



Wallington Primary School

608 - 610 Wallington Road

Wallington Vic 3222

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PRINCIPAL – Leigh McLaren

Through Knowledge to Wisdom

Letter to Parents

Dear parent / guardian

Re: Parent Contributions 2015

The Wallington Primary School Council has approved the school's parent payments policy.

This policy is attached for your information as well as the 2015 list of payment items/services for your child's program.

All parent payments and contributions can be made by cash, BPay, cheque or Master Card/Visa card at the school's administrative office. Payment is required by Friday 28 February 2015. Please contact either Leigh McLaren or Cho Lay Thomas if you are unable to meet this date. Any record of payments or contributions is confidential.

The school appreciates that families may sometimes experience difficulties in meeting payment requests. A range of support options are available to parents who have difficulty making payments including the Special Payment Subsidy (funded by the school) and the State Schools Relief Committee support. For further information please go to:

<http://www.education.vic.gov.au/school/parents/financial/Pages/families.aspx>

Families who do not have an immediate capacity to pay are also able to enter into alternative and confidential payment arrangements with the school. Should you require information about financial assistance please contact the school's principal on Tel: 5250 1841.

Yours sincerely

Leigh McLaren
Principal

James Watson
School Council President



Wallington Primary School

Parent Payment Policy

School councils are able to request payments or contributions for education items and services from parents and guardians for students in Victorian government schools in the three categories – essential education items, optional education items and voluntary financial contributions.

Wallington Primary has spent considerable time selecting the most appropriate requisites to meet the needs of our children.

No student will be treated differently, denied access or refused instruction to the standard curriculum program for not making a payment or voluntary contribution.

Parent Payment Categories

Essential education items are those items or services that are essential to support the course of instruction in the standard curriculum program that parents and guardians are responsible for and may choose to either provide or pay the school to provide.

These items include:

- materials that the student takes possession of, including text books and student stationery;
- materials for learning and teaching where the student consumes or takes possession of the finished articles
- transport and entrance for excursions which students are expected to attend.

Optional education items (or non-essential materials and services) are those that are provided in addition to the standard curriculum program, and which are offered to all students. These optional extras are provided on a user-pays basis and if parents and guardians choose to access them for students, they will be required to pay for them.

These items include:

- student computer printing for personal use, internet access for recreational or non-school use;
- extra-curricular programs or activities e.g. Music, Chess, University of NSW Competitions, H&HR (Health & Human Relations), various Sports
- school-based performances, productions and events; and
- school magazine, class photographs, year 6 tops

Voluntary financial contributions are for those items and services that parents and guardians are **invited** to make a donation to the school, for example for library and building/grounds fund.

Second-hand uniform sale

In order to support parents in meeting the costs of their children's education the parents club operates a second-hand school uniform sale.

Other support options

The school appreciates that families may sometimes experience financial difficulties in meeting requests for payments and contributions. A range of support options are available to assist parents, including the Education Maintenance Allowance (EMA) and State Schools Relief Committee support.

<http://www.education.vic.gov.au/school/parents/financial/Pages/families.aspx>

Education Maintenance Allowance not available in 2015

Parents/carers who continue to hold Concession/Pensioner cards valid from the first day of term 1 each year will be eligible to apply for the School Payment Subsidy (SPS)[funded by school council.]

The SPS will subsidise Student Requisites up to a maximum of \$150 per child. **This is a trial for 2015 only.**

To be eligible for the SPS, parents/guardians must apply through the school proforma, 'School Payment Subsidy (SPS)' by 31st March each year and show evidence of **a Concession/Pensioner card valid no later than the first day of term 1 of the year of application.**

Only one application per family needs to be submitted with each enrolled child listed.

The subsidy is payable for Student Requisites, namely:

- Classroom Materials and stationery - pens, pencils, texta's, exercise books, paper, student diaries etc.

Parents will continue to make payments for the following, such as:

- Remainder of Education Costs (Student Requisites) not covered fully by the SPS.
- Programs provided by outside specialists (visiting artists, speakers, performers).
- Camps and excursions which are integral to the curriculum and which all students are expected to attend.
- Swimming – Prep to Grade 3.

Payment arrangements

Parents and guardians will be provided with early notice of payment requests for essential education items, optional extras and voluntary financial contributions (a minimum of six weeks' notice prior to the end of the previous school year).

Payments are kept to a minimum with payment requests and letters fair and reasonable. To further assist parents with payments, four payment options have been developed:

Option A	Full amount
Option B	Payment at the beginning of each Term
Option C	Half yearly payment (beginning of Terms 1 & 3)
Option D	Other payment arrangements

Alternative payment options are available through the school with parents encouraged to make an appointment with the school to discuss circumstances and available options.

Payments may be requested but not required prior to the commencement of the year in which the materials and services are to be used.

Payment requests or Statements to parents will be itemised and the category each items falls under will be clearly identified as an essential education item, optional education item or voluntary financial contribution.

Payments will be receipted immediately when received. Receipts will be issued to parents upon request. Financial statements can be requested at any time.

Reminders for unpaid essential education items or optional items will be generated and distributed on a regular basis to parents, but not more than once a month.

Only the initial invitation for voluntary financial contributions and one reminder notice will be issued to parents and guardians.

All records of payments or contributions and any outstanding payments by parents and guardians are kept confidential.



Parent Payment Charges 2015

Parent Supported Materials and Services



DUE DATE FOR PAYMENT OF BOOKLISTS IS FRIDAY 27 FEBRUARY 2015

To support all families, the option is also available for families to make fortnightly, quarterly and half yearly payments. Please see either Leigh or Cho Lay for arrangements before the due date 27 February 2015. We guarantee that any information about your financial circumstances, payment arrangements or status will be kept strictly confidential.

Essential Educational Items

Wallington Primary School makes every effort to keep the cost and number of items that need to be purchased to a minimum. The school buys these items in bulk and so they can be provided to parents at a significant discount. School Council has established a financial budget for 2015 to provide the resources and materials for the schools educational programs. Part of this budget is the Essential Educational Items; School Council has approved \$170.00 per student. The school will continue to purchase materials on behalf of parents, thus reducing the costs even further. The requisite levy includes Students Classroom Requisites \$95, Printing \$25, Consumables \$25, Diaries \$5 and Paper \$20.

The Essential Educational Items payment has been set at \$170 per student.

Library Fund

Is a voluntary contribution solely for the purchase of library books, which every student in the school is timetabled to every week.

Library Trust is \$30 per student, with a maximum of \$60 per family.
This is tax deductible.

Building/Environment Fund

Is a voluntary contribution for the upkeep of grounds and buildings.

The Building/Environment Levy is \$20.00 per student, with a maximum of \$40 per family.

Special Payment Subsidy

Parents/carers who continue to hold Concession/Pensioner cards valid from the first day of term 1 each year will be eligible to apply for the School Payment Subsidy (SPS).

The SPS will subsidise Student Requisites up to a maximum of \$150 per child.

To be eligible for the SPS, parents/guardians must apply through the school proforma, 'School Payment Subsidy (SPS)' by 31st March each year and show evidence of a **Concession/Pensioner card valid no later than the first day of term 1 of the year of application.**

The subsidy is payable for Student Requisites, namely:

- Classroom Materials and stationery - pens, pencils, texta's, exercise books, paper, student diaries etc.

Parents will continue to make payments for the following, such as:

- Remainder of Education Costs (Student Requisites) not covered fully by the SPS.
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- Camps and excursions which are integral to the curriculum and which all students are expected to attend.
- Swimming – Prep to Grade 3.

Optional Extras Planner for 2015

These are materials and services that parents have the option of paying for if they wish to, e.g. class photographs and school magazines. To enable parents to plan adequately the following is a list of **approximate** costs throughout the year. This may change as programs progress through the year. Some activities involve specific year levels only.

Term 1		Term 2		Term 3		Term 4	
Requisite Levy	170.00	Bunyip Camp Prep 1/2	8.00 10.00	Camp 5-6	220.00	Swimming P-3	100.00
Library Fund	30.00	Various Year Levels Sport	25.00	Camp 3-4	220.00	Various Year Level In/Excursions	30.00
Building/ Environment Fund	20.00	Various Year Levels In/Excursions	30.00	Various Year Levels Sport	30.00	Various Year Level Sports	20.00
SRI (Special Religious Instruction)	7.00	Chess if available	70.00	Chess if available	70.00	Chess if available	70.00
Yr 6 Rugby Tops	35.00			Various Year Levels In/Excursions	30.00	Yr6 H&HR	20.00
Yr 6 Polo Shirt	20.00			Art Show	10.00	Yr 5-6 Blue Light Disco	10.00
Various Year Levels Sport	10.00			Children's Fair (World Vision Sponsorship)	Not more than \$10	Yr 5-6 Adventure Park	20.00
Various Year Levels In/Excursions	5.00					Yr 6 Graduation	15.00
School Photos	30.00					School Magazine	10.00

Please note that these figures are approximate only and may change during the course of the year. Other optional activities are offered as enhancement to programs running throughout the year.

Leigh McLaren
Principal

Cho Lay Thomas
Business Manager



(Please return this slip with payment)

Wallington Primary School – Parent Payment Charges 2015

Student/s Name: _____

Home Room _____

Please tick your payment option	√
1. Full Payment of \$170 Requisites \$ 30 Library Fund \$ 20 Building/Environment Fund Payment due 27.02.15	<input type="checkbox"/>
2. Fortnightly payments of \$11.00	<input type="checkbox"/>
3. Quarterly payments of \$55.00	<input type="checkbox"/>
4. Half yearly payments of \$110.00	<input type="checkbox"/>
5. Other (please specify)	<input type="checkbox"/>

Options for payment include cash, BPay, cheque made payable to Wallington Primary School or Visa /MasterCard. Direct Deposit can also be made to:

**Wallington Primary School
 BSB: 063-834 (CBA Ocean Grove) Acc No: 10175621**