



**ST STEPHEN'S CATHOLIC SCHOOL**  
**School Board Policy**

**School Fees Policy**

**VISION STATEMENT**

*The vision of St Stephen's Primary School is to offer quality education within an environment founded on Gospel Values and the Catholic tradition. The desire is that each person will grow in their knowledge and love of God and come to more closely reflect the living spirit of Christ.*

**Rationale**

*This policy highlights the importance of parents and guardians of the students sharing the cost of their children's education by honouring their financial commitment to the school. This policy is essential for the budgeting and planning functions which are the foundation of sound financial management. Parents/Caregivers need to be aware that as St Stephen's Catholic School is a Non-Government School, it is funded from three sources, namely:*

- 1. Grants provided by the State and Federal Governments.*
- 2. Fund raising efforts of Parents and Friends.*
- 3. School fees paid by parents/caregivers.*

**Values**

*The St Stephen's Catholic School Fees Policy gives expression to the values of responsibility, equity, commitment and community.*

**Policy Statement**

*Parents and guardians of students, by enrolling their children at St Stephen's Catholic School, commit to the payment of School Fees as set by the School Board and approved by the Parish.*

**Consequences**

- School Fees will be set by the School Board.*
- School fees are reviewed annually with cost increases being determined by the Consumer Price Index, economic factors and perceived school needs.*
- School Fee accounts are sent out at the beginning of each month, February to November inclusive, with the expectation that they will be paid by the end of the month.*
- Arrangements can be made with the Principal to pay on a weekly, fortnightly, monthly, term or annual basis.*
- Parents sign a contract at point of enrolment committing to paying school fees.*
- Parents/guardians who have genuine difficulty meeting school fees are obliged to negotiate the matter with the Principal to make special arrangements. These arrangements will be reviewed on a*

*half-yearly basis or when circumstances change and will be treated with confidentiality.*

- *If fees are not paid and no special arrangements are made and the matter appears to be an unwillingness to pay as opposed to an incapacity to pay and the outcome from letters and a phone call has been unsuccessful, the Principal will refer the matter to the School Board to consider the use of a debt collection agency or the commencement of legal proceedings. The Board may also decide to exclude students from school funded or subsidised activities such as camps, excursions and swimming. This course of action will be undertaken in consultation and agreement with the Priest Director/Diocesan Financial Administrator.*

Date of Issue: 2012

Date of Review: 2015

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Mrs Belinda Saal  
St Stephen's Catholic School  
Board Chair

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Ms Madonna Sleba  
St Stephen's Catholic School  
Principal

Policy approved:

Review date:2015