

Carwatha College P-12
43-81 Browns Rd.,
Noble Park North 3174
Telephone: (03) 9795 5848
Facsimile: (03) 9790 1712
Email: carwatha.p12@edumail.vic.gov.au
Website: www.carwatha.vic.edu.au
Principal: Bronwyn Hamilton



NOTICE TO PARENTS

PARENT PAYMENTS 2017

At Carwatha College P-12, we aim to provide the highest quality education for all of our students. In order to do this, we need to make the best use of all resources available, including requesting payments from parents.

School Council has endeavoured to keep requests for payments for materials and voluntary contributions to a reasonable level. Copies of School Council's Parent Payment Policy and the Department of Education and Training policy are attached.

There are three areas for which parents may be requested to make a payment or contribution:

- **Essential educational items** which parents and guardians are **required** to provide or pay the school to provide for their child (for example, stationery, text books, school uniforms, diaries and excursion levy).
- **Optional educational items** which are offered on a user-pays basis and which parents and guardians may **choose** whether their child accesses or participates in (for example, school magazines or some extra curricular programs or activities), and
- **Parent contribution** Whilst these contributions are voluntary, they are an important component of our available resources. Parent contributions are used to purchase resources and equipment such as class sets of books, library resources, computer equipment and software, science, sporting and technology equipment, indoor and outdoor furniture, and air conditioning for classrooms. All parents are asked to pay to assist us to maintain a high quality learning environment for our students.

These payments are due and payable at the start of the College year. Some families may want to pay these charges **by instalments** and this facility is made available by completing the "Payment Plan" attached and/or through discussions with the Business Manager.



QKR Payments

If paying by QKR (our preferred method of payment) then the fee sheet does not need to be completed. Simply pay via the QKR app. Collection of items eg diary will be available the next business day. (instructions attached)

Please complete the appropriate year level sheet/s and return, together with payment, to the school office. Payment options include cash, cheque, credit card or BPay or agreed payment schedule. If paying by BPay it is **essential** that you return your payment sheet in order for payments to be correctly allocated. Payments may be made at the General Office at any time between 8.30 am and 4.00 pm.

Yours sincerely

B. Hamilton
Bronwyn Hamilton
PRINCIPAL

Michele Coxhill
Michele Coxhill
SCHOOL COUNCIL PRESIDENT

CARWATHA COLLEGE P-12



YEAR PREP TO 6 PARENT PAYMENTS 2017

This sheet provides the details of the College Essential Items, optional educational items and Parent Contribution charges for all Primary Grades. Any parents who have queries regarding these charges should feel free to contact the Business Manager.

Essential Items

These items are a required part of a student's program and must be paid for. This includes Diary and Id Card and Art Materials.

Excursion Levy

This cost covers the main excursions for the year. These excursions are part of our program and all students are expected to participate. Parents will be provided with details and permission forms prior to each excursion. Primary excursions and incursions change annually, according to the areas of Inquiry at each year level. Based on the proposed areas of study for next year, and **probable costs**, the excursion/incursion levy has been set as follows:

Excursions, Incursions and Performing Arts Event	\$100.00
Interschool sport (years 5 & 6 only)	\$25.00
Athletics and Swimming Carnivals and Sports Affiliation (years 5 & 6 only)	\$25.00
Total Cost:	<u>\$100.00</u> for Prep to Year 4 <u>\$150.00</u> for Grade 5 and 6

Parent Contribution (Voluntary)

Whilst these contributions are voluntary, they are an important component of our available resources. Voluntary contributions are used to purchase resources and equipment such as class sets of texts, library resources, computer equipment and software, science, sporting and technology equipment, indoor and outdoor furniture, and air conditioning for classrooms. All parents are encouraged to pay to assist us to maintain a high quality learning environment for our students.

Optional educational items

The College Yearbook, Takari is an optional item which parents may choose to purchase.

Other Activity charges

There may be some special events (outside regular excursions and incursions) which involve some cost during the year, e.g. 5/6 camp, Prep - Year 4 swimming, district sporting events, etc. As these activities are optional or apply to selected students only, parents of students involved will be notified in advance.

Other Information

If you would like to discuss payment options please feel free to contact the Business Manager at the General Office.

CARWATHA COLLEGE P-12

YEAR PREP TO 6 PARENT PAYMENTS 2017




PLEASE BRING THIS COMPLETED SHEET WITH YOU WHEN MAKING PAYMENT

Student Name.....Grade.....

Date:

Please note: custom payments plans are available

Description	Fee Code (office use only)	Total Amount payable	Please complete Total Amount
Essential educational items These items are a required part of your program and must be paid for at the start of each year.			
Items and Activities ID Card, Diary, Art Materials	17ESSP-6	\$50.00	\$50.00
Excursion Levy (see reverse for more info) This cost covers the main excursions for the year. These excursions are part of our program and all students are expected to participate.			Please use CSEF Yes or No
Prep – Year 4 Total cost \$ 100 or	17EXCURP-4	\$100.00 Or	
Year 5 & 6 Total cost \$ 150	17EXCUR5-6	\$150.00	\$.....
Optional Educational Items Takari Magazine – School Year Book needs to be ordered and will be available in December	17MAGAZINE	\$20.00	\$.....
Parent contributions are used to purchase resources and equipment including class sets of texts, library resources, computer equipment and software, science, sporting and technology equipment, indoor and outdoor furniture, and air conditioning for classrooms.	17VOLCHP12	We invite you to pay \$160 per student or please nominate amount	\$.....
TOTAL PAID Our preferred method of payment is QKR Please use app for payment <input type="checkbox"/> cash <input type="checkbox"/> cheque <input type="checkbox"/> EFTPOS <input type="checkbox"/> BPay <input type="checkbox"/> Payment Schedule, see attached form, complete details, sign and return together		Preferred Payment Method 	\$.....

Office use only
 Covering letter, Parent Payment Policy, & DET Parent Payment Policy and implementation



**PARENT PAYMENTS 2017
 PAYMENT PLAN SCHEDULE**


(complete only if you wish to pay by instalments)

Student Name:	Year Level:
Parent Name:	

Total amount of payment plan \$ _____

First payment due _____/_____/____

PAYMENT ARRANGEMENTS BY (tick method of payment)

<p>Monthly instalments</p> <div style="border: 1px solid gray; padding: 5px; margin: 5px;"> <p align="center">Preferred Payment Method</p>  </div>	<p>MONTHLY or TERMLY INSTALMENTS \$..... per month or term</p> <p>Initial Deposit of \$</p> <p>10 monthly instalments (February – November 2017. Each payment is due the 1st of each month. This method is only available for payments by QKR or by arrangement).</p>	
 <p>BPay Ref 87361</p>	<p>MONTHLY or FORTNIGHTLY or TERMLY INSTALMENTS \$..... per month or by the term</p> <p>10 monthly instalments (February – November 2017.) Each payment is due the 1st of each month.</p> <p>Your BPay reference number is supplied on your Statement</p>	
<p>Centrepay</p> <p>An option for Centrelink Benefit recipients</p>	<p>Centre Pay Fortnightly Payments of \$.....</p> <p>Centrepay application form available from General office</p>	
<p>AGREEMENT TO TERMS AND CONDITIONS</p> <p>I agree to pay the above amounts stated by the due dates.</p> <p>SIGNATURE.....</p> <p>Dated</p>		

CARWATHA COLLEGE P - 12

PARENT PAYMENTS POLICY

Rationale:

- The quality and variety of educational programs offered by our school are enhanced if departmental funds are supplemented by parent contributions made by parents and guardians.

Aims:

- To provide high quality learning opportunities that cater for the needs of all students.
- To ensure that all elements of our practice comply with DET policies and that staff are aware of the policy

Implementation:

- There are three categories of parent payments – essential educational items, optional items and voluntary financial contributions.
 - Essential Educational items are items which parents/guardians pay the school to provide or may provide themselves, if appropriate. These items are essential to support instruction in the standard curriculum program.
 - Optional items are items provided in addition to the standard curriculum program, and are offered to all students. They are provided on a user-pays basis and if parents/guardians choose to access them for students, they will be required to pay for them.
 - Voluntary contributions – parents can be invited to make a donation to the school to support specific programs or as a general financial contribution. Students of parents who have not paid voluntary contributions will not be treated differently from those who have
- School council will make clear distinctions between parent contributions and those materials which parents are required to pay, so that parents are not confused regarding the nature of the contributions.
- School council requests for parent contributions will be kept to a reasonable level and within expectations of the school community.
- School Council will provide all parents with information detailing the purposes for which parent contributions are being collected.
- School council will provide opportunities for all parents experiencing financial difficulties to enter into alternative and confidential payment arrangements with the principal or Business Manager, with the support of the Student Wellbeing Coordinator. Contact can be made by phone, email or in person. All requests for assistance will be handled discreetly and confidentially.
- All available family support options (e.g. second hand books and uniform), CSEF, State Schools Relief and other community supports will be communicated to parents who may be experiencing financial difficulty
- Parents will be provided with early notice of payment requests.
- Invoices for unpaid essential education items or optional items accepted by parents will be generated and distributed on a regular basis, but not more than once a month.
- Only the initial invitation for voluntary financial contributions and one reminder notice per year will be sent to all parents/guardians.
- Receipts are issued to parents immediately upon payment and receipted on CASES 21.
- Parents can raise any issues or make general inquiries about charges at any time by contacting the Business Manager or Principal.
- This policy will be displayed on the school's website and distributed to parents annually with parent payment requests
- School Council will monitor the implementation of this policy annually, taking into account transparency of process, engagement with parents, how and when it will be reported back to the school community and the timing and processes of review.

Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle. School Council will review the level and purpose of parent contributions annually.

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

2016

PARENT PAYMENT POLICY AND IMPLEMENTATION

Department of Education and Training Policy

PURPOSE

To ensure that parent payment practices are consistent, transparent and ensure that all children have access to the standard curriculum.

RATIONALE

The Victorian community shares a vision to build an education system that champions excellence and ensures that every child and young person has access to the opportunities to succeed in life, regardless of their background or circumstances.

Schools are best placed to make local decisions which ensure that all students can access a broad range of learning opportunities that support their expectations and promote their aspirations as they move through the education system. Parent contribution, in all forms, assists schools to provide an enriched learning and teaching program for every student and is highly valued by school communities.

Learning and teaching programs vary across schools based on local needs and circumstances and reflect each school's priorities, decisions and resources. This, in turn, informs the parent payment charges approved by school councils that may vary from one school to the next.

WHAT CAN SCHOOLS CHARGE FOR?

The Education and Training Reform Act 2006 provides for instruction in the standard curriculum program to be free to all students in government schools. School councils are responsible for developing and approving school-level parent payment charges and can request payments from parents¹ under three categories only- Essential Student Learning Items, Optional Items and Voluntary Financial Contributions.

Essential Student Learning Items are those items, activities or services that are essential to support student learning of the standard curriculum. These are items that the school considers essential for all students and which students take possession of. Parents may choose to provide the items themselves or buy the items from the school where practical and appropriate.

Optional Items are those items, activities or services that are offered in addition to or support instruction in the standard curriculum program. These are provided on a user-pays basis so that if parents choose to access them for students, they are required to pay for them.

Voluntary Financial Contributions

Parents can be invited to make a donation to the school for a general or specific purpose, e.g. school grounds projects, library fund or for new equipment. Only some Voluntary Financial Contributions are tax-deductible.

¹ Parent' in the policy has the same meaning as in the *Education and Training Reform Act 2006*, which is: 'parent', in relation to a child, includes a guardian and every person who has parental responsibility for the child including parental responsibility under the *Family Law Act 1975* of the Commonwealth and any person with whom a child normally or regularly resides.

The attached diagram "Understanding Parent Payment Categories" provides examples of items and materials under each category.

In implementing this policy, schools must adhere to the following principles:

PRINCIPLES

- **Educational value:** Student learning, aspirations and wellbeing are paramount when schools determine their parent payments practices
- **Access, equity and inclusion:** All students have access to the standard curriculum program and participation of all students to the full school program is facilitated
- **Affordability:** Cost to parents is kept to a minimum and is affordable for most families at the school
- **Engagement and Support:** Early identification and engagement strategies by the school ensure parents are well informed of the payment options and supports available for those experiencing hardship
- **Respect and Confidentiality:** Parents and students experiencing hardship are treated with respect, dignity, sensitivity and without judgment and the identity and personal information of all parents and students are kept confidential in respect to parent payments
- **Transparency and Accountability:** School parent payment practices are well communicated, clear and transparent and their impact on student programs and families are reviewed by school councils

COST AND SUPPORT TO PARENTS

When school councils consider the proposed requests for parent payments the cost is kept to a minimum and is affordable to most parents at the school.

School principals must ensure that:

- items students consume or take possession of are accurately costed
- payment requests are broadly itemised within the appropriate category
- parents are advised that they have the option of purchasing equivalent Essential Student Learning Items themselves, in consultation with the school
- information on payment options is available, accessible and easily understood to all parents so that they know what to expect and what supports they can access
- parents are provided with early notice of annual payment requests for school fees (i.e. a minimum of six weeks' notice prior to the end of the previous school year). This enables parents to save and budget accordingly.
- parents are provided with reasonable notice of any other payment requests that arise during the school year- ensuring parents have a clear understanding of the full financial contribution being sought
- the status and details of any financial arrangements are kept confidential and only shared with relevant school personnel
- parents experiencing hardship are not pursued for outstanding school fees from one year to the next
- use of debt collectors to obtain outstanding school funds owed to the school from parents is not permitted

- there will be only one reminder notice to parents for voluntary financial contributions per year
- Invoices/statements for unpaid essential or optional items accepted by parents are not generated more than monthly or according to the parent payment arrangement with the school.

SUPPORT FOR FAMILIES

Families may experience financial difficulties and may be unable to meet the full or part payments requested. Principals and school councils exercise sensitivity to the differing financial circumstances of students and their families when considering parent payment fees. There are a range of support options available to support and assist parents. These can be accessed through [“Cost support for families.”](#)

Consideration to hardship arrangements in respect to payment requests is provided to families experiencing long term hardship or short term crisis on a confidential, case by case basis. All schools have written hardship arrangements that include a proactive approach to providing support for parents experiencing financial difficulty.

All parents are provided the name and contact details of a nominated parent payment contact person at the school who they can discuss payment arrangements with.

ENGAGING WITH PARENTS

In respect to each school’s development of its parent payments, school councils will engage in effective communication with the school community and have strategies in place to ensure they are aware of and understand the needs and views of parents.

REVIEW OF POLICY IMPLEMENTATION

Schools will monitor the effectiveness and impact of the implementation of this policy at least annually as part of its ongoing improvement and report back to the school community.

The full Parent Payment Policy is available from the Department’s [School Policy and Advisory Guide](#).

Answers to the most commonly asked questions about school costs for parents see:
[Frequently Asked Questions – For Parents](#)

Understanding Parent Payment Categories

Schools

What does the legislation say?

The Education and Training Reform Act (2006) provides for free instruction in the standard curriculum program to all students in government schools. The Act also empowers school councils to charge fees to parents for goods and services provided by the school to a child.

In the Act, a 'Parent' includes a guardian and every person who has parental responsibility for a child including parental responsibility under the Commonwealth Family Law Act 1975 and any person with whom a child normally or regularly resides.

What do schools pay for as part of 'free instruction'?



Free instruction is the teaching staff, administration and the provision of facilities in connection with the instruction of the standard curriculum program, including reasonable adjustments for students with disabilities.

The standard curriculum for Years F-10 means implementation of the Victorian Curriculum F-10.

The standard curriculum for senior secondary schools means a program that enables a student to be awarded a VCE or VCAL qualification.

What principles govern parent payment practice?

Educational Value | Access, Equity & Inclusion | Affordability

Engagement & Support | Respect & Confidentiality | Transparency & Accountability

Parents

What may parents be asked to pay for?

Schools can request payment for Essential Student Learning Items



These are items, activities or services that the school deems **essential** to student learning of the standard curriculum.

Where practical and appropriate, parents may choose to purchase items through the school or provide their own.

These may also be either:

Items the student takes temporary or permanent possession of

- e.g.
- textbooks, activity books, exercise books
 - stationery, book bags
 - student ID cards, locks
 - cooking ingredients students will consume
 - materials for final products that students take home (technology projects, build-your-own kits, dioramas)
 - Picture Exchange Communication Systems

Activities associated with instruction that all students are expected to attend

i.e. travel, entry fees or accommodation

- e.g.
- excursions
 - incursions
 - school sports
 - work placements



Parents can be asked to pay for items, activities and services in the three Parent Payment Categories:

Essential Student Learning Items,
Optional Items and
Voluntary Financial Contributions.

Schools determine how items, activities and services are classified within these categories based on the learning and teaching program of their school.

Schools can request payment for Optional Items

These are items, activities or services that are **optional** and are offered in addition to the standard curriculum.

Students may access these on a user-pays basis.

These may be either:

Items the student purchases or hires

- e.g.
- school magazines, class photos
 - functions, formals, graduation dinners
 - materials for extra curricular programs
 - student accident insurance

Activities the student purchases

- e.g.
- fees for extra curricular programs or activities, such as instrumental music tuition
 - fees for guest speakers
 - campus, excursions, incursions, sports
 - entry fees for school run performances

Items and/or materials that are more expensive than required to meet the standard curriculum

- e.g.
- use of silver in metal work instead of copper
 - supplementary exam revision guides

Support for families experiencing hardship is available at every school and each school has a parent payment contact person. See your school's policy for more information.

For more information on Parent Payments and Personal Devices, visit the DET website at: www.education.vic.gov.au

Schools can invite **Voluntary Financial Contributions** for



- e.g.
- Building or Library fund (Tax deductible)
 - Voluntary contributions for a specific purpose, such as equipment, materials, services.
 - General voluntary contributions



2017 Booklist How To Order



To ensure correct editions please purchase from LAMONT BOOKS,
the official suppliers to Carwatha College P-12.

ALL ORDERS ARE TO BE PLACED ONLINE

The online ordering system will open on **10 November 2016**.

To order go to: www.lamontbooks.com.au

Select **Textbooks and Stationery** and choose **Carwatha College P-12** from the list.

HOME DELIVERY - PRE-PAYMENT IS REQUIRED

Order by **12 December**: **FREE** postage & handling on orders over \$60

OR

Order on or after **13 December**: The following postage charges apply:

\$9.50 for orders under \$100

\$15 for orders over \$100

COLLECT YOUR ORDER FROM SCHOOL

PRE-PAYMENT IS OPTIONAL - YOU CAN PAY ON COLLECTION

Order by **12 December**: **FREE** processing and handling

OR

Order between

13 December - 20 January: A \$5.00 processing and handling fee applies.

SCHOOL COLLECTION DATE:

Friday 27 January : 12noon – 6pm Orders **MUST** be placed by **20 January** for school collection
Orders placed after this date will be home delivered and our standard delivery charges apply.

Save money by placing your order before 12 December 2016!

If you choose to come to our office in January, we will assist you to place an order that will be home delivered. You will NOT receive any books on the day.

ADDITIONAL ORDERING INFORMATION:

PLACING AN ORDER:

- All orders are to be placed online. Go to www.lamontbooks.com.au, select "Textbooks and Stationery" and choose your school from the list. Booklists **cannot** be handed in to school.
- If you require assistance to place an order, we have computers set up at our store and staff who can assist you with placing an order. Please note that if you attend our store during January you will not receive any items on the spot, orders will be delivered and normal delivery charges apply.

PAYMENT OPTIONS:

- **Online payment methods:** PayPal, credit card (Visa or Mastercard only) or direct deposit (see below for instructions)
- **Payment options on the school collection day:** Cash, EFTPOS, credit card (Visa or Mastercard only). You can choose to defer payment until collection when you checkout.
- **Direct deposit:** You **must** include your order number as the payment reference. If you do not, we may be unable to match your payment to your order. This may result in substantial delays.
- We **do not** accept cheques.

DELIVERY INFORMATION:

- You can place orders for multiple students in one transaction provided the delivery address is the same. This minimises postage charges as only one postage charge will be applied to the entire order.
- Orders are sent via Australia Post to your nominated address. If nobody is available to sign for the parcel a card will be left by Australia Post for the parcel to be collected from the Post Office.
- We commence despatching orders as they are received, and as soon as stock becomes available.
- You will receive an email notifying you when your order has been despatched, containing the tracking number of your order.
- If you are going to be away and there will be no one to receive the delivery, please provide the relevant dates that you will be away in the comments section when placing your order and we will do our best to accommodate these requests.
- Occasionally orders may be delivered by our staff. In this case, a card will also be left for you to contact us if no one is available to sign for the parcel.
- Oversized items cannot be delivered. These items will be distributed to students at school.

PRODUCT SUBSTITUTION: If a stationery item is unavailable it may be substituted with an equivalent item of the same or greater value.

BACKORDERED ITEMS:

- **Home Delivery:** If an item is unavailable it may be placed on backorder. Backordered items will be sent out once available at no additional charge. You will receive another email notifying you that a parcel has been sent.
- **School Collection:** If an item is unavailable on the school collection date it will be placed on backorder and delivered to the student at school once it becomes available.

IF YOU MISS THE SCHOOL COLLECTION DATE:

- If you have missed the collection date, your order will be returned to our office the following business day. After that time, you may then attend our office to pay for and collect your order.
- Alternatively, you may contact us to arrange for your parcel to be delivered. Delivery charges apply.
- Please note uncollected orders are only held at our office temporarily. If we do not hear from you within two weeks of the missed collection date your order may be cancelled.

REFUNDS:

- Items may be returned for a refund or exchange at any time up to 15 February or two weeks from date of purchase (whichever is later). Items must be in new condition and proof of purchase is required.
- Refunds or exchanges will only be made after this time on items that are faulty, or in other cases at the sole and absolute discretion of Lamont Books.
- Electronic books, digital items, DVD's and calculators are firm sale. **NO** refunds or exchanges are available on these items.

MISSING ITEMS: Any claims must be made within **14 days** of receipt of your order. No claims may be made after this time.

OFFICE HOURS:

- During December and January, our office hours are 8.30am - 5.00pm, Monday - Friday. We also open some Saturdays in January/February. We are closed on public holidays, and over the Christmas period. Please check our website for current office hours and Christmas closure information.
- The remainder of the year our office hours are 8.30am - 4.00pm, Monday - Friday.
- Office Location: 4/167 Princes Hwy, Hallam. Phone: 8787 1700. Email: textbooks@lamontbooks.com.au

LAMONT BOOKS PTY LTD
 Phone: 8787.1700
 textbooks@lamontbooks.com.au
 4/167 Princes Hwy Hallam
 P.O. Box 5133, Hallam, 3803
 ABN 37 053 311 621



The official supplier to
 CARWATHA COLLEGE P—12

Collection Date:
 Friday 27th January 12—6pm



CARWATHA COLLEGE P-12 YEAR 5 2017 BOOKLIST

This is an information list only. All orders are to be placed online at:

www.lamontbooks.com.au

\$93.80...YEAR 5 STATIONERY PACK

Pack consists of the following items.

Items cannot be ordered individually or quantities changed.

Book Display Premium Harlequin Blue	1	Paper Photocopier	1
Book Exercise 64 page 9mm dotted thirds	1	Paper Reinforced Refills A4 100s	2
Book Exercise A4 64pg	8	Pen Ballpoint Blue	12
Book Exercise A4 96pg 10mm Grid	3	Pen Ballpoint Red	8
Book Scrap Mega Best Buddies 64pg	2	Pencil Case 22cm x 14cm (Used for Maths)	1
Clipboard Folder A4 Blue	1	Pencil Case (Medium Red 2 Zip)	1
Document Wallet Polypick Blue	1	Pencil HB	8
Document Wallet Polypick Red	1	Pencils Coloured 12s	1
Document Wallet Polypick Yellow	1	Ruler 30cm Plastic	2
Eraser Large	2	Scissors Sizzle 150mm	1
Glue Stick 35gm	2	Sharpener Tri Me Double Metal	1
Highlighter Assorted Colours 4pk	1	Sticky Notes Medium Pad	2
Markers Coloured 12s	1	Tissues Facial 180	2
Notepad A5 100 Leaf Ruled	1	Visual Diary A4	1

OPTIONAL EXTRA

The below item is required for use at school, but can either be purchased from Lamont Books or brought from home.

\$ 8.50... Calculator with lid

www.lamontbooks.com.au