2017 STUDENT CLASSROOM REQUIREMENTS - YEAR LEVEL 2

STUDENT NAME:

Payment days in 2017 are:

Monday 23th January, Tuesday 24th and Wednesday 25th January

9.15am to 12.30pm and 1.30pm to 4.00pm

Payments can also be made by BPAY, Eftpos (Min $10), Qkr, Cash or Cheque

BPAY - Contact the school for the Biller Code and your Reference Number

Qkr – Down load the Qkr App (Instructions attached)

BOOKPACKS WILL BE DELIVERED TO THE CLASSROOMS READY FOR THE START OF THE YEAR

Essential Education Items – See Over For Full Explanation	
Book Pack	$ 93.00
Reading Eggs	$ 24.55
Optional Extras – See Over For Full Explanation	
Gymnastics	$37.00
Excursions/Incursions	$TBA
Camps	$TBA

TOTAL PAID $ _____

Payment Arrangements – If Not Choosing Option A, Please Return This Form To The School Office:

Essential educational items of $117.55 must be paid for in full before delivery can take place. Payment for the remaining items can be made:

Option A: $117.55 paid in full by Friday 3rd February 2017 ☐

Option B: $58.80 by Friday 3rd February and the balance ($58.75) by Friday 31th March 2017 ☐

Option C: One Third ($39.20) by Friday 29th January and balance ($78.35) by Friday 30th June 2017 ☐

Option D: Other payment arrangements* ☐

(* If selecting option D, please make an appointment with Ms Bennett, our Business Manager, to discuss your circumstances and the available options)

Essential Educational Items

Book Pack:

On payment of this charge, the school will provide a pack which will include:

2 x 8mm 64PG Exercise Book 225x175mm
7 x A4 64PG Exercise Book 18mm
3 x Premium Writer A4 10mm Graph Book 48Pg
2 x Slimpick Document Wallet Foolscap Green
5 x Faber-Castell Red Checking Pencil
1 x Nice Day Highlighter
2 x A4 48 PG Project Book Plain Dotted Thirds
1 x Kluwell Home Reading Junior Level
2 x Post It Notes
6 x Elmers Glue Stick
3 x Plastic Eraser Large with Sleeve
1 x Pencil Case Lrg 2 Pocket
2 x Wooden Ruler 30cm
12 x Staedtler Traditional 110 Pencils HB
1 x Red Handled Scissors
2 x Texta Zoom Twist Crayons Pkt 12
2 x Faber-Castell Tri Grip Coloured Pencils Box 12
2 x Connector Marker Pen Assorted Wallet 10
2 x Double Hole Pencil Sharpener
1 x Whiteboard Eraser Lrg
2 x Whiteboard Markers Bullet Tip Blue 2.0mm
2 x Whiteboard Markers Bullet Tip Black 2.0mm
1 x Document Wallet A4 Button Clear
2 x Elmers Washable No Run Glue
2 x Best Buddies Scrap Book 64 PG
1 x Rainbow Prem Matt Paper Kinder Squares Assort
1 x GP Masking Tape 18mm x 50m
1 x Faber-Castell Goldfaber Pencil 2B
1 x Bonzer Book Box

Parents are able to supply their own book pack items if required and a comprehensive list of the contents of each year level's book pack is available upon request. It should be noted book pack items are only available as a 'pack' and if a parent is unable to provide individual items, the school will not be responsible for the supply of those items not provided by the parent.

Reading Eggs

Software provided by the school under licence and is available for use by each student both at school and at home.

Optional Extras

Gymnastics:

During Term 1, we offer a Gymnastics Program which runs for 8 - 45 min lessons each year, building on the previous year's program. Trained Gymnastics teachers work with our children and they bring all the specialised Gym equipment, such as parallel bars, mini trampolines, spring boards and the heavy duty mats. We encourage all students to take part.

Excursions/Incursions

Camps

EASY > SECURE > CONVENIENT

Accept payments 24 hours a day, 7 days a week

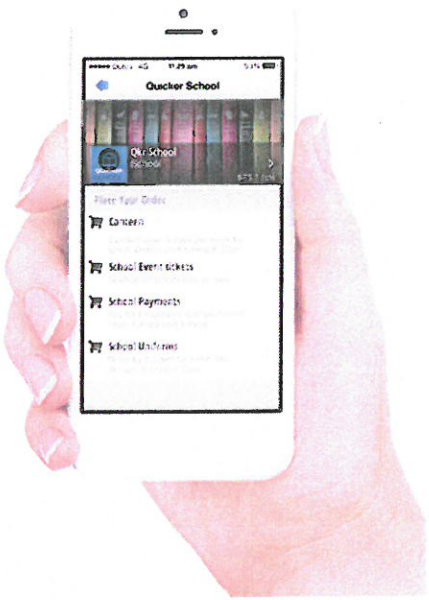
For busy parents and carers, finding time to pay school fees, school events, sports, school uniforms and more, can be difficult.

That's why Qkr! by Mastercard was created.

Introducing Qkr! (pronounced 'quicker') by Mastercard, the secure and easy way to order and pay for items from your phone at a time and place that suits you.

With Qkr you can:

- Pay for school fees, school events, sports and more;
- See your receipts on the app and get them sent by email if required.



Step 1. **Download Qkr!**
On your Android phone or iPhone.
iPad users must download iPhone app.

Step 2. **Register**
Select your Country of Residence as 'Australia' and follow the steps to register.

Step 3. **Find our school**
Our school will appear in 'Nearby Locations' if you're within 10km's of our school, or search for our school by name.

Step 4. **Register your child**
When first accessing our school you will be prompted to add a student profile for your child/children. This allows you to make orders and payments for them.

Download on the App Store

GET IT ON Google play

Qkr!
with MasterPass

Exford PS - Schedule of School Expenses:

Schedule of School Expenses: A summary list of approximate costs for 2017.

Please note that this list is not inclusive of all items, that there are approximate costs per student or what was invoiced in 2016 and that while the items at the top of the list are applicable to all, some items (Camps, Sports) are applicable for only certain year levels. Included are also a number of 'Optional Items' that also include Fundraising items that either occurred in 2016 or are planned for 2017. These items are optional, however, we would like to give you a true and approximate costing to assist with your personal budgeting.

When making payments to the Office, part payments and future deposits are welcome at any time. If you think that there may be a difficulty in making a payment deadline, please contact the office PRIOR to the deadline occurring so that together we can make a financial commitment plan.

Making Payments

Parents have the option of making all payments by cash, cheque, QKR, Bpay or Eftpos. (Min $10)

We will have 3 Payment days at the start of the school year:

- Day 1 - Monday 23 January 2017 - 9:30 am - 3:30 pm
- Day 2 - Tuesday 24 January 2017 - 9:30 am - 2:30 pm
- Day 3 - Wednesday 25 January 2017 - 9:30 am - 2:30 pm

The **Student Book Pack** covers the stationery and consumable items for your child and this is a compulsory cost, as per the Department of Education and Training's Parent Payment Policy. The school provides the children with all their materials (that way we all have the same sized books, lines, pencils etc and also any items requiring Chemical Data sheets are uniform with DET's OHS practices), with an initial set sent home in Week 1 for naming and labelling.

Actual monetary requests and printed invoices will be issued with deadline dates as each event comes about. At all times we recognise that we have a range of family circumstances, with some families being paid weekly, fortnightly and monthly.

We endeavour to give a minimum of 3-4 weeks' notice of any money deadline and alternative payment plans can be discussed on an individual case. Payments may be made by cash / cheque / QKR / Eftpos (Min $10)/ Bpay

Essential Items per student	Total cost	
Student Book Pack This is a compulsory cost for each student and provides the individual and shared materials for each child throughout the 2015 school year.	$76 - $105.00 depending on year level (see your child's Book Pack for exact price)	
Reading Eggs - Online program for school & home - for our Year Prep-2 students (family subscription is $300+) (24 hours / 7 days a week access)	$24.55	
Optional (but strongly recommended per student These activities are **supplementary** to the standard curriculum and provide enrichment /extension activities and experiences for the students		Date of event
Gymnastics Program Term 1 (1 lesson per 10 week program)	$37	
Interschool Sports Program (Years 3-6)	$15.00 Approx	Throughout the year.
Potential Excursions (Terms 2 & 3 @ $25 - $30 approx per excursion)	$60.00	Term 2 & 3
Year Preps only 'YogaBubbles' 10 week program	$30	Term 3
Incursions (visiting performance to Exford) (Terms 2 & 3 @ $7 per incursion)	$14.00	Term 2 & 3
Potential visiting specialist programs	$15	Term 2 & 3

Exford Camps Program - Your child would attend only one of these

Items per student	Total cost	Instalments	Final payment due date
Prep Exford Camp & Dinner (approximate cost)	$15.00		Due end of Term 3
Year 1 Exford Camp Excursion (approximate cost)	$27.00		Balance due end Term 3

Year 2 Camp (approximate cost)	$120.00	$50.00 $70.00	Deposit due end Term 1 Balance due end Term 3
Year 3/4 Camp (approximate cost)	$220.00	$50.00 $170.00	Deposit due end Term 1 Balance due end Term 3
Year 5/6 Camp (approximate cost)	$220.00	$50.00 $170.00	Deposit due end Term 1 Balance due end Term 3

Additional Extras

Items per student	Total cost	Instalments due	Date of event
Canteen - open daily	Weekly cost - depending on order		
School photos	Price depends on the package selected. This is paid directly to the photographer		
Fundraising events across the year - for example (the FR $ works in conjunction with the school ICT budget to pay for the lease for the iPads in our classrooms, Apple TV set-ups, laptops and other ICT projects)	• Easter Raffle • Tony's Pies • Portrait Photography • Walkathon • Christmas BBQ and Raffle		
Mother's Day	$7.00	Approximately	
Father's Day	$7.00	Approximately	
Year 6 commemorative jacket (approx.)	$60.00	$30.00 $30.00	Deposit February Balance April
Book Fairs (2 x per year) Scholastic Book Club (monthly)	As per family purchases As per family orders		

VICTORIA State Government | Education and Training

PARENT PAYMENT POLICY AND IMPLEMENTATION

EXFORD PRIMARY SCHOOL

PURPOSE

To ensure that parent payment practices are consistent, transparent and ensure that all children have access to the standard curriculum.

RATIONALE

The Victorian community shares a vision to build an education system that champions excellence and ensures that every child and young person has access to the opportunities to succeed in life, regardless of their background or circumstances.

Schools are best placed to make local decisions which ensure that all students can access a broad range of learning opportunities that support their expectations and promote their aspirations as they move through the education system. Parent contribution, in all forms, assists schools to provide an enriched learning and teaching program for every student and is highly valued by school communities.

Learning and teaching programs vary across schools based on local needs and circumstances and reflect each school's priorities, decisions and resources. This, in turn, informs the parent payment charges approved by school councils that may vary from one school to the next.

WHAT CAN SCHOOLS CHARGE FOR?

The Education and Training Reform Act 2006 provides for instruction in the standard curriculum program to be free to all students in government schools. School councils are responsible for developing and approving school-level parent payment charges and can request payments from parents1 under three categories only- Essential Student Learning Items, Optional Items and Voluntary Financial Contributions.

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

Parents can be invited to make a donation to the school for a general or specific purpose, e.g. school grounds projects, library fund or for new equipment. Only some Voluntary Financial Contributions are tax-deductible.

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[1] Parent' in the policy has the same meaning as in the *Education and Training Reform Act 2006*, which is: **'parent'**, in relation to a child, includes a guardian and every person who has parental responsibility for the child including parental responsibility under the *Family Law Act* 1975 of the Commonwealth and any person with whom a child normally or regularly resides.

The attached diagram **"Understanding Parent Payment Categories"** provides examples of items and materials under each category.

In implementing this policy, schools must adhere to the following principles:

PRINCIPLES

- **Educational value:** Student learning, aspirations and wellbeing are paramount when schools determine their parent payments practices
- **Access, equity and inclusion:** All students have access to the standard curriculum program and participation of all students to the full school program is facilitated
- **Affordability:** Cost to parents is kept to a minimum and is affordable for most families at the school
- **Engagement and Support:** Early identification and engagement strategies by the school ensure parents are well informed of the payment options and supports available for those experiencing hardship
- **Respect and Confidentiality:** Parents and students experiencing hardship are treated with respect, dignity, sensitivity and without judgement and the identity and personal information of all parents and students are kept confidential in respect to parent payments
- **Transparency and Accountability:** School parent payment practices are well communicated, clear and transparent and their impact on student programs and families are reviewed by school councils

COST AND SUPPORT TO PARENTS

When school councils consider the proposed requests for parent payments the cost is kept to a minimum and is affordable to most parents at the school.

School principals must ensure that:

- items students consume or take possession of are accurately costed
- payment requests are broadly itemised within the appropriate category
- parents are advised that they have the option of purchasing equivalent Essential Student Learning Items themselves, in consultation with the school
- information on payment options is available, accessible and easily understood to all parents so that they know what to expect and what supports they can access
- parents are provided with early notice of annual payment requests for school fees (i.e. a minimum of six weeks' notice prior to the end of the previous school year). This enables parents to save and budget accordingly.
- parents are provided with reasonable notice of any other payment requests that arise during the school year- ensuring parents have a clear understanding of the full financial contribution being sought
- the status and details of any financial arrangements are kept confidential and only shared with relevant school personnel
- parents experiencing hardship are not pursued for outstanding school fees from one year to the next
- use of debt collectors to obtain outstanding school funds owed to the school from parents is not permitted
- there will be only one reminder notice to parents for voluntary financial contributions per year

- Invoices/statements for unpaid essential or optional items accepted by parents are not generated more than monthly or according to the parent payment arrangement with the school.

SUPPORT FOR FAMILIES

Families may experience financial difficulties and may be unable to meet the full or part payments requested. Principals and school councils exercise sensitivity to the differing financial circumstances of students and their families when considering parent payment fees. There are a range of support options available to support and assist parents. These can be accessed through "Cost support for families."

Consideration to hardship arrangements in respect to payment requests is provided to families experiencing long term hardship or short term crisis on a confidential, case by case basis. All schools have written hardship arrangements that include a proactive approach to providing support for parents experiencing financial difficulty.

All parents are provided the name and contact details of a nominated parent payment contact person at the school who they can discuss payment arrangements with.

ENGAGING WITH PARENTS

In respect to each school's development of its parent payments, school councils will engage in effective communication with the school community and have strategies in place to ensure they are aware of and understand the needs and views of parents.

REVIEW OF POLICY IMPLEMENTATION

Schools will monitor the effectiveness and impact of the implementation of this policy at least annually as part of its ongoing improvement and report back to the school community.

The full Parent Payment Policy is available from the Department's School Policy and Advisory Guide.

Answers to the most commonly asked questions about school costs for parents see:
Frequently Asked Questions – For Parents

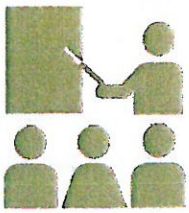
Understanding Parent Payment Categories

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:

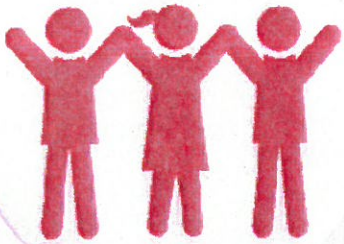
Items the student takes temporary or permanent possession of

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

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

EXFORD PRIMARY SCHOOL
Parent Payment Policy

School Councils are able to request payment contributions for education items and services from parents and guardians for students in Victorian government schools in the 3 categories – essential education items, optional education items and voluntary financial contributions

This policy ensures that:

- Costs are kept to a minimum
- Payment requests are clearly itemized under the three parent payment categories
- Items that students consume or take possession of are accurately costed
- No student will be treated differently, denied access or refused instruction to the standard curriculum program for not making a payment or contribution
- Access to enrolment or advancement to the next year level will not be withheld as a condition of payment for any of the three categories.

Exford Primary School spends considerable time selecting the most appropriate items and services to meet the needs of our students.

Parents and guardians also have the option of purchasing equivalent materials for other sources. If parents and guardians choose to provide equivalent materials, this should be done in consultation with the school, as items should meet the specifications provided by the school. There may also be certain items that due to their nature may only be provided by the school.

PARENT PAYMENT CATEGORIES

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 including text books and student stationary.
- Materials for learning and teaching where the student consumes or takes possession of the finished articles (e.g. home economics, photography, catering).
- School uniform.
- Transport and entrance for camps and excursions which all students are expected to attend.
- 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.

These items include:

- Student computer printing for personal use.
- Extra-curricular programs or activities e.g. instrumental music, dance classes.
- School-based performances, productions and events.
- School magazines, class photographs.

Voluntary Financial Contributions

Parents can be invited to make a donation to the school for a general or specific purpose, e.g. school grounds projects, library fund or for new equipment. Only some Voluntary Financial Contributions are tax-deductible

PAYMENT ARRANGEMENTS AND METHODS

Parents and guardians will be provided with early notice of payment requests for essential education items, optional extras and voluntary financial contributions (e.g. a minimum of 6 weeks notice prior to the end of the previous school year.

Costs will be kept to a minimum with payment requests/letters fair and reasonable. To further assist parents with payments, four payment options have been developed:

Option A: Full amount ant the beginning of Term 1

Option B: Payment at the beginning of each Term

Option C: Half yearly payment (beginning of Term1 & 3)

Option D: Other payment arrangements.

Alternative payment options are available through the school and parents are encouraged to make an appointment with the school to discuss circumstances and available options.

Payments may be requested but not required prior to the commencement of the year in which the materials and services are to be used.

Payment requests to parents will be itemized and the category each item falls under will be clearly identified as an essential education item, optional education item or voluntary financial contribution.

Receipts will be issued to parents on the day of payment.

Reminders for unpaid essential education items or optional extras will be generated and distributed on a regular basis to parents, but not more than once a month.

Only the initial invitation for voluntary financial contributions and one reminder notice will be issued per year to parents and guardians

All records of payments or contributions and any outstanding payments by parents and guardians are kept confidential.

FAMILY SUPPORT OPTIONS

The school appreciates that families may sometimes experience financial difficulties in meeting requests for payments and contributions. A range of support options are available to assist eligible parents, including:

- CSEF
- State Schools Relief

CONSIDERATION OF HARDSHIP

- Contact for families with financial hardship and related difficulties in making payments is:

  Ms Lesley Bennett, Business Manager, in person, by phone on 9743 5025 or email, bennett.lesley.a@edumail.vic.gov.au

COMMUNICATION WITH FAMILIES

- A copy of Exford Primary Schools Parent Payment Policy is available on the schools website.
- A copy will also be sent home with students

MONITORING AND REVIEW OF THE IMPLEMENTATION OF THE POLICY

- It is the responsibility of the Exford Primary Schools school council to monitor the implementation of this policy, identify the factors/measures to be taken into account, such as transparency of processes and engagement with parents
- This policy will be reviewed on a yearly basis in line with Department of Education and Training guidelines and any updates/changes will be reported back to school council for consideration and inclusion/exclusion

Date of approval by School Council 16/11/2016