

25th November 2020

Dear Parent

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

Please find the fee schedule attached. Please complete this form and return to the school by 2nd December 2020 so the school can prepare accordingly.

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

Each year, in November, the budget for the next school year is planned based on educational goals and targets from the School Strategic Plan, Annual Implementation Plan and the Department of Education and Training (DET) policy.

A budget proposal is developed by the school based on how many students the school expects to have the following year. The School Council reviews the proposed budget at November's School Council meeting including a detailed breakdown of parenting payments for the following year. Parent payments will be outlined in three categories of:

1. Essential Education Items

Essential Education Items are those items used in the course of instruction in the standard curriculum program that parents and guardians are responsible for and may choose to either provide, or pay the school to provide. These items include:

- Materials that the individual student takes possession of including student stationery.
- Materials for learning and teaching where the student consumes or takes possession of the finalised articles.
- Essential services associated with, but not considered to be a part of, instruction in the standard curriculum program, such as costs associated with camps, excursions and incursions which all students are expected to attend.

2. Optional Extras

Optional extras (or non-essential materials and services) are those that are provided in addition to the standard curriculum program, and which are offered to all students. These optional extras are provided on a user pays basis and if parents and guardians choose to access them for students, they will be required to pay for them. These items include:

- Extra-curricular programs or activities offered in addition to the standard curriculum program (eg after school netball and soccer teams).
- Materials and services offered in addition to the standard curriculum program
- School facilities and equipment not associated with provision of the standard curriculum program, and not otherwise provided for through the SRP (eg. hire or lease of equipment such as musical instruments).

3. Voluntary Financial Contributions.

School Councils may invite parents and guardians of a student enrolled at the school, or anyone else, to make a donation in the form of a voluntary financial contribution to the school. Schools may invite voluntary financial contributions for the following purposes:

- Contributions to a building and grounds beautification fund
- Contributions for a specific purpose identified by the school (eg equipment, materials or service) in addition to those funded through the SRP. This may include additional computers or student related services.

FINANCIAL SUPPORT FOR FAMILIES

Alberton 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
- Second hand Uniform
- Payment Plans

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

PAYMENT METHODS

Please indicate your preferred method of payment:

Option A (full amount at the beginning of Term 1)

Option B (payment at the beginning of each Term)

Option C (half yearly payment)

I have enclosed payment of:

\$ _____

Payment Options:

Direct Debit Details:

BSB: 063 810 A/C: 10020111 (Reference: student name)

Payment Arrangements and Non Payment

- Payment of parent payment charges can be made at the school office by cash, EFTPOS, or BPay.
- Parents/carers will be provided with information on alternative payment options including payment by instalment and Centrepay deductions and will be invited to discuss alternative arrangements with the school where appropriate.
- Invoices for unpaid parent payments are generated and distributed on a quarterly basis.
- Only the initial invitation for voluntary financial contributions and one reminder notice is sent to all parents and guardians.
- All students have access to the standard curriculum
- Students are not treated differently, denied access to the standard curriculum, or refused instruction on the basis of payments not being made for education items, services or voluntary financial contributions.
- Parents will be made aware of alternative payment options and an invitation to discuss these options on request
- Any record of payment or contributions by parents and guardians is to be kept confidential.

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

Yours sincerely,

Malissa Nicol
Principal

Sue Greening
School Council President



ATTACHMENT 1:

FEE SCHEDULE - 2021

Please find the itemised list of Essential Student Learning Items and Optional Items for your child. Alberton Primary School also continues to welcome your voluntary contributions for 2021. Please complete this form and return to the school by 7th December 2020 so the school can prepare accordingly.

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 P-1	Amount
<u>STATIONERY PACK</u> Items include: 8 x scrapbooks 4 x exercise books 4 x story writing books 4 x triangle writing pencils 2 packs 6 triangle coloured pencils 12 x textas/highlighters 1 x ruler 4 x glue sticks	1 x hard plastic book box 5 x plastic folders 15 x A4 laminating pouches 10 x A3 laminating pouches 1 ream loose leaf lined writing paper 50 x A4 plastic pockets 1 x reading diary 1 x scissors 15 x coloured manila folders 6 x red marking pencils \$45.00
Essential Student Learning Items 2-6	Amount
<u>STATIONERY PACK</u> Items include: 4 x scrapbooks 2 x exercise books 2 x story writing books 4 x triangle writing pencils 2 packs 6 triangle coloured pencils 6 x textas/highlighters	1 x hard plastic book box 5 x plastic folders 15 x A4 laminating pouches 10 x A3 laminating pouches 1 ream loose leaf lined writing paper 50 x A4 plastic pockets 1 x reading diary 1 x calculator \$45.00
Plus allocated resources listed below	Amount
P - 1 Handwriting Book P – 1 Homework Book Gr 2 – 6 Grammar Book Gr 2 – 6 Homework Book	\$15.00 (Gr P – 1) \$15.00 (Gr P – 1) \$15.00 (Gr 2-6) \$15.00 (Gr 2-6)
<u>CONSUMABLES FOR THE CLASSROOM</u> Includes coloured paper, blue tac, cover paper, string, glue	\$15.00
<u>CONSUMABLES FOR SPECIALIST AND CLASSROOM ART</u> Includes craft paper, glitter, paints, cardboard, clay	\$20.00
<u>CONSUMABLES FOR SCIENCE</u> Includes straws, icy pole sticks, cardboard, plant seed, potting mix, sticky tape, glue, tissue paper	\$10.00
<u>ON LINE LEARNING SUBSCRIPTIONS</u> Essential Assessment on line (Maths) Mathletics Reading Eggs Mathseeds Phonics Hero	\$7.00 (Gr P-6) \$10.00 (Gr 2-6) (subsidised) \$13.00 (Gr 2-6) \$11.00 (Gr P-1) \$12.00 (GrP-1)
Total Essential Student Learning items for 2021	\$150.00

Parent Payment Summary

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.

