

ALBERT PARK PRIMARY SCHOOL

PARENT PAYMENT ARRANGEMENTS 2021 - PREP

Dear Parent/Caregiver

Albert Park Primary School is proud of the quality of our educational program, the range of activities and the facilities we provide for our students. So that we can continue to offer the best possible teaching and learning environment we are seeking your per student education contribution for the 2021 school year.

These payments fall into the following categories:

- **Essential Student Learning Items** - classroom materials that your child will use including software licences.
- **Voluntary Financial Contributions (parent contributions)** - a per child donation to the school to ensure we are adequately funded to meet our school families' educational expectations. Your financial support enables us to provide a wide range of programs and enhance our resources such as digital technologies, library and facilities that are not otherwise provided for through the Department's Student Resource Package.
- **Excursion / Incursion** - including school camps. As of 2021, these will be advised throughout the year for payment individually via Compass.

The Department of Education and Training provides funding to Albert Park Primary School for the standard curriculum program only. Our school receives the lowest possible level of funding which results in a substantial shortfall between our level of government funding and the money needed to provide an exceptional education for our students. Your voluntary, per child, parent contribution of \$300 covers this shortfall.

School Supplies and Sustainability

At Albert Park Primary School, we are committed to becoming carbon neutral and more sustainable under the direction of the Wurru Wurru Sustainable School Alliance "WWSSA". As we transition to a more sustainable school model, the following items will be moved each year with the student to their new class level: **pencil cases, plastic reading/communication folders and headphones**, providing they are still in good working condition. If these items need to be replaced, they can now be purchased via Compass.

In consideration of the events of 2020 the due date for full payment of school fees has been extended this year to 29 January 2021.

Financial Support for Families

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

- Camps, Sports and Excursions Fund.
- A second-hand uniform shop that is available at school. Please ask at the office.
- State Schools Relief. This is an organisation associated with schools, who can supply school uniforms, books and shoes to eligible students. Again, ask at the office for more information.
- Payment/instalment plans.

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

Aris Lechte - Business Manager

Ph: 03 9699 9090

Email: aristealechte@education.vic.gov.au

Payment Methods

Compass Pay will be the preferred payment method in 2021. The following payments are still accepted:

- Eftpos is available at the office.
- BPay – individual reference number is on your Family Statement.

If not paying by Compass please make payment and return the completed form to the school office by **29 January 2021**.

APPS Refund Guidelines

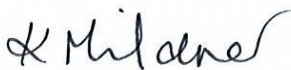
Listed below are the guidelines we follow:

- Where Albert Park Primary School is charged for an activity or service as a bulk cost, no refund can be given.
- Where a per student fee is charged, a refund can be given.
- Where there is a bus component a refund cannot be given on that cost.
- Any request for a refund must be sent to albert.park.ps@education.vic.gov.au within 14 days of the activity.
- Where Albert Park Primary School has paid a 3rd party and there is no refund available from them, Albert Park Primary School is not able to offer a refund.

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

Thank you for your support, which enables us to continue providing the best possible teaching and learning environment for our children.

Yours sincerely



Katrina Mildner
Principal



Amy Guy
School Council President

ATTACHMENT: Summary DET Parent Payment Policy

FEE SCHEDULE – PREP

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

APPS also continues to welcome your voluntary contributions for 2021. This is especially important as the school, under its sustainability model, moves to build class sets of some stationery items.

Essential Student Learning Items

Below is a list of items and activities which are essential for your child to learn the standard curriculum. You may choose to purchase these items through the school or provide your own.

Essential Student Learning Items	Amount
<p>Stationery Pack</p> <ul style="list-style-type: none"> 1 Story Exercise Book (½ Plain/½ 24mm Dotted Thirds, 64pg) 2 Story Exercise Books (½ Plain/½ 24mm Lined, 64 pg) 1 Targeted Handwriting Vic Prep Student Book 2 Mini scrapbooks (64pg) 5 Mega Scrapbooks (64pg) 4 Jumbo Pencils (HB, Triangle) 2 Whiteboard Markers (Black, Triangle) 1 Whiteboard Mini Eraser 2 Glue Sticks 2 Clear Document Wallet 1 Large Mesh Pouch 4 Mini Mesh Pouches 1 Marbig Report File 1 Headphones Pocket Rockets – Phase 2 and 3 mini books 	\$60.00
<p>Curriculum Consumables</p> <p><i>Classrooms/craft supplies:</i> including but not limited to coloured pencils and markers, tissues, cover papers, stickers, glue, paint, glitter, copy paper, speciality pens/papers/books/ribbons and other craft items, consumables for cooking such as eggs, flour, milk, baking paper etc.</p>	\$10.00
<p><i>Consumables for Art & LOTE:</i> including but not limited to markers, cover paper, scrapbooks, paint, clay, papers, glitter, visual art diary etc.</p>	\$20.00
<p>Digital Learning Subscriptions – per child:</p> <ul style="list-style-type: none"> o Mathletics \$12.00 o Cengage (Literacy) \$7.00 o Reading Eggs \$11.00 	\$30.00
<p>TOTAL – Digital Learning + Stationery</p>	\$120.00

Excursions/Incursions

This has changed and will now be charged at the time of the incursion / excursion and will be advised separately throughout the year via Compass.

Optional Items

APPS 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.

Payment for these activities will be requested closer to the event. Students who choose not to attend these events will remain in class and receive explicit teaching to the relevant curriculum.

Optional Items	Amount
<p>Some optional items are but not limited to:</p> <ul style="list-style-type: none"> • Year 4 -6 Camp (depending on COVID-19 restrictions) • Swimming program (depending on COVID-19 restrictions) • Division Sports (Yrs 3-6) • Year 6 Graduation • Art Show 	<p>To be advised throughout the year via Compass</p>

Voluntary Contributions

APPS 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 child	Amount
<p>Voluntary payment : A per child contribution to the school to ensure we are resourced to provide the best educational outcomes for your child and which contributes in areas such as class sets of equipment as well as but not limited to classroom technology.</p> <p><i>(Suggested amount is \$300 but we welcome any donation.)</i></p>	No	\$300	
<p>Building Fund: Used directly to support building projects, upgrades to our facilities. Our current project is the Hall refurbishment starting in 2021. Please consider supporting future development of the school with a tax-deductible donation.</p>	Yes		
<p>Library Fund: The library is enhanced by donations to maintain and grow our book collection to support our teachers and students. Please consider a tax-deductible donation to support your child’s education.</p>	Yes		
<p>School Assistance Fund: This fund is to provide Essential Student Learning Items or Optional Items for families at our school unable to purchase these items due to demonstrated financial hardship. Your contribution helps to ensure that all our students have the option of attending school camps and swimming programs and have the items they need for school.</p>	No		
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.

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 (eg 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.

**If not paying via Compass
please return this page to the school
by 29 January 2021**

Student Name _____

Year Level _____

Parent Payment Charges

Essential Student Learning Items Amount \$ _____

Voluntary Financial Contributions

Voluntary Payment Amount \$ _____

Building Fund Amount \$ _____

Library Fund Amount \$ _____

School Assistance Fund Amount \$ _____

TOTAL \$ _____