

November 6, 2019

17 State Street, Oakleigh East, 3166 Phone (03) 9544 1553

[www.amsleigh.vic.edu.au](http://www.amsleigh.vic.edu.au) [amsleigh.park.ps@edumail.vic.gov.au](mailto:amsleigh.park.ps@edumail.vic.gov.au)

## 2020 Parent Payments

Dear Parents,

At Amsleigh Park Primary School we are proud to offer our students a comprehensive, well-resourced educational program. Continually striving for high standards across all aspects of our student learning programs, it is vitally important that we provide our students with quality equipment and resources to achieve their learning goals.

The Department of Education and Training Parent Payment Policy provides clear advice about the types of payments that schools can request from parents and the procedures and protocols schools must adhere to. This policy is available from the DET website: <https://www.education.vic.gov.au/parents/going-to-school/Pages/school-costs.aspx>

The following are parent payment categories found in the policy:

- **Essential Education Items** – Contributions which parents/guardians are required to pay to the school for the provision of items such as stationery, equipment, art supplies, iPad & Notebook leases, software licences for Mathematics and Reading Eggs and text books.
- **Optional Extras** – Contributions which parents and guardians are strongly encouraged to pay so that their child/ren can participate fully in the educational program provided by the school beyond the government funded standard curriculum. These include opportunities such as excursions and incursions, camps, swimming program and additional sports related activities that are offered as enhancements to the school curriculum on a user-pays basis.
- **Voluntary Contributions** – Contributions which parents and guardians are invited to donate to the school to support resource acquisition beyond that possible through government funding (e.g. grounds maintenance) and school library fund donations (tax deductible).

As outlined in the Parent Payments Policy, the Education and Training Reform Act 2006 provides that instruction in the standard curriculum program is delivered free to all students in Victorian Government schools - referred to as 'free instruction.' To support this, the Victorian Government provides for much of our school's standard operational requirements with a financial grant that is paid to the school in quarterly instalments. This covers items such as: contract cleaning, gas and electricity, water rates, facilities, telephone, furniture, some buildings or grounds maintenance, administration, most standard curriculum support/resources and professional development.

Each school can also decide on the learning programs offered and payments required based on the needs and expectations of the school community. In order to provide educational programs of a 'higher' standard and quality expected by our community, we require a fair contribution from parents. The Education Act empowers school councils to charge parents for services and goods provided by the school to a child. These Parent Payments support us to provide better quality materials, equipment, resources, enhanced programs and opportunities beyond the standard curriculum. These parent payments are a vital contribution used to enrich the educational experience of each student. Our school relies heavily upon financial contributions from parents to meet the difference between funds from DET and our budgeted expenditure each year. To date we have been most fortunate that our school community values the high standard of resourcing that payment of these contributions provide, and have willingly contributed. The School Council has approved the attached parent contributions for the 2020 school year.

**The 2020 Essential Student Learning Items charge is set at \$250 per student (\$10 increase from 2019)**

**- \$155 (Paid to the school) plus Student Book Pack Approx \$95 (Paid directly to Supplier)**

**\*\*Parents eligible to claim the 2020 Camps, Sports, Excursion Fund (CSEF) should complete an application form (available from the office) and indicate in the Parent Payment Section that this allowance will be claimed.**

Our student book pack is outsourced to Complete Office Supplies (COS). We have been able to secure excellent value through COS who will supply our student book packs for 2020. Parents will be provided with an itemised book pack list for their child's year level, with payment for the book pack made directly to COS. The book pack will then be delivered for free (if ordered before December 15, 2019) direct to your home or work. Parents may opt to delete or substitute some items provided they are of comparable quality, size and quantity. **Orders placed after December 15, 2019 will incur a \$9.95 delivery fee.** Orders placed in January cannot be guaranteed delivery by the first day of Term 1 2020.

In 2020 our Families are invited to support the school to maintain our grounds to a high standard by paying \$30.00 per family as a voluntary contribution. Once again this money is used to bridge the gap between what is provided by DET and what we need to maintain safe grounds for our students.

*Continued over page*

In addition, we request that where possible, families pay an upfront excursion/incursion prepayment which will cover most excursions and incursions throughout the school year. In 2020, the Prep to Grade Four Excursion & Incursion Prepayment is again set at \$110.00. The 2020 Grade 5 & 6 Excursion & Incursion prepayment also remains at \$80.00 and the Grade 5 & 6 sports prepayment, which includes summer and winter inter-school sports, gala days and house athletics, remains at \$70.00 in 2020.

Amsleigh Park Primary School Council again seeks your support and asks you to contribute towards the difference between the school's total expenditure and Government funding so that the financial costs are shared equally and fairly amongst all families. We consider it a worthwhile investment in a quality education for your child. Our School Council and Staff greatly appreciates all of your contributions.

**We are accepting Payment for the 2020 Parent Payments (School portion) from Friday 8 November.**

- **BPay is the preferred method of processing payments and greatly reduces the administrative burden. Please note that BPay payments can take up to three days to reach our system so please keep this in mind when making payments.**
- **A completed "Blue" account form (*one per family*) must be returned to the office for all payment types.**

*NB: Families who pay their fees in full before Friday, December 6<sup>th</sup> will go into a draw to have the fees of one child fully refunded. Final date for payment of fees is Monday 10<sup>th</sup> February 2020.*

We appreciate that some families may sometimes experience financial difficulties in meeting payment requests. If any families are experiencing difficulty they should contact the Business Manager, Karen Hogan on 9544 1553 for a confidential discussion or to arrange a payment plan. Any information regarding your financial circumstances, payment arrangements or status will be kept strictly confidential.

If you have any questions about this information please contact us.

Yours sincerely,

Gregory Dellas  
School Council President

Roman Ruzbacky  
School Council Treasurer

Michael Cormick  
Principal

### **IMPORTANT DATES TO REMEMBER**

|   |   |
|---|---|
| <b>Sunday 15 December</b>                                     | <b>Last day to order book pack for free delivery from Complete Office Supplies</b>            |
| <b>Friday 20 December 2019</b>                                | <b>Last day of Term 4 – Students dismissed at 1:30pm</b><br>Office closed from 11.30am        |
| <b>Monday 23 December 2019 to<br/>Tuesday 28 January 2020</b> | <b>Office Closed for Christmas vacation period</b>  |
| <b>* Tuesday 28 January 2020</b>                              | <b>Term 1 Commences for Staff – <u>Student Free Day</u></b>                                   |
| <b>* Wednesday 29 January 2020</b>                            | <b>Curriculum Day – <u>Student Free Day</u></b>   |
| <b>Thursday 30 January 2020</b>                               | <b>APPS Students in Grades 1 – 6 commence Term 1</b><br>Office open normal hours (8:30am-4pm) |
| <b>Friday 31 January 2020</b>                                 | <b>APPS 2020 Prep Students commence Term 1</b>  |

### **Victorian School Term Dates 2020**

**Term 1: \* Tues 28 January to Fri 27 March**

**Term 2: Tues 14 April to Fri 26 June**

**Term 3: Mon 13 July to Fri 18 September**

**Term 4: Mon 5 October to Fri 18 December**

*\* The first day of Term 1 is a student-free day in all government schools to allow for appropriate planning to take place for the arrival of students.*

*\* The second day of Term 1 (Wednesday January 29 2020) will also be a student free day at Amsleigh Park PS.*

# 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](http://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

## **Parental Occupation Group Codes**

The codes outlined below are to be used when providing family occupation details for enrolled students. This information is used for determining funding allocations to schools.

### **Group A Senior management in large business organisation, government administration and defence, and qualified professionals**

**Senior Executive / Manager / Department Head** in industry, commerce, media or other large organisation

**Public Service Manager** (Section head or above), regional director, health / education / police / fire services administrator

**Other administrator** (school principal, faculty head / dean, library / museum / gallery director, research facility director)

**Defence Forces** Commissioned Officer

**Professionals** - generally have a degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others:

- **Health, Education, Law, Social Welfare, Engineering, Science, Computing** professional
- **Business** (management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer)
- **Air/sea transport** (aircraft / ship's captain / officer / pilot, flight officer, flying instructor, air traffic controller)

### **Group B Other business managers, arts/media/sportspersons and associate professionals**

**Owner / Manager** of farm, construction, import/export, wholesale, manufacturing, transport, real estate business

**Specialist Manager** (finance / engineering / production / personnel / industrial relations / sales / marketing)

**Financial Services Manager** (bank branch manager, finance / investment / insurance broker, credit / loans officer)

**Retail sales / Services manager** (shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency)

**Arts / Media / Sports** (musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official)

**Associate Professionals** - generally have diploma / technical qualifications and support managers and professionals:

- **Health, Education, Law, Social Welfare, Engineering, Science, Computing** technician / associate professional
- **Business / administration** (recruitment / employment / industrial relations / training officer, marketing / advertising specialist, market research analyst, technical sales representative, retail buyer, office / project manager)
- **Defence Forces** senior Non-Commissioned Officer

### **Group C Tradesmen/women, clerks and skilled office, sales and service staff**

**Tradesmen/women** generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group

**Clerks** (bookkeeper, bank / PO clerk, statistical / actuarial clerk, accounting / claims / audit clerk, payroll clerk, recording / registry / filing clerk, betting clerk, stores / inventory clerk, purchasing / order clerk, freight / transport / shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk)

**Skilled office, sales and service staff:**

- **Office** (secretary, personal assistant, desktop publishing operator, switchboard operator)
- **Sales** (company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher)
- **Service** (aged / disabled / refuge / child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor)

### **Group D Machine operators, hospitality staff, assistants, labourers and related workers**

**Drivers, mobile plant, production / processing machinery and other machinery operators**

**Hospitality staff** (hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper)

**Office assistants, sales assistants and other assistants:**

- **Office** (typist, word processing / data entry / business machine operator, receptionist, office assistant)
- **Sales** (sales assistant, motor vehicle / caravan / parts salesperson, checkout operator, cashier, bus / train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker)
- **Assistant / aide** (trades' assistant, school / teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum / gallery attendant, usher, home helper, salon assistant, animal attendant)

**Labourers and related workers**

- **Defence Forces** - ranks below senior NCO not included above
- **Agriculture, horticulture, forestry, fishing, mining worker** (farm overseer, shearer, wool / hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/ logging worker, miner, seafarer / fishing hand)
- **Other worker** (labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor)

## PARENT PAYMENTS & VOLUNTARY CONTRIBUTIONS 2020

Please complete **ONE FORM PER FAMILY** (Front & Back) & return to the general office payment box

PARENT/CARER'S NAME: \_\_\_\_\_ Contact Phone No: \_\_\_\_\_

1<sup>ST</sup> CHILD: \_\_\_\_\_ GRADE: \_\_\_\_\_ 2<sup>ND</sup> CHILD: \_\_\_\_\_ GRADE: \_\_\_\_\_

3<sup>RD</sup> CHILD: \_\_\_\_\_ GRADE: \_\_\_\_\_ 4<sup>TH</sup> CHILD: \_\_\_\_\_ GRADE: \_\_\_\_\_

| 2020 PARENT PAYMENTS   |  | Amount Per Child                       | Total Quantity Per Family | Amount Paying Today |
|--|--|--|---------------------------|---------------------|
| <b>BOOK PACK – (Essential Student Learning Items) – Approx. \$95 direct from Complete Office Supplies (COS).</b> See COS book pack order form for detailed instructions and items required. <b>Order and Pay Online with COS before 15 December to receive free delivery to your home or work address. (\$9.95 delivery after this date)</b><br><b>Orders placed in January cannot be guaranteed delivery before first day of Term 1</b> |  |  |                           |                     |
| <b>Essential Student Learning Items</b> <span style="float: right;"><b>20ESSED</b></span><br>All materials/resources associated with implementing the curriculum in English, Mathematics, Information Technology, Visual Arts, German Language, Physical Education Inquiry Learning, Performing Arts, Science and Software Licences.   |  | \$155.00 per child                     |                           | \$ _____ .00        |
| <b>Voluntary Contribution - Grounds Maintenance 2020</b> <span style="float: right;"><b>20VOLCON</b></span><br>We invite families to make a \$30.00 contribution to support the upkeep and safety of our school grounds  |  | \$30.00 Per Family                     |                           | \$ _____ .00        |
| <b>Optional Prepayment - Prep to Grade Four Excursion/Incursion</b> <span style="float: right;"><b>20EXCP-4</b></span><br><b>Excluding:</b> Swimming, School Camps, G2 Sleepover, Zone and District Athletics, Specialist activities such as sporting clinics, School Production, Kelly Sports, Aerobics, Guitar, Drum and Piano/Keyboard Lessons  |  | \$110.00 Per Prep-Gr 4 child           |                           | \$ _____ .00        |
| <b>Optional Prepayment - Grade Five and Six Excursion/Incursion</b> <span style="float: right;"><b>20EXC5-6</b></span><br><b>Excluding:</b> Swimming, School Camps, Divisional and District Athletics, Specialist activities such as sporting clinics, School Production, Year 6 Graduation, Kelly Sports, Aerobics, Guitar, Drum and Piano/Keyboard Lessons   |  | \$80.00 Per Gr 5-6 child               |                           | \$ _____ .00        |
| <b>Optional Prepayment - Grade Five and Six Sport</b> <span style="float: right;"><b>20SPORT</b></span><br><b>Including:</b> Summer & Winter Interschool Sports, Gala Days & House Athletics<br><b>Excluding:</b> Swimming, District and Divisional Athletics and/or Events  |  | \$70.00 Per Gr 5-6 Child               |                           | \$ _____ .00        |
| <b>Optional Extra – Year Book</b> <span style="float: right;"><b>20YRBOOK</b></span><br>2020 Amsleigh Park Primary School Year Book -1 per family<br>(Early Bird pre order price before February 14, 2020 is \$18.00– normal price \$22.00)  |  | \$18.00 1 Per Family                   | ONE                       | \$ _____ .00        |
| <b>PAYMENT METHOD:</b> (Please tick) <input type="checkbox"/> BPay <input type="checkbox"/> CREDIT CARD<br><input type="checkbox"/> CHEQUE <input type="checkbox"/> CASH <input type="checkbox"/> CSEF (Excursion /Sport Levy)   |  | Total amount paying today \$ _____ .00 |                           |                     |



Amsleigh Park Primary School BPay Biller Code: 87361

Your Reference – see your family statement or contact school office

BPay Receipt Number: \_\_\_\_\_

Transaction Date: \_\_\_\_\_

**Credit Card Payments - If you wish to pay by credit card, please complete the details below, place the completed form in a named SEALED envelope to maintain your credit card security and place the envelope in the payment box at the General Office.**

**EftPos/Debit Card payments must be made in person at the school office.**

Please charge my credit card: ☐ MasterCard ☐ VISA Amount to be charged \$ \_\_\_\_\_

Cardholders Name: \_\_\_\_\_ Cardholders Signature: \_\_\_\_\_

Card No. Card Expiry Date: \_\_\_\_\_ / \_\_\_\_\_ Cardholders Contact Phone No: \_\_\_\_\_

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(Office Use Only) Receipt No: \_\_\_\_\_ Date: \_\_\_\_\_

Please also complete the back of this form → → →



**PARENTS/CARERS OCCUPATION & EDUCATION LEVEL CONFIRMATION**  
**- Confidential**

*Please complete & sign below*

Dear Parents/Carers,

All government schools have a component of educational funding which is based on family occupation and level of education codes. The amount of funding we receive determines the quality of resources and educational programs we are able to provide to our students.

We ask for your assistance by completing this form, with details of occupation and level of education for parents/carers. Please refer to the parental occupation group codes page (Page 4) to assist with completing occupation details.

It is vital that occupation and education codes entered are accurate and not overstated so that our records accurately reflect our community, which will also determine the funding we are provided. Please note that if we are not advised of your occupation, we must enter the family occupation code that attracts the least amount of funding.

This information is strictly confidential and is only collected to provide statistical data to the Department of Education and Training in relation to funding. You are welcome to call the office on 9544 1553 if you have any questions regarding this matter.

Yours faithfully,

Michael Cormick  
 Principal

| PARENT/CARER NAME | CURRENT OCCUPATION | OCCUPATION CODE |
|-------------------|--------------------|-----------------|
| Adult A           |                    |                 |
| Adult B           |                    |                 |

**Adult A**

**Adult B**

|   |  |
|---|--|
| <b>❖What is the highest year of primary or secondary school Adult A has completed? (tick one) (For persons who have never attended school, mark 'Year 9 or equivalent or below'.)</b><br><input type="checkbox"/> Year 12 or equivalent<br><input type="checkbox"/> Year 11 or equivalent<br><input type="checkbox"/> Year 10 or equivalent<br><input type="checkbox"/> Year 9 or equivalent or below | <b>What is the highest year of primary or secondary school Adult B has completed? (tick one) (For persons who have never attended school, mark 'Year 9 or equivalent or below'.)</b><br><input type="checkbox"/> Year 12 or equivalent<br><input type="checkbox"/> Year 11 or equivalent<br><input type="checkbox"/> Year 10 or equivalent<br><input type="checkbox"/> Year 9 or equivalent or below |
| <b>❖What is the level of the <i>highest</i> qualification Adult A has completed? (tick one)</b><br><input type="checkbox"/> Bachelor degree or above<br><input type="checkbox"/> Advanced diploma / Diploma<br><input type="checkbox"/> Certificate I to IV (including trade certificate)<br><input type="checkbox"/> No non-school qualification   | <b>❖What is the level of the <i>highest</i> qualification Adult B has completed? (tick one)</b><br><input type="checkbox"/> Bachelor degree or above<br><input type="checkbox"/> Advanced diploma / Diploma<br><input type="checkbox"/> Certificate I to IV (including trade certificate)<br><input type="checkbox"/> No non-school qualification  |

|                           |        |
|---------------------------|--------|
| ELDEST CHILD'S NAME:      | GRADE: |
| PARENT / CARER SIGNATURE: | DATE:  |