

2021 PARENT PAYMENT ARRANGEMENTS

Dear Parents/Guardians

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

Congupna Primary School makes every effort to keep the cost of items and activities to a minimum and affordable for all parents. Book list supplies are purchased in bulk with savings passed onto our families. This will ensure that students feel equal by having the same items.

If parents choose to provide equivalent materials themselves, this should be done in consultation with the school so that your child has the correct items and meet the specifications provided by the school. There may be some items or services you cannot purchase yourself. Please find the fee schedule for your child/ren attached.

Additional school charges will arise during the year for Excursions, Camps and the Swimming Program. Information will be sent home via the newsletter, SeeSaw and student permission notes in regards to these. These prices will be advised to parents as soon as they become available and payment for these are required at the time of request and before the event.

Financial Support for Families

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

- the Camps, Sports and Excursions Fund (CSEF) for eligible families
- The school offers an at cost uniform shop;
- A second hand uniform supply;
- State Schools Relief for eligible families

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact Adam Cleary, Principal or Lyn Bingham, Business Manager on 5829 9286 or email congupna.ps@education.vic.gov.

Payment Options:

At Congupna Primary School there are a number of payment options available:

- Payment in full by **1st March, 2021;**
- Regular instalments with full payment to be received as arranged with the school.
- Centrepay instalments by Request

Payment Methods

We offer a variety of payment methods to assist our families:

- Direct Deposit ~ please provide a description for payment. Bank details are BSB: 063527 Account: 10145385 This information is also on your Family Statement
- BPAY ~ your individual reference number is on your Family Statement
- Cash or cheque
- Centrepay instalments by Request

Please note: We **do not** have EFTPOS facilities.

Refunds

Congupna Primary School will consider requests for partial or full refunds/credit of payments made by parents on a case-by-case basis taking into account the individual circumstances. Generally we will not be able to refund/credit payments made for items purchased or costs that have already been paid where those funds have already been transferred to a third party. Where possible, we will make this clear to the parents at the time of payment.

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

Yours sincerely,

Adam Cleary
PRINCIPAL

Andrew Miles
SCHOOL COUNCIL PRESIDENT

FEE SCHEDULE PER STUDENT

Please find the itemised list of Essential Student Learning Items and Optional Items for your child/ren.

Essential Student Learning Items

Below is a list of items and activities which are essential for your child to learn the standard curriculum.

Essential Student Learning Items	Amount
Stationary Pack – (List available on request)	\$46.00
Consumables including craft paper, paints, brushes, cardboard, glitter, coloured paper, craft materials etc.	\$42.00
Specialist Programs: <ul style="list-style-type: none"> • MACC Van (Art) • MARC Van (Library) 	\$45.00
Online Learning Subscriptions: <ul style="list-style-type: none"> • Reading Eggs • Mathletics • Essential Assessment • Seesaw 	
TOTAL	\$180.00

Optional Items

Congupna 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 Item	Amount
<i>Optional camps, excursions and activities as scheduled throughout 2021. The cost of these excursions will be advised throughout the year.</i>	<i>To be advised</i>
<i>Swimming Program</i>	<i>To be advised</i>
TOTAL	\$ TBA

Parent Payment Charges

Essential Student Learning Items

Amount _____

Optional Items

Amount _____

PARENT PAYMENTS POLICY

ONE PAGE OVERVIEW

The following is a summary of the main principles of the 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

- Items and activities which the school deems essential for student learning.
- Parents may choose to purchase essential items through the school or provide their own.

Optional Items

- Items and activities that enhance or broaden the schooling experience of students and are offered in addition to the standard curriculum.
- These are provided to students on a user-pays basis.

Voluntary Contributions

- Voluntary contributions support the school to continue to be the best local school for all students and can be for general or specific purpose.
- Students will not be disadvantaged in any way if parents do not make a contribution.



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.