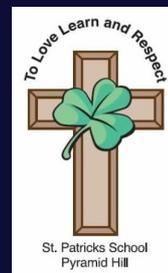


ST. PATRICK'S PRIMARY SCHOOL PYRAMID HILL



Fee Collection Policy

Vision Statement:

St. Patrick's strives to live out the teachings of Jesus to provide a safe, positive and caring environment that encompasses the whole community. Our learning and teaching aims to develop each individual to be the best that they can be.

Our Mission:

St. Patrick's believes...

- That teachings of the Catholic Church are an integral part of our Religious Education Program.
- That every individual is unique, valued and respected.
- That parents are the fundamental educators of their children.
- That children's talents should be encouraged.
- That the school welcomes the involvement of our parents and our parish.
- That all individuals be given the opportunity to develop to their full potential, with the knowledge and skills needed to live and learn in an ever changing world.
- That our school embraces and celebrates the cultural diversity of all.

Rationale:

Fees in Catholic schools are an essential component of the total funding of Catholic education. Whilst Commonwealth and State Government grants provide the underlying financial support, schools will be able to achieve their vision priorities only if Government funding is supplemented by fees and other private income raised by parishes and parent organisations.

Aim:

The gap between Government Funding and the actual cost of operating a Catholic school varies between 10% - 22% in the Sandhurst Diocese and still our schools operate at about 80% of the resource usage of a Government school. It is within this context that we aim:

- To charge Fees at a level which balances the need to provide educational resources and the capacity of the community to pay.
- To discount or waive fees for a period, in circumstances where payment in full will cause undue hardship for parents/ guardians.
- To distribute Government Grants on a needs basis with the fee collection capacity of schools as one of the variables which determines 'need'.

Fee & Resource Levies:

The fees and levies collected at St. Patrick's Primary School are essential to providing a high quality of education for your child/ children.

Fees and Levies provide:

- Resource, materials, facilities and equipment
- Maintenance and development of buildings and grounds
- Staffing
- Essential utilities (water, rates & electricity) and insurances
- The use of laptop for 1:1 program
- Camps and excursions

Each year there will be a:

- Family Fee
- Tuition Fee
- Technology Fee

Implementation:

- Fees, which include other compulsory charges, should be set by the School Board in consultation with the Parish Priest, taking into account the budgetary requirements of the school and the needs based policies of the Catholic Education Commission of Victoria.
- Parents can select from a number of methods to pay fees to reduce financial burden and to assist with their financial planning. Fees will be welcomed on a weekly, fortnightly, monthly, per term or an annual basis. At the beginning of each school year a statement to each parent of the full account of the fees for that year will be provided. Periodic statements (e.g. each term), will be issued indicating each individual's position regarding payments for the year. Fees must be paid in full by November of each year. Invoices will be sent out in week 2 of each term. Follow up communication may be made in week 8 of each term if no contributions have been made.
- The school will use a variety of methods to follow up non payers. If parents commit themselves to a particular method of payment, such follow up should ensure that those fail to meet their promises are made aware of this at an early occasion. The shared responsibility of all parents for the financial support of the school is an important point. Concessions should be offered where necessary. Follow up on a personal basis may be conducted by the Principal in a sensitive, discreet and confidential fashion.
- After personal and pastoral contact with non payers, letters may be used to remind people of their obligations. As a last resort the Principal may decide to send an official letter, for example, from a solicitor, when clearly the parent/ guardian is able to meet the charges but is unwilling to do so.
- The services of debt collectors should only be used when the above process has proven to be unsuccessful, after the Director of Catholic Education has been advised of the circumstances. If a debt collection agency is to be involved in fee collection the agency should be briefed as to the expectations that Catholic schools have with regard to the dignity of persons and the school be consulted before each step in the process is undertaken

- For overriding pastoral reasons, under no circumstances should court proceedings be initiated to recover unpaid fees, including compulsory charges, before approval has been sought from the Director of Catholic Education.
- For philosophical and pastoral reasons no student should be excluded from re-enrolment as a consequence of his/ her parents'/ guardians' unwillingness to pay fees. Points 5 and/ or 6 may be appropriate to pursue after the Learner has left the school.

All matters related to fee reduction or inability to pay are treated confidentially.

Assessment & Evaluation:

This policy will be reviewed annually.

Resources:

St. Patrick's Vision Statement

CEO Sandhurst - www.ceosand.catholic.edu.au/sseb

Policy reviewed: September 2020

Next review date: February 2021

St. Patricks School
Pyramid Hill