



# THE COUNCIL OF THE KING'S SCHOOL

Incorporated by The King's School Council Act 1893

ABN 24 481 364 152

December 2009

Dear Parents and Friends of the King's Community

It is my particular pleasure to report that 2009 has been a strong year for The King's School. Despite the real threats associated with the Global Economic Crisis and with continuing drought, enrolments are strong and the School's economic position is sound.

Despite fewer boarders entering Year 7 next year, our boarding numbers remain healthy overall and will be similar to the numbers enjoyed in 2009, i.e. about 400 boarders. In 2010, the School will enjoy record enrolments with the 1500 mark being reached for the first time in the School's history.

At the time of writing, the 2009 HSC results were not known, but our HSC results of the previous year were outstanding and placed The King's School as one of the best performing non-selective schools in the State. This was one of my proudest days in my years of association with the School. It is a delight to see the ongoing success of the School in raising its academic profile.

At the same time, The King's School has enjoyed one of its most successful sporting years ever, holding no less than half of the GPS's sporting premierships. Who will forget the dominant performance of the 1<sup>st</sup> and 2<sup>nd</sup> XVs against St Joseph's, or the nail-biting finish in the 1<sup>st</sup> XV's rugby match against Riverview which secured the joint premiership. These were memorable days.

Our ongoing resurgence in music and drama continues with "The Gondoliers" playing to packed houses, and our dramatists and musicians winning recognition on a variety of stages throughout the land.

The Prep School has also had a good year and has now been fully authorised by the International Baccalaureate Organisation to deliver its "Primary Years Program" – an enquiry based learning curriculum which is having a very positive impact on learning.

The Council has overseen the ongoing upgrade of educational resources at King's with the Drama Faculty nearing completion and work beginning on the Prep Learning Centre, the latter with assistance under the Federal Government's Building the Education Revolution Programme.

Council is mindful of the new "season" of accountability which now exists with The King's School academic results being compared on the "Myschool" website with the rest of the State, and with "like schools" across the country. We cannot afford to relax in our quest for the highest of standards.

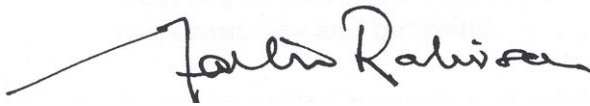
The Council has endeavoured to make The King's School more accessible over recent years by significantly increasing the number of bursaries and scholarships. This policy will continue in 2010. Fee increases have been kept to a minimum and there will be a general increase of 5.5%.

I conclude by recording my thanks to the Headmaster, Dr Timothy Hawkes, for his leadership of the School and for his leadership in Australian education in general. He has now completed 20 years as a headmaster, 12 at this School, and is now one of the most experienced heads in the country.

Dr Hawkes is supported by a wonderful School Executive. Mr Peter Rainey as Deputy Headmaster, and Mr Geoffrey Dornan as Bursar, together with their colleagues have led the School with distinction throughout 2009.

I also wish to thank my fellow Governors for their selfless service throughout the year and for their wisdom and guidance in the governance of the School.

I close by wishing you and your family a holy and happy Christmas.

A handwritten signature in black ink, reading "Martin Robinson". The signature is written in a cursive style with a long horizontal line extending to the left from the start of the name.

**The Rev. Martin Robinson**  
Chairman  
The Council of The King's School

Please note that the following information is available to down load from the School's web site - <http://www.kings.edu.au/about/chairmans-letter.html>

- **Billing Options and Direct Debit Request Forms**
- **Student Accident Insurance and the Student Accident Protection Plan**
- **The Braeside Shop – Opening Times**
- **The King's School Tennis Centre – Changes to Lesson Billing, Coaching Information and Enrolment Form**
- **The King's School Bus Services 2010**
- **2010 Preparatory School Lunch Order Form**

**If you do not have access to the internet and would like a hard copy of any of the above please contact Mrs Muriel Spencer, the Bursar's Secretary, on 9683 8448.**

## THE KING'S SCHOOL

### SCHOOL FEES, BILLING AND PAYMENT PROCEDURES, AND OPTIONS FOR PAYMENT OF SCHOOL FEES EFFECTIVE 1 JANUARY 2010

#### 1 THE COUNCIL OF THE KING'S SCHOOL FEE PAYMENT POLICY

- (a) **Termly Billing** - fees are due and payable in full by the first day of each term (see page 3);
- (b) **Monthly Direct Debit Billing** (please note you are now able to do this by Credit Card, Cheque account and Savings account) - fees are due and payable as and when instalments fall due (see page 4);
- (c) **Overseas Students** – fees are due and payable in full per semester (two terms) in advance, disbursements are payable termly (see page 8).

*In the case of non payment, a boy may be excluded from the School during that term until such time as the fees are paid.*

*In persistent cases of non-payment the boy's place in the School may be forfeited.*

#### 2 SCHOOL FEES 2010

The following levels of school fees will apply from Term 1 2010.

|                            | <b>Tuition</b> |             | <b>Residential</b> |             |
|----------------------------|----------------|-------------|--------------------|-------------|
|                            | (per term)     | (per annum) | (per term)         | (per annum) |
| <b>Preparatory School</b>  |                |             |                    |             |
| Kindergarten               | 3,170          | 12,680      |                    |             |
| Year 1                     | 3,170          | 12,680      |                    |             |
| Year 2                     | 3,170          | 12,680      |                    |             |
| Year 3                     | 4,087          | 16,348      |                    |             |
| Year 4                     | 4,400          | 17,600      |                    |             |
| Year 5                     | 5,137          | 20,548      | 3,648              | 14,592      |
| Year 6                     | 5,137          | 20,548      | 3,648              | 14,592      |
| <b>Senior School</b>       |                |             |                    |             |
| Years 7-8                  | 5,657          | 22,628      | 4,093              | 16,372      |
| Years 9-10                 | 5,657          | 22,628      | 4,402              | 17,608      |
| Year 11                    | 6,035          | 24,140      | 4,498              | 17,992      |
| Year 12 (three terms only) | 8,244          | 24,732      | 5,737              | 17,211      |

- (a) The sibling discount for tuition fees will be 10% where there are two or more brothers in the School. The discount will be applicable to the younger brother/s.
- (b) The sibling discount for residential fees will be 15% where there are two brothers in the School. The discount will be applicable to the younger brother.  
Where there are three or more brothers in the School the residential fees discount for the third or subsequent brother/s will be 30%.
- (c) The charge for day boy lunches in the Senior School is not optional to parents. In 2010 it will be charged at the rate of \$344 a term.
- (d) Preparatory School lunch charges for 2010 will be \$5.50 per day.

### 3 BILLING OPTIONS

#### (a) Termly Billing

A fees statement will be sent for the ensuing term approximately two weeks prior to the term starting for School fees and disbursements. This account can be paid either by cheque, credit card (Mastercard, Visa or American Express), BPay (cheque or savings account) or Direct Debit (cheque or savings account).

The telephone number to call for payment by credit card is **1300 302 192**. Please refer to the reverse side of your fees statement for further details. **Please also note that if you wish to pay by credit card you will be charged a 2% surcharge to cover the merchant fees and handling.**

If you are paying by credit card using telephone banking please ensure that you are careful to use the reference number applicable to your payment selection located on the tear-off portion of the Fees Statement. This is important for the School's accounting system to determine whether a voluntary donation to the Foundation Building Fund has been included in the payment.

The School Council is appreciative of the great majority of parents paying their son's fees by the first day of each term. However, it has also requested that attention be drawn to that requirement where parents are paying fees on a termly basis as a small number of parents are regularly failing to meet that obligation.

**It should be noted that as a result of that failure the School incurs costs and suffers losses. Therefore, a default charge of \$250 per month will be charged to all overdue accounts.**

#### (b) Monthly Direct Debit Billing

This scheme is available either from the commencement of Term 1 or Term 3.

School fees will be debited to your nominated cheque account, savings account or credit card (a 2% surcharge will apply) in **ten** instalments on the 25<sup>th</sup> of the month from February to November. Any disbursements will be added to the first direct debit instalment to be deducted in each new term.

Parents will receive a fees statement at least 10 days prior to the date of the next debit to their account. Please note a \$30 charge will be made for any Direct Debits that are dishonoured.

Direct Debits that dishonour three times will automatically be cancelled from this scheme.

Please note that your intention to participate or withdraw from this scheme must be advised one month prior to Term 1 or Term 3.

Full Fee Paying Overseas Families are ineligible to participate in this scheme.

## BILLING OPTIONS (continued)

*Parents who wish to pay fees by Direct Debit either termly or monthly should complete the Direct Debit Request form (download from the School's website) and return them to the Bursar's Office no later than **4 January 2010***

*If parents are currently using the Direct Debit option of their choice they need **NOT** fill out these forms again, unless they wish to pay the current Termly Giving Foundation Building Fund amount of \$175 per term.*

*Parents in the scheme of paying by ten monthly instalments can only join that method of payment either at the beginning of Term 1 (**returning the forms to the School by 4 January 2010**), or at the end of Term 2 (**returning forms to the School by 25 June 2010**).*

*If you are currently in the ten instalments Direct Debit system and want to cancel out of that method of payment, please ensure that the School is advised by **4 January 2010**.*

(Parents wishing to include a voluntary contribution to the Foundation Building Fund in their Direct Debit payment should complete this section of the Direct Debit Request form.)

Direct Debit Request forms can be downloaded from the School's website:-  
<http://www.kings.edu.au/about/chairmans-letter.html>

### (c) **Overseas Students—Payment Of Fees, Additional Fees And Disbursements**

Fees payable for overseas students must be paid a **semester (two terms) in advance**. Disbursements are payable termly.

Parents of full fee paying overseas students are reminded that, in addition to the payment of tuition fees and boarding fees if applicable, they are also required to pay a sum which represents the levels of both Commonwealth and State recurrent funding for the year and certain other income items, which the School does not receive for overseas students

In 2010 these payments will amount to:

|                             |                    |
|-----------------------------|--------------------|
| Senior School Boys:-        |                    |
| <b>Years 7-11</b>           | <b>\$4,736</b>     |
| <b>Year 12</b>              | <b>\$4,737</b>     |
| <br>Preparatory School Boys | <br><b>\$3,496</b> |

Fees accounts for each semester will include one half of the amounts shown above.

For all students presenting for the NSW Higher School Certificate examination and who are neither an Australian citizen nor a permanent resident of Australia the NSW Board of Studies levies a fee to cover the cost of administration and marking. In 2010 this fee will be \$ \$929 (includes GST). The fee applies regardless of the year of enrolment at the School. It will be paid by the School at the time the examination entry form is lodged with the Department of Education and will be subsequently billed on the fees account.

#### 4 **WITHDRAWAL AND CHANGE OF STATUS**

The attention of parents is drawn to the following matters.

(a) **Withdrawal of a Boy**

It is important that parents observe the conditions relating to the removal of a boy from the School prior to the completion of his schooling. A full term's notice to the Headmaster is required, the notice to be received no later than the first day of the school term at the end of which the notice expires. In special circumstances, the Council may vary the period of notice, otherwise a term's fees (tuition and boarding as applicable) will be payable.

(b) **Change of Status**

The School has a more flexible approach to boarding places. Weekly boarding is available together with access to boarding places for boys at all levels.

Generally, the School expects that a boy entering as a boarder will remain as such for the duration of his time at the School. However, if a parent wishes to enquire about a change of status for a boy, the School will be prepared to consider it. A full term's notice of the request should be given to the Headmaster or Registrar.

#### 5 **EXTRA SUBJECTS**

(a) **Music**

The School encourages boys to participate in music at the School. To facilitate this the fees for 2010 have been reviewed as follows:

**Senior School** (per 25 min lesson)

**Individual Tuition** **\$36**

**Small Group** **\$18**

Please note that where 50 minute lessons are given the charge will be for two lessons.

**Preparatory School** (per 30 min lesson)

**Individual Tuition** **\$43**

**Small Group** **\$21**

Music fees will be charged at the end of each term based on the number of lessons taken during the term. Boys are expected to attend all lessons at their allocated time unless there is good reason for absence. If you wish your son to cease lessons at any time, four weeks' notice in writing must be given to the Director of Music by post or email ([BNW@kings.edu.au](mailto:BNW@kings.edu.au)). For enquiries please contact the Director of Music on telephone (02) 9683 8551.

Where notice is not given fees will be charged in lieu of notice.

**(b) Tennis**

The School has offered tennis lessons to students for many years and students have been able to place charges for lessons on their student accounts. In recent years, Tennis NSW has taken over the coaching of students at the School which has meant students have the same group of coaches for private lessons as well as School team training.

This year students have sent their enrolment forms directly to the Schools' head coach, Mr Mario Cabral at Tennis NSW so as to simplify the enrolment process for lessons. To further streamline the process, all enrolments and billing will now be handled directly through Tennis NSW. That is, students will no longer be able to place charges for lessons on their student accounts.

The new enrolment procedure is as follows:

- Complete enrolment form and mail to Mr Mario Cabral, (PO Box 6204, Silverwater NSW 1811);
- Payment is to be by credit card or cheque (see instructions on enrolment form);
- Payment is to accompany the enrolment form to guarantee a placement in a class;
- Tennis NSW is unable to accept enrolment unless they receive the enrolment form and payment prior to the commencement of the term.

We hope this makes enrolment and billing easier for parents as it will mean contact with one person at Tennis NSW.

Should you have any questions about coaching, please feel free to contact:-

- the School's head coach from Tennis NSW - Mr Mario Cabral:-  
(email - [mcabral@kings.edu.au](mailto:mcabral@kings.edu.au));
- the MIC Tennis (Prep School) - Mr Matthew Olijnyk  
(email - [MSO@kings.edu.au](mailto:MSO@kings.edu.au));
- the MIC Tennis (Senior School) - Mr Benjamin Chadwick –  
(email - [BCC@kings.edu.au](mailto:BCC@kings.edu.au))

Coaching Information and Enrolment Form regarding The King's School Tennis Centre can be downloaded from the School's website:-

<http://www.kings.edu.au/about/chairmans-letter.html>

**6 EXTENDED DAY CARE**

Day boys may stay at School on nominated evenings, Monday to Thursday, for sport or other co-curricular activities, an evening meal and homework in an allocated boarding house. The charge for this arrangement is \$39 per evening and the fee is charged on a termly basis for the evenings nominated. Enquiries should be made to the Registrar - telephone (02) 9683 8423.

**7 ACCUMULATION FOR THE HIGHER SCHOOL CERTIFICATE**

Enquiries regarding the fees for boys accumulating should be directed to the Bursar - telephone (02) 9683 8448.

**8 TERMLY GIVING – FOUNDATION BUILDING FUND**

An amount of \$175 is nominated on the termly fees statement, to be directed to the Foundation Building Fund. The gift is completely voluntary and a tax deductible receipt will be issued.

**9 THE BRAESIDE SHOP**

Information regarding opening times etc for The Braeside Shop can be downloaded from the School's website:-

<http://www.kings.edu.au/about/chairmans-letter.html>

**10 SCHOOL FEES REMISSION SCHEME**

This Scheme concluded on 31 December 2002 on the basis previously advised to parents. Should parents wish to arrange replacement insurances in the event of the death or total and permanent disablement of the principal fee payer they could contact the following insurance adviser:-

**Aon Insurances**

**Jeff Whitton  
Ivan Bakin**

**Telephone 9683 0939  
Telephone 9683 0906**

The School Council does not endorse this firm nor its products and merely provides you with this information to assist you to obtain relevant information to enable you to make an informed decision in such matters. This is not the only source of advice that you can utilise and you should also speak to your usual insurance adviser.

**11 TOWN AND COUNTRY SUPPORT FUND**

During the latter half of 1994 the School Council and the Foundation jointly established the above Fund to meet a pressing need to be able to offer short term financial assistance by way of bursaries to those parents adversely affected by the abnormal weather conditions and recession.

Applications and individual awards will be entirely confidential, assessed and made by a small sub-committee chaired by the Headmaster and reporting to the Council's Honorary Treasurer. Bursaries will be awarded for one year only and advice of the awards will be given to parents as early as possible. The confidentiality of Bursarial awards is requested.

During 2007 the School Council and Foundation agreed that the eligibility criteria for boys able to receive support from this Fund be broadened to include boys not already enrolled but who have a traditional link with the School e.g. siblings of current or Old Boys, sons of Old Boys and boys enrolling from Tudor House.

The limited funds remaining only make it possible to offer limited assistance to parents who remain seriously affected by abnormal weather conditions or recession.

Parents who wish to be considered for a Town and Country Support Fund Bursary should contact the Deputy Bursar on telephone (02) 9683 8448 to obtain the appropriate forms which will be required to be completed to enable consideration of the bursary application.

## **12 INSURANCE**

### **Sickness, Property and Personal Effects – Parent/Student**

The School has no scheme for these forms of insurance to benefit parents or students. The Council considers that it is the responsibility of parents to arrange medical and property cover if such is required. Insurance companies or brokers can generally advise on the most appropriate way to arrange the cover required. Some private health insurance funds offer limited cover for school injuries costs.

It is recommended strongly that valuable items such as musical instruments or computers carry suitable insurance cover.

### **Injury – Student Accident**

Insurance cover is in place at no separate cost to parents which provides significant compensation in the case of major injury. Details of the cover can be downloaded from the School's website. Upon reviewing the attached, should parents believe additional cover is needed they should contact their personal insurance advisor.

## **13 PARENTS AND/OR STUDENTS GENERAL COMPLAINTS AND GRIEVANCES RESOLUTION PROCEDURE**

The School has in place a Procedure to deal with complaints and grievances of a general nature that may be held by parents and/or students.

The School recognises that parents and/or students may have a complaint or grievance over a School related issue and through that Procedure the School is providing a mechanism by which parents and/or students can seek to have that complaint or grievance addressed. An outcome of the procedure may be that the complaint or grievance is found to be groundless.

The Procedure is not intended to be overly prescriptive nor impose unreasonable time limits upon any party. It does seek to raise parents and/or students awareness that the School acknowledges that such issues do arise from time to time and the procedures describe the arrangements that should be observed in order to assist parents and/or students to resolve them.

The School will seek to ensure that any complaint or grievance is resolved at the earliest opportunity and in a timely manner. However reasonable periods of time must be allowed for discussion at each level of the Procedure.

A copy of the Procedure can be obtained from the Deputy Bursar ([kjlee@kings.edu.au](mailto:kjlee@kings.edu.au) or telephone 9683 8401).

## **14 PRIVACY LEGISLATION**

Parents may be aware of legislation relating to the handling of information the School holds. Attached to this document is a “Collection Statement” that provides you with a summary of the School’s position. Should you have any queries in respect of this Statement please contact the Deputy Bursar on 9683 8448.

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December 2009



## **THE KING'S SCHOOL, PARRAMATTA PRIVACY ACT 1988 - COLLECTION NOTICE**

- 1 The School collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your son.
- 2 Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
- 3 Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health laws.
- 4 Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.
- 5 The School from time to time discloses personal and/or sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, medical practitioners the Foundation, Old Boys Union, and people providing services to the School, including specialist visiting teachers, coaches and volunteers.
- 6 If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son.
- 7 Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities, photographs and other news is published in School newsletters, magazines and on our website.
- 8 Parents may seek access to personal information collected about them and their son by contacting the Bursar's Office. Pupils may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the pupil, or where pupils have provided information in confidence.
- 9 As you may know the School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the School's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
- 10 We may include your contact details in a class list and School directory. If you do not agree to this you must advise us now.
- 11 If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.