



PREP PARENT PAYMENT ARRANGEMENTS 2021

Dear Parent/Guardian,

South Melbourne Primary School is looking forward to another great year of teaching and learning and would like to advise you of our parent payment arrangements for 2021.

Please find the itemised list of Essential Student Learning Items and Optional Items for your child. South Melbourne Primary School also continues to welcome your voluntary contributions for 2021. Please pay via Compass or complete this form and return to the school by Monday 1st March 2021 so the school can prepare accordingly.

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

Financial Support for Families

South Melbourne Primary School understands that some families may experience financial difficulty and offers a range of support options, including:

- the Camps, Sports and Excursions Fund
- States School Relief (uniform)
- Second hand and low cost options (e.g. school clothing pool, low cost suppliers)
- Payments Plans via Compass or the Business Manager
- CentrePay
- Local community supports

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

Tess Duerden, Business Manager

Ph: 03 9935 9399 | Email: tess.duerden@southmelbourneps.vic.edu.au

Payment Arrangements and Methods

Payments can be made to the school via the following methods:

- Paying via EFTPOS at Reception
- Online via Compass as a lump sum or payment plan
- CentrePay
- Direct Deposit (please contact the school for details)
- BPAY (please contact the School for your Family Reference Number)

Please note that we are a Cashless School

Refunds

Where a family intends to exit the School at any point of the year, they must inform the Principal in writing at the beginning of the year to be eligible for a refund of school fees, including the Device Levies if paid in full. In the case of an emergency or illness, please discuss your eligibility for a refund with the Business Manager or Principal. For more information on the Refund Policy, please contact the Business Manager.

For further information on the Policy, view the [Department's Parent Payment Policy](#).

Yours sincerely,

Noel Creece
Principal

Dragan Rajak
School Council President

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.

PARENT PAYMENT FORM – PREP

Students Full Name: _____

Grade: _____

1. ESSENTIAL STUDENT LEARNING ITEMS			
Below is a list of items and activities which are essential for your child to learn the standard curriculum.			
Stationery/Book Pack Includes all stationery items, school diary and classroom consumables required for the year. (Includes: Paper, pencils, scissors, folders, writing books, textas etc.) <u>Please note: The School does not request parents to purchase these items separately. However if you would like to please see the attached book pack list.</u>	\$100.00	✓	\$ _____
Excursion Levy Includes the costs of excursions and School based programs throughout the year, including transport and admission fees. Excursions are based on the curriculum taught over the school year. (Daley Nutrition Incursion \$15, Animal Incursion \$10, Collingwod Children’s Farm \$15, Author Visit \$10, Itsy Bitsy Chef \$25, School Performance Tours \$20, Living Eggs Chick Hatching \$15, Prep Christmas Show \$10, Mad about Science \$15, Carp Production \$10, Christmas Activities \$20, Arts and Craft \$15). Please note these excursions may be subject to change. Refer to the Excursion/Incursion Financial Planner in early 2021 for confirmed events.	\$180.00	✓	\$ _____
Book Bag	\$9.00	✓	\$ _____
Student Diary	\$12.00	✓	\$ _____
Online Software Subscriptions SeeSaw \$7.90, Quizlet \$3.10	\$11.00	✓	\$ _____
Language (Mandarin) Supplies Student Materials for use in LOTE class such as notebooks, coloured paper, A4 paper, coloured pencils, paint, items for cultural projects such as flag making and more.	\$20.00	✓	\$ _____
Art Supplies Materials for art/craft such as glitter, coloured paper, cardboard, paint and craft materials	\$20.00	✓	\$ _____
STEAM Specialist Supplies Student Materials for use in STEAM class such as notebooks, cardboard, coloured paper, and classroom consumables.	\$20.00	✓	\$ _____
2. OPTIONAL ITEMS			
School Swimming Program (Prep – 4)	TBC		\$ _____
3. VOLUNTARY CONTRIBUTIONS & TAX DEDUCTIBLE DONATIONS			
General Contribution This money is used to resource the teaching and learning programs we offer, the extra-curricular opportunities made available and to ensure the continued development of the schools facilities.	\$300.00 Per Child \$500 Per Family (Two Children) \$600 Per Family (Three or More)	✓	\$ _____
First Aid Contribution This donation goes towards purchasing essential First Aid equipment and supplies.	\$80 Per Child		\$ _____
School Building Fund Donation (Tax Deductible) Funds contributing to the upgrading and improvement of learning areas. The School prides itself on providing a safe, state of the art learning environment for it students. This is not achievable without the kind donations of its parents.	\$150 Per Family (Suggested)		\$ _____
School Library Fund Donation (Tax Deductible) Funds contributing to resources for literacy, inquiry and research. The School does not receive funding to provide new and up-to-date resources for students, including the latest literature required to enhance their learning and be of relevant interest. The School has an emphasis on in encouraging students to read literature.	\$150 Per Family (Suggested)		\$ _____
Student Total including any Voluntary Contributions/Donations			\$ _____

PAYMENT METHOD

Please complete on behalf of the family for total school fees payable for 2021:

1. Have you applied for CSEF support in 2021? Yes No
2. What method will you be paying for the your School fees? Compass EFT* Direct Deposit
3. How will you be making payment for the school fees? In full Instalment
4. Do you require a payment plan that differs from the School set instalments? Yes No

*If you selected to pay by EFT please complete the credit cards details below:

CREDIT CARD INFORMATION

Credit Card / Debit Card Type: MasterCard Visa

Card Number: _____

Expiration Month: _____ Expiration Year: _____

Cardholder Signature: X _____ Date: ___ / ___ / ___

Security Code: _____

TOTAL SCHOOL FEES PAYABLE TO BE CHARGED TO FAMILY ACCOUNT: \$ _____ .00

STATIONERY/BOOK PACK ITEMS

Prep Book Pack Items	Quantity per child
BOOK TUB PLASTIC ER ASSORTED COLOURS	1
CHAIR BAG NYLON - NAVY	1
COPY PAPER A4 AUSTRALIAN BRIGHT WHITE 80GSM	1
DISPLAY BOOK CUMBERLAND A4 REFILLABLE 20 POCKETS CLEAR COVER /BLUE	1
DOCUMENT WALLET PP A4 BUTTON CLOSURE L/S CLEAR	1
EXERCISE BOOK A4 GROUND/GRASS/SKY 24MM D/THIRDS	1
GLUE STICK STAEDTLER 36GM	2
MARKER WHITEBOARD FINE BULLET TIP BLACK	4
MESH POUCH WITH ZIPPER B4 (435X300MM)	1
PENCIL FABER JUNIOR GRIP HB	2
PENCILS COLOURED FABER TRI GRIP SUPER THICK 3.8MM LEADS PK10	2
SCISSORS STAEDTLER NORRIS CLUB SAFETY 14CM	1
SCRAP BOOK BEST BUDDIES MINI 100GSM 64PG	1
SCRAPBOOK BEST BUDDIES 100GSM 64PG	2
STORY BOOK WRITER PREMIUM 24MM RULED 330X240MM 64PG	2
WHITEBOARD DOUBLE SIDED MAGNETIC 25 X 21CM	1
WHITEBOARD ERASER - MAGNETIC MINI	2
WRITE AND WIPE SLEEVES	1
PENCIL CASES	1
CRAYONS (NOT TWISTABLES)	1
PAVEMENT CHALK	0.25
ART SMOCK	1
HEADPHONES SHINTARO STEREO WITH INLINE MIC - SINGLE 3.5MM JACK	1
PENCIL FABER JUNIOR GRIP HB	1
SHARPENER FABER PLASTIC DOUBLE JUNIOR GRIP W/CANISTER	0.25
TISSUES FACIAL EXCEL 200'S	1