



PARENT PAYMENT ARRANGEMENTS

Dear Parent

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

Please find the fee schedule for your child's year level attached.

Burnside Primary School makes every effort to keep the cost of items and activities to a minimum and affordable for all parents.

Financial Support for Families

Burnside 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) available for eligible families
- Second hand uniform, if available
- State Schools Relief (SSR) support is available for uniforms/footwear (via the School Wellbeing Team)
- Information regarding support options is also available from the general office and can be discussed with our Business Manager.

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact: *Jan Thom*, Ph: 03 8578 6310

Payment Methods

- EFTPOS card at office, or over telephone 8578 6310
- BPAY – details available on your family statement

Parents are able to enter into confidential payment arrangements by contacting the Business Manager, *Jan Thom* on 8578 6310 or burnside.ps@education.vic.gov.au.

Refunds

If a family has paid for a camp, excursion or activity and their student does not attend, they will receive reimbursement under the following situations:

- If the student has an approved illness on the day.
- If the activity is a singular activity which is cancelled by the school or provider, and whereby a replacement activity is not offered.
- If a student leaves Burnside Primary School before the event.

If a family has paid for a camp, excursion or activity and their student does not attend, they will not receive reimbursement under the following situations:

- If the student does not attend one day out of an entire program involving multiple days/activities, as the family payment covers the program as a whole.

- If the school is forced to cancel one day out of a program involving multiple days/activities due to weather or other unforeseen circumstances, as the family payment covers the program as a whole.
- If it has been stated that they were paying for a non-refundable deposit.



Method of reimbursement

Reimbursements will be processed by way of a credit being applied to the family account unless alternative arrangements are made, which can be used for future activities. If the original payment was made with CSEF Credit, this credit will be reapplied to the family account as CSEF credit.

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

Yours sincerely,

Davide Lombardi
Principal

Shara Schwartz
School Council President

ATTACHMENT: A FEE SCHEDULE



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 (Supplied student pack) or provide your own. Please call the school to discuss which items you would like to purchase independently:

Essential Student Learning Items	Amount
Student Book Pack (itemised List attached)	\$58.00
These items will be delivered as student packs and will be available for students on the first day of Term 1 2021. This charge includes items owned by the Student in-class and brought home at the end of the year if there are any surplus items left unused.	
Reading Eggs Subscription	\$23.50
Mathletics Subscription	\$18.00
ACER PAT Testing	\$ 7.00
Essential Assessment	\$10.00
School Diary	\$ 7.00
Harlequin Printed Eco Library Bag	\$18.00
Headphones	\$12.50
STEM Consumables Glue (PVA), coloured squares, paint, coloured paper, poster paper	\$17.50
Numeracy/Literacy Consumables Sentence squares, Kinder Squares, cover paper, masking tape, sticky tape etc	\$18.50
Art Consumables Glue (PVA), coloured squares, paint, coloured paper, poster paper, modelling materials, oil pastels etc	\$20.00
TOTAL	\$210

Each family will received a copy of their child's year level student pack list as an attachment to this letter going home.



Voluntary Contributions

Burnside 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
<i>General Contribution</i>	Yes/No	<i>E.g.</i> \$100	<i>E.g.</i> \$120	<i>E.g.</i> \$150	
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

Essential Student Learning Items	Amount _____
Voluntary financial contribution	Amount _____
	TOTAL _____

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

- 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.

Optional Items

- 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.

Voluntary Contributions

- 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.