Rationale

St. Patrick’s Primary School is a community of faith and life in which the total development of the whole person is the focus. As a Catholic school, St Patrick’s works in partnership with parents, caregivers and parishioners in providing an education rich in Catholic identity and heritage, excellence in teaching & learning, supportive of personal skills and maturity. In order to provide educational facilities, resources and opportunities, the school relies on income from Government Grants, School Fees paid by Parents/Caregivers and Fundraising activities of the Parents and Friends Association.

Values

The St Patrick’s School Fees Policy gives expression to the following values, inherent in the creation of a school community of faith and life which is characterized by a happy, safe and caring environment: justice, compassion, honesty, responsibility, accountability, dignity, wisdom, generosity, preferential option for the poor, prayer and nurturing of Catholic faith and personal spirituality.

Policy Statement

School Fees are set annually having regard for the needs of the school and the families who are members of the school community. All families commit to the payment of school fees. Arrangements made in exceptional circumstances remain the discretion of the Principal. By agreeing to and signing our enrolment form you have agreed to commit to the payment of school fees set out in the Annual Renewal Contract for the Payment of School Fees.

Consequences

The Principal will

1. Ensure responsible and accountable management of school finances.
2. The Principal will ensure School Fees are reflective of the community’s economic climate.
3. The Principal will ensure adequate facilities; resources and opportunities are provided for students.
4. Parents/Caregivers share in the payment of the school’s operating costs.
5. The school retains its financial viability.
6. The Principal considers exceptional circumstances of the family.
7. In the event of this contract not being adhered to and no further communication has transpired these accounts will be sent to debt collection.
Guidelines
1. The School Board, in consultation with the Principal, set the School Fees by the end of November each year, after considering the economic climate of the community, resourcing needs estimated costs, projected enrolments and income for the following year.

2. The purpose and level of School Fees is communicated to Parents or Caregivers during an enrolment interview or by the conclusion of Term 4 as the case may be.

3. Where the Principal deems a family to require special circumstances, School Fee reductions, concessions or exemptions may be offered at his/her discretion. These arrangements are offered for a short-term.

4. Parents/Caregivers complete contract for Payment of School Fees Form at the time of enrolment.

5. Parents/Caregivers are asked to discuss School Fees payment difficulties with the Principal in order to make a confidential short-term financial arrangement. Any agreement made is documented so both parties clearly understand the payment arrangement.

6. School Fees Invoices are issued at the beginning of each school term (4 times per year) due for payment within 14 days or as agreed with the Principal.

7. Account Rendered Notices and a first letter of Reminder are mailed to families with outstanding accounts. This letter invites the Parents/Caregivers to an interview if the account cannot be settled immediately. If no reply is received to the first letter and the account remains outstanding, a courtesy call is made asking about the account and payment. If no satisfactory reply is received, one further communication will be made- for instance a final letter of demand.

8. If a satisfactory agreement has not been reached, when ordinary collection processes have been exhausted and amounts are still outstanding, the matter should be referred to the School Board for advice and/or endorsement to initiate debt collection processes.

9. After consultation between the Principal, the Parish Priest and The Catholic Schools Office, due regard should be given to the Students who are totally dependent upon their Parents/Caregivers willingness and capacity to pay school fees.

10. Any changes to the policy will be made available through the school newsletter and website.

Date of Issue      Date of Review  2018
Month October Year 2015    Month October Year 2018

Mr Anthony Salmon         Mr David Adams-Jones         Mr Craig Yardley
Board Chairman            St Patrick’s Primary School Principal      Chair of Sub Committee
                         Policy Development