

PARENT PAYMENT ARRANGEMENTS

RESERVOIR VIEWS PRIMARY SCHOOL

6th November 2020

Dear Parent/Carer,

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

We are very proud of the education programs and learning opportunities and activities that are on offer at Reservoir Views Primary School. We are focussed on providing your children with a comprehensive, fully resourced and up to date education in a clean and safe environment. We are also providing rewarding educational experiences in programs such as Camps, Sport, Excursion and Incursions, which also become great memories for your children to fondly look back on.

In 2021, we are thrilled to advise that we will be offering a Classroom Music specialist program in addition to our PE, visual art and LOTE (Italian) specialist programs. We welcome support from our parent community by way of a voluntary contribution to help purchase vital equipment and resources to assist in establishing this program.

Reservoir Views Primary School makes every effort to keep the cost of items and activities to a minimum and affordable for all parents. School Council has recently completed it's annual review of the Parent Payment Policy and Parent Payment Charges for 2021.

Please find the fee schedule for Foundation attached. Please complete this form and return to the school by Friday 27th November so the school can prepare accordingly.

Financial Support for Families

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

- the Camps, Sports and Excursions Fund (CSEF) provides payments for eligible students to contribute to the cost of camps, sports and excursions (\$125 per eligible student)
- Centrepay instalments – available for families who receive Centrelink benefits
- Payment plans
- State Schools Relief

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact Bev Ashley (Business Manager) or Steve Stafford (Principal) on 03 9460 6995 or email reservoir.views.ps@education.vic.gov.au

Payment Methods

Payments can be made by Qkr, EFTPOS in the office (Visa and Mastercard accepted), or cash directly to the office. Centrelink (Centrepay) is available for those who receive a Centrelink benefit. A portion of your fortnightly payment can be sent directly to the school to offset any Parent Payments owing. See attached information for more details.

We would appreciate payment by **Friday 11th December 2020** to enable us to have classroom supplies ready to start the school year, however payment is not required until 28th January 2021.

Refunds

School Council has the responsibility to ensure there is a fair and equitable refund system in place following payment for Camps/Excursions/Incursions and Essential Education item and to ensure parent provide information to the school in a timely manner for planning purposes. Please refer to the Refund Policy attached.

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

Yours sincerely,

Dom Barr

School Council President

Steve Stafford

Principal

Bev Ashley

Business Manager

FEE SCHEDULE – FOUNDATION 2021

STUDENT NAME (please print): _____

PARENT NAME (please print): _____

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

Please complete this form and return to the school by **Friday 27th November 2020** so the school can prepare accordingly.

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. Please indicate which items you would like to purchase through the school on the table below:

Essential Student Learning Items	Amount
Booklist – Foundation Attached is a booklist which guides you on the everyday items that your child will use in the classroom.	\$54.00 (refer attached for details)
Classroom Consumables (poster paper, PVC glue, laminating pouches, etc)	\$20.00
Subscriptions – Foundation (Seesaw \$8, Mathletics \$14, Reading Eggs \$14)	\$36.00
Art Consumables (folios, paint, glitter, tape, glue, etc)	\$20.00
LOTE (Italian) Consumables (exercise book, craft consumables, etc)	\$5.00
PE Consumables (exercise book, ribbons, etc)	\$5.00
Music Consumables (exercise book, craft consumables, etc)	\$5.00
Maths/Science Consumables	\$5.00
TOTAL	\$150.00

Optional Items

Reservoir Views 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. If you would like to purchase an item or activity for your child, please indicate on the table below.

Optional Item	Amount
Excursion/Incursion prepayment – these funds will be used to cover the cost of Excursions/Incursions (excluding the items listed below) in 2021 rather than requesting payment throughout the year. Note: CSEF funds can be used to pay for this item.	\$100.00
Swimming – Term 4 2021	TBC
TOTAL	\$100.00

Voluntary Contributions

Reservoir Views 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 \$
Music Program resources – instruments, music, various Classroom Music program resources	No		\$50		
Buildings and Grounds improvements	No		\$50		
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 2021:

Essential Student Learning Items	Amount: \$150.00
Optional Items (Excursion prepayment)	Amount: \$100.00*
Voluntary financial contribution	Amount: \$
	TOTAL \$ _____

*CSEF monies (for eligible families) can be used to pay for this. Please complete CSEF application attached.

Please circle 'Yes' here if you would prefer to use CSEF monies to pay for Excursions/Incursion for 2021.

Yes/No

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	Optional Items	Voluntary Contributions
<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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.

PAYMENT OPTIONS

Qkr App

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EftPos by contacting the office
(VISA & Mastercard accepted)

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Cash

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CENTRELINK – CENTREPAY

In 2021 those families receiving a Centrelink benefit have the option to have a portion of their fortnightly payment sent directly to the school to offset any Parent Contributions owing. You can nominate a specific amount to be directly deposited into the school's bank account on your behalf either for a short period of time or as an ongoing payment.

See reverse page for 'how to setup details'.

PARENT PAYMENT PLAN AGREEMENT 2021

Parent payment plans can be organised at the office.

**Please arrange a meeting with Steve/Bev prior to the end of
Term 4, 2020.**



CENTREPAY DEDUCTIONS

For families who receive regular Centrelink payments

What is Centrepay?

Centrepay is a free direct bill-paying service offered to customers receiving Centrelink payments. Through Centrepay you can choose to pay school fees, excursions, camps etc by having a regular amount deducted from your payments and transferred electronically to Reservoir Views Primary School.

Will it cost you anything?

There is no charge for this service.

Is there a minimum payment amount?

Yes, the minimum payment is \$10 / fortnight

How do you apply for Centrepay?

Step 1: sign in and access the main menu. Sign into myGov and select your **Centrelink** online account to access the main menu and your homepage. ...

Step 3: choose a service provider. ...Reservoir Views Primary School CRN: **555 125 684 T**

Step 2: add a new **Centrepay deduction**. ...

Step 4: enter the details of your **deduction**. ...

Step 5: review and submit. ...

Step 6: sign out.

Can you change your Centrepay deductions?

Yes, you can change, suspend or cancel your deductions at any time online at humanservices.gov.au/onlineservices

What changes can you make to your Centrepay deductions?

You can make the following changes to your deductions:

- suspend your deduction amount temporarily for a maximum period of 13 weeks
- request a future end date when deductions will automatically cease
- nominate or change a target amount so deductions will automatically stop when that target amount has been reached
- change the deduction amount you are paying to a new amount or change the amount temporarily
- cancel your deduction at any time.

Parent Payment Plan Agreement 2021

Student's Name/s:	
Parent/Guardian's Name	
Email	
Telephone Number:	

Step 1: Enter STUDENT'S NAME, PARENT/GUARDIAN'S NAME, Email and TELEPHONE NUMBER.

Step 2: Arrange with Steve Stafford (Principal) or Bev Ashley (Business Manager) prior to Friday 27th November 2020.

I, _____, agree to pay the amount of \$ _____ per month over 11 months toward my parent contribution costs until paid in full, by Friday 19th November 2021.

Payment can be made using Qkr App / EftPos / Cash / Or via CentrePay – a free voluntary bill-paying service that is free for Centrelink customers. Instructions are available at the office.

Total Due \$ _____

Signed: _____

Approved: _____ (Steve Stafford – Principal)

Office Use Only Payment Schedule

January	February	March	April	May	June
\$	\$	\$	\$	\$	\$
July	August	September	October	November	
\$	\$	\$	\$	\$	

Booklist – Foundation 2021

(Source: Maxim Office Group)

Item code	Description	Qty
SB1064	Educ8 Circus Scrapbook 64 Page 100gsm	4
9780957874541	My Home Reading Journal KLUWELL Yellow Level	1
L12-116572-2B	Faber Castell Triangular 2B Pencils Junior Grip EACH	4
201736	Maxi-Stick 36G Glue Stick	6
21-010093	Faber-Castell Jumbo Twistable Crayons 12 Pack Assorted	2
L1301	Facial Tissues 2 Ply 100s	1
JP706SG	Scissors - School Right Handed 150mm Red	1
L4-360001	Edding 360 Whiteboard Marker Black Bullet EACH	6
DEP001	Display Book Blue A4 Refillable 20 Pocket	1
TRIJB12	Educ8 Triangular Jumbo Coloured Pencils Pk 12	1
LEB6549	Writer Premium Story Book 64pg 18mm solid ruled Top 1/2 plain – bottom 1/2 ruled	2
L140915	Educ8 Exercise Book 225 x 175mm 8mm 48 Page EACH	1
EPP102	PP Envelope A4 with Button Clear	2
L140921	Educ8 A4 24mm Dotted Thirds 48 Page Exercise Book 70 gsm each	1
135184	Brilliant Copy A4 80gsm White Ream 500	1