St John the Apostle Primary School

is an all-embracing educational community.

We are inspired by Jesus and are united in love, truth and courage.

We are on earth the heart of God.
Our School Vision
St John the Apostle Primary School is an all-embracing educational community. We are inspired by Jesus and are united in love, truth and courage. We are on earth the heart of God.

A Brief History
St John the Apostle School was opened in 1979 by Archbishop (now Cardinal) Edward Clancy. The foundation principal was Mr Ken Evenden and the Parish Priest was Fr Harry Morrissey msc.

The vision of the school is a fitting reminder of the qualities shown by St John in his relationship with his God.

The school has four house teams, named after people from four sectors of society, each meriting imitation. The houses are Florey, the academic sector - Howard Florey was an Australian Nobel Prize winner in medicine, McKay, the sporting sector - Heather McKay was a champion Australian squash player, Namatjira, the cultural sector - Albert Namatjira was a famous Australian Aboriginal artist, and O’Brien, the spiritual sector - Archbishop O’Brien was for many years Archbishop of Canberra and Goulburn.

This handbook is offered to give parents and guardians some information about the operation of our school. While it may not answer all of your possible questions it does deal with many of the issues most often raised by parents during interviews. Additional information may be obtained by telephoning or visiting the school.

St John the Apostle School is a Catholic Primary school within the Archdiocese of Canberra and Goulburn. We serve the Catholic parish of St John the Apostle, Kippax.
General Information
School Address: Pawsey Circuit, Florey, ACT 2615
Postal Address: PO Box 5700, Latham, ACT 2615
Telephone: 6258 3592 and 6258 1574
Fax: 6259 1119
Principal: Mr Matthew Egan-Richards
e-mail: matthew.eganrichards@cg.catholic.edu.au
Web Page: www.sjaps.act.edu.au
Office Hours: 8:00am – 4:00pm
e-mail: office.sjaps@cg.catholic.edu.au
Out of Hours School Care (OSHCare): 6173 2558
(Belconnen Community Services)
Hours: 7:30am – 8:45am and 3:15pm – 6:00pm
Monday – Friday
Parish Priest: Fr Gerry McCormick msc
Assistant Priest: Fr Alfin Buarlele msc
St. John the Apostle Church
Cnr of Chave and Blackham Streets,
Kippax, ACT 2615
Telephone: 6254 3236
Fax: 6254 4819

We offer an education in the framework of the Gospel. Some of the ideals taken from the teachings of Jesus and emphasised in this community are:
- concern for pastoral care;
- respect for the individual;
- pursuit of Gospel values, especially justice, tolerance, love, acceptance and self discipline;
- search for truth and striving for excellence; and
- recognition of the importance of community.

Enrolment Policy
St John the Apostle School, in accordance with the CEO policy, accepts students from Catholic and non-Catholic families. Children should turn five years of age by 30 April in the year they enrol in Kindergarten. Enrolments for students in higher grades must be age appropriate. The following hierarchy of priority applies for consideration of enrolment applications at St John’s when enrolment applications exceed available spaces.
- Baptised Catholic children who are members of the St John the Apostle Parish.
- Siblings of children already attending St John the Apostle School.
- Baptised Catholic children from other parishes who cannot obtain places in their local parish primary school.
- Baptised Catholic children from non-Catholic primary schools whose residential address is in the designated St John the Apostle Parish.
- Baptised Catholic children whose parents/guardians seek to enrol them in a parish school outside their own parish but who can obtain places in their own parish primary school.
- Other children whose parents/guardians desire and are committed to a Catholic Education.
Enrolments for the following year are accepted during the advertised enrolment period. Parents moving into the district during the year may enrol their children at any time, if places are available.

The Curriculum
The education program offered at the school is based on the recognition that every child is an individual with unique needs and talents. The classes at each year level are equal ability groups. Some streaming based on ability may occur in particular year levels in certain subjects.

St. John's offers regular instruction in the following Key Learning Areas; Religious Education, English, Mathematics, Personal Development/Health/Physical Education (PDHPE), Science & Technology, Information and Communication Technologies, Studies of Society and its Environment (SOSE), and The Arts.

The Rainbow Team at St John’s is made up of our Resource Teacher and Integration Aides. Together they assist classroom teachers to better provide for the education of our students. The Rainbow Team work with students who have identified special needs as well as those students who may struggle with their class work from time to time. The rainbow Team also offer some extension group activities for students working above the cohort.

Other information on the curriculum can be found on the school website [www.sjaps.act.edu.au](http://www.sjaps.act.edu.au).

The Sacramental Program
St John the Apostle Primary School, Florey belongs to the Parish of St John’s, Kippax. Preparation for the Sacraments is Parish-based. The school continues to develop within the Religious Education Curriculum an understanding of the Sacraments of the Catholic Church. Although there are specific teaching programs on individual sacraments that are allocated to specific year levels, the preparation of candidates for each Sacrament is not restricted to a particular grade.

Letters are sent from the parish to all parents of children eligible for the sacrament inviting them to attend two adult education evenings. At these evenings the parents are involved in activities which create an awareness of the current teachings of the Catholic Church as pertaining to each of the Sacraments. It also enables the parents to gain an understanding of the teaching program and many of the logistics of the celebration of the Sacrament. It is through attendance at these evenings that the parents demonstrate their commitment to their child receiving the Sacrament and the Parish requires a parent to attend if at all possible. If a parent does not feel able to accompany his/her child on this stage of the faith journey, parents may nominate another adult such as a grandparent, godparent, family friend, etc. After this formation, parents are then encouraged to consider if their child is truly ready to receive the Sacrament, and if so, to enroll him/her with the Parish.

The celebration of the Sacrament, where possible, occurs during a regular Parish gathering. The exception is Confirmation which has recently been celebrated in the Cathedral of our Archdiocese, St Christopher’s at Manuka. Candidates for the Sacraments include the children from St John’s Primary school, children involved in the Parish school of Religion and children from non-systemic schools not specifically linked to a Parish.

Community Council
The St John the Apostle Community Council was formed in 2008. The St John the Apostle Community Council model provides the opportunity for members of the school, Parish and Archdiocesan communities to support the mission of Catholic education. The Community Council has a vital role in helping to frame the direction that the school will take over the
coming years. Working with the Parish Priest (or his delegate), Principal and staff, Community Council members provide leadership to the school community. The Elected Community Council is made up of a number of ex-officio and elected members. The General Community Council is open to all. The Community Council meets twice each term, with the Elected members meeting immediately prior to the General Community Council.

Copies of the guidelines for the St John the Apostle Community Council are available from the front office.

**Communication with parents**
At St John’s Primary School we believe that maintaining good communication between home and school is vital. Information nights are held at the beginning of each year. A Social Progress Report is sent home in Week 5 of Term 1 and full reports are prepared for each student at the end of Terms 2 and 4. Parent/Teacher interviews are held in Term 2, shortly after reports are sent home. In addition there are meetings held to assist parents in various curriculum areas.

Interviews with class teachers may be arranged before or after school hours, by writing a note to your child's teacher or by phoning the school Secretary. The Principal is available for interview by appointment.

**Student Welfare and Management Policy**
The essence of our student management policy is self-discipline, and in moving towards that goal, we often find that we need to call on parents for active support. When an issue is judged by teachers to warrant such a step, we will contact parents to discuss a problem. Please treat such requests seriously. They are part of a process that aims to solve problems, using the resources of school and home in unison.

**Leadership Program**
All Year 6 students at St John's are entrusted with a leadership role, giving them the shared responsibility of leading younger students by their example. There are various ways in which this role is exercised such as through our "buddy" system, cross age tutoring, peer support and the Student Representative Council.

**School Fees**
School fees are set annually by the Elected Community Council, acting on advice from the Catholic Education Office. There are four components in the school fees:

(a) *The Catholic Education Office Tuition Fee* - a family fee that helps pay teacher salaries and operating costs of the Catholic Education system;
(b) *The St John's School levy* - a family fee to pay for school running costs;
(c) *Student expenses fee* - a per capita fee to cover the costs of books, and other resources; and
(d) *Excursion Levy* – a per capita fee to cover the costs of day excursions within the local region. This levy does not include the cost of overnight camps.

An additional contribution to the Building Fund is asked of parents. This helps to meet the costs of new schools and the maintenance of existing schools. This contribution is tax deductible. The Building Fund contribution and the Catholic Education Office Tuition Fee are forwarded to the Catholic Education Office.

Accounts are sent out at the start of each term. Parents may choose to pay in full or by instalments. Mastercard, Visa and EFTPOS facilities are available. Fees may also be debited directly from your Bank account or credit card and further information is available from the school.
Prompt payment of fees is appreciated. However, if any family experiences difficulty with fees, an appointment should be made with the Secretary Finance (Samantha Carlisle) to discuss the matter.

The school bulk purchases books and stationery items at the beginning of each year and a book pack levy is placed on the school fees.

**After School Dismissal**
At the end of the day all students are dismissed by the classroom teachers, from the classroom to the various collection points.

Students who catch the bus home are walked to the bus stop by teachers and are supervised while alighting their bus for the trip home. Those students who cross the road at the SFX crossing are walked to the crossing and then supervised while they cross the road.

Students who ride a bike home are also escorted to the front of the building. A staff member from St John’s Before and After School Care comes to the afternoon assembly and collects those students who are attending After School Care. For those parents whose children walk or ride bicycles home, we would be grateful if you could inform them of the need to move quickly off the school grounds. They should not spend time playing or riding inappropriately and without supervision on the school grounds but should proceed directly home.

All children who are being collected by parents are taken to the carpark pick up point. Parents are requested to park their cars and walk to this collection area to take their children. This will result in two things: children being escorted back to cars safely by the parents and the teachers on duty being familiar with who was collected by whom. Children are not permitted to wait at various points around the school or on Pawsey Circuit past the demountables. Teachers cannot guarantee the safety of these children. The school has a legal duty of care for all children and we appreciate your support in making sure children are safe in our school.

**Staff Car Park**
Under no circumstances is the staff car park a collection point in the afternoon or a drop off point in the morning. There is no staff on duty in that area and it also can become very congested, especially when cars are double parked. Additionally any parking requires reversing out of the position which endangers children’s lives even more.

**Red Lines**
In the main car park there are red lines painted on some of the gutters. This means that these are no parking/standing areas. Please refrain from parking there as it hinders the view of the car park for parents crossing with children. The Red Line area is a drop off zone only in the mornings.

**Homework**
Regular homework is expected in primary grades (Years 3-6). The format of this will vary with the teacher - some teachers like to set long-term assignments, while others set a daily task. Expectations for each year level will be stated at the beginning of each year. Parents are asked to support the school in ensuring that homework is done.

In the earlier grades (K - 2), some work is given each week. Home readers will be sent home for K - 2 classes, and they are intended to supplement class work and foster an enjoyment of reading. Arrangements regarding these readers will vary from class to class and information about reading will be given to families during the first few weeks of the school year.
School Counsellor
School Counselling is provided through the services of the Student and Family Counselling Unit (CatholicCare). The counsellor is in the school on Tuesday and can be contacted at the school, or is available at other times through CatholicCare, phone 6239 7655.

Medication
The school requires written permission to offer any medication to a student. Generally all medication is kept in the Clinic. Students requiring inhalers to control asthma, may keep their inhaler on their person or in their school bag. On advice from parents, students requiring an EpiPen will carry their EpiPen on them at all times. St John’s is an allergy aware school. **We currently ask that all nuts or foods containing nuts are not bought to school.**

Dental Services
All families are eligible to join the Child and Youth Dental Membership Scheme, administered by the A.C.T. Government. Membership costs vary. For further information call the Scheme's Administration Office on 6205 1088.

Accidents
In the case of accidents, first aid is administered and parents are contacted as necessary. In serious cases immediate medical attention will be sought and parents are asked to complete an authorisation form on enrolment. Children with ongoing conditions need to have a ‘Child Emergency Action Plan’ completed by parents and returned to school.

Immunisation
The ACT Health Department requires an up-to-date copy of your child's immunisation records, showing the receipt of the 5-year-old booster at the time of entry into school. The school requires a copy of this information which is kept with each child's enrolment form. Failure to comply with this regulation will entail forced absences from school should certain diseases occur.

Some information about common diseases:

- **Chicken Pox:** excluded for 7 days after the first spots appear. Contacts are not excluded.
- **Rubella (German Measles):** excluded for 10 days from the appearance of the rash or until receipt of a medical certificate of recovery. Contacts are not excluded.
- **Measles:** excluded for 7 days from appearance of the rash or until receipt of a medical certificate of recovery. Contacts are not excluded.
- **Mumps:** excluded for 2 weeks from the onset of swelling. Contacts not excluded.
- **Ringworm:** exclude until the day after effective treatment has commenced. Contacts not excluded but regularly inspected.
- **Conjunctivitis:** excluded until discharge from eyes has ceased. Contacts not excluded but parents asked to check regularly.
- **Head lice:** must be treated with special shampoo from chemist. Contacts not excluded but parents asked to check regularly.
- **Impetigo (school sores):** excluded only if sores are on exposed surfaces such as scalp, face, hands and legs. Allowed to attend if such sores are receiving medical attention or are properly covered with clean dressing. Contacts not excluded but parents asked to check regularly.
Emergency Contacts
In the interests of your child please ensure that the school has up to date information about your address and phone contacts - home, work and at least one emergency contact. A form is sent home at the beginning of each year.

Absences
It is required by law that your children are sent to school unless sick or experiencing some unavoidable delay. If your child is absent, please contact the school by phone or send a note to the class teacher on return.

Supervision
Supervision commences at 8:40 am and finishes at 3:30 pm. Children at school before or after that time should be enrolled with the Out-of-hours care program (OSHCare) unless taking part in a special event organised by the school (e.g., sports coaching).

Excursions
Excursions within walking distance of the school are undertaken from time to time. Permission for these is included in the enrolment form. Longer excursions are conducted when appropriate and parents will be advised of these in advance. Permission notes must be completed before these longer excursions.

Tuckshop
The Tuckshop opens daily at recess and lunch. We strongly encourage parents and carers to play a part in the tuckshop roster. Parental assistance enables the tuckshop to offer low prices. All parents and carers are welcome - we are an equal-opportunity organisation. In our recent refurbishment to the tuckshop we included a safe play area for young children to use so younger siblings are more than welcome to come along and experience a day in the tuckshop. Some parents and carers use flexi-time arrangements to take their turn on the roster. Grandparents are also welcome.

St John the Apostle Primary School Before & After School Care Program
As a service to parents and carers, child-care facilities are provided before and after school by Belconnen Community Services. Details and fee structure are available from the Director by telephoning 6173 2558.

School Banking
This service is provided by the Commonwealth Bank and is organised by volunteer parents. The banking day is Tuesday.

Kindergarten Orientation Morning
An Orientation Morning is held in November to give children an experience of ‘big school’. This will take place between 9:15 am and 12:00 am and parents will be advised of dates closer to the time. At the beginning of the school year Kindergarten children commence school two days later than children in other classes. Parents are asked to bring their children to school at 9:30 am and collect them after lunch at 12:30 pm for the first week of school. The remaining time is used by teachers for interviews with the parents of the children.

A parent information evening is held late in November to speak about Kindergarten programs and other general school information. All parents of Kindergarten students are encouraged to attend this meeting.
School Uniform
Children should wear the Summer or Winter school uniform every day, unless wearing sports uniform. Normally, sports uniform is worn twice each week. Class teachers will inform parents of the details for each class at the start of the school year.

Uniforms should be kept neat and tidy. While students may wear watches and one pair of stud earrings (not sleepers or dangling earrings) no other jewellery is to be worn. Hair ties must be maroon or blue. The school uniform is available from McDonald's Children's Wear at the Jamison Centre and The Uniform Shop at Luke Street, Kippax. The Community Council runs a clothing pool at school, and the contact number can be obtained from the school office.

<table>
<thead>
<tr>
<th>BOYS</th>
<th>GIRLS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hat</strong></td>
<td><strong>Hat</strong></td>
</tr>
<tr>
<td>Royal blue broad brimmed hat all year.</td>
<td>Royal blue broad brimmed hat all year.</td>
</tr>
<tr>
<td><strong>Summer</strong></td>
<td><strong>Summer</strong></td>
</tr>
<tr>
<td>Sky blue polo shirt with school logo, navy blue shorts.</td>
<td>Blue check dress or royal blue shorts or skorts with sky blue polo shirt with school logo.</td>
</tr>
<tr>
<td>Navy blue socks, black leather school shoes.</td>
<td>White ankle socks, black leather school shoes.</td>
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<tr>
<td><strong>Winter</strong></td>
<td><strong>Winter</strong></td>
</tr>
<tr>
<td>Sky blue shirt (with tie), long sleeved polo shirt or skivvy with school logo, navy blue trousers. Maroon school jumper or polar fleece zip-up jacket, with school logo. Navy ankle socks, black leather school shoes.</td>
<td>School tunic or navy slacks. Sky blue shirt, skivvy or long sleeved polo shirt with school logo. Maroon school jumper or polar fleece zip-up jacket, with school logo. Navy ankle socks or tights, black shoes.</td>
</tr>
<tr>
<td><strong>Sport</strong></td>
<td><strong>Sport</strong></td>
</tr>
<tr>
<td>Maroon shorts. Royal blue polo shirt with school logo. Royal blue track suit with school logo. Royal blue polar fleece zip-up jacket, with school logo. White ankle socks and predominantly white lace up or Velcro sports shoes with white or black laces.</td>
<td>Maroon netball skirt shorts or skort Royal blue polo shirt with school logo. Royal blue track suit with school logo. Royal blue polar fleece zip-up jacket, with school logo. White ankle socks and predominantly white lace up or Velcro sports shoes with white or black laces.</td>
</tr>
</tbody>
</table>
St John’s follows the guidelines laid down by the Cancer Council with regarding to wearing hats in the playground. With the exception of a period of time over winter all children must wear the school hat (royal blue broad brimmed) while playing outside at recess and lunchtime. St John's has a policy of "No hat, no flap, play in the shade." The use of sunscreen is also encouraged. School hats are for sale from the Front Office or the Clothing Pool, for $8.00.

All items of uniform are to be clearly marked with the child’s name. Lost property is a set of 4 drawers located near the office. Parents, carers and children are encouraged to check this area if clothing or other items are lost.

**St Johns is an Allergy Aware School**

St John’s is aware of the many dietary needs of children. We acknowledge that there are children who have severe allergies to some food groups or items. We seek parental support by not sending nuts or products containing nuts to school with your children.

**The School Year**
The school year is divided into four terms.

Term dates for the Year 2014 are as follows:

**Term One**
3 (Monday) February - 11 (Friday) April  
10 (Monday) March – Canberra Day Public Holiday  
Easter and ANZAC Day are included in term break

**Term Two**
28 (Monday) April – 5 (Friday) July  
9 June (Monday) – Queen’s Birthday Public Holiday

**Term Three**
21 (Monday) July – 26 (Friday) September

**Term Four**
13 (Monday) October – 19 (Friday) December

Children in Years 1 - 6 will commence on Monday 3 February and children in Kindergarten commence on Wednesday 5 February, half days for Wednesday, Thursday, and Friday.

**FEES**
Forms are available from the office for families who would like to pay their fees by periodical instalments.

**NEW ENROLMENTS**
There is an administration fee of $25.00 which is payable at the time of enrolment.
Fee break-up for Direct Debit / Periodical Payment Families 2013

<table>
<thead>
<tr>
<th>FEES - 2013</th>
<th>PER TERM</th>
<th>PER YEAR</th>
<th>PER MONTH</th>
<th>PER FORTNIGHT</th>
<th>PER WEEK</th>
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</thead>
<tbody>
<tr>
<td><strong>1 STUDENT</strong></td>
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<tr>
<td>TUITION FEE</td>
<td>$ 298.00</td>
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<tr>
<td>FAMILY LEVY</td>
<td>$ 104.00</td>
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<tr>
<td>STUDENT LEVY</td>
<td>$  80.00</td>
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<tr>
<td>MAGAZINE LEVY</td>
<td>$   4.50</td>
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<tr>
<td><strong>EXCURSION LEVY</strong></td>
<td>$ 16.50</td>
<td>**Add $5.00 per term for each child in Years 3 /4 /5 /6</td>
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<tr>
<td><strong>BOOK PACK LEVY</strong></td>
<td>$ 20.00</td>
<td>**Add $5.00 per term for each child in Years 3 /4 /5 /6</td>
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<tr>
<td>BUILDING FUND</td>
<td>$ 139.50</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td>$ 662.00</td>
<td>$ 2,648.00</td>
<td>$ 221.00</td>
<td>$  102.00</td>
<td>$  51.00</td>
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<td><strong>2 STUDENTS</strong></td>
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<tr>
<td>TUITION FEE - Child 1</td>
<td>$ 298.00</td>
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<td></td>
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<tr>
<td>TUITION FEE - Child 2</td>
<td>$  89.40</td>
<td>70% Discount</td>
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<td>FAMILY LEVY</td>
<td>$ 104.00</td>
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<tr>
<td>STUDENT LEVY</td>
<td>$ 160.00</td>
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<tr>
<td><strong>EXCURSION LEVY</strong></td>
<td>$ 33.00</td>
<td>**Add $5.00 per term for each child in Years 3 /4 /5 /6</td>
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<td><strong>BOOK PACK LEVY</strong></td>
<td>$ 40.00</td>
<td>**Add $5.00 per term for each child in Years 3 /4 /5 /6</td>
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<tr>
<td>MAGAZINE LEVY</td>
<td>$   4.50</td>
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<td>BUILDING FUND</td>
<td>$ 139.00</td>
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<td><strong>TOTAL</strong></td>
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<td>$ 3,471.60</td>
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<td>TUITION FEE - Child 1</td>
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<tr>
<td>TUITION FEE - Child 2</td>
<td>$  89.40</td>
<td>70% Discount</td>
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<tr>
<td>TUITION FEE - Child 3</td>
<td>$  59.60</td>
<td>80% Discount</td>
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<tr>
<td>FAMILY LEVY</td>
<td>$ 104.00</td>
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<tr>
<td>STUDENT LEVY</td>
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<tr>
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<td><strong>BOOK PACK LEVY</strong></td>
<td>$ 60.00</td>
<td>**Add $5.00 per term for each child in Years 3 /4 /5 /6</td>
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<td>BUILDING FUND</td>
<td>$ 139.00</td>
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<td><strong>TOTAL</strong></td>
<td>$1,044.50</td>
<td>$ 4,176.00</td>
<td>$ 348.00</td>
<td>$ 161.00</td>
<td>$  81.00</td>
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<td><strong>4 STUDENTS +</strong></td>
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<td>TUITION FEE - Child 1</td>
<td>$ 298.00</td>
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<tr>
<td>TUITION FEE - Child 2</td>
<td>$  89.40</td>
<td>70% Discount</td>
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<tr>
<td>TUITION FEE - Child 3</td>
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<td>80% Discount</td>
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<td></td>
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</tr>
<tr>
<td>STUDENT EXPENSE</td>
<td>$ 320.00</td>
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</tr>
<tr>
<td><strong>EXCURSION LEVY</strong></td>
<td>$ 66.00</td>
<td>**Add $5.00 per term for each child in Years 3 /4 /5 /6</td>
<td></td>
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<tr>
<td><strong>BOOK PACK LEVY</strong></td>
<td>$ 80.00</td>
<td>**Add $5.00 per term for each child in Years 3 /4 /5 /6</td>
<td></td>
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<tr>
<td>BUILDING FUND</td>
<td>$ 139.00</td>
<td></td>
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</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$1,160.50</td>
<td>$ 4,642.00</td>
<td>$ 387.00</td>
<td>$ 179.00</td>
<td>$  90.00</td>
</tr>
</tbody>
</table>

Please note these amounts are calculated over a 12 month period for current fees not in arrears. They do not include incidentals such as Camp Fees, PSSA fees, Netball & Soccer Carnival fees etc.

Families with students in Kindy – Yr 2 will be invoiced $85.00 per child in Term 1 for the Swimming Program.