







MOUNTAIN VIEW
ADVENTIST COLLEGE

Parent and Student Information 2021

MOUNTAIN VIEW ADVENTIST COLLEGE

Owned and operated by
Seventh-day Adventist Schools
(Greater Sydney) Ltd ABN 63 106 908 767
CRICOS Provider Number 02622J

 Phone **02 9622 2424** Fax **02 9831 5004**
 41 Doonside Road Doonside NSW 2767
 info@mvac.adventist.edu.au
 www.mvac.adventist.edu.au



Information for 2021



Term Dates

Wednesday 27th January	→	1st Day Term 1 (Prep, Year 1-12)
Thursday 1st April	→	Last Day Term 1
Tuesday 20th April	→	2nd Term Begins
Friday 25th June	→	Last Day Term 2
Wednesday 14th July	→	3rd Term Begins
Friday 17th September	→	Last Day Term 3
Tuesday 5th October	→	4th Term Begins
Wednesday 8th December	→	Last Day term 4

NB: Kindergarten classes will resume for Term 1 Friday 29th January 2020.



Buses

Please complete the attached College Bus Enrolment/ Re-Enrolment form. If you will be requiring our bus service for 2021 **Note:** Filling out the form does not automatically qualify you for a place on our buses. We do however process your submission to be reviewed and inform you thereafter as to whether you have met the criteria to be included. If for any reason a place has not been made available, we do place your child/ren on the College Bus waiting list. **If we do not receive your form, we cannot allocate places on our buses for your child/ren.**



Stationery Year 5 - 12

Please supply the following general stationery for each student in Years 5 to 12 . Individual subject teachers may issue your child with a specific materials list to supply.

Plastic ruler
3 or 4 HB Pencils per Term
2x Erasers per year
A pencil Case per year
A4 loose leaf paper
4 x 120 page A4 exercise book
A4 folder with plastic sleeves and dividers
Year 7 - Mathematical set

Year 5-8 - 1 Set of Coloured Pencils per Year
A 2-hole Pencil Sharpener with catcher or cover
1 or 2 Glue Stick per year
1 or 2 Highlighters
Safety scissors
Red/Black/Blue biro
Year 5/6 - 6 x 90 page A4 Exercise books
Calculator (Sharp 531TH or Casio FX 82AU)



Stationery Note

Kindy - Year 4

Stationery

As stationery is not part of the school fee charge, we ask that you please ensure your child has the correct stationery at all times. Please send stationery that is LABELED to avoid any confusion between children.

When buying your child's stationery please be mindful that it is for educational purposes and not toys. Below are the brands that work well for learning. Cheaper glues, pencils and rubbers do not actually work and prevent your child from being ready to learn.

Stationery brands that we find very successful are:

- Staedtler

- Faber Castell

- Bostik

The following is a guide of the required stationery for the year:

Item	Quantity
HB Lead pencil	3 per term (12 per year)
Eraser	1 per term (4 per year)
Enclosed Sharpener	2 per year (1 as a spare)
Coloured Pencils	2 sets of 12 (2 sets per year)
Big Glue Stick - 21g	3 per term (12 for the year)
Scissors	2 child size per year (1 as a pair)
Pencil Case	2 per year (1 as a pair)
Highlighters	1 per term (4 per year)
Whiteboard Markers (Black)	2 per term (6 per year)

Optional

Coloured Crayons	1 set of 12 colours per year
Coloured Textas	1 set of 12 colours per year

To make things a little easier, we are happy for you to send in all the yearly stationery items listed above. We will store them securely in a locked storeroom and in a zip lock bag with your child's name on it. The teacher is the only one who will have access to your child's stationery. When any items run out, we can simply use the extras you have sent and pass on to your child.

Alternatively we will send the following slip home informing you of what needs to be sent in.

<p>Your child _____ is missing the required stationery _____ please send the following by Friday _____ (If you would like to send extra. We can store it specifically for your child)</p>	<p>Thank you, from Mr/Ms/Mrs _____</p>
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2021 Fee Schedule

Enrolment Fee - \$150 (Non-Refundable)

Tuition Fee

Year	Standard Tuition Rate (per term)	Standard Tuition Rate (per Year)
Prep	\$41 per day	\$41 per day
K-6	\$975	\$3,900
7-11	\$1,155	\$4,620
12 (over 3 terms)	\$1,540	\$4,620

Activity Fee

Year	Standard Activity Fees (per term)	Standard Activity Fees (per Year)	IT Fee (per Year)
Prep	\$57.50	\$230	-
K-6	\$122.50	\$490	-
7-8	\$175	\$700	-
9-10	\$225	\$900	\$310
11	\$275	\$1,100	\$425
12 (over 3 terms)	\$367	\$1,100	\$375

Please note: The IT fee is required to be paid in full prior to laptops being allocated to students. The IT fee is not able to be included in any payment plans.

Bus Fee

\$30 per Week per child (\$300 per term and \$1,200 per year)

Family Discount

(No discounts for Prep) - On net tuition fee

One Child	Full Fees
Two Children	15% discount
Three Children	30% discount
Four Children	40% discount
Fifth and Subsequent Children	Free Tuition Fees

Prompt Payment Discount

(Discounts do not include Prep)

Year Full Payment - 10%
(if paid in the first 3 weeks of term)

Term Full Payment – 2.5%
(if paid in the first 3 weeks of term)



College Bus Service Re-Enrolment / Enrolment Form

I would like to use / continue using the College Bus Service in 2020.
I understand that filling out this form is not an automatic enrolment and that
I will be notified if this application is successful.

Parents / Guardian details:

Name: _____ Date: _____

Phone: _____

Child 1: _____ Class: _____

Child 2: _____ Class: _____

Child 3: _____ Class: _____

Child 4: _____ Class: _____

Pick up Address: _____

Drop off Address: _____

1. I acknowledge this is not a door-to-door service and I may be given a pick up and drop off location.
2. The cost per week is \$30 per child. Subject to change from time to time at short notice.
3. I accept that I will be charged per term whether I use the service everyday or not, I also understand a terms notice is required if I no longer require the bus service.
4. I accept that the College has a no refunds policy and that it is my responsibility, to have my child/children ready to board the bus at the designated pick up point 10 minutes before the allocated pick up time.

Parent / Guardian Signature: _____



College Bus Service Rules & Protocols for Students

- To ensure the safety of all students and the drive, it is expected that students:
- obey the bus driver at all times.
- use seatbelts where they are provided.
- use the Student ID Card for tapping on and off at all times.
- talk at an appropriate volume. No shouting, screaming or swearing.
- do not eat or drink anything other than water on the bus.
- remain in their allocated seats at all times. Students are not to lie down, kick or place feet on bus seats or windows.
- use mobile devices, such as iPods, iPads, mobiles phones, and laptops in an appropriate manner with the volume turned down.
- keep body parts, bags, books, paper, clothing, etc out of the bus windows and doors.
- do not damage the bus inside or out. This includes graffiti and intentional damage of seat fabric.

IT IS A PRIVILEGE TO TRAVEL ON OUR COLLEGE BUS AND WE ARE VERY HAPPY TO PROVIDE THIS SERVICE FOR YOU. FAILURE TO COMPLY WITH THE ABOVE BEHAVIOR CODE WILL MEAN YOU WILL NOT BE ALLOWED TO TRAVEL ON THE BUS.

Student Commitment:

I have read the above bus behaviour guidelines and I promise to obey them or I will no longer be allowed on the bus.

Name: _____ Signature: _____

Name: _____ Signature: _____

Name: _____ Signature: _____

Name: _____ Signature: _____

Parent Commitment:

I have read, understood and spoken to my child(ren) about obeying the bus rules. I agree to pay the College the cost of any damages to the bus caused by my child(ren).

Name: _____ Signature: _____

Name: _____ Signature: _____



Uniform Guidelines

Kindy to Year 12

To assist you in your planning, we request you read the following and adhere to the Uniform Policy guidelines so that every student is clear on the expectations set out for them by the College.

Kindy - Year 6 Boys

- White Shirt (with College emblem)
- Navy Blue Jumper (with College emblem)
- College Tie (College issue)
- Navy Trousers/Shorts (College issue)
- Sport Polo Shirt (with College emblem)
- Sport Shorts (with College emblem)
- Track Suit (optional) (with College emblem)
- Softshell Jacket (optional) (with College emblem)
- Hat for PE & Play (with College emblem)
- Navy Socks
- Plain Black, Lace-up, Leather Shoes

Year 7-12 Boys

- White Shirt (with College emblem)
- Navy Blue Jumper (with College emblem)
- College Navy Tie (College issue)
- Navy Blazer (with College emblem)
- Navy Trousers/Shorts (College issue)
- Sport Polo Shirt (with College emblem)
- Sport Shorts (with College emblem)
- College Track Suit (optional)
- College Softshell Jacket (optional to wear with sport uniform)
- Hat for PE & Play (with College emblem)
- Navy Socks
- Plain Black, Lace-up, Leather Shoes

PREP

- College Tracksuit & Polo Shirt
- College Softshell Jacket (optional)
- College Bucket Hat
- Joggers

Acceptable Boys shoes and socks



Acceptable Girls shoes and socks



Kindy - Year 6 Girls

- Dress (summer, College issue)
- Peter Pan Shirt, red tie & Tunic (winter, College issue)
- Navy Blue Jumper (with College emblem)
- Hair (Red, White, or Navy accessories)
- Sport Polo Shirt (with College emblem)
- Sport Shorts (with College emblem)
- Track Suit (optional) (with College emblem)
- Softshell Jacket (optional) (with College emblem)
- Hat for PE & Play (with College emblem)
- White ankle-high socks/ Navy tights or stockings Plain Black, Lace-up, Leather Shoes

Year 7-12 Girls

- White Shirt (with College emblem)
- Skirt or Tailored Pants (College issue)
- Navy Blue Jumper (with College emblem)
- Hair (Red, White or Navy accessories)
- Navy Blazer (with College emblem)
- Navy Trousers/Shorts (College issue)
- Sport Polo Shirt (with College emblem)
- Sport Shorts (with College emblem)
- College Track Suit (optional)
- College Softshell Jacket (optional to wear with sport uniform)
- Hat for PE & Play (with College emblem)
- White ankle-high socks/ Navy tights or stockings Plain Black, Lace-up, Leather Shoes

SHOES

Socks need to cover the ankle but not extended too high up the leg.

Unacceptable socks



Socks too high, shoes are good

Unacceptable socks



Socks too low, shoes are good

It is important to wear the correct shoes from an Occupational Health & Safety viewpoint. A neat and tidy uniform represents the College in a positive light.



Order Form for Uniforms Prep / Junior

OFFICE USE ONLY

To be paid Completed Paid

Receipt No. _____

Child's Name:

Date:

Class:

Contact No:

Full Tracksuit	4-14	\$75			
Tracksuit Pant	4-14	\$30			
Tracksuit Jacket	4-14	\$45			
Polo Shirt	All Sizes	\$40			
Sport Shorts	All Sizes	\$30			
Summer Dress	All Sizes	\$57			
Winter Tunic	All Sizes	\$68			
Peter Pan	All Sizes	\$28			
Stockings	All Sizes	\$14			
Red Tie (girls)	-	\$13			
Tie (boys)	JUNIOR	\$19			
Socks pk 3	All Sizes	\$15			
Sunhat	All Sizes	\$15			
Jumper	4-6	\$55			
	8-16	\$70			
	18-22	\$75			
	24-30	\$80			
Summer Shorts (boys)	All Sizes	\$26			
Winter Trousers	4-16	\$40			
	18-22	\$45			
Shirts Long/Short Sleeves (boys)	All Sizes	\$30			
Scarf	ONE SIZE	\$17			
Soft Shell	All Sizes	\$95			

TOTAL



Order Form for Uniforms Middle / Senior

OFFICE USE ONLY		
<input type="checkbox"/> To be paid	<input type="checkbox"/> Completed	<input type="checkbox"/> Paid
Receipt No. _____		

Child's Name:

Date:

Class:

Contact No:

Tracksuit Jacket	6-28	\$85			
Tracksuit Pant	6-28	\$48			
Polo Shirt	All Sizes	\$40			
Sport Shorts	All Sizes	\$30			
Trousers	All Sizes	\$48			
Shorts (Summer)	All Sizes	\$33			
Short Sleeve Shirt (Boys)	All Sizes	\$35			
Ties	MID/SNR	\$19			
Sock pk 3	All Sizes	\$14			
Jumper	4-6	\$60			
	8-16	\$70			
	18-22	\$75			
	24-30	\$80			
Sunhat/Cap	Prep/S/SM/XL	\$15			
Summer Skirt	6-20	\$47			
	22-30	\$49			
Winter Skirt	All Sizes	\$60			
Short Sleeve Shirt (Girls - Old Stock)	MID/SNR 6-8	\$35			
	MID/SNR 10-16	\$38			
	MID/SNR 18+	\$40			
Short Sleeve Shirt (Girls - New Stock)	All Sizes	\$45			
Blazer (Yr 7-12 only)	All Sizes	\$200			
Scarf	One Size	\$17			
Stockings	All Sizes	\$14			

TOTAL

*Updated September 2020

Mountain View Adventist College

Standard Collection Notice

1. The School collects personal information, including sensitive information about students, parents or guardians before and during the course of a student's enrolment at the School. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the School to provide schooling to the student and to enable them to take part in all the activities of the School.
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. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, Public Health and Child Protection laws.
4. Health information about a student is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about students from time to time.
5. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes, including to facilitate the transfer of a student to another school. This includes to other schools, government departments, The Association of Independent Schools NSW, Adventist Schools Australia, medical practitioners, and people providing services to the School, including specialist visiting teachers, sports coaches, music tutors, volunteers and counsellors.
6. Personal information collected from students is regularly disclosed to their parents or guardians.
7. The School may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.
8. The School's Privacy Policy sets out how parents or students may seek access to personal information collected 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 student, or where students have provided information in confidence.
9. The School Privacy Policy also sets out how you may complain about a breach of privacy

Mountain View Adventist College Standard Collection Notice

and how the School will deal with such a complaint.

10. 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.
11. On occasions information such as academic and sporting achievements, student activities and similar news is published in School newsletters, magazines and on our website. Photographs of students participating in activities including but not limited to sporting events, school camps, school excursions or day to day school life may be taken for publication in School newsletters, magazines and social media sites.
12. We may include both students' and parents' contact details in a class list and School directory. 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 this information to third parties.