

14/11/17

Dear Parents /Guardians ,

The School Board has reviewed the school's financial position and discussed what will best meet the needs of our school community in 2018 and beyond.

The fee structure for 2018 has been approved and the relevant paperwork is enclosed. Below is an explanation of how the Board determines the fees and an outline of the fee structure for 2018.

The components of your St Joseph's account :

Though a large proportion of the funding for our school comes from the government via Catholic Education South Australia , contributions made by parents and guardians are vital to ensure that the school is able to continue to offer the excellent level of service to its students and families that it does.

The following is a description of how payment of your account assists in the operation of our school. Your account is broken up into 4 components:

- **Tuition Fees**
- **Composite / IT Levy**
- **Capital Levy**
- **Extracurricular Levy**

Tuition Fees

These are contributions normally applied to the payment of the overall day-to-day costs of teaching and the operation of general infrastructure. This element of your account is normally applied to items such as teaching resources, equipment, some contribution towards salaries, electricity, administration costs, maintenance etc. Included in this area is the funding of additional staff used to implement special programs such as Multi Lit and inclusive smaller group learning opportunities.

Composite /IT Levy

This amount is a composite of estimated direct costs that will be incurred in the education of each child. Costs incurred by the school on a per student basis.

This levy is used to help fund the following: student booklists, class photocopying, art & craft, Italian, Religious Education, Physical Education, Music/Arts Program and Health. Integrated Studies, Specialist Human Movement, Information Technology and our Enrichment Program are also included.

Copyright licensing, Insurance cover, Catholic Education Office Levy, Student Levy and the Schools Development Fund Levy are all compulsory charges levied per child by the Catholic Education South Australia office (our Central Office).

A portion of the IT Levy is used for **Technology Capital purchases**. In 2018 this will help fund the lease of class interactive boards, MacBook Airs and an increased number of iPads which are all part of the overall ICT Strategy. In 2018 Year 3 students will have 1:1 iPads while the Year4 students will have dedicated Macbooks 1:1 at school. Year 5,6,7's will continue to have a MacBook for use at school and home. In 2018 the Junior Primary students will have greater access to technology with 1 iPad : 2 students. Exciting new educational applications will also be added to enhance learning opportunities and track student progress.

Capital Levy

This is a per-family contribution to the infrastructure of the school. Each year these funds are raised to allow for any necessary capital works such as renovations to buildings and grounds. These funds are also used to pay off capital loans for existing structures and the lease of capital items.

In **2017** significant Capital Funds were used for the long awaited project of extending and upgrading the student toilet block. Additionally, the Nature Play space was completed in the courtyard, the asphalt was resurfaced, classrooms painted and new carpet laid .

In **2018** we will be developing a blueprint for better learning spaces within the school including potential building developments to include STEM facilities, break away spaces for instrumental music and further upgrades and modernisation of facilities to support better learning opportunities, where required.

Extracurricular Levy

This Levy replaces all the individual invoices that schools usually charge. E.g. For excursions/incursions, school sports, camps, carnivals, Catholic Schools Music Festival , Choir, ICAS testing etc. This method of charging a per year level fee at the beginning of the year has been very positively received. Families can then budget for the total cost of school fees and not be surprised by additional costs throughout the year.

(School Uniform items, Developmental Sport Clinics (eg Auskick, My Cricket) and Instrumental Music lessons remain outside the scope of this Levy and need to be paid separately.)

For 2018 the School Board has considered the CESA guidelines and the goals of the School Development Plan. As always the Board has strived to keep any fee increase to a minimum, whilst maintaining high educational standards. The modest fee increase for 2018 can be more than offset by taking advantage of the 5% discount on tuition when fees are paid in full by the end of February.

Please note that you are welcome to discuss financial issues with the Principal or Bursar confidentially at any time. In an effort to be fair and equitable to all families, those requesting a "Variation to School Fees" will be asked to provide specific financial details or supporting documentation. The School will always endeavour to provide care and education for those in genuine need.

The St Joseph's Kingswood School Community thanks you for your continued support.

Jon Fox

Chairperson

Matthew Sykes

Treasurer

SCHOOL FEES 2018

	1 CHILD	2 CHN	3 CHN	4 CHN
TUITION FEES	2600	4680	5850	6240
COMPOSITE/IT LEVY	950	1900	2850	3800
CAPITAL LEVY (per family)	480	480	480	480
2018 TOTAL	\$4,030	\$7,060	\$9,180	\$10,520

In addition to the above fees the following Extra Curricular Levies have been set for 2018.

Extra Curricular costs have been identified up-front and are invoiced as part of the total fee package at the beginning of the school year.

Junior Primary Levy: (Reception,Yr1,Yr2) : \$50 per year

Primary Levy : (Yr3 ,Yr4) \$100 per year

Year 5 Levy: \$400 per year

Year 6 Levy: (Canberra Trip included) \$1000 per year

Year 7 Levy: (Canberra trip included) \$1000 per year

Yr 5,6,7 students also pay a Hardware Rental Fee of \$200 for the exclusive use of a MacBook Air laptop for the year. (Conditions of use apply as per guidelines)

The total amount invoiced at the beginning of the year (Fees plus Levy according to year) is thus all inclusive.

No further invoices will be received throughout the year for excursions/incursions/ ICAS/school sport/camps/ choir etc.

School Fees will be invoiced at the start of the year with a number of payment options available. Please consider carefully the payment options available and select a payment option to suit your needs. If you are unable to meet your commitment, please contact the school to discuss an alternative arrangement.

Statements will be issued at the beginning of each term where a regular payment plan is not in place.

Preferred payment options for SCHOOL fees :

- **Pay in full** by the end of February and receive a 5% discount on tuition fees.
- **Direct Debit** from your nominated bank account. This is a convenient method ensuring regular and timely payments. (no surcharges apply)
- **BPAY** (weekly/fortnightly or monthly payments) using your own unique reference code.
- **Automatic Credit Card deduction** (weekly/fortnightly or monthly payments)

(Please use BPAY if you wish to set up your own electronic payment of school fees)

All 2018 fees must be finalised by November 15th 2018.

Preferred payment options for OSHC Fees:

- **QKR app** - download on your phone for easy payment of OSHC Fees & Tuck
- **Automatic credit card** deduction fortnightly.
- **EFT** Weekly/Fortnightly – please notate clearly with Family name OSHC

(Please do NOT pay OSHC Fees via BPAY as the payment will automatically allocate to school fees)

Please note: Instrumental Music Teachers manage their own accounts. Hire of musical instruments is an additional cost.

School Card is available for families on low incomes. Please see the front office for details. Approved families will receive a 40% reduction in Tuition Fees plus a remission of the Building levy.

Communication with the school is essential if you are experiencing financial issues. Please contact the Bursar or Principal if you need to negotiate a reduction in fees or extended payment plan. A “Variation to School Fees” form is available upon request; please note that supporting documentation may be required. All discussions are confidential and negotiations are based on what is fair and equitable to the whole school community. Unresolved bad debts and associated costs will be referred to a Debt collection agency.

For any further information please email re Accounts/Fees : finance@stjk.catholic.edu.au



FORMAL SCHOOL FEE AGREEMENT 2018

Family name:.....

Note: Parent(s)/Guardian are jointly liable for the payment of fees as per signed enrolment form(s)

Child's name	Year level in 2018

Preferred payment option: (please ✓ one option)

- I/We would like to **pay the school fees and levies in full by the end of February 2018** and receive a 5% discount on the tuition fee component.
- I/We would like to pay our fees via **Direct Debit** from our nominated bank account. Weekly / fortnightly / monthly payments available. *(See Direct Debit request form attached –please complete and return)*
- I/We would like to pay via **BPAY** – weekly / fortnightly / monthly. BPay code and family reference number will be on your fee statement.
- I/We would like an **automatic deduction from our credit card** (VISA & Mastercard only) Fortnightly / Monthly payments available. *(Please complete attached form)*
- I/We would like to pay the School Fees in **3 equal instalments: March, June, Sept 2018.**
- I/We would like to meet early in Term1 2018 to **discuss school fee payments.**

I/We accept responsibility for the payment of School Fees for 2018.

Name.....Email.....

Mobile.....Signature.....Date...../...../.....

Name.....Email.....

Mobile.....Signature.....Date...../...../.....

Please return form to front office or email to finance@stjk.catholic.edu.au by 4th Dec 2017