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*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 1<sup>st</sup> 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:

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

Payments plans must be set up on Compass before Sunday 6<sup>th</sup> 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](mailto: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](mailto: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

**Con Vellios**  
Principal

**Kathryn Amerasekera**  
School Council President



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## LEVEL 6 – Parent Payment Structure 2021

<b>ESSENTIAL STUDENT LEARNING ITEMS 2021 - due 01/02/2021</b>		<b>\$140.00 per student</b>
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:		
<b>Essential Student Learning Items</b>		<b>Amount</b>
<b>STUDENT STATIONARY PACK</b> Please see list on page 4		\$62.36
<b>CLASSROOM MATERIALS</b>		
<b>Consumables for STEAM</b> (Science, Technology, Engineering, Art, Maths) Includes ingredients for cooking (flour, oil, milk, sugar, eggs etc.), craft, stationary, etc.		\$20.00
<b>Consumables for Art</b> Includes craft paper, glitter, paints, cardboard, etc.		\$20.00
<b>Consumables for LOTE</b> Includes glue, paper, pencils etc.		\$ 2.07
<b>Consumables for Physical Education</b> Includes ribbons		\$ 1.00
<b>ON LINE LEARNING SUBSCRIPTIONS</b>		
Reading Eggs		\$12.54
Mathletics		\$14.05
Essential Maths		\$8.00
	<b>TOTAL</b>	<b>\$140.00</b>

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.

<b>OPTIONAL ITEMS 2021</b>		<b>Payable on invoice</b>
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, <b>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.</b> 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.		
<b>SWIMMING</b>	Eight (10) lesson swimming program.	To be advised



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<b>VOLUNTARY FINANCIAL CONTRIBUTIONS 2021</b>		<b>Suggested Amount per Family</b>
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>		
<b>First Aid Contribution</b>	To assist with the purchase of first aid consumables.	Suggested \$10
<b>Non-Consumables Contribution</b>	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
<b>Sporting Equipment Contribution</b>	To assist with repairs to existing sports equipment and the purchase of new equipment.	Suggested \$30
<b>Library Fund Contribution</b>	To assist with purchasing books and equipment needed to sustain a library facility.	Suggested \$30
<b>Information Computer Technology (ICT) Contribution</b>	To assist with the purchase and maintenance of software and equipment needed to sustain and increase our ICT program.	Suggested \$40
<b>Building Fund Contribution TAX-DEDUCTIBLE</b>	To assist with the repairs and maintenance of school buildings. Each family is asked to make a <b>tax-deductible donation</b> 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
<b>Grounds Maintenance Contribution</b>	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
<b>Total if paying all suggested voluntary financial contributions:</b>		<b>\$275</b>

## 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 1<sup>st</sup> February 2021**

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

<b>Parent/Guardian Full Name:</b>
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<b>Child's Full Name:</b>	<b>2021 Level 6</b>
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Item	Per Child	Amount
Essential Student Learning Items (PER CHILD)	\$140.00	

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	
<b>Total amount including Items and Voluntary Contributions to be paid:</b>		<b>\$</b>

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.

<b>Student Full Name:</b>	<b>2021 Level 6</b>
<b>Total Payment Amount:</b> \$	
<b>Credit Card Details</b>	<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"/>
<b>Credit Card Expiry:</b> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>	<b>CCV:</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="checkbox"/> Visa / <input type="checkbox"/> MCard
<b>Name on Card:</b>	
<b>Signature of Card Holder:</b>	<b>Date:</b>



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### Level 6 - 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
Eraser Large	2
Colouring Pens Pack 12	1
Exercise Book A4 8mm 96 Page	2
PVC Clipfolders A4 Blue	1
Glue Stick	2
Papermate Pen Inkjoy Medium Blue	4
Pen Inkjoy Medium Red	4
Faber-Castell 1111 Graphite Pencil 2B	4
Wooden Ruler 30cm	2
Metal Sharpener Double Hole	2
Spirax Notebook 563A 200pg	1
Scissors	1
Staedtler 126-12 Noris Pencils Maxi Coloured Pk 10	1
Marbig Manilla Dividers 5 Tab A4 Multi-Coloured	1
Graph Book GH596 A4 96 page 5mm Graph Ruled	1
Artline 200 Finesline Pens 0.4mm Black	2
Insert Binder A4 25mm 4D Ring White	1
Blu-Tack	0.3
Laminating Pouches A4	8
Cello Tape 18mm	0.06
Masking Tape 18mm	0.08
Masking Tape 24mm	0.08
Matt Circles 120mm Diameter Double Sided Assorted Sheets	5
Fluoro Circles 120mm Diameter Single Sided Assorted Sheets	1
Quill Brenex Matt Squares 127x127mm Single Sided	3
Quill Brenex Paper Squares 127mm 70gsm Fluoro Ass	1
Newsprint 510x760mm	5
Cover Master A4 Cover Paper 15 Assorted	50
Colour Master A3 125gsm Cover Paper 15 Colours	40
White Paper Ream	1
Resilience Program Student Workbook	1
Student Diary	1