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SCHOOL

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St. Mary's Catholic Community  
58 Clegg Road  
P.O. Box 317  
MT. EVELYN, 3796

7<sup>th</sup> February 2018,

Dear Parents/Guardians,

Please see attached this year's invoice for fees/levies and the 2018 fee agreement. The 2018 fee agreement must be signed and a payment option selected and returned to the office before Friday February 16<sup>th</sup>. Please note that a new agreement is to be signed each year to confirm that, as a condition of enrolment, families agree to pay the fees charged.

Note that this year's school fees for the first time will attract \$100.00 rebate if paid in full by the 20<sup>th</sup> of April. There is also available for families who attend a working bee during 2018, an added \$60.00 that will be rebated from your school fees once you have attended a Working Bee or have completed three tuck shop duties. We have attached these forms for your convenience.

We have also included for healthcare card holders the CSEF (Camps, Sports and Excursions Fund) form. Once your application is successful you will be entitled to a rebate on your school fees of up to \$125.00 per child for 2018. We strongly encourage families with a health care card to apply for CSEF as not only may the family rebate apply, but the school also becomes eligible for sustainable funding which directly enhances educational opportunities and resources. Please include all the details required and return the form to the office by Friday February 16<sup>th</sup>. If during the year you become eligible for a health care card, please see us at the office regarding the process.

Should you find yourself unable to pay school fees by the due date please contact Mrs Glennie to confidentially discuss how the school can assist you. In cases of genuine hardship the school will consider offering a concession. Concession applications are accepted at the beginning of each year or when the hardship within the family occurs. Concessions are not ongoing and cannot be used to clear previous debt.

In our endeavor to keep fees and levies as reasonable as possible, we rely on the wholehearted support of each family in paying your fees promptly upon receipt of your account, by the due date indicated on your statement.

In conclusion, I wish to acknowledge your financial support of the school in 2018. It is our intention, as it has always been, that we keep the amount payable by parents as low as possible whilst providing quality educational opportunities and facilities for your children.

Kind Regards

Mrs Angela Glennie  
Principal





# SCHOOL FEES 2018

Family Name \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

Eldest Childs Name \_\_\_\_\_ Grade \_\_\_\_\_

## Fee Agreement

I /we accept the offer of the re-enrolment fee agreement. This agreement remains in place until all 2018 school fees and levies have been settled.

I/We acknowledge as parents/carers, that we are jointly and severally responsible for the payment of school fees in full and/or in accordance with arrangements made.

I/We agree to meet my commitment by the Payment Method indicated on this agreement.

I/We will undertake to contact the school to make amendments should circumstances change that may result in differences to this agreement including change of bank accounts, change of payment method, etc. **NB\* It is the agreed fee payer's responsibility to advise the school of any change of details that may affect payment of their account.**

I/We understand that any costs associated with collection of outstanding school fees will be further invoiced to the school fee account and payment will be required.

I/We acknowledge that personal information and details of outstanding school fees may be disclosed to outside agencies for debt collection activities should I/we default in payment.

I/We understand that personal information and details of outstanding school fees will be shared by other schools in the Diocese in which siblings on this form are enrolled.

I/We understand that the school is not bound or privy to arrangements and decisions made through family court.

Print Name /Fee Payer 1 .....

Signed..... Date .....

Print Name /Fee Payer 2 .....

Signed..... Date .....

All payees responsible for payment are to sign the above.

## Payment Option

Payment Options: Please select one only

Credit Card     Direct Debit     Internet Transfer     Payment in Person     BPAY  
(Please fill in below)    (Please fill in overleaf)    (See below)    (See below)

**NB\* The 2018 school fees will attract for the first time a \$100.00 discount per family fee for fees paid in full by April 20<sup>th</sup> 2018**



## Tuckshop Volunteer Roster 2018

The St Mary's Primary School Canteen operates Fridays between 9.00am – 1.00pm. We cannot run the canteen without volunteers so if you are able to help, please fill out the attached form and return to the office ASAP. Rebates for the Working Bee levy of \$60.00 will be processed in October for none members of the P&F Committee, but who elect to volunteer for tuckshop once, four tuckshop duties have been recorded.

Name \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_ Eldest child and grade \_\_\_\_\_

### Term 1

Availability (please tick)

weekly  
 emergency

fortnightly  
 co-ordinator

monthly  
 other \_\_\_\_\_

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### Term 2

Availability (please tick)

weekly  
 emergency

fortnightly  
 co-ordinator

monthly  
 other \_\_\_\_\_

---

### Term 3

Availability (please tick)

weekly  
 emergency

fortnightly  
 co-ordinator

monthly  
 other \_\_\_\_\_

---

### Term 4

Availability (please tick)

weekly  
 emergency

fortnightly  
 co-ordinator

monthly  
 other \_\_\_\_\_

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## 2018 WORKING BEES GROUNDS MAINTENANCE



Working Bees at St Mary's are fundamental to maintaining safe and orderly learning environments for our students. There are so many tasks to do with such a large school ground that we need all the help we can get!

To assist planning for this year we are asking each family to attend **ONE Working Bee** and to indicate which session (listed below) suits best.

As an incentive this year the families that attend a Working Bee date will be rebated the \$60.00 working bee levy from their account.

In an effort to cater for everyone, we will hold Working Bees across a range of days and times. If these dates do not suit you please contact the office and schedule a time that will be appropriate. If you are a tradie, we would appreciate your expertise at times, so please let us know your skills below.

Please complete and return the form to the office by February 16<sup>th</sup> 2018.

We looking forward to seeing you all,

Veronica Fraraccio  
Deputy Principal

## Please complete and return to school before 16th February 2018

Family Name: \_\_\_\_\_ Eldest Child's Grade: \_\_\_\_\_

Please tick to select a date from below or nominate a date of your own \_\_\_\_\_ 2018

I have particular skills and expertise in the area of \_\_\_\_\_

- |                          |                                 |                 |
|--------------------------|---------------------------------|-----------------|
| <input type="checkbox"/> | Thursday Feb 15 <sup>th</sup>   | 8:45 - 10:45 am |
| <input type="checkbox"/> | Saturday March 17 <sup>th</sup> | 9:00 - 11:00 am |
| <input type="checkbox"/> | Saturday April 21 <sup>st</sup> | 9:00 - 11:00 am |
| <input type="checkbox"/> | Thursday 28 <sup>th</sup> June  | 1:10 - 3:15 pm  |
| <input type="checkbox"/> | Friday July 27 <sup>th</sup>    | 8:45 - 10:45 am |
| <input type="checkbox"/> | Saturday Sept 15 <sup>th</sup>  | 9:00 - 11:00 am |
| <input type="checkbox"/> | Wednesday Oct 24 <sup>th</sup>  | 3:30 - 5:30 pm  |
| <input type="checkbox"/> | Thursday Dec 6 <sup>th</sup>    | 8:45 - 10:45 am |

