



ALBANY SUMMER SCHOOL STUDENT INFO SHEET

8th to 19th January 2024

Great Southern Grammar School, 244 Nanarup Rd ALBANY

WE WELCOME YOU TO THE 2024 ALBANY SUMMER SCHOOL

STUDENT GENERAL INFORMATION – Please [click course requirements button](#) & read before you book your place

1. FEES FOR ENROLMENTS cancelled before 25 November 2023 will be refunded less 10%. After that date and until 12th December 2023, an administration fee of 50% will be deducted. Notice of cancellation should reach the Summer School Enrolment Officer, PO Box 5146, Albany WA 6332, email learn@albanysummerschool.com.au or phone 0492 008 902 by 8.00am 13 December 2023, to receive a refund.
2. NO REFUND WILL BE MADE after 12 December 2023.
3. This year the Committee will again hold 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 27 October 2022. Every course enrolment in by midnight 27 Oct will be eligible for the draw. Winners will be contacted and results announced on our social media and newsletter.
4. The Albany Summer School Committee reserves the right to cancel any class due to reasons beyond its control or that are insufficiently enrolled by 4 December 2023. You will be notified by telephone/email if your course HAS BEEN CANCELLED and fees will be fully refunded.

ORGANISATION OF THE SUMMER SCHOOL - ALBANY SUMMER SCHOOL IS A SMOKE FREE VENUE

1. All CLASSES held at GREAT SOUTHERN GRAMMAR, Nanarup Road, KALGAN (Albany). Summer School will operate for two weeks 8th January 2024 – 19 January 2024. Venue opens 8.30am on 8 January closing each day at 4.45pm until 19th
2. A PLAN OF THE SCHOOL showing in which classrooms the courses are held will be on display at the Summer School INFORMATION desk. Please Note: ALL CLASSROOMS MUST BE LEFT CLEAN AND TIDY
3. PARKING is available, please refer to the map that will be attached when finalised. Please ensure you lock your car and do not leave valuables where they are visible. Please do not park on any grassed or permit only parking areas.
4. SECURITY – Great Southern Grammar 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 and morning and afternoon tea will be available during the day and 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 2023, 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.
9. Any QUESTIONS: Contact the Enrolment Officer, 0492 008 902 between the hours of 9.00am and 5.00pm Email learn@albanysummerschool.com.au

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