

November 13, 2017

Dear Parents/Guardians,

As of 2017 all schools are to follow the guidelines that have been set in accordance with the changes made by the Education Department to the Parent Payment Policy.

To clarify any misunderstandings there may be in relation to financial contributions by parents within schools please note the paragraph below.

WHAT DOES LEGISLATION SAY ABOUT 'FREE INSTRUCTION'?

***The Education and Training Act (2006) provides for 'free instruction' in the standard curriculum program to all students in government schools. 'Free instruction' is the teaching staff, administration and the provision of facilities in connection with the instruction of the standard curriculum program. 'Free instruction' also includes reasonable adjustments for students with disabilities.***

***'Free education' does not include class materials, text books, camps, excursions or incursions or similar expenses.***

Parent contributions will be requested to assist the school in providing an enhanced teaching and learning program for every student in line with the school priorities.

Excerpt from Department of Education and Training  
Parent Payment Policy 2016

In consultation with our governing body, School Council, we have used the Education Department guidelines to develop the parent payment structure at Chelsea Heights Primary School.

Our policy with a visual flow chart is attached to this notice.

Below is an outline of the **2018 Parent Payment charges**:

**1) Essential Education Items:** \$100 per child

*These are items, activities or services that the school deems essential to student learning of the standard curriculum. They include Raz Kids (interactive online learning program), student resources used in Literacy, Numeracy, Science, Physical Education and ART.*

**2) Optional Extras:** (previously known as Excursion/Incursion Levies)

*These items, activities or services are optional and are offered in addition to the standard curriculum. Students may access these on a user-pays basis.*

*The cost of the excursion and the permission form will be issued a minimum of six weeks prior to the event. The permission form and payment is paid and signed using QkR.*

***Your family centred school***

Thames Promenade, Chelsea Heights Vic 3196 P: 9772 4139 F: 9776 1301  
E: chelsea.heights.ps@edumail.vic.gov.au W: www.chps.vic.edu.au



**\*\*Swimming/Water Safety Program, Camps and Sporting events will be an additional optional extra for all students. Dates and prices are to be confirmed.**

**3) Voluntary Contributions:** per family

- Grounds Maintenance Donation (**suggested amount \$50** or other nominated amount)
- Library Fund Donation (**suggested amount \$40** or other nominated amount)

*The Library Fund donation is tax deductible.*

*Your donation will support enhancing our school grounds during Working Bees (gardens, playgrounds and restoring areas of our school) as well as purchasing and restoring books in our library. Your donation is very much appreciated.*

**PAYMENT OPTIONS:**

- Payment for **Essential & Voluntary Contributions** in full from now until Friday 9<sup>th</sup> February 2018
- Payment for Optional Extras (Excursion/Incursions), to be paid within first 2 weeks of each term. These can also be paid yearly, once the levies have been confirmed.

*Payments must to be made prior to your child attending the Optional Extras activities. If payment has not been received by the due date, your child will be unable to attend the activity and alternate work will be provided at school.*

Payments can be made via Qkr, EFTPOS, cash, cheque, Centrepay or through the booklist. Optional Extras are not included in the booklist, due to costing not being available at this stage.

As with last year, the Camps, Sports & Excursions Fund (CSEF) is available to eligible healthcare card holders. Applications are available at the office and further information can be obtained by following this link:

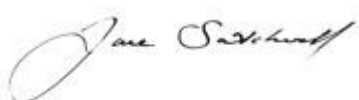
<http://www.education.vic.gov.au/Documents/about/programs/health/csefapplicationform.pdf>

'Centrepay' is another payment option for both Health Card Holders or if you receive Tax Benefit A. To find out more, see the following:

<https://www.humanservices.gov.au/customer/services/centrelink/centrepay>

If you have any further queries, please contact our Business Manager on 9772 4139.

Regards,



Jane Satchwell

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# Chelsea Heights

## Primary School *Together we learn*

Student Names: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

	No. of children	Amount	Total Amount	Tick your payment options		
				Paid via Booklist	Paid via Qkr!	Paid at office
Essential education items (per child) This item can be paid on the booklist, via Qkr! or at the office.		\$100	\$ _____			
Optional extras (Excursion/Incurson Levies) This item to be paid and the permission form to be signed via Qkr!		TBA	Dates and prices are to be confirmed	N/A		
Voluntary financial contribution (per family) This item can be paid on the booklist, via Qkr! or at the office.		Grounds Library	\$ _____ \$ _____			
Level 6 Interschool Sport levy		\$45	\$ _____			
		<b>TOTAL AMOUNT</b>	\$ _____			

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