Dear Families

December is now upon us and we are preparing for the 2015 academic year. To those families who are continuing with us next year, a sincere thank you for your ongoing support. We also welcome many new families to Rehoboth, and look forward to a long and happy partnership with you.

The following resources are maintained on the College website at http://rehoboth.wa.edu.au/parents/downloads/. The 2015 handbooks will be made available as soon as possible.

**Handbooks**
- Wilson Primary College Information Handbook
- Kenwick Primary College Information Handbook
- Kenwick Kindy Handbook
- Year 7/8 Endeavour Program Handbook
- Year 7-12 College Information Handbook
- Senior Secondary Students Handbook
- Year 8 Course Handbook
- Year 9 Course Handbook
- Year 10 Course Handbook

**Financial and other forms**
- Fee Schedule (April 2014 to March 2015)
- Direct Debit Form
- Instrumental Music Program (IMP) Information Sheet
- Instrumental Music Program (IMP) Application Form
- Bus Service Conditions of Use
- Bus Service Application Form
- Secondary Assistance Form
- Locker Contract (Secondary students only)
- MCEETYA Data Collection Form (This is a requirement of the Department of Education)

**Uniforms**
- K-7 Uniform Information Handbook
- 8-12 Uniform Information Handbook
- Uniform Pricelist

You will find the most current versions of all these resources at our website (see the link above). If you wish to receive printed copies of any of the above listed materials, please contact the Business Office by email (admin@rehoboth.wa.edu.au) or by phone (9452 1833). When emailing, please include your family name and postal address with your request. Thank you for your understanding as we seek to reduce our reliance on printed resources in the interests of improving our environmental and financial stewardship.

**Bus service**

Students using the Canning Vale and Southern River routes please note that there are a number of small changes within the timetables available online. Please check stops and times careful and refer to the versions maintained on our website for the most current timetables.
Student IT Devices 2015

Please check your inbox for an important letter containing instructions for the return of student macbooks, student access to Chrome Books next year, and information about insurance credits. This additional letter will be circulated by email to all participating parents.

Payments
In relation to the payment of school fees would all families kindly note that the following are acceptable payment methods:

- Direct debit
- Electronic Funds Transfer (EFT): If using this method, the College bank account is held in the name of The Association for Christian Education. BSB: 016270 and account number 425542729.
- Cash or cheque: Payments may be made at any of the College administration offices.
- Credit card: Payments may be made at any of the College administration offices or over the phone by calling 9452 1833 between 8:30am and 4:00pm, Monday to Friday. Visa and Master Card are accepted. We regret that we are unable to accept payment by American Express card.

Please note that families who have been granted extended payment terms are required to make payments by direct debit as a condition of any payment plan. This payment method will also apply to families with account arrears. We understand that, from time to time, unexpected situations can arise that may make it difficult to settle your account as planned. If you are experiencing any difficulty over payments, or are facing financial hardship, please make an appointment to discuss your circumstances with the Finance Manager by phoning the Business Office.

Would families who pay their fees by direct debit kindly note that payments scheduled to be collected between Thursday, 1 January and Tuesday, 13 January will be delayed until Wednesday, 14 January 2015.

Office opening hours
The Business Office will be closed from 4:00pm on Tuesday, 23 December 2014 until 8:00am on Monday, 5 January 2015. All Campus administration offices will be closed from Thursday, 18 December 2014 and will re-open from Wednesday 21 January 2015.

The Business Office staff wish you a blessed and peaceful Christmas and New Year. Thank you for your support for Christian Education and for our Association. We look forward to another exciting year of learning and working together.

Yours sincerely

Rachael Fairlamb
FINANCE MANAGER

2 December 2014