

PARENT PAYMENT ARRANGEMENTS

6 November 2020

Dear Parent/Carer

Even though 2020 was a very challenging year for us all we were able to achieve some great outcomes for our students. The work is not done yet and we are looking forward to another great year of teaching and learning. This letter is to advise you of Lalor East Primary School's parent payment arrangements for 2021.

We are very proud of the education programs and learning opportunities and activities that are on offer at Lalor East Primary School. We are focussed on providing your children with a comprehensive, fully resourced and up to date education in a clean and safe environment. We are also providing rewarding educational experiences in programs such as Camps, Sport, Excursion and Incursions, which also become great memories for your children to fondly look back on.

Lalor East Primary School makes every effort to keep the cost of items and activities to a minimum and affordable for all parents. School Council has recently completed its annual review of the Parent Payment Policy and Parent Payment Charges for 2021.

Please find the fee schedule for **Year 4** attached. Please complete this form and return to the school by **Friday 27 November 2020** so the school can prepare accordingly.

Financial Support for Families

Lalor East 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) provides payments for eligible students to contribute to the cost of camps, sports and excursions (\$125 per eligible student)
- Centrepay instalments – available for families who receive Centrelink benefits
- Payment plans
- State Schools Relief

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact Bev Ashley (Business Manager - Acting) or Linda Richards (Principal) on 03 9465 4350 or email lalor.east.ps@education.vic.gov.au

Payment Methods

Payments can be made by direct debit to our school account, EFTPOS in the office (Visa and Mastercard accepted), or cash directly to the office.

Centrelink (Centrepay) is available for those who receive a Centrelink benefit. A portion of your fortnightly payment can be sent directly to the school to offset any Parent Payments owing. See attached information for more details.

We would appreciate payment by **Friday 11 December 2020** to enable us to have classroom supplies ready to start the school year, however payment is not required until **28 January 2021**.

Refunds

School Council has the responsibility to ensure there is a fair and equitable refund system in place following payment for Camps/Excursions/Incursions and Essential Education item and to ensure parent provide information to the school in a timely manner for planning purposes. Please refer to the Refund Policy attached.

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

Yours sincerely

Elizabeth Bergin

School Council President

Linda Richards

Principal

Bev Ashley

Business Manager (Acting)

FEE SCHEDULE – YEAR 4 2021

STUDENT NAME (PLEASE PRINT): _____

PARENT NAME (PLEASE PRINT): _____

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

Please complete this form and return to the school by **Friday 27 November 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	Amount
Booklist – Year 4 Attached is a booklist which guides you on the everyday items that your child will use in the classroom.	\$94.00 (refer attached for details)
Classroom Consumables (poster paper, PVC glue, laminating pouches, etc)	\$10.00
Subscriptions – Essential Assessments	\$7.00
Art Consumables (folios, paint, glitter, tape, glue, etc)	\$10.00
LOTE (Spanish) Consumables (exercise book, craft consumables, etc)	\$5.00
PE Consumables (exercise book, ribbons, etc)	\$5.00
Music Consumables (exercise book, craft consumables, etc)	\$5.00
Life Education	\$15.00
In School Performances	\$14.00
TOTAL	\$165.00

Optional Items

Lalor East 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
Excursion/Incursion prepayment – these funds will be used to cover the cost of Excursions/Incursions (excluding the items listed below) in 2021 rather than requesting payment throughout the year. Note: CSEF funds can be used to pay for this item.	\$80.00
Swimming – Term 3 2021	TBC
TOTAL	\$80.00

Voluntary Contributions

Lalor East 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 family		Amount \$
Buildings and Grounds improvements	No	\$50		
TOTAL				\$

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 2021:

Essential Student Learning Items	Amount: \$165.00
Optional Items (Excursion prepayment)	Amount: \$80.00*
Voluntary financial contribution	Amount: \$
	TOTAL \$ _____

*CSEF monies (for eligible families) can be used to pay for this. Please complete CSEF application attached.

Please circle 'Yes' here if you would prefer to use CSEF monies to pay for Excursions/Incursion for 2021.

Yes/No

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	Optional Items	Voluntary Contributions
<ul style="list-style-type: none">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.	<ul style="list-style-type: none">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.	<ul style="list-style-type: none">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.

PAYMENT OPTIONS

Direct Deposit

(BSB: 033 284 Account: 163290)

*Please include your family reference number when making a direct debit payment, contact the Office to obtain this reference)

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EftPos by contacting the office

(VISA & Mastercard accepted)

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Cash

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CENTRELINK – CENTREPAY

In 2021 those families receiving a Centrelink benefit have the option to have a portion of their fortnightly payment sent directly to the school to offset any Parent Contributions owing. You can nominate a specific amount to be directly deposited into the school's bank account on your behalf either for a short period of time or as an ongoing payment.

See next page for 'how to setup details'.

PARENT PAYMENT PLAN AGREEMENT 2021

Parent payment plans can be organised at the office.

**Please arrange a meeting with Bev Ashley
(Business Manager - Acting) prior to the end of
Term 4, 2020.**

CENTREPAY DEDUCTIONS

For families who receive regular Centrelink payment

What is Centrepay?

Centrepay is a free direct bill-paying service offered to customers receiving Centrelink payments. Through Centrepay you can choose to pay school fees, excursions, camps etc by having a regular amount deducted from your payments and transferred electronically to Lalor East Primary School.

Will it cost you anything?

There is no charge for this service.

Is there a minimum payment amount?

Yes, the minimum payment is \$10 / fortnight

How do you apply for Centrepay?

Step 1: Sign into myGov and select your **Centrelink** online account to access the main menu and your homepage. ...

Step 3: choose a service provider. ...Lalor East Primary School CRN: 555 119 965 C

Step 2: add a new **Centrepay deduction**. ...

Step 4: enter the details of your **deduction**. ...

Step 5: review and submit. ...

Step 6: sign out.

Can you change your Centrepay deductions?

Yes, you can change, suspend or cancel your deductions at any time online at humanservices.gov.au/onlineservices

What changes can you make to your Centrepay deductions?

You can make the following changes to your deductions:

- suspend your deduction amount temporarily for a maximum period of 13 weeks
- request a future end date when deductions will automatically cease
- nominate or change a target amount so deductions will automatically stop when that target amount has been reached
- change the deduction amount you are paying to a new amount or change the amount temporarily
- cancel your deduction at any time.

If you have any questions, please don't hesitate to contact the Office for assistance!

Parent Payment Plan Agreement 2021

Student's Name/s:	
Parent/Guardian's Name	
Email	
Telephone Number:	

- Step 1: Enter STUDENT'S NAME, PARENT/GUARDIAN'S NAME, Email and TELEPHONE NUMBER.
 Step 2: Arrange with Bev Ashley (Business Manager - Acting) prior to **Friday 27 November 2020**.

I, _____, agree to pay the amount of \$_____ per month over 11 months toward my parent contribution costs until paid in full, by Friday **19th November 2021**.

Payment can be made using Direct Deposit / EftPos / Cash / Or via CentrePay – a free voluntary bill-paying service that is free for Centrelink customers. Instructions are available at the office.

Total Due \$ _____

Signed: _____

Approved: _____ (Linda Richards – Principal)

Office Use Only **Payment Schedule**

January	February	March	April	May	June
\$	\$	\$	\$	\$	\$
July	August	September	October	November	
\$	\$	\$	\$	\$	

Booklist – Year 4 2021 (Source: Maxim Office Group)

Stock Code	Description	Qty
L140838	Educ8 Graph Book A4 10mm 48pg	1
L140966	Educ8 A4 8mm 96 Page Exercise Book 70gsm	2
L141500	Educ8 A4 14mm Dotted Thirds 96 Page Exer	7
L140844	Educ8 14mm Project Book Dotted 3rds 335 x 245mm 64 Pg EACH	1
EPP204	PP Envelope A4 with Button Blue	2
EPP209	PP Envelope A4 with Button Red	1
MPCN2A	Name Pencil Case 340 x 170mm Red/Orange	1
1150-150A	Faber Castell Connector Colouring Pens Pack 12	1
L4-345005	Edding 345 Highlighter Yellow	1
L4-345011	Edding 345 Highlighter Green	1
68-4214	Crayola Triangular Pencils Pack 12	1
50-155112	Faber Castell Project Markers Pack 12	1
1006Z	Sharpener Pencil Metal Double Hole	1
L526B20	Eraser Staedtler Rasoplast Large	1
30840734	Glue Stick Bostik 35 gram 30800454	2
RWE30	Ruler 30cm Wooden Micador Essential Each	1
L110HB	Staedtler Tradition HB EACH	4
RMX002	Radius Ballpoint Pen Blue EACH	4
JP706SG	Scissors - School Right Handed 150mm Red	1
L1301	Facial Tissues 2 Ply 100s	1
4-360-4	Edding 360 Whiteboard Marker Bullet Wallet 4	1
BMA2	Edding Magnetic Whiteboard Eraser	1
135184	Brilliant Copy A4 80gsm White Ream 500	1
MTEHS01	Multimedia Headset, Shintaro	1

Resilience Project - Student Diary
Calculator