Payments to School
To assist Office & Teaching Staff in the organization of events for your child/children, payment must be made by the due date. It is not acceptable to leave payment to the day of the activity as there are many organisational procedures that have to be addressed prior to and on the day by the Classroom Teacher & Office Staff. Ensure your child is catered for in advance so there is no unnecessary pressure on them by the due date and their permission note has been completed. Please assist us also by providing the correct money for activities as we do not carry cash on our premises. Our School Policy is “No Payment – No Participation”. The only exception to this is if a Payment Contract has been set up with a member of the Administration.

Payment Contracts
Families suffering financial hardship may set up a Payment Contract for any of the following activities – Excursions, Camps, School Activities, Instrumental Music Program or Student Resource Scheme. This can be set up with a member of the Administration by completing a proforma which sets out a plan for payment over a period of time.

Outstanding Payments
Families with outstanding amounts for activities for which students have participated, but have not finalised payment, are not able to participate in further activities until the current debt is cleared. All payments made will be credited towards the current outstanding amount for that particular family.

Refund Requests
Refunds are not granted automatically if students do not attend an activity. If a parent wishes to apply for a refund due to their child’s non-participation in an extra-curricular activity, they may do so by completing a ’Request for Refund’ form available from the school office. Where possible, the request should include the receipt relating to the payment for which a refund is being sought.
It is preferred that refunds be made as a credit against the student’s account at the school, and used to offset any future charges or if there is any outstanding debt for this student or his/her siblings, the school reserves the right to apply any approved refunds to this debt.