

# PARENT PAYMENTS POLICY

## GRADE 3 2021



Dear Parents/Carers,

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

Please find the fee schedule for Grade 3 attached. Payment is due by **Friday 5<sup>th</sup> February 2021**.

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

Parents will be able to pay this amount in a lump sum, via quarterly instalments or through a payment plan organised with the Business Manager. Parents on CSE Fund (Camps, Sports and Excursion fund) will be able to use their allowance towards this. There will be a discount for families of 3 or more children. If children do not attend any excursion throughout the year, we unfortunately will not be able to process refunds.

### Financial Support for Families

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

- the Camps, Sports and Excursions Fund
- State Schools Relief

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact:

Christine de Man or Lorraine Kennedy  
Ph: 03 9439 9374 Email: [eltham.ps@education.vic.gov.au](mailto:eltham.ps@education.vic.gov.au)

### Payment Methods

Payment can be made via Compasspay (preferred method of payment), Bpay (if you do not know your unique family identification number, please contact the office) or by cash, cheque or credit card. If you prefer to pay by instalments, please do not hesitate to contact the office to arrange this. You will not be able to pay by instalments if you use the Compasspay option, however you can make instalments by Bpay, cash, cheque or credit card, or directly through the office.

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

Yours sincerely,

Lorraine Kennedy (Principal)

Samantha Jeffs (School Council President)

## Schedule – GRADE 3

Please find the itemised list of Essential Student Learning Items and Optional Items for your child. Eltham Primary School also continues to welcome your voluntary contributions for 2021.

### Essential Student Learning Items:

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 indicate which items you would like to purchase through the school on the table below:

Essential Student Learning Items	Amount
Grade 3 Booklist	\$95.00
<b>TOTAL</b>	<b>\$95.00</b>

Attached is a booklist, which guides you on the everyday items that your child will use in the classroom. If you do not wish to purchase these items through the school, you are able to purchase them directly.

### Optional Items

Eltham 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
Grade 3/4 Camp	T.B.A.
Instrumental Music Program – Parent Choice (opt in)	
B.Y.O.D. 1:1 Ipad – Parent/Guardian to purchase	
Mathletics	\$20.00
Stephanie Alexander Kitchen Garden Program (S.A.K.G.) \$20.00 per term	\$40.00
Excursions/incursions throughout the year \$50 per term	\$200.00
<b>TOTAL</b>	<b>\$260.00</b>

### Voluntary Contributions

Eltham 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 Contribution	Tax deductible	Suggested Voluntary Contribution per child			Amount
<b>Library fund Donation:</b> To maintain and update books/software for the library/I.C.T. Computer licences, purchase current title in fiction/non-fiction for our Library book subscriptions.  <i>School council has established tax-deductible gift recipient status with the Australian Taxation Office for the Library Fund</i>	Yes	60.00			\$60.00

Voluntary Contribution	Tax deductible	Suggested Voluntary Contribution per child			Amount
<b>Maintenance Contribution:</b> To employ maintenance teams for upkeep of our large buildings and grounds Annual maintenance of school oval (resurface damaged areas) Continual upgrade and fit-out of learning areas (new carpet)	No	65.00			\$65.00
<b>Educational Items:</b> Total school – Visual art materials, Learning Technologies, supplies for pop-ups, Art installation and continual upgrade for Classroom Libraries for independent reading	No	170.0			\$170.00
<b>TOTAL</b>					<b>\$295.00</b>

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 Payment Charges

Essential Student Learning Items	Amount	\$95.00
Optional Items	Amount	\$260.00
Voluntary financial contribution	Amount	\$295.00
	<b>TOTAL</b>	<b>\$650.00</b>

## REVIEW CYCLE

THIS VERSION FIRST ISSUED	LAST UPDATED	STATUS	DUE FOR REVIEW
2017	2020	This policy will be reviewed annually with a report back to School Council as to its implementation over the past year.	2021

# 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.

# ELTHAM Primary School

*We are Learners. We are Connected. We are Resilient.*



## 2021 GRADE 3/4 BOOKLIST

Your child's Stationery Booklist requirements for 2020 will be delivered **DIRECTLY TO THE SCHOOL** prior to the commencement of the 2020 school year.

Payment needs to be made to the school (see below your child's individual booklist), to enable your child to receive their classroom supplies.

### PAYMENT OPTIONS:

- CompassPay (preferred method of payment)
- BPay (please use your BPay Biller Code and Unique Family reference number). If you do not know your unique family reference number, please do not hesitate to contact the school office.
- Credit Card / Eftpos – for payments over \$20.00
- Cash
- Cheque (made payable to Eltham Primary School).

You can pay for all family members in one payment, in person or by forwarding to the office.

If you have any difficulties meeting these payments please do not hesitate to contact the school on 9439 9374. If you wish to pay by instalments, you will need to pay directly to the office, you are unable to do this via CompassPay.

**Please ensure payment is made by Friday 5<sup>th</sup> February 2021.**

### These items will be delivered direct to the school:

DESCRIPTION	QTY
FABER CASTELL Graphite Pencil HB	5
Eraser Faber Castell PVC Free Large	2
Scissors - School Right Handed 150mm Red	1
30 Ruler 30cm Micador Polished	1
Sharpener Pencil Maped Shaker Single Hole Each	1
Post It Note Pads 630-AN 76 x 76 Lined Assorted Neon Pack 6	1
Graph Pad A4 10mm Square 50 Leaf	1
Glue Stick Bostik 35 gram	2
Educ8 Circus Scrapbook 64 Page 100gsm	5
Brilliant Copy A4 80gsm White Ream 500	1
Radius Ballpoint Pen Blue EACH	2
Rainbow Kraft 430x630mm Folio 250gsm A2	1
Writing & Exam Bank Pads A4 100 Leaf	1
PP Wallet FC Clear	1
Display Book Clearfront Black A4 Refillable 20 Pocket	2
Notebook A5 Spiral 200 Page Side Opening	2
Stabilo Highlighters Wallet 4	1
Noris Maxi Learner Blue EACH	1
Noris Maxi Learner Green EACH	1
PP Wallet FC Teal Green	1
Educ8 Scrapbook Mini 64 page 165 x 245mm 100gsm EACH	2
<b>TOTAL PRICE (INCLUDING: GST)</b>	<b>\$95.00</b>

### These items you will need to purchase and bring to school on the first day:

Pencil Case  
Coloured Pencils  
Textas (thin)