



# Aspendale Gardens Primary School

## 2018 Year 3 Parent Payment Charges



Thursday 9 November, 2017

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 of which students take possession. 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  
2018 Year 3 Parent Payment Charges



**Child's Name:** \_\_\_\_\_ **Year Level:** \_\_\_\_\_ **(2018)**

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 can be made until Tuesday 12<sup>th</sup> December 2017, with payment in full due by Friday 23<sup>rd</sup> February, 2018.**

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

**Year 3 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>	
	Wushka – per child	<b>\$12.00</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>	
	School Diary	<b>\$5.00</b>	
	Stephanie Alexander Kitchen materials	<b>\$120.00</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.

# Aspendale Gardens Primary School 2018 Year 3 Parent Payment Charges



Child's Name: \_\_\_\_\_ Year Level: \_\_\_\_\_ (2018)

## Year 3 Optional Extras

Item	Specifications	Cost	Total
<b>Year Book</b>	Each year the school produces a Year Book which is an overview of the school year.	<b>\$20.00</b>	
<b>Excursions</b>	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.	<b>\$100.00</b>	
<b>TOTAL</b>			

## Voluntary Financial Contributions

Item	Specifications	Suggested amounts	Total
<b>Grounds Beautification</b>	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.	<b>\$50.00 per single child</b> <b>\$100.00 per family</b>	
<b>Building Fund</b>	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.	<b>\$50.00 per single child</b> <b>\$100.00 per family</b>	
<b>TOTAL</b>			

**Year 3 Essential Education Items** **Amount** \$ \_\_\_\_\_

**Year 3 Optional Extras** **Amount** \$ \_\_\_\_\_

**Voluntary Financial Contribution** **Amount** \$ \_\_\_\_\_

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

### 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)



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<b>Name on Credit Card (Please print)</b>		<b>Visa / Mastercard</b>	<b>\$</b>
<b>Credit Card No</b>	□ □ □ □ / □ □ □ □ / □ □ □ □ / □ □ □ □		
<b>Expiry Date</b>	□ □ / □ □	<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
- camp, 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"



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

## Manage your children's details



add your child's details and photo



tap to add another child

tap the student card to edit details on that child



tap to show Manage Children option

## Purchase school items



## Add multiple payment cards



tap to change funding source



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.



Add up to five cards to your Qkr! account



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

**CAMPS, SPORTS AND EXCURSIONS FUND (CSEF) APPLICATION FORM**

Aspendale Gardens PS

School Name

School REF ID

**Parent/legal guardian details**

Surname \_\_\_\_\_

First name \_\_\_\_\_

Address \_\_\_\_\_

Town/suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Contact number \_\_\_\_\_

Centrelink pensioner concession **OR** Health care card number (CRN)

-    -    -  **OR**

Foster parent\* **OR**  Veterans affairs pensioner

\*Foster Parents must provide a copy of the temporary care order letter from the Department of Health and Human Services (DHHS).

**Student details**

Child's surname	Child's first name	Student ID	Date of birth (dd/mm/yyyy)	Year level

I authorise the Department of Education and Training (DET) to use Centrelink Confirmation eServices to perform an enquiry of my Centrelink customer details and concession card status in order to enable the business to determine if I qualify for a concession, rebate or service. I also authorise the Australian Government Department of Human Services (DHS) to provide the results of that enquiry to DET.

I understand that:

- DHS will use information I have provided to DET to confirm my eligibility for the Camps, Sports and Excursions Fund and will disclose to DET personal information including my name, address, payment and concession card type and status.
- this consent, once signed, remains valid while my child is enrolled at a registered Victorian school unless I withdraw it by contacting the school.
- I can obtain proof of my circumstances/details from DHS and provide it to DET so that my eligibility for the Camps, Sports and Excursions Fund can be determined.
- if I withdraw my consent or do not alternatively provide proof of my circumstances/details, I may not be eligible for the Camps, Sports and Excursions Fund provided by DET.
- information regarding my eligibility for the Camps, Sports and Excursions Fund may be disclosed to the Victorian Department of Health and Human Services and /or State Schools Relief for the purpose of evaluating concession card services or confirming eligibility for assistance.

You are able to request access to the personal information that we hold about you, and to request that any errors be corrected, by contacting your child's school.

Signature of applicant \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## CSEF ELIGIBILITY

Below is the criteria used to determine a student's eligibility for the Camps, Sports and Excursions Fund (CSEF).

### Criteria 1 – Eligibility

To be eligible\* for the fund, a parent or legal guardian of a student attending a registered Government or non-government Victorian primary or secondary school must:

- on the first day of Term one, or;
- on the first day of Term two;
  - a) Be an eligible beneficiary within the meaning of the *State Concessions Act 2004*, that is, be a holder of Veterans Affairs Gold Card or be an eligible Centrelink Health Care Card (HCC) or Pensioner Concession Card (PCC) holder, OR
  - b) Be a temporary foster parent, and;
  - c) Submit an application to the school by the due date.

\* A special consideration eligibility category also exists. For more information, see: [www.education.vic.gov.au/csef](http://www.education.vic.gov.au/csef)

Parents who receive a Carer Allowance on behalf of a child, or any other benefit or allowance not income tested by Centrelink, are not eligible for the CSEF unless they also comply with one of (a) or (b) above.

### Criteria 2 - Be of school age and attend school in Victoria

School is compulsory for all Victorian children aged between six and 17 years of age inclusive.

For the purposes of CSEF, students may be eligible for assistance if they attend a Victorian registered primary or secondary school. Typically, these students are aged between five and 18 years inclusive.

CSEF is not payable to students attending pre-school, kindergarten, home schooled, or TAFE.

### Eligibility Date

For concession card holders CSEF eligibility will be subject to the parent/legal guardian's concession card being successfully validated with Centrelink on the first day of either term one (29 January 2018) or term two (16 April 2018).

## PAYMENT AMOUNTS

### CSEF payment amount

The CSEF is an annual payment to the school to be used towards camps, sports and/or excursion expenses for the benefit of the eligible student.

- Primary school student rate: \$125 per year.
- Secondary school student rate: \$225 per year.

The CSEF is paid directly to your child's school and will be allocated by the school towards camps, sports and/or excursion costs for your child.

**For ungraded students**, the rate payable is determined by the student's date of birth. For more information, see: [www.education.vic.gov.au/csef](http://www.education.vic.gov.au/csef)

**Year 7 government school students** who are CSEF recipients are also eligible for a uniform voucher. Secondary schools are required to make applications on behalf of parents so please register your interest at the school.

## HOW TO COMPLETE THE APPLICATION FORM

### NOTE: ALL SECTIONS MUST BE COMPLETED BY PARENT/LEGAL GUARDIAN

1. Complete the PARENT/LEGAL GUARDIAN DETAILS section.  
Make sure that the Surname, First Name, and Customer Reference Number (CRN) details match those on your concession card. You will also need to provide your concession card to the school.  
If you are claiming as a Foster Parent or a Veteran Affairs Pensioner, you will need to provide a copy of documentation confirming your status as a temporary Foster Parent or provide your Veterans Affairs Pensioner Gold card to the school.
2. Complete the STUDENT/S DETAILS section for students at this school.
3. Sign and date the form and return it to the school office as soon as possible. The CSEF program for 2018 closes on 29 June, 2018.

CSEF payments cannot be claimed retrospectively for prior years.

**Queries relating to CSEF eligibility and payments should be directed to the school.**

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