

**School Fees Policy**

**Policy Statement**

Parents / guardians are expected to commit themselves to the payment of school fees as charged by the School.

**Values**

St Francis de Sales Primary School Fees Policy gives expression to the following values: justice, respect, compassion, understanding, sensitivity, personal dignity, equity, commitment and community.

**Rationale**

St Francis de Sales Primary School, as part of the local faith community exists to support the parents / guardians role as primary educators of their children. The School fees Policy gives expression to an understanding of the purpose of, and the need for, financial support by parents / guardians in the way of school fees

**Consequences of the Policy**

1. School fees will be set having regard both for the needs of the school and the socio- economic situation of the school community.
2. As members of the school community parents / guardians are being true to their commitments to pay school fees.
3. The School will be able to maintain and develop the quality of opportunities and resources offered to its students.
4. Those parents / guardians who are experiencing economic hardship have the opportunity to make special arrangements with the Principal.

**Guidelines**

1. School fees will be set by the Principal
2. School fee accounts will be sent out at the beginning of each term with the expectation that they will be paid at the end of Week 6.
3. Arrangements can be made with the Principal to pay on a monthly, term or annual basis.
4. Parents/ guardians who have difficulty meeting school fees are asked to discuss the matter with the Principal to make special arrangements. These arrangements will be reviewed on a half yearly basis or when circumstances change.
5. Confidentiality will be respected at all times.
6. For those parents / guardians who do not pay and who have not made special arrangements with the Principal, the collection of school fees will be conducted as follows:
   * Accounts rendered will be highlighted
   * Where an account is more than two weeks overdue, the Principal will send a letter to the parents / guardians reminding them of their commitment to the payment of school fees.
   * A second letter signed by the Principal will be sent seeking payment of the account if there has been no response to the first letter within 14 days with an invitation to discuss the matter.
   * If parent consultation still does not take place, further Action may be taken to claim the amount owing