



185 Surrey Road Blackburn.3130

Telephone: 9878 1483

Website: www.blackburnps.vic.edu.au

Email: blackburn.ps@education.vic.gov.au

Wednesday 4 November 2020

Dear Parent/Guardian,

PARENT FINANCIAL CONTRIBUTIONS- FOR THE 2021 SCHOOL YEAR

Blackburn Primary School is looking forward to another great year of teaching and learning and would like to advise you of our parent payment arrangements for 2021.

Blackburn Primary School is committed to excellence through innovative educational programs to improve student outcomes, put in place to cater for the needs and interests of our students. We make every effort to keep the cost of items and activities to a minimum and affordable for all parents. Each year School Council meets to consider the school's financial position and prepares a budget to cover the educational programs, administration, facilities development and maintenance for the next school year.

Although the Victorian Department of Education and Training provides funding to schools to support contract cleaning, gas and electricity, water rates, telephone, furniture, some repairs to buildings, administration, some curriculum support and professional development, it is not enough to cover what is needed to effectively operate all programs offered. Your financial contribution is crucial to ensure we have the resources and facilities necessary to successfully provide enhanced educational programs of a standard and quality expected by our community.

Parent Contributions are made up of essential, optional and voluntary (some tax deductible) components, as outlined below. The School Council greatly appreciates all of your contributions so that we can continue to provide outstanding facilities and resources for our students.

- 1) **Essential Student Learning Items:** which parents pay the school to provide, and includes items like bulk stationery, workbooks, art and craft materials and consumable supplies for all classrooms and specialist lessons that students use during the year and can take home, apps/software programs, program licences, and curriculum packages. Each student is asked to bring an art smock.
- 2) **Optional Educational Items:** Offered on a user-pays basis during the year and parents may choose whether their child participates. (eg: Excursions/Incursions, etc.)
- 3) **1 to 1 iPad Program:** The iPad program is a very important part of our curriculum and learning, providing an opportunity for students to engage in 21st Century digital technologies to enhance and complement learning programs. **iPads will be handed out to students in December 2020, so students will have access to them over the summer holidays. The 1st instalment payment must be completed by Wednesday 2 December 2020 for your child to receive their iPad before the end of the school year.** Payment plan options are available through the Compass event.

The Technology levy is for **Foundation Classes**, and contributes to the cost of using technology in the classroom. This levy includes application licenses, JAMF management systems, technical support and associated costs. Foundation students will access the iPads in class, but not take them home each night.

- 4) **Voluntary Financial Contributions:** As per the DET Parent Payment Policy for 2021, certain items are no longer classified in the Essential Charges area of the family fees. However, we welcome your voluntary contributions to help us cover the costs of these areas of the school expenditure budget. These are the suggested amounts however; contributions of any amount will be gratefully received. **These programs rely heavily on parent donations, so we ask for your support.**

FINANCIAL SUPPORT FOR FAMILIES

Blackburn 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) & State Schools Relief. If you think you will have difficulty making payments please contact Jackie Kapoor, Business Manager, via the General Office, to discuss possible support options and flexible payment arrangements. Any information about your financial circumstances, payment arrangements or status will be kept strictly confidential. For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, please contact:

Jackie Kapoor Ph. 03 9878 1483 Email: Blackburn.ps@education.vic.gov.au

PAYMENT METHOD

Our preferred method of payment is via Compass. If you choose to **pay by instalments**, the instalments will be processed on the following dates.

Compass Event - 1 to 1 iPad Program:

Option		Instalment 1	Instalment 2	Instalment 3	Instalment 4	Instalment 5
1	Pay in full due by	2-Dec-20 (\$260)				
2	Payment plan with 5 instalments on compass	2-Dec-20 (\$52)	29-Mar-21 (\$52)	12-May-21 (\$52)	2-Aug-21 (\$52)	13-Sep-21 (\$52)
3	Payment by alternative arrangement- Please contact the general office via email Blackburn.ps@education.vic.gov.au					

Compass Course Confirmation- Essential Student Learning Items & Voluntary contributions:

Option		Instalment 1	Instalment 2	Instalment 3	Instalment 4
1	Pay in full due by	12-Feb-21			
2	Payment plan with 4 instalments on compass	12-Feb-21	16-Apr-21	18-Jun-21	27-Aug-21
3	Payment by alternative arrangement- Please contact the general office via email Blackburn.ps@education.vic.gov.au				

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

If you choose to **pay in full**, then the full amount will be deducted on the **same day** that you process your payment on Compass. If you need to change your Credit Card details on an instalment payment plan set up via Compass, you will need to contact the General Office to make these changes for you.

REFUNDS

Our school will consider requests for partial or full refunds of payments made by parents on a case by case basis taking into account the individual circumstances. Generally we will not be able to refund payments made for items purchased or costs that have already been paid where those funds have already been transferred to a third party. For example, camp costs when a child becomes unwell and cannot attend in circumstances where the payment has already been made or committed to a third party and no refund is available to the school. Where possible, we will make this clear to parents at the time of payment.

Yours sincerely,



Andrew Cock
Principal



Cindy Kozel
School Council President



PARENT PAYMENTS 2021

1.	Essential Student Learning Items	Amount
	<p>Below is a list of items and activities, which are essential for your child to learn the standard curriculum. The items will be ordered in bulk at wholesale prices, and distributed to students as needed throughout the year. You may choose to purchase the book pack items through the school or provide your own.</p> <ul style="list-style-type: none"> -Student classroom supplies pack, including a Foundation Targeting Handwriting workbook, workbooks and materials for LOTE, PE & Music (\$81.50) -The Patch: cooking ingredients, workbook, patch maintenance (\$10.50) -Art: materials for take home projects, painting, drawing, workbooks, in class materials (\$20) -Literacy/Maths: Reading Eggs, Essential Assessment, sunshine online, ACER reading/maths (\$28) 	<p>\$140.00</p>
	<p>Curriculum Support: <i>Voluntary Contribution</i></p> <p><i>This voluntary amount was previously included in the Student Requisites essential education items; however, 2020 updated Department of Education guidelines state that it must be asked for as a voluntary contribution. These funds are extremely important to allow the School to continue to deliver the high quality curriculum programs that our community values, as the DET funding does not cover these costs.</i></p> <p>These funds support the purchase of additional resources for the classroom throughout the year, as well as specialist program specific equipment, Maths, English and Science resources. It also contributes to items including Compass fees, photocopying, student welfare and items used for learning and class sets- eg maths blocks, scissors, textbooks. Sports equipment and Teacher resources are also included.</p>	<p><i>By donation Suggested amount \$150</i></p>
2.	Optional Educational Items	
	<p>Excursion/Incursions/Sporting Events</p> <p>These events are all designed to enhance the Inquiry units studied within the classroom and are valuable learning activities. All school events are to be paid for individually prior to the event.</p>	<p><i>Billed via Compass per event</i></p>
3.	iPad Program	
	<p>The iPad program is a very important part of our curriculum and learning. The Technology levy is for Foundation Classes, and contributes to the cost of using technology in the classroom.</p>	<p>Foundation \$50.00</p>



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BLACKBURN PRIMARY SCHOOL

ADDITIONAL VOLUNTARY CONTRIBUTIONS 2021



Blackburn Primary School continues to welcome your voluntary contributions to support our school. You can make a voluntary contribution to any of the specific priorities outlined in the table below. These voluntary contributions are separate to the curriculum support voluntary contribution.

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.

Voluntary Financial Contributions	Amount
<p>Grounds and Facilities Fund:</p> <p>These funds are used to manage and maintain the school's grounds and facilities. DET funding is heavily supplemented by the school to ensure that our grounds and facilities continue to be maintained in a safe and optimal condition. It supports the work of the Buildings & Grounds committee to improve grounds at working bees.</p> <p>In 2021 these funds will hopefully contribute to projects such as playground and tennis court upkeep.</p>	<p><i>By donation Suggested amount \$50</i></p>
<p>Building Fund – * Tax Deductible</p> <p>These funds are used to undertake building developments and school improvement. DET funding is heavily supplemented by the school to ensure that our buildings continue to be maintained to a high standard.</p> <p>In 2021 these funds will hopefully contribute to updates to buildings/classrooms.</p>	<p><i>By donation Suggested amount \$50</i></p>
<p>Library Fund – * Tax Deductible</p> <p>These funds allow us to enhance the reading resources in the library and classrooms by providing a wide variety of appropriate books.</p>	<p><i>By donation Suggested amount \$25</i></p>
<p>First Aid Levy</p> <p>This levy supports the provision of a quality First Aid room and supplies.</p>	<p><i>By donation Suggested amount \$15</i></p>
<p>School Assistance Fund</p> <p>This levy assists in paying for families who have demonstrated financial hardship, so that their child can go on camps/excursions etc. It also contributes to our Chaplaincy/counselling services, and supports uniform costs for those families in need.</p>	<p><i>By donation Suggested amount \$25</i></p>

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.