



ALBANY SUMMER SCHOOL STUDENT INFO SHEET

4th to 14th January 2022

ST JOSEPH'S COLLEGE, MARTIN ROAD, ALBANY

WE WELCOME YOU TO THE 2022 ALBANY SUMMER SCHOOL

STUDENT GENERAL INFORMATION

1. FEES FOR ENROLMENTS cancelled before 26 November 2021 will be refunded less 10%. After that date and until 10 December 2021, an administration fee of 50% will be deducted. Notice of cancellation should reach the Summer School Enrolment Officer, PO Box 5146, Albany WA 6332 or email learn@albanysummerschool.com.au by 5.00pm 10 December 2021, to receive a refund.
2. **NO REFUND WILL BE MADE after 11 December 2021.**
3. This year the Committee introduces an **EARLY BIRD PRIZE DRAW**
The Committee will randomly draw 3 names from participants who have registered and paid for a course. Each of the three winners will receive the fees of one course fully refunded. To be in the Early Bird Prize Draw just book and pay for your course by **Friday 29 October 2021**. Every course enrolment in by midnight 29 Oct will be eligible for the draw. Winners will be contacted and results announced on our social media, website and newsletter.
4. The Albany Summer School Committee reserves the right to cancel any class due to reasons beyond its control or insufficiently enrolled by 3 December 2021. You will be notified by telephone/email if your course HAS BEEN CANCELLED and fees will be fully refunded.

ORGANISATION OF THE SUMMER SCHOOL

1. All CLASSES held at ST JOSEPH'S COLLEGE, Martin Road, Albany. Summer School will be open from 8.30am, 4 January, 2022.
2. A PLAN OF THE SCHOOL showing in which classrooms the courses are held will be on display at the Summer School desk in the Canteen area.
3. PARKING is available, please refer to the map enclosed/attached here. Please ensure you lock your car and do not leave valuables where they are visible. **Please do not park on any grassed areas.** *Your co-operation in **not parking opposite St Joseph's College in Martin Road will be appreciated.***
4. SECURITY - St Joseph's College staff will be responsible for the unlocking and locking of classrooms. The Summer School Committee will not have keys to classrooms.
5. LUNCHES can be ordered each morning in the canteen prior to start of classes. Tea and coffee will be available during class times at a modest charge.
6. Local ART/CRAFT SUPPLIERS will be notified of courses being conducted and will endeavour to have materials on hand. Where expensive materials are involved, it may be advisable to delay purchasing until after 4 December 2020, by which time the committee will have advised students if their chosen course has been cancelled.
7. An EVACUATION PLAN MAP is displayed in each classroom and a RECORD OF ATTENDANCE sheet will be in each classroom for you to sign in/out each day.
8. TAGGING - All equipment used at the School which needs to be plugged into the mains power has to be tested and tagged. You are encouraged to **have your equipment inspected and tagged** before Albany Summer School begins.

Please Note: ALL CLASSROOMS MUST BE LEFT CLEAN AND TIDY

QUERIES: Contact the Enrolment Officer, 0438 415 006, between the hours of 9.00am and 5.00pm

Email learn@albanysummerschool.com.au

ALBANY SUMMER SCHOOL IS A SMOKE FREE VENUE

PLEASE LEAVE YOUR PETS AT HOME AS THEY ARE NOT PERMITTED ON SCHOOL GROUNDS

ALBANY SUMMER SCHOOL INC

ELECTRICAL TESTING AND TAGGING

All equipment used at the School which needs to be plugged into the mains power needs to be tested and tagged, with the exception of sealed units, such as telephone and ipad chargers.

If your charger has a separate electrical cable which connects your charger to the power, that cable needs to be tested. Samples of items needing testing are:

Extension cords, power cords to sewing machines, electric drills, food processors, fans, laptop cables to mains plug, urns, irons, kettles, ovens and kilns, soldering irons, hairdryers, glue guns and most chargers for cordless equipment.

For further information, please contact the Co-ordinator or the Summer School front desk.



A limited tagging service will be provided by the Summer School at a small charge of \$5 per item. A licensed electrical test and tag technician will visit all classrooms on the Monday of both weeks. Any items that have not been tested and tagged prior to the school starting can be tested then.

The service will be available at the following times:

1st Week

On Tuesday (4 Jan 2022) our Tagger will visit all classrooms and will test as required.

Monday-Friday (4-7 Jan 2022):

Leave items (clearly labelled with your name) at the front desk in the morning for collection by lunchtime.

2nd Week

On Monday (10 Jan 2022) our Tagger will visit all classrooms and will test as required.

Monday-Friday (10-14 Jan 2022):

Leave items (clearly labelled with your name) at the front desk in the morning for collection by lunchtime.

Test & Tag Request (Charge \$5 per item)

Name _____ Phone contact _____

Course Name or number _____

Item Description 1. _____ \$5.00

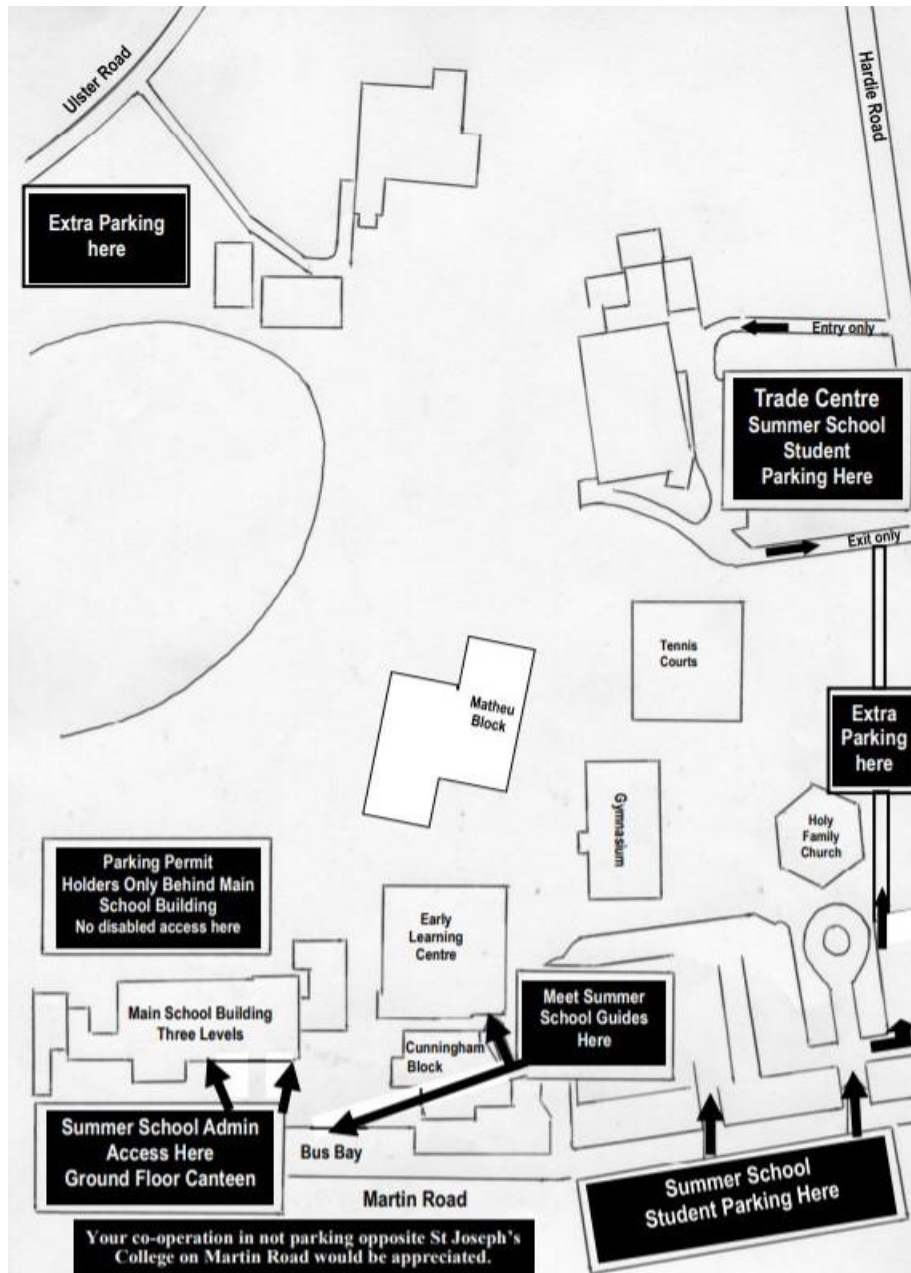
Item Description 2. _____ \$5.00

Item Description 3. _____ \$5.00

Total \$ _____

Paid? Yes/ No

Map to guide you through the school grounds



On the first day of each week we will have guides to help you find your way
Reception is in the Main School Building

THE ALBANY SUMMER SCHOOL COMMITTEE HOPE YOU HAVE AN ENJOYABLE AND REWARDING EXPERIENCE
We always welcome participant feedback.