

10<sup>th</sup> November 2020

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 2021.

Lara Lake Primary School makes every effort to keep the cost of items and activities to a minimum and affordable for all parents.

Lara Lake Primary School Council will 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:

- Essential Student Learning,
- Optional Items or
- Voluntary Financial Contributions.

### Information for Families:

#### Financial Support for Families




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

- *Payment Plans & CentrePay*
- *Second hand uniforms through the school office*
- *Camps, Sports and Excursions Funding (CSEF)*
- *State Schools Relief (uniforms/footwear/calculators)*
- *Local community supports.*

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment 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...  |
|--|--|--|
| <br><br><b>CompassPay</b> | Compass software is a 'one stop' communication system. Our aim is to streamline communication to and from school.<br>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.<br>Individual login access required.<br>App is available for Smartphones from the App Store.<br>Web address for Compass <a href="https://laralake-vic.compass.education/login">https://laralake-vic.compass.education/login</a> |
| <br><br><b>BPay</b>       | Payment made directly to the school by using your Bpay Biller Code and Reference Number.<br>This can be done as needed or set as a regular payment instalment.   | Make payments using your bank account's online banking function, with your BPay Biller Code and Reference Number found on your Family Statement.   |
| <br><br><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: <ul style="list-style-type: none"> <li>• online at <a href="http://www.humanservices.gov.au/customer/services/centrelink/centrepay">http://www.humanservices.gov.au/customer/services/centrelink/centrepay</a></li> </ul>  |

|  |   |  |
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| <b>Cash, Cheque, EFTPOS or Credit Card</b>     | Cash or cheques directly to the office.<br>EFTPOS machine at the office.  | Phone the office to pay over the phone using your credit card.<br><br>Payments can be made at the School Office. <i>** If COVID Government Restrictions allow.</i>   |
| <b>Camps Sports and Excursions Fund (CSEF)</b> | Families holding a valid means-tested concession card or temporary 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.<br><br>Eligibility: the parent/carer card must be valid on the first day Term 1 (28 <sup>th</sup> January 2021) or Term 2 (19 <sup>th</sup> April 2021) |

## Suggested Schedule

Payments can be made anytime from now to the dates listed:

- Payment in full in readiness of the school year; Thursday, 28th January 2021
- Instalments:
  - Term 1 50% Thursday, 28<sup>th</sup> January 2021
  - Term 2 25% Monday, 19<sup>th</sup> April 2021
  - Term 3 25% Monday, 12<sup>th</sup> July 2021
- Other arrangements including Payment Plans.

## Refunds

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

### Essential Items:

- 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.

### Optional Items:

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.

### Voluntary Contributions:

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

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

Regards,



Steve Durkin  
Principal



Charlene Eaton  
School Council President



## GRADE 6 – 2021 Parent Payment Charges

Please find the itemised list of Essential Student Learning Items and Optional Items for your child. Lara Lake Primary School also continues to welcome your voluntary contributions for 2021.

For our school and community to prepare for the 2021 school year. Parent Payment Charges will be available for payment on Compass from Wednesday 25<sup>th</sup> November 2020.

### Essential Student Learning Items

Below is a list of items and activities which are essential for your child to learn the standard curriculum. You may choose to purchase these items through the school or provide your own comparable items. Please inform the school if your choice is to provide your own by Tuesday 15<sup>th</sup> December 2020.

| Essential Student Learning Items  |  | Amount   |
|---|--|----------|
| <b>Student Stationary Pack</b> , GST Free when purchased in pack ready in classroom for start of school year, includes: |  |          |
| 1   | Kraft Document Folio A2 250gsm                         | \$ 45.00 |
| 4   | Staedtler Pencil Hexagonal HB                          |          |
| 1   | 2 Hole Pencil Sharpener                                |          |
| 2   | Bostik Glu Stik 35gm                                   |          |
| 2   | Sticky Notes 75x75mm                                   |          |
| 1   | Ruler 300mm  |          |
| 3   | Excercise Book A4 Feint Ruled 8mm 96page               |          |
| 1   | Staedtler Eraser                                       |          |
| 1   | Faber-Castell Project Markers Wallet 12                |          |
| 1   | Document Wallet A4 Button Clear                        |          |
| 4   | Papermate Ballpoint Pen Medium Blue                    |          |
| 4   | Papermate Ballpoint Pen Medium Red                     |          |
| 2   | Graph Book A4 10mm 96page                              |          |
| 1   | Refillable 20 Pocket Display Book                      |          |
| 1   | 2D Ring Binder A4 (White)                              |          |
| 1   | A4 5-Tab Dividers                                      |          |
| 1   | Scissors 6inch   |          |
| 1   | Excercise Book 225x175mm Ruled 8mm 96page              |          |
| 3   | Loose Leaf Refill A4 8mm Feint Ruled Pack 50           |          |
| 1   | Highlighters Assorted Wallet of 4                      |          |
| 1   | Micador Coloured Pencils Pack 12                       |          |
| 1   | A4 Visual Art Diary 120page                            |          |
| 1   | Headphones (Moki Drops)                                |          |
|   | Harlequin LLPS Pencil case - retain from previous year | \$ -     |

|  |                  |
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| <b>Shared Classroom Consumables</b>  | \$ 8.00          |
| Includes, but not limited to: Zip Lock bags, Icy Pole Sticks, Googly Eyes, Pom Poms, Pipe Cleaners, Straws, Cotton Balls, Sticky Tape, Patty Pans, Elastic Bands, Bubble Mix, various Paper items for writing/drawing/crafting   |                  |
| <b>Art Consumables:</b>  | \$ 20.00         |
| <b>Drawing</b> – Pencils, various types of pens, Markers, crayons, pastels, charcoal, chalk<br><b>Painting</b> – Various forms of paint, food dyes, ink etc<br><b>Construction</b> – various forms of; cardboard, tape, PVA, Supertac, Glue Gun refills, glue sticks, plaster bandage, paperclay, chenille stems, stickers, beads, wire, speciality papers, nails, spit pins, paper cups & Plates, Cell mix, varnish, timber, cellophane, liquid nails, sandpaper, string, plasticine, polystyrene balls, joggle eyes, doilies, dowel, matchsticks, pop sticks, fairy floss sticks, satay sticks, straws, paper mache shapes<br><b>Printing</b> – Ink, foam, soft cut blocks, detergent, vegetables<br><b>Clay</b> – Clay, disposable gloves<br><b>Textiles</b> – Thread, yarn, combed wool, hessian, fabric, fabric paints, fabric dyes, buttons, beads, sequins, felt, stocking pieces, ribbons, elastic, markers, weaving frames<br><b>Collage</b> – Speciality papers, stickers PVA, Gel medium, tissue paper, crepe paper, buttons, glitter, glitter paint, cardboards, wood, embossing foil, feathers<br><b>Paper</b> – Cartridge paper, Cover paper, transparency film, scratch paper, canvas boards, watercolour paper |                  |
| <b>STEM Consumables</b>  | \$ 3.00          |
| Includes, but not limited to: Masking tape, Sticky tape, staples, glue sticks, paper, pipe cleaners, clag, paper plates  |                  |
| <b>Digital subscriptions:</b>  |                  |
| BYOD Ipad Apps   | \$ 20.00         |
| Essential Assessments  | \$ 7.00          |
| Book Creator   | \$ 3.00          |
| Sunshine Online  | \$ 6.00          |
| <b>TOTAL</b>   | <b>\$ 112.00</b> |

## Optional Items

Lake Primary School offers a range of optional items and activities that are additional to the delivery of the standard curriculum. These items and activities are designed to broaden the school experience for your child.

Families will be informed of Excursions and Camps via Compass throughout the year.

If you would like to purchase an item please contact the office.

| Optional Excursions & Camps   | Amount    |
|---|-----------|
| Excursions will be advised throughout the year. Please use the below list as a guide: |           |
| <i>Camp Kangarooobie (March)</i>  | \$ 330.00 |
| <i>House Athletics (Term 2)</i>   | \$ 8.00   |
| <i>Inquiry Unit Excursion to Melbourne (Term 2)</i>                                   | \$ 30.00  |
| <i>Inter School Sporting events (over Terms 2 &amp; 3)</i>                            | \$ 7.00   |

|  |                  |
|--|------------------|
| <i>You Yangs Excursion (Term 3)</i>  | \$ 15.00         |
| <i>Preparation for Puberty (Term 3)</i>  | \$ 15.00         |
| <i>Biolab &amp; Biocats Inquiry Unit Excursion (Term 4)</i>                            | \$ 18.00         |
| <i>Blue Light Disco (Term 4)</i>   | \$ 12.00         |
| <i>Graduation (Term 4)</i>   | \$ 10.00         |
| <i>End of Year Celebration (Term 4)</i>  | \$ 40.00         |
| <i>KidsLinks Fundraising Events throughout the year, average cost per event \$8.00</i> | \$ 32.00         |
| <b>APPROXIMATE TOTAL</b>   | <b>\$ 517.00</b> |

| <b>Optional Items</b>  | <b>Amount</b> |
|--|---------------|
| <i>Items available for purchase from the office, or families can provide own comparable products</i>   |               |
| <i>Replacement Headphones (gst inc)</i>  | \$ 15.95      |
| <i>Replacement LLPS Library Reader Satchel (gst inc)</i>   | \$ 12.65      |
| <i>Replacement LLPS Pencil case (gst inc)</i>  | \$ 9.60       |
| <i>LLPS Backpack (gst inc)</i>   | \$ 48.00      |
| <i>Replacement Art Smock (gst inc)</i>   | \$ 8.60       |
| <i>LLPS Broad Brimmed Hat (gst inc)</i><br><i>(SunSmart - a broad brimmed hat must be worn for outside play especially during Terms 1 &amp; 4)</i> | \$ 8.80       |

## Voluntary Contributions

Lake Primary School continues to welcome your voluntary contributions to support our school.

You can make a general voluntary contribution that goes towards all of our school's important priorities for 2021 as well as providing additional activities and services for all students.

Alternatively, you can make a voluntary contribution to any of the specific priorities outlined in the table below:

| <b>Voluntary Contribution</b>  | <b>Tax deductible?</b> | <b>Suggested Voluntary Contribution per family</b> | <b>Amount</b>             |
|--|------------------------|--|---------------------------|
| <b>Parents and guardians are invited to make contributions to support the ongoing effective running and development of the school in the following areas:</b>  |                        |  |                           |
| <b>FIRST AID</b><br>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. | No                     | E.g. \$20 - \$40                                   | <i>Voluntary decision</i> |

|   |    |                  |                           |
|---|----|------------------|---------------------------|
| <p><b>GROUNDS</b><br/>Students enjoy the various play areas in our school. Rather than having to rely on parents volunteering their time, we employ a regular gardener who attends to the ongoing maintenance of our grounds and gardens. This ensures that students can have the most enjoyment whilst playing outside in a safe environment. It also ensures that our school is always neat, tidy and safe.</p> | No | E.g. \$20 - \$40 | <i>Voluntary decision</i> |
| <b>SUGGESTED TOTAL</b>  |    |                  | <b>\$80.00</b>            |

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.

**Parent Payment Charges Summary:**

| 2021 Parent Payment Charges Tally                               | Amount           |
|---|------------------|
| <b>Grade 6</b>  |                  |
| <i>Essential Student Learning Items</i>                         | \$ 112.00        |
| <i>Optional Excursions &amp; Camps (Approximate)</i>            | \$ 517.00        |
| <i>Voluntary Financial Contribution (per family) Suggestion</i> | \$ 80.00         |
| <b>TOTAL</b>  | <b>\$ 709.00</b> |

## Overview: Parent Payment Policy

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.