

26 October 2023

Dear Parent/Guardian

Lalor East Primary School is looking forward to another great year of teaching and learning and would like to advise you of Lalor East Primary School's voluntary financial contributions for 2024.

Schools provide students with free instruction to fulfill the standard Victorian curriculum and we want to assure you that all contributions are voluntary. Nevertheless, the ongoing support of our families ensures that our school can offer the best possible education and support for our students. We want to thank you for all your support, whether that's through fundraising or volunteering your time. This has made a huge difference to our school and the programs we can offer.

Within our school this support has allowed us to offer a wider range of subjects and special curriculum experiences; enhanced digital learning opportunities and many other experiences we would otherwise not be able to offer.

We are very proud of the education programs and learning opportunities and activities that are on offer at Lalor East Primary School. Our School Council is proud of the excellent quality of our facilities and resources available for our students to enjoy and few schools match the numerous programs we offer to cater for students' needs and interests. However, these do not come without extra costs. Each year Lalor East Primary School parents show positive support for the school through parent payments and fundraising efforts. This support has led to considerable improvements being carried out, especially in the areas of computer technology, numeracy and literacy and through the provision of outstanding resources.

Lalor East Primary School makes every effort to keep the voluntary contribution requests 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 2024.

Please find the contribution schedule for **Grade 4** attached. Please complete this form and return to the school by **Friday 24 November 2023** 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 (\$150 per student for 2024 for parents with an eligible healthcare card - please complete the attached form)
- Centrepay installments – available for families who receive Centrelink benefits
- 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) 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. Please contact the office on 9465 4350 for direct debit details.

Centrelink (Centrepay) is available for those who receive a Centrelink benefit. At your request, a portion of your fortnightly payment can be sent directly to the school as a parent payment contribution. See attached information for more details.

Refunds

Parent requests for refunds are subject to the discretion of the school and made on a case-by-case basis. Refunds will be provided where the school deems it is reasonable and fair to do so, taking into consideration whether a cost has been incurred, the Department's Parent Payment Policy and Guidance, Financial Help for Families Policy and any other relevant information.

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

Yours sincerely

Carly Georgakopoulos

School Council President

Linda Richards

Principal

Bev Ashley

Business Manager

GRADE 4 2024

STUDENT NAME (PLEASE PRINT): _____ **PARENT NAME:** _____

| Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum | Amount |
|---|-----------------|
| <i>Grade 4 backpack (Stationery, books, pencils, erasers, glue sticks, etc)</i> | \$58.00 |
| <i>Classroom consumables (ie books, paint, glitter, paper, tape, etc) for Art, LOTE (Spanish), PE and Music</i> | \$35.00 |
| <i>Resilience Project Student Diary</i> | \$11.00 |
| <i>Online Subscriptions - Essential Assessment</i> | \$11.00 |
| <i>Printing and photocopying of worksheets and learning materials</i> | \$10.00 |
| TOTAL CURRICULUM CONTRIBUTIONS | \$125.00 |
| Other Contributions - for non-curriculum items and activities | Amount |
| <i>First Aid equipment & Supplies</i> | \$15.00 |
| <i>Student & Parent communication tools (Compass)</i> | \$45.00 |
| <i>School grounds maintenance and improvements</i> | \$10.00 |
| TOTAL OTHER CONTRIBUTIONS | \$70.00 |

Educational items for students to own

Lalor East Primary School has a BYOD (Bring Your Own Device) program in Grades 3 to 6 to support digital learning activities. Attached is a flyer that details the BYOD devices that Lalor East Primary School recommends you purchase from Learning with Technologies (LWT) for your child to individually own and use.

Extra-Curricular Items and Activities

Lalor East Primary School offers a range of items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides in order to deliver the Curriculum. These are provided on a user-pays basis.

| Extra-Curricular Items and Activities | Amount |
|---|--------|
| <i>Optional events such as incursions/excursions</i> <i>You will be advised of the cost as they are planned throughout the year.</i> | \$ TBA |

Total Payable to School

| Category | Suggested Amount | Or Nominated Amount |
|---|------------------|---------------------|
| <i>Curriculum Contributions</i> | \$125.00 | |
| <i>Other Contributions</i> | \$70.00 | |
| <i>Extra-Curricular Items and Activities</i> | \$ TBA | |
| <i>Voluntary Contribution (Playground development) - per family</i> | \$50.00 | |
| TOTAL PAYABLE TO SCHOOL | \$245.00 | |

CENTREPAY DEDUCTIONS

For families who receive regular Centrelink payments

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 PAYMENTS POLICY

ONE PAGE OVERVIEW



FREE INSTRUCTION

- Schools provide students with free instruction and ensure students have free access to all items, activities and services that are used by the school to fulfil the requirements of the Curriculum. This includes the Victorian Curriculum F-10, the Victorian Certificate of Education (VCE) including the VCE Vocational Major and the Victorian Pathways Certificate.
- Schools may invite parents to make a financial contribution to support the school.



PARENT PAYMENT REQUESTS

Schools can request contributions from parents under three categories:

Curriculum Contributions

Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.

Other Contributions

Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.

Extra-Curricular Items and Activities

Items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides for free to deliver the Curriculum. These are provided on a user-pays basis.

- Schools may also invite parents to supply or purchase educational items to use and own (e.g. textbooks, stationery, digital devices).



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 must obtain school council approval for their parent payment arrangements and publish all requests and communications for each year level on their school website for transparency.

Bring Your Own Device Program

Information for parents

Lalor East Primary School has a Bring Your Own Device (BYOD) program for students in grades 3 to 6.

We aim to provide the best technology education for our students. A BYOD program will help us provide the skills needed to tackle the challenges of the digital age.

A personal learning device, together with our Google and Compass accounts, make the ideal learning environment to enable flexibility and real-time feedback. Therefore, our students will be able to access their learning anywhere.



Why a BYOD program?

Technologies are already an essential part of everyday life. They changed the way we work, communicate, create and entertain ourselves. Technologies are also changing the way we learn.

We believe a BYOD program is the best way to provide our students with the tools they need to thrive in the 21st century.

Our provider - Learning with Technologies

We are working with **Learning with Technologies** to provide affordable Chromebook devices. These are fast, easy to use, and free from many distractions, so students can focus on their learning.

They have prepared a dedicated ordering portal for us at:

<https://leps.orderportal.com.au/>

There are different Chromebook models to choose from, as well as an array of accessories, warranty and insurance options.

Is finance available?

Families can apply for **Zip** and **Latitude**, 12-month interest free finance directly on the portal provided (subject to approval).



Lalor East Primary School

What if I already own a device?

We acknowledge that many families already own a device or wish to purchase one of their choice. Most devices purchased within the last two years are eligible for the program, provided they are in good condition.

iPads and Android tablets are OK, as long as these have an external bluetooth keyboard to practice touch typing.

Need help choosing or ordering a device? Have any questions or concerns?

Please contact the school or send an email to byod@laloreastps.vic.edu.au with your enquiries.



LWT LEARNING
WITH TECHNOLOGIES

LATITUDE

zip



chromebook

Respect

Honesty

Cooperation

Caring

Personal Best

Lalor East Primary School
www.laloreastps.vic.edu.au

39 Cleveland St,
Thomastown VIC 3074

P (03) 9465 4350
E lalor.east.ps@education.vic.gov.au

Bring Your Own Device Program

Frequently asked questions

Is my child's device insured by the school?

LEPS and the Department of Education and Training assume no responsibility for insurance. Device insurance is the responsibility of the parents and carers. Our provider, Learning With Technologies, offers different insurance and warranty options, which can be selected when purchasing through their portal at <https://leps.orderportal.com.au/>.

What is the school doing to prevent damage to devices?

While the school takes no responsibility for damage, we do have risk minimisation procedures in place. Devices will be:

- stored in the locker tubs inside the classroom,
- used away from any liquids or foods,
- only used while seated,
- placed on a stable surface at all times,
- held with both hands when taking them out and putting them away,
- monitored through the use of CCTV in high traffic areas.

Additionally, student movement will be reduced while using the devices. Learning With Technologies has different warranty and insurance options. We strongly recommend families to consider these.

How can I be sure my child's device will not be lost or stolen?

All classrooms are locked when unattended. If a device cannot be located it must be reported immediately. Also, students are not permitted to handle, interfere with, or touch another student's device under any circumstance. The school will agree on a suitable consequence for breaching this expectation.

What is the best way to ensure my child's device is protected from being damaged?

The school recommends families to purchase a quality carry-on bag or sleeve and a quality protective case. You can buy these accessories when purchasing your device through Learning With Technologies. Alternatively, these are also available at most retail shops such as JB HiFi and online from shops like eBay and Amazon.

How does my child's device get to school safely?

Students accept full responsibility for devices while they are not within the allocated secure spaces at school. Students should not take their device out of their school bag at any time before arriving in the classroom and being instructed by the teacher. We also ask students to store their device in their school bag at the end of the day and to leave it there until they arrive at home.

Does my child's device need to be charged, or can they do that at school?

Devices are expected to be charged at home and come to school with a full charge so they can be used at the beginning of the first session. There will be no charging facilities at school.



Lalor East Primary School

Why should I spend money on a computer? Isn't this the school's responsibility?

The school has been providing devices to students for shared use for years now. However, due to the increasing use of technologies in learning, we cannot continue providing quality technology education with a solely school funded program.

Currently, there is limited access to technology and your child may complete tasks or research using school-provided devices if available. Should your child participate in the BYOD program, they will have access to their own device as needed, provided it is charged and at school.

How can I afford a device for my child?

The school recognises that purchasing devices can be a financial strain for families. We are working with Learning With Technologies to provide quality, affordable devices which are designed for learning. They offer 12-month interest free plans through **Zip** and **Latitude**. Also, a new device makes a great birthday or Christmas gift.

We bought a device recently. Can students just bring this device?

Yes. We acknowledge that many families may have purchased their own devices or have a particular device or their choice. If you already have a device at home, ask the school if it can be tried before you purchase another device.

Is my child allowed real-time communication (email, chat, etc.) at school?

The use of real-time communication apps

such as messengers or email services is heavily restricted. Our systems only allow students to communicate internally. They cannot send messages or emails to users outside our organisation. Telephones or other devices that do not adhere to the program specifications may not be used during school hours, as per the school's Personal Mobile Devices Policy.

What internet services can I use? Are home networks OK?

Students may connect to both home and school networks, however, they may not connect to any non-school networks while the device is at school, including 4G and other cellular networks.

Students will have access to the school's filtered internet service, provided they adhere to the school's Internet Policy. Families will need to make arrangements for their own internet connection if they wish to use the device at home.

Can my child use their device for his own games, photos or videos?

Students are allowed to store their own content on devices. However, they are not allowed to access personal games, media or other content during school hours without teacher consent.

What will happen if my child loses data?

School work is done through Google Classroom and automatically stored on Google Drive, minimising the risk of data loss.

What is the best way to ensure my child's content is safe?

While we assume responsibility for the content accessed at school, **it is your**

Respect

Honesty

Cooperation

Caring

Personal Best



Lalor East Primary School

responsibility to ensure that the content accessed at home is safe and age-appropriate. Engaging in conversations with your child and monitoring their activity are the best ways to nurture a safe environment at home.

What technical support will the school provide?

The school will either offer some basic level of support or, in the case of devices purchased through Learning With Technologies, will assist them to request support either over the phone or on-site. For any issues please contact byod@laloreastps.vic.edu.au

Can students access social media?

Most social media sites have an age limit of at least 13 years and are also blocked by the Department of Education's filtering system. If you choose to allow access to these sites at home, it is the parents and carers' responsibility to monitor the use.

Will I know what my child is using the device for?

As your child will use the same device at school and at home, they will be more willing to share their work with you. This gives parents and carers a great opportunity to engage in their child's learning.

Will my child be spending too much time on the computer?

Technology does not replace quality teaching. The use of technology will support your child in their learning. Students who participate in the BYOD program will use

technologies for research, development of computer skills, the creation of digital media and documents, or collaboration with their peers.

Is the device password-protected?

Yes. Students will be prompted to log on with a password when turning on the device. A password-protected device will allow the student to connect their laptop to our school network and may help protect personal information in incidents of loss or theft.

Can other people in my family use the device?

Definitely. Devices are owned by the students and their families. In the case of Chromebooks, all you need is a personal Google account to log in. However, students are only allowed to use the @laloreastps.vic.edu.au account provided while at school

I'm concerned about my child's eyes at this age.

Eye strain is caused by concentrating on a fixed point for a prolonged period of time. The American Optometric Association suggests adopting a 20-20-20 rule. This means taking a 20-second break at least every 20 minutes and looking at something that is 20 feet (6 metres) away.

This happens naturally in the classroom where students are working collaboratively, looking at the whiteboard, the teacher and each other's work.

Respect

Honesty

Cooperation

Caring

Personal Best

Camps, Sports and Excursions fund eligibility

Below are the criteria used to determine a student's eligibility for the Camps, Sports and Excursions Fund (CSEF).

Criteria 1 – Eligibility

To be eligible* for the fund, a mature minor of sixteen years of age or over, a parent or legal guardian of a student attending a registered Government or non-government Victorian primary or secondary school must:

- on the first day of Term one, or;
 - on the first day of Term two.
- a) Be an eligible beneficiary within the meaning of the State Concessions Act 2004, that is, be a holder of Veterans Affairs Gold Card or be an eligible Centrelink Health Care Card (HCC) or Pensioner Concession Card (PCC) holder, OR
 - b) Be a temporary foster parent, and;
 - c) Submit an application to the school by the due date.

* A special consideration eligibility category also exists. For more information, see: [Camps, Sports and Excursions Fund \(CSEF\): Eligibility | education.vic.gov.au](https://education.vic.gov.au/camps-sports-and-excursions-fund-csef-eligibility)

Mature minors or parents who receive a Carer Allowance on behalf of a child, or any other benefit or allowance not income tested by Centrelink, are not eligible for the CSEF unless they also comply with one of (a) or (b) above.

Criteria 2 - Be of school age and attend school in Victoria

School is compulsory for all Victorian children aged between six and seventeen years of age inclusive.

For the purposes of CSEF, students may be eligible for assistance if they attend a Victorian registered primary or secondary school. Typically, these students are aged between five and eighteen years inclusive.

CSEF is not payable to students attending pre-school, kindergarten, home schooling, or TAFE.

Eligibility Date

For concession card holders, CSEF eligibility will be subject to the parent/legal guardian's concession card being successfully validated with Centrelink on **29 January 2024 and/or 15 April 2024**.

Payment amounts

CSEF payment amount

The CSEF is an annual payment to the school to be used towards camps, sports and/or excursion expenses for the benefit of the eligible student.

- Primary school student rate: \$150.00 per year.
- Secondary school student rate: \$250.00 per year.

The CSEF is paid directly to the school and will be allocated by the school towards camps, sports and/or excursion costs for your child.

For **ungraded students**, the rate payable is determined by the student's date of birth. For more information, see: [Camps, Sports and Excursions Fund \(CSEF\): Payment amounts | education.vic.gov.au](https://education.vic.gov.au/camps-sports-and-excursions-fund-csef-payment-amounts)

Foundation and Year 7 government school students who are CSEF recipients are also eligible for a uniform voucher. Schools are required to make applications on behalf of parents, so please register your interest at the school.

How to complete the application form

NOTE: ALL SECTIONS MUST BE COMPLETED BY PARENT/LEGAL GUARDIAN

1. Complete the PARENT/LEGAL GUARDIAN DETAILS section.
Make sure that the Surname, First Name, and Customer Reference Number (CRN) details match those on your concession card. You will also need to provide your concession card to the school.
If you are claiming as a Foster Parent or a Veteran Affairs Pensioner, you will need to provide a copy of documentation confirming your status as a temporary Foster Parent or provide your Veterans Affairs Pensioner Gold card to the school.
2. Complete the STUDENT/S DETAILS section for students at this school.
3. Sign and date the form and return it to the school office as soon as possible. The CSEF program for 2024 closes at the end of term two 2024.

CSEF payments cannot be claimed retrospectively for prior years.

Queries relating to CSEF eligibility and payments should be directed to the school.

Camps, Sports and Excursions Fund APPLICATION Form

School Name

School REF ID

Parent/legal guardian details

Surname

First name

Address

Town/suburb State Postcode

Contact number

Centrelink pensioner concession **OR** Health care card number (CRN)

- - - **OR**

☐ Foster parent* **OR** ☐ Veterans affairs pensioner (Gold Card)**

*Foster Parents must provide a copy of the temporary care order letter from the Victorian Department of Families, Fairness and Housing (DFFH).

**Applicants must provide a copy of the Veteran Affairs Gold card.

Student details

| Child's surname | Child's first name | Student ID | Date of birth (dd/mm/yyyy) | Year level |
|-----------------|--------------------|------------|-------------------------------|------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

I authorise the Victorian Department of Education (DE) to use Centrelink Confirmation eServices to perform an enquiry about my Centrelink customer details and concession card status to enable the business to determine if I qualify for a concession, rebate or service. I also authorise the Victorian Department of Families, Fairness and Housing (DFFH) to provide the results of any enquiry to DE regarding temporary care orders.

I understand that:

- DFFH or Centrelink will use information I have provided to DE to confirm my eligibility for the Camps, Sports and Excursions Fund and will disclose to DE personal information including my name, address, payment and concession card type and status.
- This consent, once signed, remains valid while my child is enrolled at a registered Victorian school unless I withdraw it by contacting the school.
- I can obtain proof of my circumstances/details from DFFH and provide it to my child's school so that my eligibility for the Camps, Sports and Excursions Fund can be determined.
- If I withdraw my consent or do not alternatively provide proof of my circumstances/details, I may not be eligible for the Camps, Sports and Excursions Fund provided by DE.
- Information regarding my eligibility for the Camps, Sports and Excursions Fund may be disclosed to DFFH and/or State Schools Relief for the purpose of evaluating concession card services or confirming eligibility for assistance.

You can request access to the personal information that we hold about you, and to request that any errors be corrected, by contacting your child's school.

Signature of applicant **Date** / /