

*The staff, parents and community of Upper Plenty Primary School
are committed to providing a nurturing, friendly environment
that inspires successful and confident lifelong learners.*

10 Clarke's Road
Upper Plenty, 3756
Victoria, Australia

Telephone: (03) 57831 358
Facsimile: (03) 57832 257

20th October 2020

Dear Parent

Parent payments 2021

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

Please find the fee schedule attached which has been approved by School Council.

Please note that there is a small variation between each year level (see attached)

You have the option of purchasing your own **essential stationary items**. Please note that these stationary items are specific for each class and its needs. A full list is available from the office or on our website.

<http://www.upper-plenty-ps.vic.edu.au/>

If you wish to do this please ensure you advise the office in writing by 14th December 2020. If you do not advise us in writing by this date the school will provide these items for your children, as we have done in the past, and you will be charged accordingly.

Upper Plenty Primary School makes every effort to keep the cost of items and activities to a minimum (by purchasing in bulk and not paying GST) and affordable for all parents.

The Fee payment at Upper Plenty Primary School provides each student with:

- All essential stationery list items (attached)
- Essential shared education items required to deliver comprehensive specialist, wellbeing programs and online learning.

There will be additional costs outside of this for incursions, excursions, swimming and camps

Financial Support for Families

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

- the Camps, Sports and Excursions Fund
- Centrelink fortnightly payments (available thru MYGOV app)

For a confidential discussion about accessing these services, financial hardship or if you would like to discuss alternative payment arrangements, contact:

Gail O'Donnell

Business Manager

Ph: 03 57831358 | email: gail.odonnell@education.vic.gov.au

Payment Methods
EFTPOS(available in office)

Direct Payment
BSB 633000
Account number 1544 88 100
Reference: student name fees

BPAY(see family statement for unique family details)

Centrelink deductions thru MyGov

Refunds

(as per refund policy available on school website or from office)

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

Fees are payable by 28th February 2021 (Please do not pay in 2020).

Parents having difficulty paying Fees should contact the Principal, or the Business Manager to discuss options other than those proposed.

Yours sincerely,



Sue Egan
Principal



Jasmin Shackleton
School Council President

Fee schedule –

Please find the itemised list of Essential Student Learning Items and Optional Items for your child.

Upper Plenty Primary School also continues to welcome your voluntary contributions for 2021

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 Essential Stationary items through the school or provide your own. If providing your own you must advise the school by the 30th November and please ensure specific items are purchased.

Essential Student Learning Items	Amount
Foundation	
Essential Stationary items	\$108.65
Shared Consumables	\$65.00
My Home Reading Journal	\$4.50
Pocket Rocket Mini Booklets	\$13.95
Headphones	\$10.00
Digital Learning online programs	\$30.00
School wide Positive Behavior program	\$20.00
TOTAL	\$252.10 FOUNDATION

Essential Student Learning Items	Amount
Grade 1 & 2	
Essential Stationary items	\$108.85
Shared Consumables	\$65.00
My Home Reading Journal	\$4.50
Headphones	\$10.00
Digital Learning online programs	\$30.00
School wide Positive Behavior program	\$20.00
TOTAL	\$238.35 GRADE 1 & 2

Essential Student Learning Items	Amount
Grade 3 & 4	
Essential Stationary items	\$117.65
Shared Consumables	\$65.00
Headphones	\$10.00
Digital Learning online programs	\$30.00
School wide Positive Behavior program	\$20.00
TOTAL	\$242.65 GRADE 3 & 4

PARENT PAYMENT POLICY

IMPLEMENTATION SUPPORT CHECKLIST

This is a checklist for schools to ensure they are complying with the Parent Payment Policy.



FREE INSTRUCTION

- All students have free access to instruction as part of the delivery of the standard curriculum.
- Students are not denied access to the standard curriculum or refused instruction on the basis of payments not being made.



PARENT PAYMENT REQUESTS

- All parent payment requests for items and activities are accurately costed and itemised under the three parent payment categories:
 - o Essential Student Learning Items
 - o Optional Items
 - o Voluntary Contributions.
- Parents have not been asked to pay for school operating costs (e.g. utility costs) and general or unspecified charges (e.g. subject levies).

Refer to school operating costs in the Guidance section of the [Parent Payments Policy](#) for more information.



FINANCIAL HELP FOR FAMILIES

- Arrangements have been made for families experiencing financial hardship and have been clearly communicated along with the school's parent payment requests.
- A parent payment contact person(s) has been nominated to support families with financial hardship arrangements.

Refer to the [Financial Help for Families](#) policy for more information.



SCHOOL PROCESSES

- Schools are no longer required to develop their own school-level parent payment policy but must develop their own parent payment arrangements that comply with the Department's Parent Payment Policy.
- School council has approved the school's parent payment arrangements.
- The school's parent payment arrangements (including fee schedules for each year level) have been uploaded to the school's public website for transparency.
- The school's parent payment arrangements have been communicated to parents at least six weeks prior to the end of the school year to enable parents to plan and budget accordingly.

Schools must use the [Parent Payment Arrangements Template](#) to develop their parent payment arrangements, have them approved by school council and communicate to parents.

Understanding Parent Payment Categories

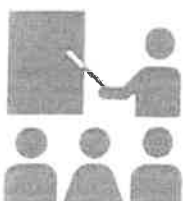
Schools

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