

# GLADSTONE SCHOOL 2019

## New Student Form

**\* If your child is starting at Gladstone for the very first time, this is the form to use. It applies to all year levels, New Entrant to Year 6.**

**\* Please pay the \$70 charge IN THE FIRST WEEK OF SCHOOL then bring this form to the office. We request that you pay online P T O**

Child's Name .....

Family Name (if different from above) .....

Room ..... **Circle Year Level: Year 0 1 2 3 4 5 6** Starting Date .....

**1. New Student Charge \$70.00**

*This is a one off cost payable by all students when they first start, irrespective of which term during the year.*

***It covers the cost of a student profile folder, the Life Education module, technology resources, Years 1 to 4 specialist books, the Gladstone School Year book (for eldest/only child), a 'house' tee shirt, & for Yr 6 children a contribution towards the Waterwise programme.***

**2. DONATION** See over page for full details -select & enter here \$.....

**TOTAL PAID**

\$

**During your child's first day, please collect a free 'house' tee shirt from the office.**

**See overpage for information regarding how to make payment.**

**Reminder to hand this form to the office after payment is made**

**Date of Payment..... Circle how was it paid: online/efpos**

**For Office Use:**

Tick when Tee shirt Issued

Processed by admin

## SCHOOL DONATION 2019

### Option One – payment per Annum

1 <sup>st</sup> Child	\$320 per annum
2 <sup>nd</sup> & subsequent children	\$280 per annum each

### Option Two – payment per Term

1 <sup>st</sup> child	\$80 per term (or \$10 per week)
2 <sup>nd</sup> & subsequent children	\$70 per term

**When starting during a Term \$8 per week**

***Donations are tax deductible – save your receipts***

### Payment Procedure

**(1) Please pay the compulsory \$70 charge in the first week of school.**

**(2) Regarding the donation portion - you may opt to pay the total on the first day, or pay term by term. Account reminders are emailed out once per term.**

**(3) Leave this form at the office indicating the date you have paid and how it has been paid.**

### How to Pay

1. Your child must have already started at school before the enrolment is completed on the student management system. This may take 24 hrs.
2. Following this please use the **online payments system called "The Edge" – which is a caregiver portal.** We want every family registered online please. Payments by cash and cheque are being phased out.
3. Download the Gladstone School App from the App store to access quickly.
4. The system provides a facility to make online payments for school donations, fees and camp during your child's attendance at Gladstone.
5. It also enables you to see core information about your child, including attendance records, and school reports. Receipts can be printed at time of payment online for your records. You are responsible for these.
6. To log on open your web browser, (google chrome/ internet explorer/ firefox/ safari) and type in <https://parent.musac.school.nz>
7. Enter your email address, and for the first time user, click on "I don't know my Edge password". An email will then be sent to you. It is possible to have only one email address loaded, so please select the one from which you will be paying your accounts.
8. **Now you may register - refer to separate instructions if necessary.**  
**If you have any log on issues or other problems please email for assistance: [accounts@gladstone.school.nz](mailto:accounts@gladstone.school.nz)**

Thank you for your much needed support of Gladstone School!

PTO