

WINCHELSEA PRIMARY SCHOOL
PARENT PAYMENT ARRANGEMENT

Prep – 2 Students, 2021

Dear Parent/Guardian

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

Please find the fee schedule for Year Prep-2 at Winchelsea Primary School attached as approved by the Winchelsea Primary School Council. Please complete this form and return to the school by 4th December, 2020 so the school can prepare accordingly.

Winchelsea 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

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

- CSEF-Camps, Sports and Excursion Fund-provides payments for eligible students to attend camps, sports and excursions. Families holding a valid means-tested concession card or temporary foster parents are eligible to apply.
- State Schools Relief-may cover the cost of school uniforms, shoes, books and more for disadvantaged students.
- Payment Plans for families

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact: Simon O'Brien or Lynda Harvey, on PH: (03) 5267 2134 or Email:

Winchelsea.ps@education.vic.gov.au

Payment Methods

- Cash
- Eftpos
- Direct Deposit

Parents/Guardians are most welcome to pay in instalments: we ask that you contact the school office to discuss the amount to be paid, frequency and method of payment. This is to ensure parents/guardians have a payment plan in place that they are comfortable with and the school is aware of.

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

Refunds

- Please see Winchelsea Primary School's refund policy attached.

Yours Sincerely,

Simon O'Brien

Murray Steed

Principal

School Council President

Child's Name: _____

Year Level _____

Fee schedule

Please find the itemised list of Essential Student Learning Items, Optional Items and Voluntary Items for your child for 2021.

Please complete this form and return to the school by 4th December, 2020 so the school can prepare for 2021 accordingly.

Essential Student Learning Items

Below is a list of items and activities which are essential for your child to learn the standard curriculum.

Essential Student Learning Items	Amount
Student Diary Specific to Winchelsea PS	\$20.00
Resilience Project Journal	\$25.00
Art consumable materials Supported take home art projects Glitter, paint, craft paper, cardboard	\$25.00
Reading Eggs Online resource with individual registration	\$45.00
Visual Art Diaries x 2 for use in the reader's notebook & writer's notebook program.	\$10.00
TOTAL	\$125.00

"A booklist will be sent home with your child/ren which guides you on the everyday items that your child will use in the classroom. Please send along with your child at the commencement of the 2021 school year.

Optional Items

Winchelsea 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, and require payment prior to the activity commencing.

Optional Item	Amount
<i>Camps & Excursions</i>	<i>To be advised</i>
<i>Swimming</i>	<i>To be advised</i>
<i>School Photo's</i>	<i>To be advised</i>
TOTAL	

Voluntary Contributions

Winchelsea Primary School welcomes 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: Please tick to indicate which voluntary levy you wish to pay.

Voluntary Contribution	Tax deductible?	Suggested Voluntary Contribution per family	Amount
<i>General Contributions-to assist with general items at the schools discretion such as physical education and performing arts equipment.</i>	No	\$20.00	
<i>Literacy Resources-Books for Classroom Libraries</i>	No	\$10.00	
<i>Student Wellbeing-Supporting items purchased to be used for our Wellbeing program.</i>	No	\$10.00	
<i>Building & Grounds-Capital improvements and maintenance, as well as installing and maintaining fixtures.</i>	Yes	\$20.00	
<i>(School council has established tax-deductible gift recipient status with the Australian Taxation Office for the Building Fun. A receipt will be issued from Winchelsea PS for tax purposes.)</i>			
			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

Essential Student Learning Items Amount_____

Optional Items Amount_____

Voluntary financial contribution Amount_____

TOTAL _____

Parent/Guardian Signature_____

WINCHELSEA PRIMARY SCHOOL
PARENT PAYMENT ARRANGEMENT
Year 3 & 4 Students, 2021

Dear Parent/Guardian

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

Please find the fee schedule for Year 3-4 students at Winchelsea Primary School attached as approved by the Winchelsea Primary School Council. Please complete this form and return to the school by 4th December, 2020 so the school can prepare accordingly.

Winchelsea 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

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

- CSEF-Camps, Sports and Excursion Fund provides payments for eligible students to attend camps, sports and excursions. Families holding a valid means-tested concession card or temporary foster parents are eligible to apply.
- State Schools Relief-may cover the cost of school uniforms, shoes, books and more for disadvantaged students.
- Payment Plans for families

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact: Simon O'Brien or Lynda Harvey on PH: (03) 5267 2134 or Email:

Winchelsea.ps@education.vic.gov.au

Payment Methods

- Cash
- Eftpos
- Direct Deposit

Parents/Guardians are most welcome to pay in instalments: we ask that you contact the school office to discuss the amount to be paid, frequency and method of payment. This is to ensure parents/guardians have a payment plan in place that they are comfortable with and the school is aware of.

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

Refunds

- Winchelsea Primary School refund policy attached.

Yours Sincerely,

Simon O'Brien

Principal

Murray Steed

School Council President

Child's Name: _____

Year Level _____

Fee schedule

Please find the itemised list of Essential Student Learning Items, Optional Items and Voluntary Items for your child for 2021.

Please complete this form and return to the school by 4th December, 2020 so the school can prepare for 2021 accordingly.

Essential Student Learning Items

Below is a list of items and activities which are essential for your child to learn the standard curriculum.

Essential Student Learning Items	Amount
Student Diary Specific to Winchelsea PS	\$20.00
Resilience Project Journal	\$25.00
Art consumable materials Supported take home art projects Glitter, paint, craft paper & cardboard	\$25.00
Stem consumable materials Wiring, batteries, lego & cardboard	\$25.00
Kitchen Garden program consumables Cooking ingredients, seedlings	\$25.00
Visual Art Diaries x 2 for use in the reader's notebook & writer's notebook program.	\$10.00
TOTAL	\$130.00

"A booklist will be sent home with your child/ren which guides you on the everyday items that your child will use in the classroom. Please send along with your child at the commencement of the 2021 school year.

Optional Items

Winchelsea 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, and require payment prior to the activity commencing.

Optional Item	Amount
<i>Camps & Excursions</i>	<i>To be advised</i>
<i>Swimming</i>	<i>To be advised</i>
<i>School Photo's</i>	<i>To be advised</i>
TOTAL	

Voluntary Contributions

Winchelsea Primary School welcomes 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, please tick to indicate which voluntary levy you would like to pay.

Voluntary Contribution	Tax deductible?	Suggested Voluntary Contribution per family	Amount
<i>General Contributions-to assist with general items at the schools discretion such as physical education and performing arts equipment.</i>	No	\$20.00	
<i>Literacy Resources-Books for Classroom Libraries</i>	No	\$10.00	
<i>Student Wellbeing-Supporting items purchased to be used for our Wellbeing program.</i>	No	\$10.00	
<i>Building & Grounds-Capital improvements and maintenance, as well as installing and maintain fixtures.</i>	Yes	\$20.00	
<i>(School council has established tax-deductible gift recipient status with the Australian Taxation Office for the Building Fund. A receipt will be issued from Winchelsea PS for tax purposes.)</i>			
			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

Essential Student Learning Items Amount_____

Optional Items Amount_____

Voluntary financial contribution Amount_____

TOTAL _____

Parent/Guardian Signature_____

WINCHELSEA PRIMARY SCHOOL
PARENT PAYMENT ARRANGEMENT

Year 5-6 Students, 2021

Dear Parent/Guardian

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

Please find the fee schedule for Year 5-6 students at Winchelsea Primary School attached as approved by the Winchelsea Primary School Council. Please complete this form and return to the school by 4th December, 2020 so the school can prepare accordingly.

Winchelsea 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

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

- CSEF-Camps, Sports and Excursion Fund- provides payments for eligible students to attend camps, sports and excursions. Families holding a valid means-tested concession card or temporary foster parents are eligible to apply.
- State Schools Relief-may cover the cost of school uniforms, shoes, books and more for disadvantaged students.
- Payment Plans for families

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact: Simon O'Brien or Lynda Harvey on PH: (03) 5267 2134 or Email:

Winchelsea.ps@education.vic.gov.au

Payment Methods

- Cash
- Eftpos
- Direct Deposit

Parents/Guardians are most welcome to pay in instalments: we ask that you contact the school office to discuss the amount to be paid, frequency and method of payment. This is to ensure parents/guardians have a payment plan in place that they are comfortable with and the school is aware of.

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

Refunds

- Please see Winchelsea Primary School's refund policy attached.

Yours Sincerely,

Simon O'Brien

Murray Steed

Principal

School Council President

Child's Name: _____

Year Level _____

Fee schedule

Please find the itemised list of Essential Student Learning Items, Optional Items and Voluntary Items for your child for 2021.

Please complete this form and return to the school by [DATE] so the school can prepare for 2021 accordingly.

Essential Student Learning Items

Below is a list of items and activities which are essential for your child to learn the standard curriculum.

Essential Student Learning Items	Amount
Student Diary Specific to Winchelsea PS	\$20.00
Resilience Project Journal	\$25.00
Art consumable materials Glitter, paint, craft paper & cardboard	\$25.00
Stem consumable materials Wiring, batteries, lego & cardboard	\$25.00
Visual Art Diaries x 2 for use in reader's notebook & writer's notebook program.	\$10.00
TOTAL	\$105.00

"A booklist will be sent home with your child/ren which guides you on the everyday items that your child will use in the classroom. Please send along with your child at the commencement of the 2021 school year.

Optional Items

Winchelsea 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, and require payment prior to activity commencing.

Optional Item	Amount
Camps & Excursions	To be advised
Swimming	To be advised
School Photo's	To be advised
TOTAL	

Voluntary Contributions

Winchelsea Primary School welcomes 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, please tick to indicate which voluntary levy you wish to pay.

Voluntary Contribution	Tax deductible?	Suggested Voluntary Contribution per family	Amount
<i>General Contributions-to assist with general items at the schools discretion such as physical education and performing arts equipment.</i>	No	\$20.00	
<i>Literacy Resources-Classroom Library replenishment</i>	No	\$10.00	
<i>Student Wellbeing-Supporting items purchased to be used for our Wellbeing program.</i>	No	\$10.00	
<i>Building & Grounds-Capital improvements and maintenance, as well as installing and maintaining fixtures.</i>	Yes	\$20.00	
<i>(School council has established tax-deductible gift recipient status with the Australian Taxation Office for the Building Fund. A receipt will be issued from Winchelsea PS for tax purposes.)d</i>			
			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

Essential Student Learning Items Amount _____

Optional Items Amount _____

Voluntary financial contribution Amount _____

TOTAL _____

Parent/Guardian Signature _____

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.

Camp & Excursion Refund

POLICY

WINCHELSEA PRIMARY SCHOOL

PURPOSE

- To ensure extra-curricular activities such as camps, excursions and incursions do not run at a loss and as a result incur costs to the School.
- To communicate to the school community, the procedures when a student needs (for whatever reasons) to withdraw from a program, camp, incursion and/or excursion after they have made payment to Winchelsea Primary School for all or part of that activity.

BROAD GUIDELINES

- Winchelsea Primary School encourages all students to participate in extra-curricular activities and aims to provide a fair and equitable refund system to the school and parents/guardians.
- The school will determine whether each camp/excursion is optional or essential.

IMPLEMENTATION

Students withdrawing from camps and excursions-

1. Where **no cost is incurred by Winchelsea Primary School**, a full refund shall be payable provided that:
Winchelsea Primary School deems the student's withdrawal was unavoidable e.g. illness (a medical certificate may be requested).
2. A **partial refund** shall be payable to the student withdrawing when:
The student's withdrawal has incurred non-refundable expenses relating to the withdrawal e.g. bus costs or prepaid entry fees. In such cases, the refund will be the amount paid by the student, less the expenses incurred by Winchelsea Primary School as a result of the withdrawal.
3. **No refund** will be payable to the student withdrawing when:
Winchelsea Primary School has incurred the full costs of the camp or excursion.
4. The Principal will have the capacity to view special circumstances on an individual basis. This decision will be binding.

Refunds will only be considered when requested in writing within 21 days of the excursion taking place or the commencement of the camp.

Where Winchelsea Primary School makes the decision to cancel a camp or excursion, the amount paid by the student shall be refunded in full.

Where a camp or excursion has to be rescheduled because of Government or DET warnings/advice e.g. fire or weather danger etc. parents may request a refund of monies paid by them less any funds incurred by the school for the rescheduled trip.

EVALUATION:

This policy will be reviewed as part of the school's annual review cycle.

This policy was last ratified by School Council in....

August 2019