



Glen Waverley South Primary School is committed to lifelong learning by providing an inclusive, supportive and nurturing community in which diversity is valued and celebrated.

14 September 2020

Parent Payments for 2021

Dear Parents/Guardians

At Glen Waverley South Primary School, we are proud to offer our students a comprehensive and well-resourced educational program. The Victorian Government provides government schools with some funding towards the costs of teaching the standard curriculum and basic operational costs including staff wages, contract cleaning, gas, electricity, telephone, water rates, some maintenance of buildings, facilities and grounds, some curriculum support and professional development. Unfortunately, these government funds are not enough to support the programs offered at most schools. School Council therefore requires additional funds to be paid by families so that we can continue to provide the quality programs and facilities currently offered at Glen Waverley South Primary School. School Council makes every effort to keep all school costs and charges to a minimum and reasonable amount.

School Council has approved the attached Parent Payments structure for 2021. There are three categories of payments – Essential Student Learning Items, Optional Items and Voluntary Financial Contributions.

So that Glen Waverley South Primary School can continue to provide educational programs of a standard and quality expected by our school community, as well as maintain and improve our buildings, grounds, facilities and equipment, we ask all families to please consider making one or more of the Voluntary Financial Contributions listed in this document.

Timing of Payment

Payment of Essential Student Learning Items is due Monday 1st February 2021 however, we recognise that many parents will prefer to make their school payment for 2021, before the end of 2020. We are able to receive parent payments for 2021, at any time during the school day, from now until the end of term 4. There are several payment options available to parents:

1. Pay the full amount before the end of term 4 2020 (18/12/2020)
2. Pay on instalment dates via Compass (see below)
3. Pay the full amount by the due date of 01/02/2021
4. Pay in instalments through consultation with the Business Manager
5. Apply for Hardship Support (eligible families only) through consultation with the Assistant Principal

Compass Payment Plan Option

At Glen Waverley South Primary School, we understand that it is not always possible to pay for everything in full. It is for this reason that we offer a **COMPASS Payment Plan Option**. The Payment Plan is on set dates and enables you to pay for the 2021 Parent Payments in three instalments.

The payment plan dates are as follows:

- 1st Instalment Monday 7th December 2020
- 2nd Instalment Monday 5th January 2021
- 3rd Instalment Monday 1st February 2021

Payments plans must be set up on Compass before Sunday 6th December 2020. If the payment plan above does not suit your situation, please contact the Business Manager to create a payment plan that is tailored specifically to you.



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Payment Methods

Payments can be made through Compass, BPAY, by credit card, cheque or cash (further information attached).

Refunds

Refunds are all subject to the discretion of the Principal on a case by case basis, and usually follow the guidelines below.

Essential education items

Refunds are not available for payments made for essential education items that are retained by the student

Optional education items

As these are usually charged on a user-pays basis, refunds may be available for payments made for optional education items.

- A refund may be available if the school receives a credit for payments where a third party is involved (eg. admittance fees and charges, camp or excursion).
- A refund may be available if the student has not participated in the service, or received the item that has been paid for.
- A refund is not available where the school is out of pocket for any expenses.
- A refund is not available where payment for transport and entrance fees (etc) is a flat charge split across the number of students expected to attend.

Voluntary financial contributions

All refunds of voluntary financial contributions are subject to the discretion of the Principal on a case by case basis, and usually follow the guidelines below.

Refunds can be provided on a pro-rata basis if a student ceases to be enrolled at Glen Waverley Primary School. A written request for refund should be directed to The Principal at glen.waverley.ps@education.vic.gov.au

Financial Support for Families

School Council appreciates that families may sometimes experience financial difficulty and makes every effort to keep costs to a minimum to ensure the affordability for families. A number of support options are available to parents/guardians who have difficulty making payments including:

- Camps, Sports and Excursion Fund (for eligible parents/guardians)
- State Schools Relief
- Provision of second hand uniform items
- Local community supports

For a confidential discussion about accessing these options, or if you would like to discuss alternative payment arrangements please contact Sherryn Davies, Business Manager on 03 9560 6371 or sherryn.davies@education.vic.gov.au Any information about your financial circumstances, payment arrangements or financial status will be kept strictly confidential.

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

Kind regards

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Principal

Kathryn Amerasekera
School Council President



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LEVEL 3 – Parent Payment Structure 2021

ESSENTIAL STUDENT LEARNING ITEMS 2021 - due 01/02/2021		\$148.00 per student
Below is a list of items and activities which are essential for your child to learn the standard curriculum. These are consumable materials that your child takes possession of throughout 2021. The Essential Student Learning Items are inclusive of:		
Essential Student Learning Items		Amount
STUDENT STATIONARY PACK Please see list on page 4		\$68.50
CLASSROOM MATERIALS		
Consumables for STEAM (Science, Technology, Engineering, Art, Maths) Includes ingredients for cooking (flour, oil, milk, sugar, eggs etc.), craft, stationary, etc.		\$20.00
Consumables for Art Includes craft paper, glitter, paints, cardboard, etc.		\$20.00
Consumables for LOTE Includes glue, paper, pencils etc.		\$ 3.06
Consumables for Physical Education Includes ribbons		\$ 1.00
ON LINE LEARNING SUBSCRIPTIONS		
Reading Eggs		\$12.54
Mathletics		\$14.05
Essential Maths		\$8.00
	TOTAL	\$148.00

Parents/guardians are encouraged to purchase their child's essential student learning items through the school. This ensures that every student has items with the same specifications and quality requested by the school. Our school purchases essential student learning items in bulk, enabling considerable savings to parents/carers due to the school's sizeable buying power. If you are choosing to provide the book pack for your child, please ensure you have a conversation with the Business Manager prior to purchase. Attached is a booklist which guides you on the everyday items that your child will use in the classroom. If this is the chosen option families will also be asked to pay an amount for each child to cover the cost of items such as classroom materials (as listed above - a detailed list is available on request) and on line learning subscriptions.

OPTIONAL ITEMS 2021		Payable on invoice
Glen Waverley South 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. In previous years we have provided families with the option of pre paying for all or some of the optional items provided by GWSPS. However, due to the uncertainty of restrictions in relation to COVID19 in 2021 the School Council has decided to invoice families throughout the year as events, excursions/incursions and sports carnivals occur. These activities are integral to your child's learning and development. As such, it is an expectation of School Council that all children attend these activities. Eligible families can nominate to use CSEF towards camp, sports and excursions costs if applicable.		
SWIMMING	Eight (8) lesson swimming program.	To be advised



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VOLUNTARY FINANCIAL CONTRIBUTIONS 2021		Suggested Amount per Family
So that we can continue to provide educational programs of a standard and quality expected by our school community, as well as maintain and improve our buildings, grounds, facilities and equipment, families are invited to please consider making one or more of the voluntary financial contributions listed below. Glen Waverley South Primary School continues to welcome your voluntary contributions to support our school. <i>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.</i>		
First Aid Contribution	To assist with the purchase of first aid consumables.	Suggested \$10
Non-Consumables Contribution	To assist with the maintenance and replacement of non-consumable items, class sets and resources to support the curriculum. This includes but is not limited to literacy books and texts and numeracy equipment. This is an invaluable contribution to our school and we thank you for your generosity.	Suggested \$30
Sporting Equipment Contribution	To assist with repairs to existing sports equipment and the purchase of new equipment.	Suggested \$30
Library Fund Contribution	To assist with purchasing books and equipment needed to sustain a library facility.	Suggested \$30
Information Computer Technology (ICT) Contribution	To assist with the purchase and maintenance of software and equipment needed to sustain and increase our ICT program.	Suggested \$40
Building Fund Contribution TAX-DEDUCTIBLE	To assist with the repairs and maintenance of school buildings. Each family is asked to make a tax-deductible donation towards the school Building Fund. School Council also invites contributions of any 'other amount' per family. You will receive a tax-deductible receipt upon donation.	Suggested \$60
Grounds Maintenance Contribution	To assist with the maintenance of the school grounds including mowing to ensure that the school can continue to maintain the grounds to a high standard.	Suggested \$75
Total if paying all suggested voluntary financial contributions:		\$275

METHODS OF PAYMENT

COMPASS



Payments can be made either in full or as a payment plan via Course Confirmation and Payments.

1. Log into Compass using your parent login details (contact the school office if you have any issues)
2. Open **Course Confirmation and Payments** and select the payments that you would like to make.
3. Either **pay in full** or a **Payment Plan** (if you choose payment plan, the total amount that you have chosen to pay will be divided by 3 and that will be the total amount deducted per instalment).
4. Complete your Debit/Credit Card details and submit.

BPAY PAYMENT



Biller Code 87361

Bill Reference is located on your Family Statement.

CREDIT CARD



Credit card payments can be made in person at the school office, by completing the form on the following page and providing it to the school office, or by ringing the school office on 9560 6371 with your details.

CASH AND CHEQUE

Cash and cheques will be accepted at the school office. Cheques should be made payable to Glen Waverley South Primary School.



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Parent Payments for 2021

Please complete one form per child and return the completed form to the office with your payment by

Monday 1st February 2021

You do not need to complete this form when paying via COMPASS

Parent/Guardian Full Name:

Child's Full Name:	2021 Level 3
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Item	Per Child	Amount
Essential Student Learning Items (PER CHILD)	\$148.00	

Voluntary Financial Contributions (PER FAMILY)	Per Family	Amount
First Aid contribution	Suggested \$10	
Non-Consumables contribution	Suggested \$30	
Sporting Equipment contribution	Suggested \$30	
Library Fund contribution	Suggested \$30	
Information Computer Technology (ICT) contribution	Suggested \$40	
Building Fund contribution - TAX-DEDUCTIBLE	Suggested \$60	
Grounds Maintenance contribution	Suggested \$75	
Total amount including Items and Voluntary Contributions to be paid:		\$

Please complete one form per child.

Credit Card Authority

I am the legal owner of the credit card listed below and I give the school office staff permission to charge the credit card below, for the amount stated below. I understand that this payment will be processed once this authority is received by the office staff, and not held on file until the due date.

Student Full Name:	2021 Level 3
Total Payment Amount: \$	
Credit Card Details	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Credit Card Expiry: <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>	CCV: <input type="text"/> <input type="text"/> <input type="text"/> <input type="checkbox"/> Visa / <input type="checkbox"/> MCard
Name on Card:	
Signature of Card Holder:	Date:



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Level 3 - Student Stationary Pack

Parents/guardians are encouraged to purchase their child's essential student learning items through the school. This ensures that every student has items with the same specifications and quality requested by the school. Our school purchases essential student learning items in bulk, enabling considerable savings to parents/carers due to the school's sizeable buying power. If you are choosing to provide the book pack for your child, please ensure you have a conversation with the Business Manager prior to purchase. Below is a list which guides you on the everyday items that your child will use in the classroom. If this is the chosen option families will also be asked to pay an amount for each child to cover the cost of items such as classroom materials (as listed on page 1 - a detailed list is available on request) and on line learning subscriptions.

Description	Qty
Fineliner 0.4mm Black EACH	2
Educ8 A4 Dotted Thirds 96 Page Exercise Book 70gsm EACH	3
Educ8 Grid Book A4 48 Page Primary 70gsm EACH	2
PVC A4 Clipfolder	1
Eraser Micador Large EACH	2
Display Book Marbig Clear Front Blue Back A4 Refillable	1
Educ8 Scrapbook 72 Page Jumbo EACH	1
Glue Stick BIC 36 gram	2
Faber Castell School Pencil 2B EACH	8
Ruler 30cm Wooden Micador Essential Each	1
Sharpener Pencil Metal Double Hole	1
Scissors - Kindy Right Handed 135mm	1
Staedtler 2-Tips Markers 1mm + 3mm Wallet 10	1
Crayola 12 coloured pencils	1
My home reading Journal Green Level KLUWELL	1
Pencil Case Large Vinyl 34 x 170mm 2 zip Name Card Insert	1
Targeting Handwriting for VIC year 3	1
Highlighters Assorted Wallet 4	1
Marbig Document Wallet Foolscap Manilla Blue	1
White Paper Ream	1
Newsprint 510x760mm Rainbow	6
A4 Exam Paper 14mm Dotted Thirds	6
Paper Plates 225mm	1
A4 Cover Paper 15 Assorted Colours	24
A4 Laminating Pouches	5
Balloon 30cm	1
Envelopes with Window Face 120 x 235mm	6
A3 125gsm Cover Paper 15 Colours	24
Clipboard A4 Black	1
Brown Paper Bag Square 240mm	24
Resilience Program Student Workbook	