Information to Parents/Caregivers
School Fees 2011 / Years 8 -13

Dear Parents and Caregivers,

The aim of this circular is to give you detailed information about our school fees so that when you receive your invoice in early January you will have a better understanding of the fee structure used at Mitcham Girls High School.

As a public school, our aim is to keep school fees as low as possible, yet provide the best possible education for girls. You will find that our fees, compared to other schools, are not very high.

The Governing Council is seeking for the 2011 Materials and Services Charge a prescribed sum of $525.00 which is legally recoverable.

Materials and Services Charge - $525.00
The Governing Council has set the Materials and Services Charge at $525.00. This amount, as it reflects on your invoice, provides the school with funds for your daughter's:
✓ Text Book Hire
✓ Photocopied Materials
✓ Student Planner & ID card
✓ Access to Student Information Technology
✓ Access to Machinery
✓ Access to Equipment
✓ Curriculum/Subject Supplies & Services
✓ Library resources including access to borrowing library resources

All students will be allocated a credit to access the internet and for printing. When this amount runs out, students will be required to buy more.

Identification Cards
All students require an ID card as proof of identity for accessing cheaper public transport and other services; this card is also used for the borrowing of school resources, access to the Internet and printing. ID Cards are arranged by the school and, for the purpose of organisation, the 2011 Year 8 student photos will be taken on the Transition Day on Tuesday 30 November this year. For students not attending the Transition Day, their ID photo will be taken on Thursday 10 February 2011. For those students who start school later in the year ID photos are arranged through the Library Information Centre.

Voluntary Contributions
All money received through fees is spent on providing essential resources and materials to the students. Other redevelopments need to be funded through fund-raising, bequests, Government Grants or voluntary contributions. Any support towards the following will be appreciated:

- Building Fund - $20.00
  This is a tax-deductible item for families and will be used to improve the physical environment of the school. Our current focus is to re-develop the quadrangle, adjacent to the swimming pool, into a landscaped court yard, complete with tables and chairs for students to use during lunch and recess times.

- Information Library Centre - $20.00
  This is also a tax-deductible item and the money is used to improve teaching and learning resources.

- Christian Pastoral Support Worker - $10.00
  (formerly Chaplain)
  The Christian Pastoral Support Worker’s responsibilities include participation in pastoral care programs, involvement in extra curricular activities and support for all girls who wish to access the services of the CPS worker.

Other Possible Charges not covered by the Materials and Services Charge

School Camp
Year 8 camp takes place in Week 3 of Term 1. The cost for the 2011 camp is approximately $235.00. For your daughter to be eligible to attend, payment is required by the end of Week 1.

Music Students
If your daughter wishes to study Instrumental Music, a fee of $60.00 per semester is charged. This fee helps cover the cost of the instrumental music hourly paid instructors. Instructors come to the school to provide student tutoring.

Music instruments, if required, may also be hired from the school for $55.00 per semester.

Year 11 and 12 Catering Course
There is a $35.00 per semester charge for Year 11 & 12 students studying catering.

Stage 1 & 2 Tourism
Students studying Stage 2 Tourism will be required to pay approximately $60.00 to cover costs of an excursion which is a course requirement.

PTO
Payment of Materials and Services Charge Options

Invoices for the Materials and Services Charge will be posted to all families in early January 2011. To avoid queuing and lengthy waiting periods, families may use one of the following options:

1. **Direct On-Line Payments**
   
The school will supply information with your invoice on how to pay accounts on-line. A receipt will be posted out after the monthly bank reconciliation.

2. **Payment by Post**
   
   You may wish to send a cheque, money order or credit card details with the invoice attached. Cheques are to be made payable to Mitcham Girls High School. Receipts will be posted to your home address within a few days.

3. **Payment at Mitcham Girls High School**
   
   For your convenience, the school will collect payment of the Materials and Services Charge at the following times:

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<th>Date</th>
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<tr>
<td>Monday 17 January</td>
<td>8.30am</td>
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   Payments can be made by:
   
a) Cheques payable to Mitcham Girls High School.

   b) EFTPOS (in person or credit card over the phone or by returning the slip provided).

   c) Direct payment through any bank to the school Bank SA account using either the Invoice number or your daughter's name as identification.

   d) Cash.

   e) Online internet banking direct or through Bizgate (instruction will be provided with your invoice).

**Instalments**

Parents/Caregivers who require the option of paying by instalments, due to genuine financial hardship, will need to register and sign the appropriate contract which will be available from the Administrative Officer on the above dates.

A minimum $50 is required as a first instalment.

All fees are to be paid in full by the end of Term 2 (8 July) 2011. If this proves to be difficult, please contact the Administrative Officer, Margaret Neumann, to negotiate alternative arrangements.

Stationery

MGHS has outsourced the stationery supply service to Book Agencies of Adelaide.

In late November/early December, your daughter will be provided with a book/stationery list for 2011.

If you choose to purchase your daughter’s stationery from Book Agencies, you need to either order on line or complete the book/stationery list. Book orders are delivered to your place of business or home as per arrangements.

Payment to Book Agencies is required, upon ordering, by credit card or money order paid direct to Book Agencies of Adelaide.

Stationery purchases are not available through the school.

School Photos

School photos will be taken on Thursday 10 February 2011. Academy Photography will provide this service. Payment of school photographs will be via a payment envelope on the day the photographs are taken. The payment envelopes will be issued to students on the first day of school.

The school does not handle any money. All arrangements are between families and Academy Photography.

Uniform Sales

The Uniform Management Services Uniform Shop will be open:

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Alternatively parents may buy direct from the Uniform Management Services shop, which is open normal business hours, at:

109 Rundle Street, 
KENT TOWN
Ph: (08) 8363 5255

Free Offer

If you can offer us some free time during the 2011 school year then the students need your help as a volunteer in the Canteen or Library!! It can be:

- once a week/a fortnight/a month/a term.

You will have some fun, meet other parents and help put all profits back into the school community. The support received from parent volunteers is invaluable and we welcome anyone who can be of any assistance. A roster will be organised to suit your availability.

Margaret Neumann
SAO / Business Management
Ph: 8272 8233