



21 October 2019

Dear Parent/Guardian

Re: Parent Payments 2020 - TOTAL DUE TO SCHOOL – P-6 \$200.00
TOTAL DUE TO SCHOOL – 7-10 \$250.00

The Armstrong Creek School Council has approved the school's parent payment charges. Payment in full is required by **28th February 2020**. **Please complete and return** the attached Payment Plan advising us of your preferred payment option.

The Parent Payment Policy, and how the school will implement the policy, is attached as well as the 2020 list of payment items/services requested for your child's program.

The school appreciates that families may sometimes experience financial difficulty in meeting payment requests. A number of support options are available to parents who have difficulty making payments for example State Schools Relief or the Camps, Sports and Excursions Fund (for eligible applicants).

If you are experiencing difficulty in making the requested payments please contact the Principal or Business Manager for a confidential discussion about alternate payment arrangements.

Yours sincerely



Evan Savage
Principal



Janelle Levy
School Council President

EXAMPLES OF ITEMS/SERVICES, CATEGORIES AND REASONS

This table provides some examples of education items and services, identifies if they fall under free instruction or a parent payment category and the reasons why.

Item/service	Category/Rationale
Consumables	<p>Free instruction – if consumable materials held by the school (other than cooking ingredients) and are required to provide the standard curriculum (such as paint, tissues, glue, laboratory chemicals, etc.).</p> <p>Essential Student Learning Item – where the student takes possession of the finished article and the amount of material actually kept by the student is accurately costed and it is at a significant cost, such as photography, cooking ingredients for home economics, etc.</p>
Excursions/Camps	<p>Essential Student Learning Item – when associated with, but not part of instruction in the standard curriculum program, i.e. travel, accommodation or entry fees can be charged.</p> <p>Optional item – when the camp or excursion is not part of the standard curriculum program.</p>
First Aid/School Nurses	Free instruction – as part of schools' duty of care to ensure student safety and provide appropriate first aid.
Graduations/school formals	Optional Item – not essential to providing the standard curriculum program.
Hire of text books from school	Essential Student Learning Item – items that a student has personal possession of for the duration of the subject (including taking home for this period) and then returns to the school (not requiring parents to pay full price for texts).
School programs to provide students with mobile computing devices (netbooks, notebook computers, or tablet computers)	<p>For information on how to implement these programs and comply with legislative obligations, refer to the School Policy and Advisory Guide – Personal Devices (http://www.education.vic.gov.au/school/principals/spag/management/Pages/personaldev.aspx)</p>
Performances/activities provided by outside specialists (e.g. 'incursions' that are equivalent to excursions but are held at the school)	<p>Essential Student Learning Item – when essential to support instruction in the standard curriculum program, costs that are equivalent to 'entrance costs' for the use of facilities or equipment may be charged for.</p> <p>Optional Item – when provided in addition to the standard curriculum program.</p>
Photocopying or printing	Essential Student Learning Item – when the school is providing a photocopied text or chapter instead of requiring a text book to be purchased and the students take possession of the item; or when equivalent to student stationery such as students printing out assignments.

Please find the itemised lists that includes:

1. Essential student learning items (those items that your child needs for school)
2. Optional Items (that you can choose whether your child participates in or accesses)
3. Voluntary Items (this is at parents discretion)

Armstrong Creek School makes every effort to keep the cost and number of items that need to be purchased to a minimum. We also try to ensure that the costs are affordable for all parents. If you will have difficulty making payments please make contact the Principal or Business Manager to discuss possible support options and payment arrangements. Any information about your financial circumstances, payment arrangements or status will be kept strictly confidential.

1. ESSENTIAL STUDENT LEARNING ITEMS

In accordance with the "Parent Payments in Victorian Government Schools" directives, our Essential Student Learning Items charge covers items which are essential for your child's schooling. Please see the table below for a detailed list of what parents are required to pay for:

Charge Item	Prep	Gr 1/2	Gr 3/4	Gr 5/6	Yr 7-10
Personal stationery consumables	38.00	40.00	32.00	33.00	35.00
Digital reporting apps	10.00	10.00	10.00	10.00	20.00
Year level classroom consumables	40.00	40.00	40.00	40.00	30.00
Electives consumables					50.00
Online literacy program	11.00	11.00	11.00	11.00	11.00
Student Printing & Publishing	40.00	40.00	40.00	40.00	40.00
STEM consumables	23.00	21.00	29.00	30.00	15.00
Art consumables	30.00	30.00	30.00	30.00	40.00
Wellbeing consumables	8.00	8.00	8.00	6.00	9.00
Total 2020	200.00	200.00	200.00	200.00	250.00

2. OPTIONAL ITEMS

May be offered on a user-pays basis and parents and guardians may choose whether their child accesses or participates (e.g. CAMPS, SPORTS EVENTS, EXCURSIONS extra-curricular programs or activities such as school based performances, productions or events) ESTIMATED COSTS and PROPOSED events as follows:

Charge Item	Prep	Gr 1/2	Gr 3/4	Gr 5/6	Yr 7-10
Water education program	20.00	20.00	20.00	20.00	20.00
BYOD Program			Various	Various	Various
Excursions	80.00	80.00	80.00	80.00	100.00
*Sporting events			30.00	50.00	50.00
Year 7-10 Camp					300.00
Grade 5/6 Camp				300.00	
Grade 3/4 Camp			300.00		
Grade 1/2 Day Camp experience - school		50.00			
Prep Camp experience - school	30.00				

*Sporting events differ for each year level and some are dependent on your child qualifying for further stages.

**Costings of camps/excursions/swimming cannot be finalised until closer to the date.



3. VOLUNTARY FINANCIAL CONTRIBUTIONS

Library Fund (Tax Deductible)

Parents and guardians are invited to make contributions to supplement the ongoing purchase of resources for our library such as: books, ICT equipment and other library equipment.

CAMPS, SPORTS & EXCURSIONS FUND (CSEF)

Parents/carers who hold a valid means-tested concession card or are a temporary foster parent are able to apply for CSEF which provides the school with \$125 (\$250 for secondary students) per student to cover the costs of excursions, camps and sporting activities. Please collect an application form from the school office if you hold an eligible pension or healthcare card.

PREP AND YEAR 7 UNIFORM SUPPORT

Every Prep and Year 7 government school student who is a recipient of the CSEF automatically qualifies for a school uniform pack voucher. Please contact the office for an application form if you are eligible (see criteria for CSEF).

Payment Options:

OPTION 1.

Payment of Essential Student Learning items charges in full by 28th February 2020.

Excursions/camps and activities are paid for by you as they arise during the school year – without payment your child may be unable to participate (see 2. Optional Items – User pays).



OPTION 2.

Payment of Essential Student Learning items charges by instalments (Payment Plan – see examples).

Excursions/camps and activities are paid for by you as they arise during the school year – without payment your child may be unable to participate (see 2. Optional Items – User pays).

**Please complete attached Payment Plan and return it to the office before
20th December 2019.**



FAMILY PAYMENT PLAN – PLEASE RETURN TO SCHOOL

Student/s Name/s _____ Class _____



Payments are to be made via bPay (details included on your family statement).

Please indicate with a tick your preferred option:

☐ **Example 1 – Total amount (preferred) by due date: 28th February 2020**

☐ **Example 2 – Payment Plan - school determined (preferred):**

\$50 per student per term on the following dates:

28th February 2020

14th April 2020

13th July 2020

5th October 2020

☐ **Example 3 – Centrepay**

☐

I will set up deductions myself (school CRN 555 130 487A) or

☐

Please send me a Centrepay Deduction Authority to complete.

☐ **Example 4 – Personalised plan - frequency of payment:**

☐ **Weekly**

☐ **Fortnightly**

☐ **Monthly**

Payment amount will be \$ _____ Payments will commence on: _____

I am committed to making the above payment/s to Armstrong Creek School for my child/ren's Essential Student Learning Items charge. I understand that regular payments as documented must be made to keep this plan active. I will contact the school Business Manager on 5218 5100 or via email armstrong.creek.school@edumail.vic.gov.au should I need to alter my payment arrangements.

Parent/Guardian Name: _____ (Print)

Signature: _____ Date: _____

Is there any additional information you would like to share regarding this account?
