

# School Fee Policy

## Values

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- The Small School fosters the wellbeing and safety of children and staff.
- Commitment to relationship building within the school community and the community generally is highly valued at The Small School.
- All adults at The Small School model respectful relationships and conflict resolution practices.
- The Small School deeply values procedural fairness as a fundamental right in a democratic society.

## Purpose

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The purpose of this policy is to provide clear guidelines for parents regarding the payment of school fees.

## Enrolment Fee

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Upon the offer of a place, a payment of \$150 per child or \$250 per family is required to confirm your acceptance. This deposit will appear as a credit on the family's first school fee invoice or will be forfeited if an offered place is not taken.

## School Fees

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The Small School fees in 2019 are \$3,200 per year (\$800 per term) and are set at each Annual General Meeting of the School Board. Fees may increase at a minimum of the rate of the Education CPI per annum.

Fees include all educational materials, meals and snacks and most excursions. Full or partial contribution to school camps will be required.

## Payment of School Fees

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School Fees are due before the commencement of each term unless an arrangement has been made with the School Manager. It's very important to the viability of the school, particularly as the school is established, that parents who wish to enrol their children are in a position to pay the full term's fees before the term begins.

A pro-rata charge is calculated for students who enrol after a term has commenced.

Should a student withdraw from the school, term fees paid are **not refundable**.

In 2019, our school fees policy does not include discounts for two children enrolled from a single family or for personal financial hardship. However, a discount will be considered for the third child enrolled from a single family.

All families should discuss their individual circumstances with the School Manager where they're unable to meet the fee requirements outlined here.

## Late Payment

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Prompt payment of fees reduces administration costs and contributes to good planning and management and the opportunities offered to children at school. A 10% charge may be added to your account for late payment of fees. Students may not be permitted to attend school unless fees are up to date.

## Payment Options

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Our preferred method of payment is via direct deposit to the following account:

Bank: Southern Cross Credit Union

Account Name: The Small School

BSB: 722 744

Account: 1001 23 757

(please include your **surname** as the transaction reference).