10th February 2016

School Fees 2016

Dear Parents

School Fees accounts for 2016 will be mailed directly to your address by the Catholic Education Office in Parramatta (please ensure that your mailing details always remain up to date). To assist in the understanding of the account please see the attached explanation. Accounts will be mailed at the commencement of Terms 1, 2 and 3.

There are many convenient ways for you to pay your school fees accounts. Direct Debit, Bpay, Australia Post and EFTPOS at the school office are all available to our families, as well as deductions from your Centrelink payments. We are now also able to accept your MasterCard and Visa card payments over the phone.

Should you need to pay your fees by installments, arrangements can be made by completing the paperwork which is included with your account and returning in the reply paid envelope to the Catholic Education Office at Parramatta. All arrangements for payment by installments need to be in place by Friday, 26th February 2016 as the first payment will commence on Monday 7th March 2016. Please note all installment payments must be finalised in Term 3 by Monday 22nd August 2016. Please contact Mrs Maree Murphy in the school office for any further information.

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.

Finally, should you be experiencing any financial difficulties or hardship, 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.

Yours sincerely,

Steven Jones
Principal

Explanation of 2016 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?

- Resource Fees are charged for each child - $120
- Technology Fee is charged for each family - $75
- Excursion Fee is charged for each child - $90
- Swimming Fee is charged for each child - $120
- Year 6 Camp Collaroy is charged for Year 6 students only - $300
- Parent Contribution 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?

- 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.
- Technology Fee 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. In 2016 we plan to update older laptop and iPad models.
- Excursion Fee will cover the athletics carnival, swimming carnival, End of Year awards and Christmas Story evening, grade excursions and incursions.
- Swimming Fee covers travel to and from the pool by bus as well as the ten day intensive swimming programme. This is a compulsory component of the school curriculum. Any student unable to participate is required to supply a doctor’s medical certificate.
- Parent Contribution (biannual) 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 3rd – 5th February 2016.

How do I pay my 2016 fees accounts?
• Direct Debit Deductions (by installment)
• Bpay Deductions (by installment or before each term’s due date)
• Cash or cheque at the school office (by installment or before each term’s due date)
• EFTPOS – savings, cheque or credit account (MasterCard or Visa credit cards only) at the school office (by installment or before each term’s due date)
• 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?**

- Payment can be made by weekly, fortnightly or monthly payments by either completing the flexible payment plan form sent out with Term 1 school fees or meeting with Mr Jones to arrange an appropriate arrangement.
- All arrangements for payment of 2016 school fees need to be made by **Friday, 26th February**
- Please contact Mrs Maree Murphy in the school office if you have any queries

**When will my fee accounts be mailed? When are fees due?**

- Term 1 Account – Tuesday 9th February due Monday 7th March
- Term 2 Account – Wednesday 27th April due Monday 30th May
- Term 3 Account – Monday 25th July due Monday 22nd August

**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. All families who had arrangements for payment of school fees in 2015 need to make new arrangements by **Friday 26th February 2016**. 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. All discussions are kept private and arrangements can be made for your family.
- An appointment will be made for you to discuss your situation with Mr Jones.
- All arrangements are to be kept confidential between the school and the family.
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 Parent Contribution (biannual) in the years that we did not host a fete. As we had a fete in April 2015, 2016 is the year that the Parent Contribution (biannual) 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.

We are seeking to make this process clearer to the parents of our school.

1. Parents are required to inform the school office in writing by 14th February if they do not want to contribute to the Parent Contribution (biannual).
2. Mr Jones and Miss Pirovic will provide some suggestions on where they would like to use the fundraising levy in 2016 at the Parents and Friends meeting on 16th February 2016. 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.
3. At the end of the year Mr Jones and Miss Pirovic 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.

We hope this makes the process more transparent and we encourage every parent in the school to come to the Parents and Friends meetings and voice their opinions on how the money is spent and the activities the Parents and Friends undertakes on your behalf.

If you have any questions, please forward them through the office and we will endeavour to answer them.

Yours Sincerely,

Pauline Raad  Norma Touma
President       Treasurer

Parents and Friend Association