



Friday, 10th November, 2017

Dear Parent/Guardian,

Re: Parent Payments - Pt Lonsdale Primary School - 2018

The Point Lonsdale Primary School Council has approved the school's parent payment charges.

The Parent Payment Policy, and how the school will implement the policy, is attached as well as the 2018 list of payment items/services requested for your child's program.

While payment is not required until the start of the 2018 school year we would appreciate payment by 31st January, 2018. All parent payments and contributions can be made by cash or cheque at the school's office or by Direct Deposit (BSB: 633-000 A/c # 137915104) or BPAY using Telephone or Internet banking.

The school appreciates that families may sometimes experience financial difficulty in meeting payment requests. A number of support options are available to parents who have difficulty making payments including the school's second-hand uniform shop, State Schools Relief or the Camps, Sports and Excursions Fund (CSEF). A CSEF form can be obtained from the office.

If you are/will experience difficulty in making the requested payments please contact our Parent Payment Contact: Fay Agterhuis by phone: 5258 1501 (opt.1) or email: agterhuis.fay.j@edumail.vic.gov.au who you can have a confidential discussion with about alternate arrangements.

Yours sincerely,

Fay Agterhuis
(Principal)

Naomi Grillinzoni
(School Council President)

Raelene McDonald
(School Council Treasurer)



**Point Lonsdale Primary School
Parent Payment Charges - Year 2018**

Name of child: _____ Year level: _____ Home Group: _____

Please find the itemised list that includes essential student learning items (those items that your child needs for school) and Optional Items (that you can choose whether your child participates in or accesses).

Point Lonsdale Primary School makes every effort to keep the cost and number of items that need to be purchased to a minimum. We also try to ensure that the costs are affordable for all parents. If you will have difficulty making payments please contact the parent payment contact, Fay Agterhuis, to discuss possible support options and payment arrangements. Any information about your financial circumstances, payment arrangements or status will be kept strictly confidential.

We would appreciate payment by 31st January, 2018.

Please bring this completed sheet with you when making payment.

Please Note: Additional school charges may arise during the year. **For example: It is expected that there will be excursions organised throughout the year with an anticipated cost not exceeding \$100.00 per student.**

Essential student learning items

Item	Specifications	Cost	✓
Stationery Pack comprising:	e.g. Exercise books, binders, paper refills, pens, rulers, plastic pockets, erasers, pencil sharpeners, markers, coloured pencils, glue sticks, scrap books, spelling books. Paper and card for photocopying and computer printing, group work, presentation of individual work and project work, story writing and class art work. Materials such as glue, laminating, display papers for class and individual tasks.	\$200	
Preps & new stud.	Headphones	\$15	
Clubs/ Discovery Learning	e.g materials for cooking, photography, textiles, model making, entry fees etc	\$20	
Camp Yr 3-4	Transport, accommodation and meals – Camp Wilkin, Anglesea	To be billed separately	
Camp Yr 5-6	Transport, accommodation and meals - Narmbool	To be billed separately	
Excursions P-6	Various locations • curriculum linked	To be billed as they occur	
Swimming program	Entry and travel costs for 8 lessons	\$120	

Note: Parents may choose to provide or purchase some items themselves. If you choose to do this you must consult with the school so that your child has the correct items. There may be some items or services you cannot purchase yourself.

Voluntary financial contributions

Item	Amount (please nominate how much you would like to donate)
Grounds beautification	\$ _____

Parent Payment Charges

Essential education items Amount _____

Voluntary financial contribution Amount _____

TOTAL _____

Parent Payment Arrangements

Please indicate your preferred method of payment:

- Option A (full amount at the beginning of Term 1)
- Option B (other payment arrangements)*

**(If selecting Option B please make an appointment with the principal, Fay Agterhuis to discuss your circumstances and the available options)*

I HAVE ENCLOSED PAYMENT OF \$ _____

✓ PLEASE TICK ONE

- Direct Deposit - Bendigo Bank BSB: 633-000 A/c # 137915104 Ref:(family name/code)
- Bpay (using details from your family statement)
- Cash
- Cheque
- Please use funds from CSEF (Camps, Sports & Excursions Fund)
Application available from the office.

Name:

Signature:

Date:

<p>BYOD Laptop/Netbook Gr 3 - 6 2018</p>
<p>Minimum Requirements</p> <ul style="list-style-type: none"> • Windows 10.0 or later • 11.6 inch size screen • 4GB Ram • Wireless enabled • Carry bag or sleeve to provide adequate protection



POINT LONSDALE PRIMARY SCHOOL PARENT PAYMENT POLICY 2018

School councils are able to request payments or contributions for education items and services from parents and guardians for students in Victorian government schools in the three categories – essential education items, optional education items and voluntary financial contributions.

This policy ensures that:

- costs are kept to a minimum
- payment requests are clearly itemised under the three parent payment categories
- items that students consume or take possession of are accurately costed
- no student will be treated differently, denied access or refused instruction to the **standard** curriculum program for not making a payment or voluntary contribution
- access to enrolment or advancement to the next year level will not be withheld as a condition of payment for any of the three categories.

Point Lonsdale Primary School spends considerable time selecting the most appropriate items and services to meet the needs of our students.

Parents and guardians also have the option of purchasing equivalent materials from other sources. If parents and guardians choose to provide equivalent materials, this should be done in consultation with the school, as items should meet the specifications provided by the school. There may also be certain items that due to their nature may only be provided by the school.

Parent Payment Categories

Essential education items are those items or services that are essential to support the course of instruction in the standard curriculum program that parents or guardians are requested to pay the school to provide or may provide themselves, if appropriate.

These items include:

- materials that the student takes possession of, including text books and student stationery
- materials for learning and teaching where the student consumes or takes possession of the finished articles (e.g. home economics, photography, catering)
- school uniform
- transport and entrance for camps and excursions which all students are expected to attend.

Optional education items (or non-essential materials and services) are those that are provided ***in addition to the standard curriculum program***, and which are offered to all students. These optional extras are provided on a user-pays basis and if parents and guardians choose to access them for students, they will be required to pay for them.

(e.g. ***extra curricular*** programs or activities such as school based performances, productions or events, surfing, excursion or camps).

Voluntary financial contributions are for those items and services that parents or guardians are invited to make a donation to the school, for example for grounds and buildings maintenance.

Second-hand uniform shop

In order to support parents in meeting the costs of their children's education the school operates a second-hand school uniform shop. School uniform items are available for purchase from Primary Schoolwear (PSW).

PSW - Address & Contact Details:

164 Malop Street,
Geelong VIC 3220

Hours: Mon - Fri 9:00am - 5:00pm

Sat - 10:00am - 1:00pm

Phone: (03) 9768 0383

Email: geelong@psw.com.au

Shop on-line: www.psw.com.au

Other support options

The school appreciates that families may sometimes experience financial difficulties in meeting requests for payments and contributions. A range of support options are available to assist eligible parents, including the State Schools Relief Committee support.

Payment arrangements

Parents and guardians will be provided with early notice of payment requests for essential education items, optional extras and voluntary financial contributions

Costs will be kept to a minimum with payment requests/letters fair and reasonable. To further assist parents with payments, four payment options have been developed:

Option A Full amount at the beginning of Term 1

Option B Other payment arrangements

Alternative payment options are available through the school and parents are encouraged to make an appointment with the school principal to discuss circumstances and available options.

Payments may be requested but not required prior to the commencement of the year in which the materials and services are to be used.

Payment requests to parents will be itemised and the category each item falls under will be clearly identified as an essential education item, optional education item or voluntary financial contribution.

Receipts will be issued to parents immediately upon making payment.

Reminders for unpaid essential education items or optional extras will be generated and distributed on a regular basis to parents, but not more than once a month.

Only the initial invitation for voluntary financial contributions and one reminder notice will be issued per year to parents and guardians.

All records of payments or contributions and any outstanding payments by parents and guardians are kept confidential.