Level: \_\_\_\_\_

Citizenship: \_\_\_\_\_ Male / Female (please circle)

Are there any current medical conditions of which the College should be aware? Yes / No  
If yes, please give details: \_\_\_\_\_

Are there any learning difficulties of which the College should be aware? Yes / No  
If yes, please give details: \_\_\_\_\_

### OTHER SIBLINGS: (This does not guarantee an offer of enrolment)

Siblings currently attending A.B. Paterson College, or who have attended in the past, or who may attend in the future:

| Given Name/s | Status (Current, Future, Past) | Year  |
|--------------|--------------------------------|-------|
| _____        | _____                          | _____ |
| _____        | _____                          | _____ |
| _____        | _____                          | _____ |

Please circle the appropriate title to allow us to correctly enrol your child:

Father/Legal Guardian/Other (Please specify) \_\_\_\_\_ Mother/Legal Guardian/Other (Please specify) \_\_\_\_\_

Surname: \_\_\_\_\_ Surname: \_\_\_\_\_

Christian Name/s \_\_\_\_\_ Christian Name/s \_\_\_\_\_

Residential Address: \_\_\_\_\_ Residential Address: \_\_\_\_\_

Post Code: \_\_\_\_\_ Post Code: \_\_\_\_\_

Telephone: Work: \_\_\_\_\_ Telephone: Work: \_\_\_\_\_

Home: \_\_\_\_\_ Home: \_\_\_\_\_

Mobile: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

Occupation: \_\_\_\_\_ Occupation: \_\_\_\_\_

Name of Employer: \_\_\_\_\_ Name of Employer: \_\_\_\_\_

## REGISTRATION FOR ENROLMENT FORM (con't)

Please state any relevant information regarding lawful custody of the student: \_\_\_\_\_

**FAMILY REFEREE:** (Name of a family referee who may be contacted by the Principal)

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_ Telephone: \_\_\_\_\_ (working hours)

Any other information parents/guardians regard as relevant to this application:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In making this application I / we are aware of and accept the following:

(i) the enrolment policy, procedures and conditions of enrolment as detailed in the College Prospectus;

(ii) by signing this form I/We consent to AB Paterson College collecting and using the above named student/s personal information for the purposes contained in the College's Collection Notice enclosed in the Prospectus. I/We acknowledge having received and read that Notice and agree to its conditions. (The College will not disclose the student's personal information to any third parties for the purposes other than those contained in the Notice without prior consent, unless required or authorised by law. If you have any questions as to how the College will use the information collected, or if you would like to change the student's details, please contact the College in writing at AB Paterson College, 10 AB Paterson Drive, ARUNDEL Qld 4214.)

(iii) the fee of \$85.00 accompanying this application is non-refundable.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Father, Guardian, Other

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Mother, Guardian, Other

### OFFICE USE ONLY

Date of Receipt of Application: \_\_\_\_\_ Application Number: \_\_\_\_\_

Amount Received: \_\_\_\_\_ Receipt Number: \_\_\_\_\_

Date of Admission Interview: \_\_\_\_\_

Confirmation of Enrolment: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_