PARENT PAYMENT SUPPORT MATERIALS FOR SCHOOL USE  
TO GO HERE

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| Letter to Parents Template |
| Information sheet for schools – Examples of items/services, categories and reasons |
| Parent Payment Charges Templates:   * Primary School * Secondary College   Provides examples of parent charges list. This is not an exhaustive list of items/services parents can be asked to pay for |

**(Sample only – for adaptation)**

**Cover Letter to Parents**

Dear Parent/Guardian

**Re: Parent Payments 20\_\_**

The \_\_\_\_\_\_\_\_\_\_\_ School Council (insert school name) has approved the school’s parent payment charges.

The Parent Payment Policy, and how the school will implement the policy, is attached as well as the 20\_\_ list of payment items/services requested for your child’s program.

While payment is not required until the start of the 20\_\_ school year we would appreciate payment by \_\_\_\_\_\_\_\_. All parent payments and contributions can be made by cash, cheque or debit/credit card at the school’s office.

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 including the school’s second–hand shop, State Schools Relief or the Camps, Sports and Excursions Fund.

If you are will experience difficulty in making the requested payments please contact our Parent Payment Contact -\_\_\_\_\_\_\_\_\_by phone\_\_\_\_\_ or email\_\_\_\_\_ who you can have a confidential discussion with about alternate arrangements.

Yours sincerely

Insert Principal signature block Insert School Council President signature block

INFORMATION SHEET FOR SCHOOLS:

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** |
| Class sets | Free instruction – if temporarily used by students in class, then can be considered an instructional resource owned by the school. |
| Consumables | 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.). This includes materials held by the school (instructional resources owned by the school) and distributed to students when required in class.  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. |
| Excursions/Camps | 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.  Optional item – when the camp or excursion is not part of the standard curriculum program. |
| 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) | 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) (http://www.education.vic.gov.au/school/principals/spag/management/Pages/personaldev.aspx) |
| Performances/activities provided by outside specialists (e.g. ‘incursions’ that are equivalent to excursions but are held at the school) | 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.  Optional Item – when provided in addition to the standard curriculum program. |
| Photocopying or printing | Free instruction – if materials provided to students are required to provide the standard curriculum program, e.g. assessment papers  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.  Optional Item – when it is extracurricular or not essential to providing the standard curriculum program, e.g. printing for personal use |
| Student Insurance | Optional Item – not essential to providing the standard curriculum program. |
| Student ID Cards  Student locks | Essential Student Learning Item – a student takes possession of the card or lock |
| Student reports | Free instruction – when reports are associated with the administration of the standard curriculum |

(Sample only – for adaptation)

**XXXX Primary School 20XX**

**Parent Payment Charges - Year X**

Name of child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year level \_\_\_\_

Please find the itemised list that includes essential student learning items (those items that your child needs for school) and Optional Items (that you can choose whether your child participates in or accesses).

(Insert school name) 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 parent payment contact \_\_\_\_ to discuss possible support options and payment arrangements. Any information about your financial circumstances, payment arrangements or status will be kept strictly confidential.

We would appreciate payment by \_\_ December 20\_\_ however payment is not required until \_\_\_\_\_ (first day of Term 1, 20\_\_.)

Please bring this completed sheet with you when making payment.

Please Note: Additional school charges may arise during the year. **For example: It is expected that there will be excursions organised in Term 2 to the Melbourne Museum and in Term 3 to Scienceworks at an estimated cost of $15 each (essential education items). We are also in the process of organising optional keyboard lessons to occur in Term 3, with an estimated cost of $60 for 8 lessons.**

**Essential student learning items**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Specifications** | **Cost** | **✓** |
| Stationery Pack |  | $45 |  |
| **Subject areas workbooks:**  English  Maths | Spelling Rules! (*Helen Pearson*)  Grammar Rules! Student Book E (*Tanya Gibb*)  Targeting Mental Maths: Year 5 (*Gardner Turner*) | $14  $14  $12 |  |
| Kitchen Garden program | Resources and gardening materials | $20 |  |

**Note: Parents may choose to provide or purchase some items themselves. If you choose to do this you must consult with the school so that your child has the right items. There may be some items or services you cannot purchase yourself.**

**Optional Items**

|  |  |  |
| --- | --- | --- |
| **Item** | **Cost** | **✓** |
| Dance classes - 10 sessions | $60 |  |
| Entry for school run production of (insert name) | $5 |  |
| Cooking club | $65 |  |
| School magazine | $10 |  |

**Voluntary financial contributions**

|  |  |
| --- | --- |
| **Item** | **Amount** (please nominate how much you would like to donate) |
| Library Fund\*  Grounds beautification  School assistance fund\*\* | $  $  $ |

**\* This contribution is tax deductible.**

**\*\* This fund is to provide essential education items or Optional Items for families at our school unable to purchase these items due to demonstrated financial hardship. Your contribution helps to ensure that all our students have the option of attending school camps and excursions and have the items they need for school.**

**Parent Payment Charges**

Essential student learning items Amount\_\_\_\_\_\_\_

Optional Items Amount\_\_\_\_\_\_\_

Voluntary financial contribution Amount\_\_\_\_\_\_\_

**TOTAL \_\_\_\_\_\_**

**Parent Payment Arrangements**

**Please indicate your preferred method of payment:**

Option A (full amount at the beginning of Term 1)

Option B (payment at the beginning of each Term)

Option C (half yearly payment)

Option D (other payment arrangements)\*

***\*****(If selecting Option D please make an appointment with the school to discuss your circumstances and the available options)*

**I HAVE ENCLOSED PAYMENT OF $\_\_\_\_\_\_\_\_**

**NB:** Schools to insert their electronic funds transfer or payment process.

When customising this form for school purposes, schools are required to consider the following guidelines:

* Tax Compliance section in the School Policy and Advisory Guide, see: [Tax Compliance](http://www.education.vic.gov.au/school/principals/spag/finance/Pages/taxation.aspx)
* [School Financial Guidelines - Schools Electronic Funds Management Guidelines](http://www.education.vic.gov.au/school/principals/finance/Pages/guidelines.aspx)
* The privacy collection statement template to inform the development and implementation of the school's privacy statement, see: [Privacy Documents](https://edugate.eduweb.vic.gov.au/Services/privacy/Pages/PrivacyDocumentsandLinks.aspx)

(Sample only – for adaptation)

XXXX Secondary College 20XX Parent Payment Charges – Year X

Name of child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year level \_\_\_\_

Please find the itemised list that includes essential student learning items (those items that your child needs for school) and Optional Items (that you can choose whether your child participates in or accesses).

(insert school name) 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 contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (parent payment contact) to discuss possible support options and flexible payment arrangements. Any information about your financial circumstances, payment arrangements or status will be kept strictly confidential.

We would appreciate payment by \_ December 20\_, However payment is not required until \_\_\_\_ (first day of Term 1, 20\_\_.)

Please bring this completed sheet with you when making payment.

Please Note: Additional school charges may arise during the year. **For example: In particular, the costs for the optional interstate camp to New South Wales have not yet been finalised but we expect that the total cost will be less than $500. We also anticipate that there will be 3-4 excursions planned during the year with an estimated cost of $30 each (not including the costs of purchasing food items on the day).**

**Essential student learning items and Optional Items by subject**

Text books provided by book supplier are attached. (**Insert school arrangement**)

Essential Student Learning Items and Optional Items that may be supplied by the school are as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Subject** | **Specifications** | **Category** | **Cost** | **✓** |
| Maths | * Textbook Hire Scheme: Maths Quest 11 for Victoria (3rd edition) including homework book ($15 refunded at the end of the school year, if the text is returned in good condition) * Casio Classpad 400 Graphic Calculator * *The Casio Classpad 330 (second-hand) can still be used in 2017. The model 330 has now been replaced by the Casio Classpad 400.  Both models will be suitable for use in 2017*. * 1 x Exercise book – A4 128 pge * 1 x Compass and protractor kit | Essential  Essential  Essential  Optional | $20  $149 |  |
| LOTE – French | * The Leading Edge VCE French * Excursion to French Restaurant (food, travel) * 1 x Loose Leaf folder * 1 x Exercise book – A4 128 pge | Essential  Optional  Essential  Essential | $40  $30 |  |
| Food Technology | * Food and Technology 1: 3rd Edition (Jacaranda) * Cooking ingredients (it is not practical for parents to purchase these items themselves) * Excursion to Top Designs – VCE Season of Excellence at Melbourne Museum (travel) * A4 Lever Arch Binder 2Ring * A4 loose leaf refill (50) * Plastic inserts (20) | Essential  Essential  Optional  Essential  Essential  Essential | $60  $40  $10 |  |
| Study Camp | Costs cover transport, accommodation, and food. | Essential | $125 |  |
| General Stationery Pack | *Staedtler* stick 430 Ballpoint Medium (3 blue, 3 black, 2 red)  Plastic translucent ruler  Highlighter pens - Yellow  Student diary/handbook/work planner | Essential | $15 |  |

**Note: Parents may choose to provide or purchase some items themselves. If you choose to do this you must consult with the school so that your child has the right items. There may be some items or services you cannot purchase yourself.**

**Additional optional Items**

|  |  |  |
| --- | --- | --- |
| **Item** | **Cost** | **✓** |
| Ski Camp – Term 3 (travel, accommodation, food, entry fees) | $500 |  |
| School magazine | $10 |  |
| Graduation dinner | $50 |  |
| Dance class subject fee (6 lessons) | $45 |  |

**Voluntary financial contributions**

|  |  |
| --- | --- |
| **Item** | **Amount** (please nominate how much you would like to donate) |
| Exterior fence  Grounds beautification  School assistance fund\*\* | $  $  $ |

**\*\* This fund is to provide essential student learning items or optional Items for families at our school unable to purchase these items due to financial hardship. Your contribution helps to ensure that all our students have the option of attending school camps and excursions and have the items they need for school.**

**Parent Payment Charges**

Essential student learning items Amount\_\_\_\_\_\_\_

Optional Items Amount\_\_\_\_\_\_\_

Voluntary financial contribution Amount\_\_\_\_\_\_\_

**TOTAL \_\_\_\_\_\_**

**Parent Payment Arrangements**

Please indicate your preferred method of payment:

Option A (full amount at the beginning of Term 1) 

Option B (payment at the beginning of each Term) 

Option C (half yearly payment) 

Option D (other payment arrangements)\* 

***\**** *(If selecting Option D please make an appointment with the school to discuss your circumstances and the available options)*

I HAVE ENCLOSED PAYMENT OF **$\_\_\_\_\_\_\_\_**

Schools to insert their electronic funds transfer or payment process.

When customising this form for school purposes, schools are required to consider the following guidelines:

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* [School Financial Guidelines - Schools Electronic Funds Management Guidelines](http://www.education.vic.gov.au/school/principals/finance/Pages/guidelines.aspx)
* The privacy collection statement template to inform the development and implementation of the school's privacy statement, see: [Privacy Documents](https://edugate.eduweb.vic.gov.au/Services/privacy/Pages/PrivacyDocumentsandLinks.aspx)