

27<sup>th</sup> November 2019

Dear Parents and Guardians,

We would like to thank all our families for their continued support of Sandringham East during 2019.

As we commence our journey into 2020 we look forward to students reaping the full benefit of our major building project completed this year. We have already begun to discover the new opportunities these fabulous facilities have brought to our school evident at our school production in September, the community open day in October and the Seaside Fair on November 23<sup>rd</sup>. In 2020 we are undergoing a renewal of our school vision values and continue our dedication to progressive learning for students and educators alike.

## EDUCATION CONTRIBUTIONS 2020

Government funding provides basic support of the standard curriculum. Each year schools work tirelessly to develop a program that provides students with a complete and diverse curriculum. At Sandringham East Primary School (SEPS) we aim to provide outstanding outcomes for students at minimal cost to families.

Please be aware that the Department of Education and Training (DET) sets strict guidelines for setting compulsory fees and voluntary fees. In light of these guidelines, School Council has carefully reviewed and discussed the benefits and value of each program against its costs. School Council supports and has approved contributions for 2020.

As you will read in the attached 'Understanding Parent Payment Categories' requests for are categorized as Essential Student Learning Items, Optional Items & Voluntary Financial Contributions. Further details are attached.

**Essential Learning** (*Essential Student Learning Items*) – covers items, activities and services that are essential to student learning.

**Stationery Packs** (*Essential Student Learning Items or Optional Items*) – We offer stationery at minimal cost due to sourcing in bulk. Stationery is provided direct to students at the commencement of the school year. **IF** you elect **NOT** to pay stationery please advise the school office **no later than Friday 6 December 2019**. Further to this, please collect a list of stationery requirements from the office.

**Key Experiences** (*Essential Student Learning Items or Optional Items*) – Covers all excursions/activities for 2020. Alternatively, you may choose to pay for excursions under a 'pay as you go' (PAYG) option. Please note swimming and camps are not included in Key Experiences and payment will be requested separately.

**Sport Levy** (*Essential Student Learning Items or Optional Items*) – all students in levels 4, 5 & 6 participate in house events – swimming, athletics & cross country. In levels 5 & 6 students also participate in interschool sports throughout term 1 & 2. The sport levy covers all costs related to these sporting activities.

**Voluntary** (*Voluntary Financial Contributions*)

- **Grounds Maintenance:** We receive very minimal funding from \*DET for **Grounds Maintenance**. Voluntary donations to this fund will assist in meeting our goal of upgrades to student play spaces with a focus to overhaul the school oval and build a new basketball court. Funds also assist with the wide range of maintenance of fixtures & fittings and maintenance of gardens on a regular basis.

- **Building Fund** (Fully Tax Deductible Contribution): Your voluntary contribution to the building fund will be a vital contribution to our schools ongoing building plan. The completion of our Master Plan in

August 2019 could not have been brought to its full fruition without valuable contributions from our school community. In 2020 funding is needed for the replacement and maintenance of air conditioners, heaters and fans in existing spaces along with replacement of carpet, window furnishings and renovations.

- **Library Fund** (Fully Tax Deductible Contribution): Our community is invited to make a voluntary contribution to the **Library Fund**. Our school is fortunate to employ a part time library assistant who maintains a beautiful space for your children. With your fully tax deductible contribution we are able to purchase new, exciting & interesting books to satisfy the interests of all students on a regular basis and thus create a passion for reading.

- **First Aid:** Your voluntary contribution to **First Aid** covers the purchase of first aid supplies, first aid kits required for school excursions and camps and first aid training for all staff. During recess and lunch our first aid area is manned by a fully trained first aider and open to all students.

#### **PAYMENT OPTIONS:**

- **Payment in Full**
- Payment in FULL now or by Wednesday 15 January 2020 via **BPay, credit card, Compass, QKR, cheque or cash** (in person)
- **Payment Plan**
- 13 December 2019 (40%), 15 January 2020 (40%) & 15 February 2020 (20%) via these payment options:
- **Compass** – using Compass you may setup payments per the above plan for automatic deduction
- **BPAY** – set up your own automatic self-managed payment plan.
- **QKR** – you can use QKR for your payment plan but please note that deductions are not automatic and you will be required to set your own reminders to complete the payment plan.
- **Other** – to discuss payment plans to suit your individual needs please contact the Business Manager.

As always we are sensitive to families who may be experiencing financial difficulties and encourage you to discuss options and support by contacting our school Principal Laureen Walton or Business Manager Cath Campion, in confidence.

Yours sincerely,

**Laureen Walton**  
Principal  
Sandringham East Primary School

**Jen Hill & David Brown**  
Finance Committee  
School Council

\*DET – Department of Education & Training

Item	Description	Charge (per student)	No. of Students	Payment
1	<b>Essential Learning</b>			
	- Foundation	\$ 321.00	x	\$
	- Level One	\$ 321.00	x	\$
	- Level Two	\$ 321.00	x	\$
	- Level Three	\$ 328.00	x	\$
	- Level Four	\$ 328.00	x	\$
	- Level Five	\$ 331.00	x	\$
	- Level Six	\$ 331.00	x	\$
2	<b>Stationery Packs</b> (if you wish to supply your own stationery please inform the school no later than December 6 <sup>th</sup> )			
	- Foundation	\$ 55.00	x	\$
	- Level One	\$ 48.00	x	\$
	- Level Two	\$ 68.00	x	\$
	- Level Three	\$ 58.00	x	\$
	- Level Four	\$ 46.00	x	\$
	- Level Five Students are required to retain their scissors from previous year and are therefore not included in the 2020 stationery pack.	\$ 60.00	x	\$
- Level Six Students are required to retain their whiteboard & scissors from previous year and are therefore not included in the 2020 stationery pack.	\$ 56.00	x	\$	
3	<b>Key Experiences</b>			
	- Foundation	\$ 125.00	x	\$
	- Level One	\$ 125.00	x	\$
	- Level Two	\$ 125.00	x	\$
	- Level Three	\$ 125.00	x	\$
	- Level Four	\$ 125.00	x	\$
	- Level Five	\$ 125.00	x	\$
	- Level Six	\$ 125.00	x	\$
4	<b>Sport Levy</b>			
	- Level Four	\$40.00	x	\$
	- Level Five	\$190.00	x	\$
	- Level Six	\$190.00	x	\$
5	<b>Grounds &amp; Maintenance Contribution</b> – suggested	\$60.00	x	\$
6	<b>Building Fund (Fully Tax Deductible)</b> – suggested	\$120.00	x	\$
7	<b>Library Fund (Fully Tax Deductible)</b> – suggested	\$40.00	x	\$
8	<b>First Aid Contribution</b> – suggested	\$40.00	x	\$
<b>TOTAL TO BE PAID</b>				<b>\$</b>



If preferred you may complete the following and return to the school office for manual processing by our administration staff.

Please note: **Payment will be processed upon immediate receipt of this slip.**

Name on Card:		Amount:	\$
Credit Card Number:	_____		
Signature of Cardholder:		Expiry:	/
Mobile Phone Number:		CCV:	

Student Name(s):	
Year Level(s) in 2020:	

# 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
  - camps, 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](http://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