

# Our Lady of Mt Carmel Primary



9 March 2018

## School Fees 2018

Dear Parents

School Fees accounts for 2018 along with paperwork to arrange instalment payments have now been mailed directly to your address by the Catholic Education Office in Parramatta. We apologise for the difficulties with the mail out of the 2018 fees. Unfortunately, there were system malfunctions at the Catholic Education Office where these accounts originate. School fees accounts are mailed at the commencement of each term. Please ensure that your mailing details always remain up to date with our school office to avoid any delays in receiving your account or other important information. I have attached a detailed explanation to assist you in the understanding of your 2018 account.

There are many convenient ways for you to pay your school fees accounts:

- Direct Debit
- Bpay
- Australia Post
- EFTPOS, cash or cheque at the school office
- MasterCard and Visa card payments over the phone or in person at the school office
- Centrelink deductions

Should you wish to pay your fees by instalments, arrangements can be made by following the instructions provided with your Term 1 account. **All arrangements** for payment by instalments need to be in place by **Friday, 16<sup>th</sup> March 2018 as the first payment will commence on Wednesday 21<sup>st</sup> March 2018. All instalment payments must be finalised in September.** Please contact Mrs Maree Murphy in the school office for any further information regarding your school fees account.

If you are experiencing any financial difficulties, your child will not be denied access to a Catholic education. Should you have any concerns regarding fee charges and/or collections or should your financial circumstances change throughout the year, please make an appointment to see me as soon as possible. For any families who may need to organise a payment plan outside of the options posted with the school fees it is absolutely imperative that you make an appointment to see me and provide the necessary documentation to arrange a suitable payment plan. All discussions and financial arrangements are kept strictly confidential.

Thank you for the prompt payment of school fees, as this ensures that all our students have the very best resources, learning environment and technology available to enhance their learning.

Yours sincerely

Steven Jones  
Principal

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Our Lady of Mt Carmel Primary Bennett Street Wentworthville NSW 2145  
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## **Explanation of 2018 School Fees Account**

### ***What fees are set by the Catholic Education Office?***

- *School Fees* are charged for the first three children in each family attending Catholic schools in the Parramatta Diocese.
- A *Building Levy* is charged for each family in the Parramatta Diocese.

### ***What happens with these fees?***

- *School Fees* are sent to the Catholic Education Office and then shared among all schools. The money is used to pay for the school's operation – weekly cleaning, electricity, water, maintenance, and professional development of staff
- *Building Levy* monies are sent to the Catholic Education Office and then shared across the Diocese for maintenance

### ***What fees are set by Our Lady of Mount Carmel School?***

- *School Resource Fee* are charged for each child - \$141
- *School Family Levy* is charged for each family - \$78
- *School Activities Fee* is charged for each child - \$216
- *Year 6 Camp Collaroy* is charged for Year 6 students only - \$330
- *School Parents & Friends Levy* is charged to each family on behalf of the Parents and Friends Association biannually (non Fete year) - \$45

*All fees are now equally divided over Terms 1, 2 and 3*

### ***What happens with these fees?***

- *School Resource Fee* is used to pay for all the resources your child needs to assist their learning. Some items include paper, exercise books, photocopying, paint, craft supplies, Mathematics equipment and reading materials.
- *School Family Levy* is used to ensure a high standard of Information Communication Technology. It assists in keeping our computer to student ratio as low as possible, purchasing of apps and software, maintenance of ICT and infrastructure.
- *School Activities Fee* will cover the athletics carnival, swimming carnival, End of Year awards and Christmas Story evening, grade excursions and incursions and the intensive swimming program in Term 4. Years 5 & 6 will also participate in a Surf Safety program which includes a workshop at school followed by a one day practical session at Manly Beach
- *School Parents and Friends Levy* funds resources and initiatives outlined in the attached P&F letter that are presented at the first P&F meeting for the year.
- *Year 6 Camp Collaroy* - This fee is charged to all students in Year 6 attending the 3 day Collaroy Camp from 7<sup>th</sup> – 9<sup>th</sup> February 2018.

### ***How do I pay my 2018 account?***

- Direct Debit Deductions
- Bpay Deductions – please ensure you are using the 2018 reference details
- Cash or cheque at the school office
- EFTPOS – savings, cheque or credit account (MasterCard or Visa credit cards only) at the school office
- MasterCard or Visa Credit Cards by phone to the school office
- Australia Post Offices
- Centrelink Deductions

### *How do I make arrangements for payment of school fees by installments?*

- All arrangements for payment of 2018 school fees need to be made by **Friday, 16<sup>th</sup> March** by returning the Flexible Payment Plan paperwork directly to CEDP in the free post envelope provided or accept online at <http://www.parra.catholic.edu.au/school-fees>
- Please contact Maree Murphy in the school office if you have any queries

### *When will my fee accounts be issued? When are fees due?*

- Instalment 1 Account – Monday 19<sup>th</sup> February due Wednesday 21<sup>st</sup> March
- Instalment 2 Account – Monday 7<sup>th</sup> May due Wednesday 6<sup>th</sup> June
- Instalment 3 Account – Monday 30<sup>th</sup> July all payments to be finalised by Wednesday 5<sup>th</sup> September

### *The Catholic Education Office has set the following guidelines for fee collection:*

- All fees are due for payment within twenty-eight days of the date of the school account statement unless other arrangements have been made with the school. Families who had arrangements for payment of school fees in 2017 will need to make new arrangements by **Thursday 29<sup>th</sup> March**. These arrangements **must** be reviewed at the commencement of each year
- All reminder statements and letters are generated and sent centrally by the Catholic Education Office in Parramatta after the due date each term. Please ensure your mailing details are kept up to date with the school office

### *What should I do if I am experiencing financial difficulty?*

- Please contact the school office as soon as possible. An appointment will be made for you to discuss your situation with Mr Jones
- All discussions are kept private and arrangements can be made for your family
- All arrangements are to be kept confidential between the school and the family

# Our Lady of Mt Carmel Primary Parents and Friends Association



9 March 2018

Dear Parents and Friends,

In 2006 the parent community were surveyed about what fundraising initiatives were to be undertaken by the Parents and Friends committee moving forward. The decision was made to have a fete every two years and to have a School Parents and Friends Levy in the years that we did not host a fete. As we had a fete in April 2017, 2018 is the year that the Parents and Friends Levy is placed on the school fees. A resolution was passed at the Parents and Friends meeting in 2015 to set this at \$45 a year per family (\$15 per term, Terms 1, 2, 3).

The result of this decision is that any funds raised by the Parents and Friends are incidental and that we can provide things such as the Entertainment book and Mother's and Father's Day stalls without needing to turn a profit. They are services to our school community first and foremost.

The money raised by the Parents and Friends committee is used in a variety of ways. We fund the Welcome BBQ at the beginning of the year, the Tea and Tissues for the Kindergarten parents and World Teacher's Day. We purchase the food for the Father's Day Breakfast and a small gift for the children for Parish Feast Days. We also use the money to provide social events such as movie nights and discos, and purchase gifts on behalf of the school community for anyone who is leaving our school community, and flowers to express our condolences when a community member loses a loved one. It also provides for the initial outlay and float for the fete every two years. At the end of each year we make a donation to the school community to be used toward the education of our children.

The expenditure of the Parents and Friends Levy and any funds donated by the P & F takes the following process:

1. Mr Jones (Principal) and Miss Pirovic (Assistant Principal) will provide some suggestions on where they would like to use the fundraising levy in 2018 at the Parents and Friends meeting on 20<sup>th</sup> February 2018. The Parents and Friends will vote at this meeting as to where they wish the funds to be used. All parents are encouraged to attend, as always.
2. At the end of the year Mr Jones (Principal) and Miss Pirovic (Assistant Principal) will provide a report on the money and how it was used. In conjunction with the Parents and Friend Treasurer's report this will account for the fundraising levy and its distribution.

In 2018 the areas of financial support are:

1. Creation of calm spaces in each grade, books display racks for each grade
2. Replacement of Interactive Whiteboards with TVs and Apple TVs in Years 1, 2, 3 and the Creative Arts Room

Yours sincerely

Pauline Raad

Norma Touma

President

Treasurer

Parents and Friends Association

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