

29 October 2020



## EDITHVALE PRIMARY SCHOOL

### PARENT PAYMENT ARRANGEMENTS

Dear Parents & Carers

Edithvale Primary School is looking forward to another great year of teaching and learning and would like to advise you of our parent payment arrangements for 2021.

*Please find the fee schedule for [Year 2](#) attached, along with your booklist for 2021. Our classroom teachers carefully prepare our booklists, to reflect the items required to deliver their planned lessons. For consistency and ease of purchase we prefer that you purchase online through the COS Portal, however you can purchase items from other suppliers such as OfficeWorks, if you wish to; as long as you purchase the equivalent items & brands shown on the booklists.*

*Please follow the instructions on the booklist page and order before 6 December to secure free delivery.*

Edithvale Primary School makes every effort to keep the cost of items and activities to a minimum and affordable for all parents.

Edithvale Primary School provides a comprehensive, creative and challenging educational program for all of our students in a supportive and caring environment. A clear specification of the items we are able to charge for, including descriptions and outline of costs within the three payment categories has been provided to all families along with their booklist.

We are heavily reliant on the Voluntary Financial Contributions we receive, to provide exciting learning opportunities and a safe working environment for all members of our Edithvale Primary School community. Your financial support enables us to provide a wide range of programs and enhance our resources such as Digital Technologies and our incredible STEM and Robotics programs. These contributions allow us to provide facilities and programs that are not otherwise provided for through the Department's Student Resource Package.

#### Financial Support for Families

Edithvale Primary School understands that some families may experience financial difficulty and offers a range of support options, including:

- the Camps, Sports and Excursions Fund that is available to families who hold a health care card or are on a Centrelink pension. Ask at the office for more information.
- a second hand uniform shop that is available at school, every Tuesday between 3.15 pm and 4.15 pm, with good quality second hand uniform available at good prices.
- State Schools Relief. This is an organisation associated with Schools, who can supply school uniform, books and shoes to eligible students. Again, ask at the office for more information.
- Local community supports are sometimes available to help families suffering with financial hardship. We can source these for you if required.



Parents/Guardians experiencing financial hardship should make contact with Mr Whitla or Mr McMaster, who are our parent payment contacts. Parents/Guardians can communicate with them by phone (9772 1393), email ([edithvale.ps@education.vic.gov.au](mailto:edithvale.ps@education.vic.gov.au)) or in person, about their financial situation and related difficulties to discuss their options and arrangements available to them. We know it can be difficult to discuss this hardship, and ensure you that we will always treat your situation with the utmost of confidence. We may also discretely approach families who we think may need support and special payment arrangements to be made.

### Payment Methods

We prefer payment to be made via the 'COS' Portal when ordering your Booklist for the start of the year; however, we will also accept payment using QKR, Bpay, EFTPOS, Internet Banking, Cash, Cheque Credit Card, at the office or CompassPay. For more expensive items such as camps, we will have a payment / instalment plan available.

### Refunds

Edithvale Primary School refund guidelines are listed below:

- Where the school is charged for the provision of a program or service as a bulk cost and not per head cost, no refund can be given.
- Where a "per head" fee is charged, a refund can be given.
- Where there is a combination of a bulk charge and a "per head" charge in an excursion Eg: visit to the zoo - bus charge is bulk cost. Entry fee is per head cost. Only the "per head" component can be refunded.
- All claims for reimbursements must be made in writing within 14 days of the event.
- Points 3 and 4 to be included on all excursions/camps/visiting groups/services notices where there are charges.
- All refunds / reimbursements to be authorised by the Principal.
- If a camp or excursion is cancelled or altered by the school, or a student is no longer able to attend part or all of the camp or excursion, our school will consider requests for partial or full refunds of payments made by parents/carers on a case-by-case basis taking into account the individual circumstances.
- Generally we will not be able to refund payments made for costs that have already been paid where those funds have already been transferred or committed to a third party and no refund is available to the school. Where possible, we will provide information about refunds to parents/carers at the time of payment.

For further information on the Department's Parent Payment Policy please see a one page overview attached.

Yours sincerely

**Mr James Whitla**

Principal

**Link to DET Parent Payment Policy:**

<https://www.edithvaleps.vic.edu.au/wp-content/uploads/2020/08/Parent-Payment-Policy.pdf>

**ATTACHMENTS:**

1. **Parent Payment Policy:** Summary
2. **Booklist:** Which guides you on the everyday items that your child will use in the classroom. *Please order through the COS Portal as outlined on the booklist.*



Below is a list of items and activities, which are **essential** for your child to learn the standard curriculum. You may choose to purchase these items through the school or provide your own. Please pay through the COS Portal when ordering your books.

Essential Student Learning Items	Amount
Mathematics: Online Programs (Essential Assessment, My Numeracy & Sunset Maths)	\$8.00
Art Supplies Levy: For items that will be taken home such as clay creations, paintings & Y6 graduation bears.	\$10.00
Booklist: Attached is a booklist, which guides you on the everyday items that your child will use in the classroom. Please order through the COS Portal as outlined on this document.	\$99.65
<b>TOTAL (Per Child):</b>	<b>\$117.65</b>

Edithvale Primary School offers a range of **optional** items and activities that are additional to the delivery of the standard curriculum. These items and activities are designed to broaden the school experience for your child. If you would like to purchase an item or activity for your child, please indicate on the table below.

Optional Items	Amount
Resilience Project Manual	\$20.00
Optional excursions/incursions as scheduled throughout 2021, including classroom excursion/incursions, interschool sport, tabloid sports day etc;	TBA
Swimming Program (depending on Covid-19 restrictions)	TBA
<b>TOTAL (Per Child):</b>	<b>To be Advised</b>

Edithvale Primary School continues to welcome your **voluntary** contributions to support our school.



- You can make a general voluntary contribution that goes towards all of our school's important priorities for 2021 as well as providing additional activities and services for all students.
- Alternatively, you can make a voluntary contribution to any of the specific priorities outlined in the table below:

Voluntary Contributions	Tax Deductible?	Suggested Voluntary Contribution Per Family	Amount Paid
<p>Note that the amounts shown below are 'suggested amounts', based on previous years. Please feel free to pay more, or less, depending on your individual financial situation.</p>			
<p><b>Digital Technologies and STEM Innovation</b></p> <ul style="list-style-type: none"> <li>Purchasing of engaging, programmable robotics that develop creativity, problem solving and resilience.</li> </ul>	No	\$100	
<p><b>Additional Education Support</b></p> <ul style="list-style-type: none"> <li>To assist us provide targeted literacy support, intervention and extension.</li> </ul>	No	\$95	
<p><b>Student First Aid Care</b></p> <ul style="list-style-type: none"> <li>This helps us employ a dedicated first aid officer from 9.00 am to 3.30 pm Monday to Friday, and funds the provision of supplies she can administer, to care for all of our students.</li> </ul>	No	\$35	
<p><b>Buildings</b></p> <ul style="list-style-type: none"> <li>For the ongoing maintenance and upgrading of students' learning environments.</li> </ul>	No	\$35	
<p><b>Grounds</b></p> <ul style="list-style-type: none"> <li>To help us create and develop engaging and safe play spaces for our students.</li> </ul>	No	\$35	
<b>TOTAL (Per Family):</b>		<b>\$300.00</b>	<b>\$</b>

**\*Note:** In 2020 the payment was **\$375.00 per child**, where this year, to help us achieve our School priorities, we are seeking **\$300.00 per family**.

Your child will not be disadvantaged if you do not make a voluntary contribution. All records of voluntary contributions are kept confidential as well as your decision about whether to make a contribution or not.

# PARENT PAYMENTS POLICY

## ONE PAGE OVERVIEW



The following is a summary of the main principles of the Department of Education's Parent Payments Policy:



### FREE INSTRUCTION

- Schools provide students with free instruction to fulfil the standard curriculum requirements as outlined in the Victorian Curriculum F-10, VCE and VCAL.



### PARENT PAYMENT REQUESTS

- Schools do not ask parents to pay for school operating costs (e.g. utility costs) or general and unspecified charges.
- Schools request payments from parents under three categories:

Essential Student Learning Items	Optional Items	Voluntary Contributions
<ul style="list-style-type: none"> <li>○ Items and activities which the school deems essential for student learning.</li> <li>○ Parents may choose to purchase essential items through the school or provide their own.</li> </ul>	<ul style="list-style-type: none"> <li>○ Items and activities that enhance or broaden the schooling experience of students and are offered in addition to the standard curriculum.</li> <li>○ These are provided to students on a user-pays basis.</li> </ul>	<ul style="list-style-type: none"> <li>○ Voluntary contributions support the school to continue to be the best local school for all students and can be for general or specific purpose.</li> <li>○ Students will not be disadvantaged in any way if parents do not make a contribution.</li> </ul>



### FINANCIAL HELP FOR FAMILIES

- Schools put in place financial hardship arrangements to support families who cannot pay for items or activities so that their child doesn't miss out.
- Schools have a nominated parent payment contact person(s) that parents can have a confidential discussion with regarding financial hardship arrangements.



### SCHOOL PROCESSES

- Schools obtain school council approval for their parent payment arrangements and upload their arrangements on their school's public website for transparency.