



# Aspendale Gardens Primary School

## 2017 Years 1 & 2 Parent Payment Charges



Wednesday 2 November, 2016

Dear Parent/Guardian,

The *Education and Training Reform Act 2006* provides that instruction in the standard curriculum program is delivered free to all students in Victorian Government schools. This is referred to as 'free instruction'. The Act also grants School Councils the power to charge fees for goods and services to support the delivery of free instruction and to raise funds.

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 program includes core learning and teaching activities related to the Victorian Curriculum.

The Department of Education *Parent Payments in Victorian Government Schools* Policy provides advice on the different types of payments that schools can request from parents and outlines the procedures and protocols schools must adhere to. This policy is available from the Department's School Policy and Advisory Guide ([www.education.vic.gov.au/spag](http://www.education.vic.gov.au/spag)).

School Councils are responsible for developing and approving a school-level parent payment policy that is compliant with the Department's policy.

There are three areas for which parents may be requested to make a payment or contribution:

- **Essential Student Learning Items** are those items, activities or services that are essential to support student learning of the standard curriculum. These are items that the school considers essential for all students and which students take possession of. Parents may choose to provide the items themselves or buy the items from the school where practical and appropriate.
- **Optional Items** are those items, activities or services that are offered in addition to or support instruction in the standard curriculum program. These are provided on a user-pays basis so that if parents choose to access them for students, they are required to pay for them.
- **Voluntary financial contributions** which parents/guardians may be invited to donate to the school.

Parents/guardians are responsible for ensuring that their children are provided with essential educational items. The school makes every effort to keep the cost of items that need to be purchased at a minimum.

Alternative payment arrangements are also available through the school.

Aspendale Gardens School Council has passed the School policy in line with the Department of Education's guidelines. The policy includes a number of payment options to support parents to access the materials and services associated with their child's education. The school-level parent payment policy is available on the school website.

If you have any queries or wish to discuss your circumstances and the options available to you, please contact the school to make an appointment.

Yours sincerely,

*Cheryle Osborne*

Principal

*Rebecca Russell*

Business Manager

Aspendale Gardens Primary School  
2017 Years 1 & 2 Parent Payment Charges



**Child's Name:** \_\_\_\_\_ **Year Level:** \_\_\_\_\_ **(2017)**

Please find the itemised list that includes essential education items (those items that your child is required to have for school) and optional extras (that you can choose whether your child participates in or accesses). Aspendale Gardens Primary School 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 an appointment to speak to the Business Manager to discuss possible support options and flexible payment arrangements. Any information about your financial circumstances, payment arrangements or status will be kept strictly confidential.

**Payments are due by Friday 24<sup>th</sup> February, 2017. You are also able to pay them this year until Tuesday 13<sup>th</sup> December, 2016.**

***Please bring this completed document with you when making payment.***

**Years 1 & 2 Essential Education Items**

Item	Specifications	Cost	Total
<b>Curriculum/Stationery Payment (required for every child)</b>	Includes expenditure for curriculum support and classroom supplies for all curriculum areas. This payment covers classroom stationery children will require throughout the year.	<b>\$160.00</b>	
<b>Photocopying/printing by school in lieu of text books and other resources.</b>	Chinese literacy resources English literary resources Maths resources Assessment & Report resources	<b>\$50.00</b>	
<b>Subscriptions</b>	Mathletics – per child	<b>\$15.00</b>	
	Literacy Planet – per child	<b>\$15.00</b>	
<b>Material provided by the school when the student takes the finished article home</b>	Art Materials / Inquiry resources including portfolios	<b>\$50.00</b>	
	Take Home Reader Log Book	<b>\$5.00</b>	
<b>TOTAL</b>			

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. As the school purchases in bulk it is more cost effective for families to allow the school to purchase student supplies.

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Child's Name: \_\_\_\_\_ Year Level: \_\_\_\_\_ (2017)

**Years 1 & 2 Optional Extras**

Item	Specifications	Cost	Total
Year Book	Each year the school produces a Year Book which is an overview of the school year.	\$20.00	
Excursions	The amount will cover payment for excursions and in-school visits up to the value of \$100.00. For each activity a note will be sent home and the cost of the activity identified. If you do not choose this option then payment for each excursion will be required as they occur throughout the year.	\$100.00	
<b>TOTAL</b>			

**Voluntary Financial Contributions**

Item	Specifications	Suggested amounts	Total
Grounds Beautification	Payment of this contribution enables us to employ a maintenance person and gardener to maintain, develop and beautify our grounds. This will be in lieu of future working bees.	\$50.00 per single child \$100.00 per family	
Building Fund	A payment to this fund is a tax deductible donation to the Aspendale Gardens Primary School Building Fund (for all donations over \$2). A receipt will be issued for your records. These funds will be used to help maintain and develop the school buildings and to keep up to date with Occupational Health & Safety regulations and guidelines. These funds have been used for our interactive whiteboards and air conditioners. We really value your contributions to this fund as it enables us to enhance the learning environment for your children.	\$50.00 per single child \$100.00 per family	
<b>TOTAL</b>			

<b>Years 1 &amp; 2 Essential Education Items</b>	<b>Amount</b>	\$ _____
<b>Years 1 &amp; 2 Optional Extras</b>	<b>Amount</b>	\$ _____
<b>Voluntary Financial Contribution</b>	<b>Amount</b>	\$ _____
	<b>TOTAL</b>	\$ _____

**Please tick appropriate payment box**

- Payment by cash or EFTPOS
- BPAY - Reference Number \_\_\_\_\_ **it is imperative that you advise the school as to what you have paid for so that payments can be correctly matched to your family**
- QKR App - download app (or scan bar code), register, find our school, and register your children
- Payment by Credit Card – (MasterCard, Visa)



<b>Name on Credit Card (Please print)</b>		<b>Visa / Mastercard</b>	<b>\$</b>
<b>Credit Card No</b>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
<b>Expiry Date</b>	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>	<b>Cardholder's Signature</b>	

Please email [aspendale.gardens.ps@edumail.vic.gov.au](mailto:aspendale.gardens.ps@edumail.vic.gov.au) to advise which charges are to be paid

# 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

# For quicker, hassle-free school payments, try Qkr! today



Introducing Qkr! (pronounced 'quicker') by MasterCard: the easy-to-use phone app that gives you the flexibility to place orders at a time and place that suits you. Qkr!:

- Saves you time by letting you order and pay for school items directly from your phone;
- Reduces the need for your child to bring cash to school;
- Reduces the time school staff spend on administrative tasks



## Getting started is easy - try it yourself today

### Step 1 Download Qkr!

on your Android phone or iPhone. iPad users can download iPhone app



### Step 2 Register

Select your Country of Residence as 'Australia' and follow the steps to register

### Step 3 Find our school

Scan the QR code or search for our school name. Our school will also appear in "Locations Nearby" if you are within 4kms of the school

### Step 4 Register your children

When first accessing your school menu, you will be prompted to register your child. This allows you to make school orders on their behalf.

Scan QR code provided by your school



Or search for our school name

If within 4kms of the school, you can select from "Locations Nearby"



Now you're ready to order directly from your phone...

## Manage your children's details



## Purchase school items



## Add multiple payment cards



Pay with any scheme credit, debit or pre-paid card accepted by the school. At checkout, you can select from any of your registered cards.



Please send your comments or suggestions on how the Qkr! service could be improved to the school office.

Add up to five cards to your Qkr! account