

November 2019

Dear Parent/Guardian

Re: Parent Payments 2020

The Clifton Springs 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 2020 list of payment items/services requested for your child's program.

Families are welcome to start making payments towards 2020 at any time.

Our **Book Sales** day is being held on **21st January 2020**, from **7am till 7pm** (to cater for working families), Uniform, Hats and Bags are also available for purchase at the same time.

Similar to 2019, we request that as a minimum, parents/guardians pay for the 2020 book bag and Voluntary Contributions in full on the day.

The balance of Essential Education Items can be paid via instalments (see page 5 for further details) or in full on the book sales day

Foster families or families with a Health Care Card may be eligible for the Camps, Sports and Excursions Fund (**CSEF**) please see the ladies in the school office for an application form.

The school appreciates that families may sometimes experience financial difficulty in meeting payment requests. **Centrepay** is also available for any family who receives a Centrelink payment. A number of outside support options are also available to parents who have difficulty making camp payments including Bethany and St Vincent de Paul.

If you are experiencing difficulty in making the requested payments please contact Brenda Way for a confidential discussion about alternate payment arrangements.

Yours sincerely

Meg Parker
Principal
03 5251 3581

Stephanie Towse
School Council President

EXAMPLES OF ITEMS/SERVICES, CATEGORIES AND REASONS

This table provides some examples of education items and services, identifies if they fall under free instruction or a parent payment category and the reasons why.

Item/service	Category/Rationale
<p>Consumables</p> <p><i>Clifton Springs only passes onto parents the subsidised cost of materials</i></p>	<p>Free instruction – if consumable materials held by the school (other than cooking ingredients) and are required to provide the standard curriculum (such as paint, tissues, glue, laboratory chemicals, etc.).</p> <p>Essential Student Learning Item – where the student takes possession of the finished article and the amount of material actually kept by the student is accurately costed and it is at a significant cost, such as photography, cooking ingredients for home economics, etc.</p>
<p>Excursions/Camps</p> <p><i>All Clifton Springs Primary School excursions/camps/activities are optional</i></p>	<p>Essential Student Learning Item – when associated with, but not part of instruction in the standard curriculum program, i.e. travel, accommodation or entry fees can be charged.</p> <p>Optional item – when the camp or excursion is not part of the standard curriculum program.</p>
<p>First Aid/School Nurses</p>	<p>Free instruction – as part of schools’ duty of care to ensure student safety and provide appropriate first aid.</p>
<p>Graduations/school formals</p>	<p>Optional Item – not essential to providing the standard curriculum program.</p>
<p>Hire of text books from school</p>	<p>Essential Student Learning Item – items that a student has personal possession of for the duration of the subject (including taking home for this period) and then returns to the school (not requiring parents to pay full price for texts).</p>
<p>School programs to provide students with mobile computing devices (netbooks, notebook computers, or tablet computers)</p> <p><i>Clifton Springs Primary heavily subsidise our ICT program.</i></p>	<p>For information on how to implement these programs and comply with legislative obligations, refer to the School Policy and Advisory Guide – Personal Devices (http://www.education.vic.gov.au/school/principals/spag/management/Pages/personaldev.aspx)</p>
<p>Performances/activities provided by outside specialists (e.g. ‘incursions’ that are equivalent to excursions but are held at the school)</p> <p><i>Clifton Springs PS deem all excursions/incursion and camps as optional</i></p>	<p>Essential Student Learning Item – when essential to support instruction in the standard curriculum program, costs that are equivalent to ‘entrance costs’ for the use of facilities or equipment may be charged for.</p> <p>Optional Item – when provided in addition to the standard curriculum program.</p>
<p>Photocopying or printing</p> <p><i>Clifton Springs only charges for Student Printing</i></p>	<p>Essential Student Learning Item – when the school is providing a photocopied text or chapter instead of requiring a text book to be purchased and the students take possession of the item; or when equivalent to student stationery such as students printing out assignments.</p>

Clifton Springs Primary School 2020
Parent Payment Charges & Payment Options

Please find the itemised lists that includes:

1. **Essential** student learning items (these items cater for your child needs at school)
2. **Optional** Items (that you can choose whether your child participates in or accesses)
3. **Voluntary** Items (this is at parents discretion)

Clifton Springs 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 have difficulty making payments please make contact Brenda Way to discuss payment arrangements.* Any information about your financial circumstances, payment arrangements or status will be kept strictly confidential.

1. ESSENTIAL STUDENT LEARNING ITEMS

In accordance with the “Parent Payments in Victorian Government Schools” directives, our Essential Student Learning Items charge covers items which are essential for your child’s schooling.

Charge Item	Prep	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6
Book Bag (stationery requirements)	\$60.00	\$62.00	\$62.00	\$64.00	\$64.00	\$62.00	\$62.00
ICT Management for Students	\$10.10	\$10.10	\$10.10	\$10.10	\$10.10	\$10.10	\$10.10
Literacy & Numeracy - Materials	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00
Year level classroom materials	\$17.00	\$17.00	\$17.00	\$17.00	\$17.00	\$17.00	\$17.00
Online Literacy Programs	\$ 6.00	\$ 6.00	\$ 6.00	\$ 6.00	\$ 6.00	\$ 6.00	\$ 6.00
Inquiry materials	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00
Student Printing & Publishing	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00
PE materials	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
STEM materials	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
Music materials	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
Art materials	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
Wellbeing materials	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00
LOTE materials	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00
Prep Transition materials	\$10.00						
Total 2020	\$226.10	\$218.10	\$218.10	\$220.10	\$220.10	\$218.10	\$218.10

2. OPTIONAL ITEMS

May be offered on a user-pays basis and parents and guardians may choose whether their child accesses or participates (e.g. Camps, Incursions, Sporting Events, Excursions, extra-curricular programs or activities such as school based performances, productions or events)

Clifton Springs PS uses Compass for all excursions/incursions, sporting events, swimming and camps.

Details and payment for these items will all be pushed out to parents/guardians through the Compass app.

3. VOLUNTARY FINANCIAL CONTRIBUTIONS (As the Building Fund is Tax Deductible it needs to be paid in a lump sum per contribution to adhere to DET receipting requirements)

Parents and guardians are invited to make contributions to support the ongoing effective running and development of the school.

Grounds/Maintenance (Can be added to instalment payments)

- **Fee per family** for the maintenance and upgrade of our grounds (suggested amount \$25)

Alternatively you can choose not to make a payment amount and instead participate in the school's working bee

Building Fund (Tax Deductible)* (Is required to be paid in a lump sum)

- *CSPS have been approved for a building fund. You can claim this donation back on your Tax Return.*

Please fill in the amount you would like to contribute

School Assistance Fund ** (KIND)

Clifton Springs PS has a KIND fund that distributes a helping hand to families within our school community, whereby a portion of a student's camp or swimming will be subsidised.

Please fill in the amount you would like to contribute

* This contribution is tax deductible.

** This fund is to provide some financial assistance towards school camp or the swimming program for families at our school who demonstrate financial hardship. Your contribution helps to ensure that our students have the option of attending school camps and swimming.

PAYMENT OPTIONS:

OPTION 1.

Payment of School Books & Essential Student Learning Items fees in full

Payment for the additional excursions/camps and activities would be made as they arise during the school year.

OPTION 2.

Payment of School Books now and implement an Instalment Payment Plan for the balance of Essential Student Learning Items.

Please note: in 2020 all excursions/events (except swimming & camp) will be required to be paid as they arise, not within a payment plan.

*To pay in instalments, you can obtain a form during book sales day.
Alternatively, the forms are available from the office if you wish to commence in 2019*

a) Credit Card

- You can pay for *Essential Education Items* in instalments, through our Compass App
- You have the option to choose the number of instalments and amounts to suit your family's requirements.

b) Direct Deposit into CSPS bank account

- You have the option of setting up an online banking payment plan, paying directly into the Schools bank account either weekly, fortnightly or monthly.
- Your deposits are then allocated to your family account.
- Please complete see the office ladies to obtain the relevant banking details, and payment reference required and acknowledgement of the default payment agreement.

***Please be aware of our default payment acknowledgement you will be agreeing to upon signing.*

c) Centrepay

- If you receive any benefit from Centrelink, you have the opportunity to pay school fees (incl. Camps & Swimming) through the schools CentrePay facility by authorising a fortnightly payment, over as many fortnights as you choose.
- Please complete the appropriate form and ensure this is handed into the office so it can be lodged through our CentrePay system immediately. This is a handy option for all eligible families.

Understanding Parent Payment Categories

Schools

What does the legislation say?

The Education and Training Reform Act (2006) provides for free instruction in the standard curriculum program to all students in government schools. The Act also empowers school councils to charge fees to parents for goods and services provided by the school to a child.

In the Act, a 'Parent' includes a guardian and every person who has parental responsibility for a child including parental responsibility under the Commonwealth Family Law Act 1975 and any person with whom a child normally or regularly resides.

What do schools pay for as part of 'free instruction'?



Free instruction is the teaching staff, administration and the provision of facilities in connection with the instruction of the standard curriculum program, including reasonable adjustments for students with disabilities.

The standard curriculum for Years F-10 means implementation of the Victorian Curriculum F-10.

The standard curriculum for senior secondary schools means a program that enables a student to be awarded a VCE or VCAL qualification.

What principles govern parent payment practice?

Educational Value | Access, Equity & Inclusion | Affordability
Engagement & Support | Respect & Confidentiality | Transparency & Accountability

Parents

What may parents be asked to pay for?

Schools can request payment for Essential Student Learning Items



These are items, activities or services that the school deems **essential** to student learning of the standard curriculum.

Where practical and appropriate, parents may choose to purchase items through the school or provide their own.

These may also be either:

Items the student takes temporary or permanent possession of

- e.g.
- textbooks, activity books, exercise books
 - stationery, book bags
 - student ID cards, locks
 - cooking ingredients students will consume
 - materials for final products that students take home (technology projects, build-your-own kits, dioramas)
 - Picture Exchange Communication Systems

Activities associated with instruction that all students are expected to attend

i.e. travel, entry fees or accommodation

- e.g.
- excursions
 - incursions
 - school sports
 - work placements

Parents can be asked to pay for items, activities and services in the three Parent Payment Categories:

Essential Student Learning Items, Optional Items and Voluntary Financial Contributions.

Schools determine how items, activities and services are classified within these categories based on the learning and teaching program of their school.

Schools can request payment for Optional Items

These are items, activities or services that are **optional** and are offered in addition to the standard curriculum.

Students may access these on a user-pays basis.

These may be either:

Items the student purchases or hires

- e.g.
- school magazines, class photos
 - functions, formals, graduation dinners
 - materials for extra curricular programs
 - student accident insurance

Activities the student purchases

- e.g.
- fees for extra curricular programs or activities, such as instrumental music tuition
 - fees for guest speakers
 - camps, excursions, incursions, sports
 - entry fees for school run performances

Items and/or materials that are more expensive than required to meet the standard curriculum

- e.g.
- use of silver in metal work instead of copper
 - supplementary exam revision guides

Support for families experiencing hardship is available at every school and each school has a parent payment contact person. See your school's policy for more information.

For more information on Parent Payments and Personal Devices, visit the DET website at: www.education.vic.gov.au

Schools can invite **Voluntary Financial Contributions** for



- e.g.
- Building or Library fund (Tax deductible)
 - Voluntary contributions for a specific purpose, such as equipment, materials, services.
 - General voluntary contributions

Families are welcome to start making payments towards 2020 at any time through:

1. Direct deposit into the bank.
(See Brenda in the office for reference and bank details)
2. Centre Pay
(Forms available at the office)
3. Paying at the office until the end of the school year

Any book packs paid for prior to school commencing on the 30 January 2020 can be named and delivered directly to your child's 2020 classroom if requested.

Books purchased for students in Prep – Year 2 do not need to be labelled .