

October 30, 2020

## 2021 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 Mathletics, Mathseeds, Reading Eggs & Essential Assessment.
- **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).

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 2021 school year.

**The 2021 Essential Student Learning Items charge is set at approx \$255 per student (No increase from 2020)**

**- \$155 (Paid to the school) plus Student Book Pack Approx \$100 (Paid directly to Supplier)**

**Family Account Statements will be sent by email to parents**

**\*\*Parents eligible to claim the 2021 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 Office Corporate. We have been able to secure excellent value through Office Corporate who will supply our student book packs for 2021. Parents will be provided shortly with an itemised book pack list with ordering instructions, for their child's year level, with payment for the book pack made directly to Office Corporate. The book pack will then be delivered for free (if ordered before December 14, 2020) direct to your home. Parents may opt to delete or substitute some items provided they are of comparable quality, size and quantity. **Orders placed after December 14, 2020 will incur a \$7.95 delivery fee.** Orders placed prior to December 14 that fall under \$55 will incur a delivery charge of \$7.95 and will be delivered to your home prior to Term 1 2021.

In 2021 our Families are invited to support the school to maintain our grounds to a high standard by paying \$40.00 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. We also invite families to support our Technology Refresh by contributing \$50.

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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 2021, the Prep to Grade Four Excursion & Incursion Prepayment is again set at \$110.00. The 2021 Grade 5 & 6 Excursion & Incursion prepayment also remains at \$80.00. In 2021 the Grade 5 & 6 sports payments, which include summer & winter inter-school sports, gala days and house athletics, will be invoiced individually.

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 appreciate all of your contributions.

***We are now accepting Payment for the 2021 Parent Payments (School portion). If your family statement has credit amounts listed (appears as a negative figure) due to the cancellation of 2020 activities and events, please tick this box on the payment form if you wish to apply the credits to any outstanding invoices, then complete and return the remittance advice from your statement, together with the 2021 Parent Payment & Voluntary Contributions form (Pages 5&6)***

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 2021 Parent Payment & Voluntary Contributions form, Pages 5 & 6, (*one per family*) must be returned to the office for all payment types.**

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,

Ana Meyborg  
School Council President

Steven Ikin  
School Council Treasurer

Michael Cormick  
Principal

### **IMPORTANT DATES TO REMEMBER**

<b>Monday 14 December 2020</b>	<b>Last day to order book pack for free delivery from Office Corporate</b>
<b>Thursday 17 December</b>	<b>Last day of Term 4 – Students dismissed at 2.30pm</b>
<b>Friday 18 December 2020</b>	<b>Student Free Day - Office closed from 11.30am</b>
<b>Monday 21 December 2020 to Wednesday 27 January 2021</b>	<b>Office Closed for Christmas vacation period</b>
<b>* Wednesday 27 January 2021</b>	<b>Term 1 Commences for Staff – <u>Student Free Day</u></b>
<b>Thursday 28 January 2021</b>	<b>APPS Students in Grades 1 – Grade 6 commence Term 1 Office open normal hours (8:30am-4pm)</b>
<b>Friday 29 January 2021</b>	<b>APPS 2021 Prep Students commence Term 1</b>

### **Victorian School Term Dates 2021**

**Term 1: \* Wed 27 January to Thu 1 April**

**Term 2: Mon 19 April to Fri 25 June**

**Term 3: Mon 12 July to Fri 17 September**

**Term 4: Mon 4 October to Fri 17 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.*

# 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.

## **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)

## 2021 PARENT PAYMENTS & VOLUNTARY CONTRIBUTIONS

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



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: \_\_\_\_\_

<b>BOOK PACK – (Essential Student Learning Items) – Purchase directly from Office Corporate.</b> See Office Corporate Book Pack order form for detailed instructions and items required. <b>Order and Pay Online before 14 December to receive free delivery to your home or work address. (\$7.95 delivery fee after this date)</b> Orders placed prior to December 14 that fall under \$55 will incur a delivery charge of \$7.95.		<b>Order &amp; Pay online for each of your children's Book Pack's directly with the supplier – Instructions and Book Pack Lists available soon</b>		
<b>2021 PARENT PAYMENTS</b> Essential Student Learning Items		Amount Per Child	Total Quantity Per Family	\$ Total Amount
Consumables for Literacy & Numeracy, e.g. cover paper, kinder squares, masking & sticky tape, cartridge paper, etc. \$50 Consumables for Art, e.g. Clay, materials, paint, oil pastels, cardboard, PVA glue etc. \$22. Consumables for Inquiry Learning, e.g. Craft & science materials etc. \$12. Consumables for German e.g. craft materials, coloured paper and cardboard etc. \$10. Consumables for STEM e.g. PVA glue, cardboard, clips, art paper etc. \$10.      Resilience Project Workbook \$19.				
<b>TOTAL CONSUMABLES</b> <b>21ESSED</b>		\$123.00		\$
<b>DIGITAL SUBSCRIPTIONS</b> <b>21ESSDIG</b> Mathletics /MathSeeds / Reading Eggs /Essential Assessment		\$32.00		\$
<b>Graduation Book – Grade 6 students only</b> <b>G6GRADBOOK</b>		\$10.00		\$
<b>2021 Voluntary Contributions</b> <b>21VOLCON</b> We invite families to make a \$40.00 contribution to support the upkeep and safety of our school grounds, and /or a contribution of \$50 towards a technology refresh.		\$40.00 Grounds	Per Family	\$
		\$50.00 Tech	Per Family	\$
<b>2021 Optional Prepayment</b> - <u>Prep to Grade Four</u> Excursion/Incursion <b>21EXCP-4</b> - <u>Grade Five and Six</u> Excursion/Incursion <b>21EXCS-6</b> <b>Excluding:</b> Swimming, School Camps, G2 Sleepover, Zone and District Athletics, Grade 5/6 Interschool sports, Specialist activities such as sporting clinics, School Production, Kelly Sports, Aerobics, Guitar, Drum and Piano/Keyboard Lessons		\$110.00 Per Prep-Gr 4 child		\$
		\$80.00 Per Gr 5-6 child		\$
<b>2021 Optional Extra – Year Book</b> <b>21YRBOOK</b> 2021 Amsleigh Park Primary School Year Book -1 per family (Early Bird pre order price before February 12, 2021 is \$20.00– normal price \$24.00)		\$20.00 1 Per Family	ONE	\$
<b>PAYMENT METHOD: (Please tick)</b> <input type="checkbox"/> BPay <input type="checkbox"/> CREDIT CARD <input type="checkbox"/> CSEF Credit Note (Excursion/Incursion only) <input type="checkbox"/> Non CSEF Credit Note		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: _____
<p><b>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 return the envelope to the General Office.</b></p> <p>Please charge my credit card:    <input type="checkbox"/> MasterCard    <input type="checkbox"/> VISA    Amount to be charged \$ _____</p> <p>Cardholders Name: _____ Cardholders Signature: _____</p> <p>Card No.    Card Expiry Date: _____ / _____    Cardholders Contact Phone No: _____</p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid black; width: 40px; height: 20px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px;"></div> </div> <p><input type="checkbox"/> CSEF Credit Note - Please use credit amount of \$ _____ from my account to offset eligible fees (attach remit advice)</p> <p><input type="checkbox"/> Credit Note (Non CSEF) Please use credit amount of \$ _____ from my account to offset eligible fees (attach remit advice)</p> <p><input type="checkbox"/> CSEF – I am eligible to claim the 2021 Camps, Sports &amp; Excursion Fund (payments received from DET will be allocated to unpaid Excursion/Incursion invoices or remain unallocated until an eligible fee is invoiced, ie Swimming / Camp)</p> <p>(Office Use Only)    Receipt No: _____    Date: _____</p>		

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

NAME OF ELDEST CHILD CURRENTLY AT THE SCHOOL:	GRADE:
PARENT / CARER SIGNATURE:	DATE: