Mt St Patrick School is:

- An integral part of the Sacred Heart Parish and wider community.

- A community where the Gospel values of Jesus are lived and encouraged.

- A partnership between the children, parents, teachers, priests and parishioners, where each person is accepted and takes responsibility to care for each other and to build a strong educational community.

- A place where quality opportunities and resources are provided for each child to develop their full potential through balanced Catholic Christian education programs
RATIONALE

As educators, we recognize the parents' right and ultimate responsibility for the education of their children. This school moves to assist them in every way possible in this education. At Mt St Patrick, we believe the education of each child is greatly enhanced by forming a close partnership and maximum co-operation of all involved.

From the document ‘The Catholic School’:

"Having chosen the Catholic School, it does not relieve them, the parents, of a personal duty to give their children a Christian upbringing. They are bound to co-operate actively with the school which means supporting the educational efforts of the school and utilising the structures offered for parental involvement.” (Par 73 P.57)

In choosing a Catholic education for their child, parents must be prepared to meet the financial commitment involved in that decision.

Resource Fees must be paid by the end of February.

Facilities and Maintenance Fee, if applicable, must be met each term.

Unexplained failure to pay full fees will call for a review of a child's continued enrolment.

RECURRENT FEES

Fees are set after consultation with the Parish Priest and the Finance Council and are kept as low as possible so as not to cause hardship to parents, but still allow the school to have sufficient funds to provide for costs such as educational resources, teaching aids, library books, computers and computer software, equipment, furniture, maintenance of grounds, building and equipment, ancillary staff expenses, insurances and the day to day expenses such as water rates, telephone, postage, electricity, office stationery and equipment.

At present computer generated accounts are sent out each school term. These accounts set out the 'Total' amount owing for the current term. Alternatively arrangements can be made to pay fees weekly, fortnightly or monthly. EFTPOS facility exists for the payment of fees only.

There are generous discounts given to families with more than 1 child enrolled.

There is a 5% discount on School Fees paid in full before the end of Term 1. There is no discounting on Resource Fees or Parish Facilities and Maintenance Fee.
RESOURCE FEES

Resource Fees should be paid by the end of February. The Resource Fee is very reasonable considering the cost of text books and exercise books these days. Most art and craft materials as well as classroom photocopying, admin services (e.g., newsletters), educational performances and some transport to sport, are also covered in this fee. We rely heavily on ALL parents paying this fee. A Reminder letter is sent if this levy is not paid by the end of February.

CAPITAL FEES

PARISH FACILITIES AND MAINTENANCE FEE

The school is supported by the Sacred Heart Parish which takes out loans for new buildings and takes responsibility for major maintenance on existing buildings. All parents are expected to contribute to these capital costs. The school collects a modest "Parish Facilities and Maintenance Fee" on behalf of the Parish.

TECHNOLOGY LEVY

In order to provide students with the appropriate level and access to technology within the school, a technology levy has been introduced. This levy enables the school to maintain netbooks in classrooms, interactive boards in each room and associated software programs. The money collected each year is spent each year on replacing and updating technology!

PROCEDURES

At the time of enrolment Parents will be fully informed of how non government schools are funded and the need for school fees and levies. As well the expenditure of government monies and collected fees is explained. Parents are given a variety of payment schedules from which to choose. However no student will be excluded from Mt St Patrick Primary because of the financial inability of their parents to pay the prescribed fees and levies in whole. It is expected that all families will contribute financially, at least in part, to the cost of educating their child/ren. The Resource Levy must be paid in full by all families.
Accounts will be sent out at the beginning of each term.

Applications for a concession in fees are to be made to the principal. Where a concession is granted the agreement conditions will be written in the Fees Concession book held in the office. The confidentiality of each family circumstance will be ensured.

Parents whose fees are in arrears and who do not seek a fees concession, will be subject to the following fee collection steps. A period of 14 days separates each step.

1. A “Friendly Reminder” sticker on the overdue account.
2. “Any Reason?” sticker on the overdue account.
3. Please contact the school letter signed by Secretary.
4. Please contact the school or the matter will be referred to Parish Business Manager, signed by the Principal.
5. Parish Finance Business Manager is given a copy of previous accounts and letters for consideration of further action.

From the beginning of the 2004 school year the following procedures will be implemented.

1. All accounts, other than weekly, fortnightly or monthly will be due 30 days after date of issue.
2. Overdue account after 7 days will be issued with a “Friendly Reminder” sticker.
3. After a further 7 days a “Any Reason?” sticker will be issued.
4. After a further 7 days a letter requesting contact be made with the school signed by Secretary.
5. After 7 days a further letter requesting contact be made with the school or the matter referred to Parish Business Manager signed by the Principal.
6. Parish Finance Business Manager is given a copy of previous accounts and letters for consideration of further action.

| Year Adopted: | 2007 | Year to be revised: | 2012 | Area: | Finance |