**School Saving Bonus - School newsletter template**

*Sample wording for letter to community – providing information to families of when, what and how of the SSB. For newsletter, website or email distribution.*

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Dear parents and carers,

In Term 4, 2024, families with a child enrolled in a government school from Prep to Year 12 in 2025 will receive the one-off $400 School Saving Bonus.

The $400 School Saving Bonus provides families with support for education-related costs, such as school activities and/or school uniforms and textbooks.

The School Saving Bonus is not available for full-fee international students, home schooled students, TAFE students and students attending kindergarten in 2025.

**Actions for parents and carers**

Before 18 October 2024, the Department of Education is asking parents and carers to:

* **Complete enrolment:** If your child, or children are changing government school for Term 1 2025, or starting Prep or Year 7 in 2025. For more information, read about [Enrolling in School](https://www.vic.gov.au/how-choose-school-and-enrol).
* **Check your contact information:** Ensure your email address and phone number is up to date with us. You can check this information by contacting us directly.

We need to ensure your contact information is up to date as the Department of Education will email you twice:

* in October, to verify your email address
* in November, with your $400 School Saving Bonus and access to an online system.

Please check your junk mail regularly to make sure you do not miss an important email.

To learn more about the School Saving Bonus, download the [School Saving Bonus Information sheet for government school parents and carers](mailto:https://www.education.vic.gov.au/Documents/SSB_information_government_school_parents_carers.docx) [school to attach or link doc] or visit [vic.gov.au/school-saving-bonus](https://www.vic.gov.au/school-saving-bonus).