



Mary MacKillop Catholic Community Primary School

School Fee Policy 2019

Kindergarten to Year 6
Cnr Cassowary Dve & Pelican Pde BALLAJURA WA
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MISSION STATEMENT

Mary MacKillop Catholic Community Primary School, as a growing faith community, seeks to be enlivened by Christ to live in truth, love and dignity.

GOALS

Our school strives to:

- Provide a Catholic education where the values of the Gospels are lived.
- Nurture an attitude of understanding and respect towards the various cultures, which form our community.
- Create a stable and caring atmosphere in which each individual is accepted and valued.
- Foster compassion and acceptance by encouraging the involvement and care of the poor; for example, Mission Days, Harmony Day ...
- Provide enriched opportunities for each child to develop to their potential - spiritually, academically, physically, socially and emotionally.
- Foster harmony and interaction within our local Catholic community and the wider community.
- Support parents in their role as the first educators of their children.

Enrolment Process

ENROLMENT PRIORITY

Mary MacKillop School enrolment priority is at the discretion of the Principal and is as follows:

- Catholic students from the Parish with a Parish Priest reference
- Catholic students from outside the Parish with a Parish Priest reference
- Other Catholic students
- Siblings of non-Catholic students
- Non-Catholic students from other Christian denominations
- Other non-Catholic students

REGISTERING FOR ENROLMENT

In order to register a student for enrolment, an Enrolment Application must be completed. Application forms can be obtained from the School Office or on the school website www.mmccps.wa.edu.au. The enrolment form must be returned with a **\$50 application fee** together with copies of birth certificate, baptism certificate, immunisation record and Parish Priest reference letter. **The application fee is non-refundable** and does not guarantee enrolment.

INTERVIEW PROCESS

Interviews are conducted with the Principal. Prospective Kindergarten students and their families are interviewed the year before they are due to commence school.

ENROLMENT DEPOSIT FEE

The prospective student and parents will be interviewed and if successful, a letter of offer will be given. To confirm placement, a **non-refundable Enrolment Deposit Fee of \$100 for Kindy-Year 6** is payable within 7 days of an offer of a place. The Enrolment Deposit Fee is deducted from the following year school fees, should you go ahead with enrolment.

School Fees & Charges Policy 2019

The charges outlined below are expressed as the **ANNUAL FEE**, which you may expect to pay for your child's education at Mary MacKillop School.

NOTE: Fees are subject to annual change as recommended by Catholic Education Commission of WA

	Tuition	Amenity Charge	Excursion & Other Levy	Technology Levy	Year 6 Camp	Building Levy Per Family	Total Fees Per Year	2018 Fees Per Week (52 weeks)
Kindergarten	\$665	\$310	\$40	\$40		\$220	\$1275	\$24.52
Kindergarten 2 nd Child	\$535	\$310	\$40	\$40			\$925	\$17.79
PP-YR6 1st Child	\$1110	\$495	\$140	\$155		\$220	\$2120	\$40.77
PP-YR6 2nd Child	\$890	\$495	\$140	\$155			\$1680	\$32.31
PP-YR6 3rd Child	\$665	\$495	\$140	\$155			\$1455	\$27.98
PP-YR6 4 th Child	\$0	\$495	\$140	\$155			\$790	\$15.19
Year 6	\$1110	\$495	\$140	\$155	\$400 (420)	\$220	\$2520	\$48.46

NOTE: School Fees are subject to annual change.

TUITION FEES

Family Discounts to Tuition Fees for Kindy-Year 6	2 nd Student	➤	20%
	3 rd Student	➤	40%
	4 th Student	➤	100%

OTHER CHARGES SCHOOL PAYS TO THIRD PARTIES

The school engages with outside organisations to provide additional services to students. The following approximate charges can be expected and will appear on school fee statements (cost is determined by the organisations charge to the school).

Camp for Year 6 students between \$400 and \$420 per student
P&F Levy \$70 per family
School Annual \$25 per family

AMENITY CHARGE

An amenity is charged per annum, \$310 per student Kindergarten & \$495 per student PP-6. This charge covers, literacy & numeracy education, religious education resources, photocopying, paper, work booklets, paints, art material, science and maths kits, class resources & consumables, music resources & consumables, sports equipment, library resources, student testing and other items which are provided as part of the regular curriculum.

TECHNOLOGY LEVY

A Technology Levy is charged, \$40 per student Kindergarten, \$155 per student PP-6. This is used to purchase, replace and maintain IT equipment at a high standard for regular curriculum.

EXCURSION & OTHER LEVY

An Excursion & Other Levy is charged \$40 per student Kindergarten and \$140 per student PP-6. This covers things such as excursions, incursions (at school), student insurance, sacramental program material, bus costs, school diary, guest speakers, performing arts, sport events, venue entrance fees, educational material/books for families etc.

BUILDING LEVY

A compulsory levy to assist with financing the debt servicing of existing buildings is charged at \$220 per annum per family. This is set by the Catholic Education Commission of WA and is approx. 20% of Tuition Fee and **is not tax deductible.**

STUDENT INSURANCE (included in Excursion & Other Levy)

The School has a Student Accident Insurance Policy with Catholic Church Insurances covering all students during school hours and for school-organised events after hours. It is a 24 hour/365 days a year policy.

However, **parents are advised to have additional private health insurance.**

Should you need to make a claim please see details below for online application and information.

School Policy Number: 06 PAE 0093761 Client No: 10285 Ph: 1300 138498

<http://ccinsurance.org.au/Client-Centre/Claims/Pages/Make-a-claim.aspx>

SPECIAL EVENTS

Parents will be notified in advance if their children will be involved in special events. A separate fee will be charged for these when they occur. They will be payable within 7 days of when they are billed.

PAYMENT OF ACCOUNTS

Kindy to Year 6 Fees - Fee accounts are sent out at the commencement of the school year. Reminder accounts are sent each Term before school holiday breaks (copy can be requested anytime). Payments are to be made within 7 days of receiving the account or by Terms on the due dates stated.

TERM PAYMENT DATES	Term 1 due	22/2/2019	Term 2 due	3/5/2019
	Term 3 due	26/7/2019	Term 4 due	18/10/2019

PAYMENT METHODS



BPAY

Telephone and Internet Banking - call your bank to pay your account quoting our BPAY Code and your Reference Number. Regular cycles can be set up on your internet banking website.



EFTPOS

Various bank or credit cards are accepted for prompt payment at the school office.
Hours 8.15am – 3.30pm (excluding American Express and Diners Club).



Mailing your Payment

Tear off the remittance advice and send your cheque/money order to the School Office. **NO CASH PLEASE**



Paying in Person

Present the remittance advice with your payment to the School Office during office.
Hours 8:15am – 3:30pm



Paying by Direct Debit

This allows your school fee account to be paid automatically to the school from a nominated bank account or credit card by fortnightly, monthly or term due date instalments. Forms are available from the school's website or office.



Pay Online

Make credit card payments on the school's website. Follow the prompts and make sure to include your family code found on your school fee statement so your payment goes to your account.

HEALTH CARE CARD SCHOOL FEE DISCOUNT SCHEME (HCC)

This scheme assists all families that hold current Family Health Care & Family Pensioner Concession cards that are valid during 2019. The discount is on fees for Kindergarten to Year 6 students as per Catholic Education of Western Australia's recommended school fee policy.

The HCC total fees will be as follows for the first child:

Kindy	Annual Total Fee for Kindy 1st Child	\$390 per annum
Years PP - 6	Annual Total Fee for 1st Child	\$390 per annum

Applications must be made at the School Office each year (please provide your ***current*** Health Care Card). Application must be made each year.

APPLICATIONS CLOSE 8th March 2019

FAMILY FEE ASSISTANCE

For families who do not qualify under the HCC Scheme but believe that they may experience financial difficulties with their fees, assistance is available through application to the Principal. It is necessary within 14 days of receiving the school account for the family to contact the School Office and make an appointment with the Principal to discuss fee arrangements.

WITHDRAWAL OF STUDENTS

The Principal must be given a **full term's notice** in writing prior to the student's withdrawal. Without such notice, the school reserves the right to **charge a term's fee in lieu of notice**.

NON PAYMENT OF SCHOOL FEES

Families are asked to inform the school Principal of any financial hardship that may result in delay of school fee payments. The school may engage the services of a debt collection agency if required to recover non-payment of school fees. Notice will be given in writing to the family of such intention prior to action being taken. Costs associated in debt recovery will be passed on to the family and collected via the agency appointed.

Please direct any school fee queries to the School Finance Manager on 9241 7506.