



TRARALGON SOUTH PRIMARY SCHOOL PARENT PAYMENTS POLICY

The Department of Education and Training (DET) require all schools to outline the Parent Payments Policy to parents and families in the format as presented. The full DET Parent Payments Policy can be found on the following link: <https://www2.education.vic.gov.au/pal/parent-payment/policy>

TRARALGON SOUTH PRIMARY SCHOOL NO. 2114

Street Address: 13 - 19 Keith Morgan Drive Traralgon South 3844
 Postal Address: RMB 3015 Traralgon South 3844
 Telephone: (03) 5195 5244
 Facsimile: (03) 5195 5477
 Email: traralgon.south.ps@education.vic.gov.au



Dear Parent

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

Please find the fee schedule for Prep – Year 6 students attached. If **you intend to purchase** any of the items identified and **do not require** Traralgon South Primary School to arrange these on your behalf, please sign and return the attached form by **Friday 6 November 2020** so the school can prepare, budget and order for the following year accordingly. **Please note that Parent Payment Charges are not due until 26 February 2021.**

Traralgon South 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

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

- the Camps, Sports and Excursions Fund;
- State Schools Relief;
- Local community support;
- Second-hand and low-cost options; and/or

- Alternative and confidential payment arrangements, such as payments in instalments.

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

Joel Blythman (Principal) or Karyn Birkett (Business Manager)

Ph: (03) 5195 5244

Email: traralgon.south.ps@education.vic.gov.au

Payment Methods

Payment of the Essential Student Learning Items levy can be made via cash or cheque at our General Office, Cheques should be made payable to 'Traralgon South Primary School' unless otherwise advised.

Unfortunately, we do not have EFTPOS facilities at the school, though payments can also be made via direct deposit to our school account below. Please also include a description of the related item you are making a payment for in the reference field. For example, 'Student name: 2021 School Fees'

Account Name: Traralgon South Primary School

BSB: 313 140

Account Number: 12002290

Refunds

Our school will consider requests for partial or full refunds of payments made by parents on a case by case basis, considering individual circumstances. Generally, we will not be able to refund payments made for items purchased or costs that have already been paid where those funds have already been transferred to a third party. For example, camp costs when a child becomes unwell and cannot attend in circumstances where the payment has already been made or committed to a third party and no refund is available to the school. Where possible, we will make this clear to parents at the time of payment.

For further information on the DET Parent Payment Policy, please see the one-page overview attached.

Yours sincerely,

Joel Blythman

Principal

Duncan McAllister

School Council President

FEE SCHEDULE: PREP TO YEAR 6

Please find the itemised list of Essential Student Learning Items and Optional Items for your child. Traralgon South Primary School also continues to welcome your voluntary contributions for 2021.

If **you intend to purchase** any of the following items and **do not require** Traralgon South Primary School to arrange these on your behalf, please sign and return the attached form by **Friday 6 November 2020** so the school can prepare, budget and order for the following year accordingly. **Please note that Parent Payment Charges are not due until 26 February 2021.**

Essential Student Learning Items

Below is a list of items and activities which are essential for your child to learn the standard curriculum, all of which are purchased by our school with bulk discount pricing. You may choose to purchase these items through the school or provide your own.

Essential Student Learning Items	Amount
<p>Classroom Consumable Items</p> <p>Items include, but not limited to:</p> <ul style="list-style-type: none"> • Scrapbooks • Exercise books (feint ruled) • Exercise books (dotted thirds) • Exercise books (sky, grass, ground) • Exercise books (grid book) • Display books • A4 loose leaf paper • A5 paper (white) • A5 paper (coloured) • A5 paper (glitter) • A4 paper (white) • A4 paper (coloured) • A4 paper (glitter) • A3 paper (white) • A3 paper (coloured) • A3 paper (glitter) • Jotters/notepads • Diary • Plastic pockets • A4 laminating pouches • A3 laminating pouches • Pens • Grey leads • Whiteboard markers (for student use) • Coloured pencils • Textas • Sharpie textas • Crayons • Glue sticks • Highlighters • Sharpeners • Erasers • Rulers • Blu-tack • Scissors • Protractors • Pencil case • Sticky tape • Sticky notes • Manilla folders • Document wallets 	<p>\$70</p>

Consumables for Art Items include, but not limited to: <ul style="list-style-type: none"> • Craft paper, glitter, paints, cardboard, fabric and material, beads, buttons, cellophane, food colouring, dye, oil pastels, ribbon, paddle pop sticks, pompoms, wool, string etc. 	\$20
Online Learning Subscriptions <ul style="list-style-type: none"> • Mathletics • Literacy Planet • Literacy Pro • MAPPEN 	\$22 \$16 \$11 \$21
TOTAL	\$160

Optional Items

Traralgon South 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.

Optional Items	Amount
School Photos	To be advised
Year 3 & 4 Camp	\$280 (approx.)
Year 5 & 6 Camp	\$280 (approx.)
Prep – Year 6 Swimming Program	To be advised
Other sport, incursion and excursion costs	To be advised

Voluntary Contributions

Traralgon South Primary School continues to welcome 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:

Voluntary Contribution	Tax deductible?	Suggested Voluntary Contribution (per family)	Amount
These are presented each year to parents to target a school-based project. Please note these are suggested amounts per family, but parents are able to contribute whatever amount they would like. Voluntary contributions can be made at any time of the year.			
General Contribution	No	\$25	
Grounds Maintenance	No	\$20	
Information Technology (IT)	No	\$30	
Working Bee	No	\$20	
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

Please sign and return this form if **you intend to purchase** any of the following and **do not require** Traralgon South Primary School to arrange these on your behalf:

I intend to purchase the **Classroom Consumable Items** for my child(ren) in 2021

I intend to purchase the **Consumables for Art** for my child(ren) in 2021

I intend to purchase the **Online Learning Subscriptions** for my child(ren) in 2021

I (insert parent/guardian name) _____ will purchase the items in 2021 as identified above for my child(ren) (insert child name/s) _____

in grade(s) _____. I do not want Traralgon South Primary School to arrange these items on my behalf and I am aware the school can obtain bulk discount pricing for these items.

Signed: _____

Date: _____

Please complete this form and return to the school by **Friday 6 November 2020** so the school can prepare, budget and order for the following year accordingly.

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.