

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 **Prep** 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 in 2024 for parents with an eligible healthcare card - please complete attached form)
- Centrepay instalments – 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](mailto: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*

## PREP 2024

STUDENT NAME (PLEASE PRINT): \_\_\_\_\_ PARENT NAME (PLEASE PRINT): \_\_\_\_\_

<b>Curriculum Contributions</b> - items and activities that students use, or participate in, to access the Curriculum	<b>Amount</b>
<i>Prep bookpack (Stationery, books, pencils, erasers, glue sticks, etc)</i>	\$48.00
<i>Classroom consumables (ie books, paint, glitter, paper, tape, etc) for Art, LOTE (Spanish), PE and Music</i>	\$33.00
<i>Prep Reading Satchel (required for take home reading)</i>	\$15.00
<i>Prep Book Tub</i>	\$8.00
<i>Online Subscriptions - Essential Assessment</i>	\$11.00
<i>Printing and photocopying of worksheets and learning materials</i>	\$10.00
<b>TOTAL CURRICULUM CONTRIBUTIONS</b>	<b>\$125.00</b>
<b>Other Contributions</b> - for non-curriculum items and activities	<b>Amount</b>
<i>First Aid equipment &amp; Supplies</i>	\$15.00
<i>Student &amp; Parent communication tools (Compass)</i>	\$45.00
<i>School grounds maintenance and improvements</i>	\$10.00
<b>TOTAL OTHER CONTRIBUTIONS</b>	<b>\$70.00</b>

### 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
Curriculum Contributions	\$125.00	
Other Contributions	\$70.00	
Extra-Curricular Items and Activities	\$ TBA	
Voluntary Contribution (Playground development) - per family	\$50.00	
<b>TOTAL PAYABLE TO SCHOOL</b>	\$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](https://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.

## 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://www.education.vic.gov.au/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 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://www.education.vic.gov.au/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 Veteran 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** \_\_\_\_ / \_\_\_\_ / \_\_\_\_