MISSION STATEMENT

Since education takes place only when people are in a real relationship with each other, the aim of St Thomas’s is to be a community where genuine and interpersonal relationships provide a stimulating educational environment in which each child is encouraged and challenged to achieve his/her highest potential academically and spiritually.

It is recognised that within such a community the religious faith of the individual members of staff and their commitment to gospel values in their daily lives, contribute powerfully to the child’s growth in faith and moral maturity.

Within this community, children feel respected. They are treated with fairness and kindness and are encouraged and expected to show a like respect and concern for their fellow pupils and teachers. Self-discipline and personal responsibility are fostered but always in an atmosphere of trust, friendship and forgiveness.

Since St Thomas’s draws its vitality and the long-term effectiveness of its mission from the life of the local Christian community, close communication with parents is seen as the means of fostering mutual understanding and the involvement of the wider community in the life of the school.

SCHOOL AIMS

To foster our children’s individual strengths and talents and to encourage spiritual and academic growth to equip them with the skills for life-long learning

RATIONALE

St Thomas of Villanova Parish School community strives to provide its members with a holistic education in an environment formed by gospel values and the authentic teachings of the Church. All parents give a firm undertaking that they accept and support the life, nature and identity of St Thomas’s.

The commitment to Catholic education also means a financial commitment. The quality educational services provided at St Thomas’s rely on the payment of fees that are essential to supplement government funding. Therefore we believe:

- The financial contributions of parents are vital to enable the school to provide quality educational opportunities for students
- In applying for enrolment, parents accept the responsibility to support the life, nature and identity of St Thomas’s.
- This commitment to catholic education also means a financial commitment which entails the responsibility and obligation to pay all required school fees and levies
- The St Thomas’s Community values partnership. Communication is the keystene of this relationship. We aim to form strong links between students, staff, families, parish and the wider community.
ENROLMENT PROCESS

ENROLMENT PRIORITY
St Thomas’s Parish School enrolment priority is at the discretion of the Principal and is as follows:

- Siblings of existing families (Catholic or Non-Catholic)
- Catholic children
- Where positions are available, children from Non-Catholic families

REGISTERING FOR ENROLMENT
In order to register a student for enrolment, Application for Enrolment is available on the school website www.stthomsmareeba.qld.edu.au, or available at the school office. The application must be returned with a $33 application fee and all relevant documents. The Enrolment Fee is non-refundable.

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

ENROLMENT DEPOSIT FEE FOR NEW FAMILIES
The prospective student and parents will be interviewed and if successful, a written offer of enrolment will be given. To confirm placement, a Confirmation of Enrolment Form is completed and a non-refundable Enrolment Deposit Fee of $100 is payable within 14 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.

ENROLMENT ACCEPTANCE
All signatories to the original Acceptance of Financial Obligations are jointly and severally liable for the payment of fees and disbursements unless the school is advised in writing of a change in circumstances and a Revision of Financial Obligation Form is re-signed and accepted by the school.

NON STATE SCHOOL TRANSPORT ASSISTANCE SCHEME (NSSTAS)

The Scheme is a joint initiative of the Queensland Catholic Education Commission (QCEC) and Independent Schools Queensland (ISQ).

The Scheme is administered by QCEC on behalf of all non-state schools in Queensland and is funded by the State of Queensland with the assistance of the Department of Education, Training and Employment.

Non State Schools Transport Assistance Scheme (NSSTAS) has two programs available to Queensland residents only:

- Bus Fare Assistance Program (BFAP)
The purpose of the BFAP is to provide financial assistance to families who pay more than a nominated weekly threshold in bus/ferry fares to transport their children to a non-state school located outside the Brisbane City Council boundary.

- Students with Disabilities (SWD) Transport Assistance Program
The purpose of the SWD program is to provide financial support to families of those students whose disability necessitates transport assistance to and from a non-state school by a means that takes account of their disability.

Funds are limited and the level of assistance provided to eligible applicants depends on the program funds available in the relevant semester.

Eligibility Guidelines for Applicants
To be eligible for travel assistance an applicant must be paying more than a nominated weekly threshold on bus and/or ferry fares for the eligible students in their family.

Applications for assistance normally will be accepted only from a parent or carer of eligible students. However, in exceptional circumstances applications may be accepted from charitable organisations or government agencies acting on behalf of a student.

In special circumstances, some schools may elect to assist parents with the cost of fares by paying a proportion of the fares to the transport operator on behalf of the parent. Parents will be required to sign an agreement to this effect. To qualify for BFAP assistance it is essential that any parent receiving assistance from their child’s school pay the relevant weekly threshold, as a minimum.
SCHOOL FEES AND LEVIES 2015

The charges outlined below are expressed as the ANNUAL FEE you may expect to pay for your child’s education at St Thomas of Villanova Parish School.

**ANNUAL FEE CALCULATION SHEET**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Building Levy</td>
<td>$450</td>
</tr>
<tr>
<td>Family Maintenance Levy</td>
<td>$80</td>
</tr>
<tr>
<td>Family P&amp;F Fundraising Levy</td>
<td>$40</td>
</tr>
</tbody>
</table>

Family discounts apply on tuition fees where siblings attend a Primary or Secondary school in the Cairns Diocese. Please select the line with the total number of students in P-12 and multiply by the number of students at St Thomas’s School.

<table>
<thead>
<tr>
<th>Tuition (P-12)</th>
<th>Amount/Discount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Student</td>
<td>$1462 x</td>
</tr>
<tr>
<td>2 Students</td>
<td>$1112 x 24%</td>
</tr>
<tr>
<td>3 Students</td>
<td>$849 x 42%</td>
</tr>
<tr>
<td>4 Students</td>
<td>$638 x 56%</td>
</tr>
<tr>
<td>5 Students</td>
<td>$509 x 65%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Additional Charges</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prep Levies and Charges</td>
<td>$384</td>
</tr>
<tr>
<td>Year 1-6 Levies and Charges</td>
<td>$366</td>
</tr>
<tr>
<td>Year 6 Student Diary</td>
<td>$10</td>
</tr>
</tbody>
</table>

| Bus Threshold (Kuranda students)                        | $1287  |
| Government Concession Cardholders (Kuranda students)    | $975   |

<table>
<thead>
<tr>
<th>TOTAL FEES</th>
<th>$</th>
</tr>
</thead>
</table>

Regular payment amount (divide total fees by number of payments)

No. of payments per year | $
TUITION FEES
Tuition fees are allocated to the various Learning Areas to support the teaching and learning programs provided by the school. Family discounts apply for two or more students in Cairns Diocesan schools.

BUILDING LEVY
The Building Levy is charged on a per family basis. Payments to the school building fund are used for the purpose of debt servicing loans and providing for the future capital development of the school. All schools in the Catholic Education system must pay into a central co-responsibility fund to assist in the on-going development of all schools. $450 per family per annum – charged over four terms.

MAINTENANCE LEVY
$80 per annum per family – charged over four terms for the maintenance of the school grounds.

P&F FUNDRAISING LEVY
This levy is collected by the P & F via the school fee account to limit fundraising during the course of the year. In co-operation with the Principal, the P & F develops a set of priorities for the year and these are funded according to need. $40 per family per annum – charged over four terms.

QLD P&F STATE LEVY
$10 per student per annum charged over four terms. The Queensland Federation relies on the goodwill of the Parents and Friends Association in Catholic schools throughout the state to provide the funding for its operation.

RESOURCE LEVY
A resource levy is charged per annum over four terms, $144 per students in Prep and $66 per student in Year 1 – 6. This charge covers a wide range of library materials, readers, textbooks, stationery, art and craft materials, performances and other sundry items which are supplied as part of the regular curriculum.

TECHNOLOGY LEVY
A Technology Levy is charged, $140 per student per annum – charged over four terms. This is used to provide network and internet connectivity to the CE-Net network for each student per year.

SCHOOL DIARY
Students in Year 6 are supplied with a School Diary and a charge of $10 will be charged to Term 1 Fees.

TEXTBOOK/SUBSCRIPTION LEVY
Maths Online, Reading Eggs, Workbooks, Stepping Stones, CARS,PAT-R
Origo Licencing. Prep $40 – Year 1 - 6 - $100 per annum charged in Term 1.

SWIMMING LEVY
The school engages with outside organisations to provide Water Safety and Awareness Programs to students. Water Safety and Awareness will be conducted for Year 4 –6 students in Term 1 and for Prep – Year 3 students in Term 4. The cost will be $50 per student charged in the Term of the Program.

NON STATE SCHOOL TRANSPORT ASSISTANCE SCHEME - BUS FARE THRESHOLD
Applies to students travelling from Kuranda on Ruggeri’s Bus Service – Mobile 0437 455 888. $33* per week per family or $25* per week for Government concession card holders. *This threshold may increase in Semester 2 of 2015.. Once a School-Parent Agreement (SPA) is in place, the school becomes the agent of the parent and pays the Bus Service. Families are required to pay the family threshold amount to the school each term. Families who have siblings in other Catholic schools and Colleges will be managed by only one of the schools for billing and claims.

EXCURSIONS/CAMPS - OPTIONAL
Excursions and camps are not compulsory. Parents will be notified in advance if an excursion or camp is planned by the classroom teacher. Payment in full is required before the excursion for the student attend.

INSTRUMENTAL MUSIC-OPTIONAL
An optional program conducted by Mrs Nina Raggett and Jonathan Barbagallo. Individual music tuition fees and instrument hire are charged on School Fees each term.
PAYMENT OF ACCOUNTS

Fee accounts are distributed by email at the commencement of each school term. Reminder accounts emailed each fortnight thereafter. Payments can be made within 7 days of receiving the account or by Terms on the due dates stated. Methods of payment are below.

TERM PAYMENT DATES
Term 1 due –22/2/15   Term 2 due – 15/5/15   Term 3 due – 7/8/15   Term 4 due –30/10/15

METHOD OF PAYMENT

<table>
<thead>
<tr>
<th>Method</th>
<th>Details</th>
</tr>
</thead>
</table>
| BPay                 | Biller Code: 545889  
Biller: St Thomas Sch
Accepting payment from your Cheque, Savings or Debit Card, Visa Credit Card, MasterCard Credit Card, Other Credit Cards |
| Direct Debit Authority| Complete a standing authorisation form for regular deductions from your nominated bank account |
| Internet Banking – Direct Deposit | Direct deposits to the school account  
BSB 084 352   Account No 000001074  
Please use your reference code commencing with 957. |
| Centrepay            | Centrepay is a free direct billpaying service available to families who receive a Centrelink payment (Pension, Newstart Allowance, Family Tax Benefit) Forms are available at the school office and school website.  
The school's reference number is 555-074-789V. |
| Mailing your Payment | Tear off the remittance advice and send your cheque/money order or completed credit card authorisation to the School Office at 63 Constance Street, Mareeba Qld 4880 |
| EFTPOS in Person / Telephone Authorisation | Various bank or credit cards are accepted for prompt payment at the school office.  
Hours 8.00am – 4.00pm (excluding American Express and Diners Club) |
| Flexischools         | Payments for non compulsory/optional activities/excursions/camps will be accepted through our Flexischools site in 2015 |
| Cash in Person – Office hours 8am – 4pm | |

POINTS TO NOTE

Week 2 of Each Term

An invoice/term statement of all fees and levies will be issued via email to families usually within the first two weeks of term.

The statement will show the following: Tuition Fees, Family Levies and all Student Levies

Week 4 of Each Term

All fees for the term will be due for full payment, unless formal arrangements have been made with the school.

A reminder statement will be issued with a carried forward balance. Families with payment arrangements will also receive this statement as a courtesy so that you can see the progress of the reduction to your statement of fees.

Week 6 of Each Term

A reminder/overdue statement will be emailed. It is recommended to contact the school at this time if difficulties in paying on time are being experienced.

Week 8 of Each Term

On occasions families fail to pay their account, do not respond to reminder/overdue statements and do not contact the school to make alternative arrangements. In these instances the school is reluctantly forced to consider engaging the services of a debt collection agency.
FAMILY FEE ASSISTANCE

No family will ever be refused a place in the school because of financial difficulties. Families experiencing hardship are invited to approach the Principal to discuss their circumstances and to arrange mutually satisfactory terms for payment. Requests for special terms must be negotiated each year. Concessions only apply to Tuition Fees. Requests for fee concessions shall be treated with dignity, compassion and confidentiality.

Families wishing to apply for fee concessions contact the school Principal who will supply the form Application for Concession on Fees.

Parents complete the form and supply the relevant documentary evidence. A taxation statement for the last year, pay slips and the income statement from Centrelink are all necessary and evidence of income with rental receipts, bank or building society statements as evidence of housing cost.

WHAT DO SCHOOL FEES COVER?

Classroom and specialist resources, general office and stationery costs, copy paper, postage, professional printing and staff professional development costs. Bus transport for swimming, swimming tuition, first aid supplies, life education, physical education, sports, library materials and other tuition expenses.

Capital expenditure involving school and office furniture and fixtures, computers and other equipment.

Maintenance of grounds and repairs to plant, equipment and furnishings.

The employment of “above schedule” staff (School Officers, Clerical, Groundsman) and associated award superannuation and Workcover charge, contract payments associated with fire protection, pest control and security services. They also pay for insurances, electricity, audit fees and other professional costs, rates, cleaning supplies and telephones.

Payment of Levies to Catholic Education Services. The School is invoiced on a quarterly basis, and while the levy constitutes a small percentage of overall income to Catholic Education, it is a major item of expenditure to be met by the School. Catholic Education Office recurrent expenditure includes school level staffing, various grants, central services, and other sundry costs. Catholic Education Services Levies for 2015 are $190 per family for Primary Schools, and a Land Fund Levy of $120 per family.

SPLIT BILLING

Families who request the fee account to be equally or otherwise split must be unanimous and sign for such an agreement. Forms can be obtained from the school office or school website. Subsequent variations must be documented when the Account Holder financial arrangements change.

COLLECTION OF OUTSTANDING FEES

In accordance with Diocesan procedures for fee recovery, further strategies and procedures are available to the school to facilitate the collection of outstanding school fees. Where parents have ignored all reasonable attempts to negotiate a fee repayment strategy and further action is required:

a) Documentation shall be kept on each attempt to resolve the problems of outstanding fees.

b) Parents are notified that the services of a debt collection agency or solicitor will be engaged to recover outstanding fees.

c) In the event of a family separation the balance of fees and incidentals incurred, remain the responsibility of both parties unless a court approved order is received by the school stating otherwise.

REIMBURSEMENT OF FEES

In the event of a family withdrawing a child from the school mid-term, a calculation will be made for reimbursable portion fees paid in advance for that term. Reimbursement will be made for any remaining full terms.

Fees paid on an annual basis will be reimbursed for any remaining full terms.

A family enrolling a child mid-term will be charged for the number of weeks remaining in that term.

NOTE: Fees will not be reimbursed to families who choose to go on holiday during term time.