

28<sup>th</sup> October 2021

Dear Parents and Guardians,

Lara Lake Primary School is looking forward to another great year of teaching and learning and would like to advise you of Lara Lake Primary School's parent payment arrangements for 2022.

Schools provide students with free instruction to fulfil the standard Victorian curriculum. Lara Lake Primary School makes every effort to keep the cost of items and activities to a minimum and affordable for all parents where contributions are required.

Lara Lake Primary School Council annually review parent payments requested to ensure they are in line with Department of Education & Training guidelines. Charges will be clearly itemised, costed and categorised as:

- **Curriculum Contributions** - support items and activities that help deliver fundamental curriculum or subject learning e.g. General classroom materials and equipment. Voluntary contributions are essential to the school in covering shortfalls in funding.
- **Other Contributions** - support the school's operation and function more generally e.g. Parent communication tools and school building enhancements
- **Extra-Curricular Items and Activities** - provide for items and activities over and above what is needed to deliver fundamental curriculum learning. These user-pays contributions enhance the schooling experience for students e.g. Optional camps, excursions and events

### **Ready to Learn Stationary Packs / Booklist:**

Our classroom teachers carefully prepare items that form our Ready to Learn Packs offered for purchase. Each year level reflects the items that can best support delivery of their planned program.

Our business manager has negotiated the best price for quality supplies, ease of purchase options and guaranteed delivery date for the beginning of the school year.

**For the 2022 school year we invite parents to purchase online through the school preferred supplier Kookaburra Educational Resources**, and a Parent Portal has been established for consistency and ease of purchase. Please see attached information for details, a link will be made available on Compass.

Parents are also able to purchase items independently from other suppliers, and we ask that items are to be the equivalent items shown on the booklist.

Whilst purchase of the items outlined above is voluntary, we recommend that students have the items listed, in order to maximize participation in the learning opportunities presented.

School communities have recently faced challenging times, and the school has done a magnificent job handling the changes and variable nature of schooling in 2020 and 2021. Through it all, School Council and the staff have worked to make Lara Lake Primary School the best school it can be.

Your financial support enables us to provide a wide range of programs and enhance our resources such as Digital Technologies and our fantastic LOTE and Art programs which are being expanded in 2022. These contributions allow us to provide resources and activities that are not otherwise provided for through the Department's Student Resource Package.

Regards,

**Zane Moylan**  
**Acting Principal**

**Charlene Eaton**  
**School Council President**



## Parent Payment Arrangements for 2022

Curriculum Contributions - Items and activities that students use, or participate in, to access the Curriculum. Parents may wish to use CompassPay via Course Confirmations as a payment option.	Amount
<p><i>Shared classroom consumables, materials &amp; equipment</i></p> <ul style="list-style-type: none"> <li>• Art – paint, crayons, canvas, glitter, coloured paper, glue, card, wool, material, wood, beading</li> <li>• Science – ingredients, shared materials</li> <li>• Mathematics – numeracy blocks, calculators, textbooks, stationary, maths kits</li> <li>• English – book boxes, class sets, novels, readers,</li> <li>• Classroom shared – classroom library, workbooks, stationary in addition to the Ready to Learn packs, e.g. post-it notes, poster paper, tape etc.</li> <li>• Sports – equipment, ribbons, materials</li> <li>• Music – instruments, books, pens, markers and sheet paper</li> <li>• Library – books and subscriptions</li> </ul>	\$45.00
<p><i>Online Subscriptions – 12 month subscription to software provided under license and is available for use by each student both at school and at home</i></p> <ul style="list-style-type: none"> <li>• Epic (Free)</li> <li>• Seesaw (Free)</li> <li>• Sunshine Online (\$7.00)</li> <li>• Story Box Library (\$2.00)</li> <li>• Essential Assessments (\$7.00)</li> <li>• Book Creator (\$3.00)</li> </ul>	\$19.00
<p><i>ICT Devices – provision of devices, applications and maintenance of the shared classroom sets of ipads and technology, for all year levels</i></p>	\$20.00
<p><i>Printing and photocopying of worksheets and learning materials</i></p>	\$5.00
<p><i>School events:</i></p> <ul style="list-style-type: none"> <li>• House Athletics Day (School funded)</li> <li>• Water Safety Program Grades 1 -4 (DET funded)</li> <li>• Life Education Van – positive health education for early years exploring body, nutrition, emotions, hygiene, and physical activity. (School funded)</li> <li>• Preparation For Puberty – Grades 5 &amp; 6 (School funded)</li> </ul>	Nil
<b>Total Amount</b>	<b>\$89.00</b>

Ready To Learn Pack - Educational items students own	Amount
<p><b><i>Ready to Learn Stationary Packs / Booklist -</i></b></p> <p>Attached is the online ordering information for items that the school recommends you purchase from <b><i>Kookaburra Educational Resources</i></b> for your child to individually own and use.</p>	Differs per year level

Other Contributions - for non-curriculum items and activities	Amount
<p><b><i>First Aid &amp; Student Wellbeing</i></b></p> <p>To provide the utmost care for students, your contribution enables the school to employ a First Aid Officer who is trained and qualified to manage student health and wellbeing in the Sick Bay. This provides a single point of contact for the students which not only provides familiarity and care, it enables improved communication with families through consistent health records.</p>	\$20.00-40.00 Voluntary decision

<p><b>School Grounds - maintenance and improvements</b></p> <p>Students enjoy the various play areas in our school. Rather than having to rely on parents volunteering their time, we seek funding towards the ongoing maintenance of our grounds and gardens. This ensures that students can have the most enjoyment whilst playing outside in a safe environment. We aim for our school to always be neat, tidy and safe.</p>	<p>\$20.00-40.00</p> <p>Voluntary decision</p>
<p><b>ICT – iPad Devices</b></p> <p>Students in Grades 3 to 6 historically purchased an iPad as the BYOD program. We invite families to contribute towards the cost of supplying class sets of devices as we move away from the BYOD program to reduce the cost of purchasing individual devices on families.</p>	<p>\$20.00-40.00</p> <p>Voluntary decision</p>

### Extra-Curricular Items and Activities

Lara Lake Primary School offers a range of items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides in order to deliver the Curriculum. These are provided on a user-pays basis.

Families will be informed of Excursions and Camps via Compass throughout the year. If you would like to purchase an item, please contact our office.

Extra-Curricular Items and Activities	Amount
<p><b>Optional excursions scheduled at each year level</b></p> <p>Communicated to parents during the school year via Compass Events.</p>	Approximately \$80.00 to-\$170.00 per student
Optional Interschool Sports program	TBA
Grade 4 Optional school camp, attending Camp Wilkin in Anglesea VIC	TBA
** due to disrupted school year 2021: Grade 5 Optional school camp, attending Camp Wilkin - Anglesea VIC	\$330.00**
Grade 6 Optional school camp, attending Camp Kangarooobie - Princetown VIC	TBA
<p>Optional – ‘Kidlinsks – Parents Group’ Fundraising Events, such as:</p> <ul style="list-style-type: none"> <li>- Special Lunch Days</li> <li>- Mother’s Day / Father’s Day Gift Stall</li> <li>- Colour Run</li> <li>- Disco</li> </ul> <p>(Average cost per event \$8.00)</p>	TBA
Grades 1 to 4, Additional Swimming Program (Term 4)	TBA
<b>Optional items available at our School Office:</b>	
LLPS Broad Brimmed Hat (gst inc.) * SunSmart - a broad brimmed hat must be worn for outside play, especially during Terms 1 & 4	\$8.80
LLPS Backpack (gst inc.)	\$48.00
LLPS Library Reader Satchel – all year levels (gst inc.)	\$12.65
LLPS Pencil case (gst inc.)	\$9.60
Replacement Art Smock (gst inc.)	\$8.60
Replacement Headphones (gst inc.) \$8.40 -Shintaro brand <b>or</b> \$15.95 Moki brand	\$

## Financial Support for Families

Lara Lake Primary School understands that some families may experience financial difficulty and offers a range of support options, including:

- CentrePay
- Payment Plans for Extra-curricular Items and Activities
- Second-hand uniform items through our school office
- Camps, Sports and Excursions Funding (CSEF)
- State Schools Relief Fund
- Local community supports.

For a confidential discussion about accessing these services, or if you would like to discuss alternative arrangements, contact Ebony Anderson, Business Manager via Phone: 03 5282 1261 or email: [lara.lake.ps@education.vic.gov.au](mailto:lara.lake.ps@education.vic.gov.au)

## Payment Methods

Payment Option	Explanation	How to set this up...
 <b>Compass</b>  <b>CompassPay</b>	Compass software our communication system.  Our aim is to streamline communication to and from school. Accessed via web browser or the free app, this enables paperless consent and payment for school-based activities to save parent's time.	Make payments using a credit card, allows you to have an individual child's payment record within the app. Individual login access required. App is available for Smartphones from the App Store. Website address for Compass <a href="https://laralake-vic.compass.education/login">https://laralake-vic.compass.education/login</a>
 <b>BPay</b>	Payment can be made by using your bank account's online banking function, with the LLPS BPay Biller Code and your unique Reference Number.	Details of your LLPS BPay Biller Code and Reference Number can be requested at our School Office, and displayed on your Family Statement. This can be done as needed or set as a regular payment instalment.
 <b>centrelink</b> <b>CentrePay</b>	Centrelink will take payments out of your fortnightly benefit and transfer it to the school. This can be done as a once off or regularly.	You can apply for CentrePay deductions online at <a href="http://www.humanservices.gov.au/customer/services/centrelink/centrepay">http://www.humanservices.gov.au/customer/services/centrelink/centrepay</a>
<b>Cash, Cheque, EFTPOS or Credit Card</b>	Cash, eftpos or cheques directly to our office.	Payments can be made at our School Office in person or over the phone.
<b>Camps Sports and Excursions Fund (CSEF)</b>	Families holding a valid means-tested concession card or foster parents are eligible to apply for funding \$125 per student to assist with the cost of Camps Sports and Excursions.	Applications can be made at the School Office until June for this yearly fund.  Eligibility: the parent/carer card must be valid on the first day Term 1 (28 <sup>th</sup> January 2022) or Term 2 (26 <sup>th</sup> April 2022)

## Refunds

Refunds are to be requested in writing to our office or by email sent to: [lara.lake.ps@education.vic.gov.au](mailto:lara.lake.ps@education.vic.gov.au)

### Curriculum Contributions:

- Fully refundable if paid in the preceding year and the student does not commence at Lara Lake Primary School.
- Pro-rata per terms following exit date, e.g. exit middle term 1, then terms 2-4 will be refunded.
- Nil refund after the commencement of term 4.

### Extra-Curricular Items and Activities:

Students withdrawing from camps and excursions, optional item activities will not automatically be entitled to a refund.

- Full refund will be payable where NO COST is incurred by the school when:
  - It is viable the school can approve another student to fill the place
  - The Principal deems the student's withdrawal is unavoidable e.g. Illness with a medical certificate presented.
- Partial refund will be payable when:
  - The Principal deems the student's withdrawal is unavoidable. In such case, the refund will be the amount paid, less any expenses incurred by the school because of the withdrawal
- No refund will be payable when:
  - The Principal deems the student's withdrawal was avoidable and/or the school has incurred the full cost of the excursion/incursion, camp, extra-curricular activity, or optional activity.
- Camps and Swimming Program:

- Due to planning and advance payment to confirm bookings, a medical certificate is required for the period of the activity before a refund is considered. The refund will be the amount paid less any expenses incurred by the school because of the withdrawal.

#### Other Contributions:

Other contributions are refundable when paid in the preceding year and the student does not commence the school year.

## PARENT PAYMENTS POLICY

### ONE PAGE OVERVIEW



#### FREE INSTRUCTION

- Schools provide students with free instruction and ensure students have free access to all items, activities and services that are used by the school to fulfil the standard curriculum requirements in Victorian Curriculum F-10, VCE and VCAL.
- Schools may invite parents to make a financial contribution to support the school.



#### PARENT PAYMENT REQUESTS

Schools can request contributions from parents under three categories:

##### Curriculum Contributions

Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.

##### Other Contributions

Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.

##### Extra-Curricular Items and Activities

Items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides for free to deliver the Curriculum. These are provided on a user-pays basis.

- Schools may also invite parents to supply or purchase educational items to use and own (e.g. textbooks, stationery, digital devices).



#### 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 must obtain school council approval for their parent payment arrangements and publish all requests and communications for each year level on their school website for transparency.