



No. 2259

Leith Road, Montrose 3765

Telephone: 9728 2203

Fax: 9761

## Part 1 Student Essential Educational Items Payment 2018

School councils are able to request payments or contributions for education items and services from parents and guardians for students in Victorian government schools in the three categories – essential education items, optional extras and voluntary financial contributions.

*Our full parent payment and voluntary contributions policy is on the school web site or available from the office.*

### **Payment of Student Essential Educational Items and collection of Student Packs for 2018**

If you wish, payment may be made at any time from receiving this letter. The receipt of payment must be kept and shown for collection. Payment may be made by cheque, cash, credit card (including credit card payment over the telephone), Eftpos, direct deposit or BPay (contact the office for individual details). After collection, all items should be labelled and returned with your child on the first school day. If you are unable to collect the supplies on any of the allocated pickup days, payment may be made earlier and the pack will be passed on to your child on the first day of school.

**STUDENT PACKS WILL BE AVAILABLE FOR COLLECTION FROM THE OFFICE BETWEEN  
FRIDAY 1<sup>ST</sup> DECEMBER to TUESDAY 19<sup>TH</sup> DECEMBER from 8.45am – 3.30pm  
and then again on MONDAY 29<sup>TH</sup> JANUARY 2018 from 9.00am – 1pm.  
THE UNIFORM SHOP WILL BE OPEN ON MONDAY 29<sup>TH</sup> JANUARY 2018 from 9.00am – 1pm.**

**Important Note:** The student pack of individual stationery does not contain all items included in the payment. Consumables for classroom activities and project based work is delivered to the teacher and distributed in classrooms (these are bought in bulk to keep costs to a minimum). Supplies for Specialist Art are stored in the Art room. LOTE workbooks will be distributed by Specialist teachers and diaries (where applicable) will be handed to students in class.

*We have always had a very high level of support for payments and we would like to thank all our families for investing in their child's learning experiences and our wonderful school setting – THANK YOU!*

Neil Pollard  
Principal

### Essential Education Items for 2018

CLASSROOM MATERIALS MATERIALS FOR SPECIALIST PROGRAMS				
	Individual Student Pack Includes LOTE and MUSIC work books and Diary (3-6)	Consumables for Classroom Activities and Project Work	Specialist ART Consumable Materials	TOTAL (Rounded down)
Prep	\$136.21	\$26.68	\$90.00	\$252.00
Grade 1	\$144.16	\$25.87	\$86.00	\$256.00
Grade 2	\$143.76	\$25.87	\$86.00	\$255.00
Grade 3&4	\$123.07	\$25.94	\$100.00	\$249.00
Grade 5&6	\$126.95	\$26.83	\$100.00	\$253.00

**Please note: Detailed itemised lists are available from the office and on the school web site.**

Email: [montrose.ps@edumail.vic.gov.au](mailto:montrose.ps@edumail.vic.gov.au)

Website: [www.montroseps.vic.edu.au](http://www.montroseps.vic.edu.au)

Mailing address: PO Box 123, Montrose 3765

## Parent Payment Categories

**Essential education items:** These are those items or services that are essential to support instruction in the standard curriculum program. These are items which parents/guardians pay the school to provide or may provide themselves, if appropriate. These include:

- materials that the individual student takes possession of, such as text books and student stationery
- materials for learning and teaching where the student consumes or takes possession of the finished articles (e.g. home economics, photography, catering)
- activities associated with instruction that all students are expected to attend i.e. travel, entry fees or accommodation associated with camps, excursions and incursions.,

**Optional extras:** These are items, activities or services that are optional and are offered in addition to the standard curriculum. They are provided on a user-pays basis and if parents/guardians choose to access them for students, they will be required to pay for them. These items include:

- camps, excursions, incursions and sports
- instructional support material, resources and administration in addition to the standard curriculum program (e.g. student computer printing for personal use)
- extra-curricular programs or activities offered in addition to the standard curriculum program (e.g. instrumental music)
- school-based performances, productions and events
- materials for subjects where the payment sought is the difference between the basic materials/services required for access to the standard curriculum program and higher cost alternatives which may be more desirable (e.g. the use of more expensive materials)
- materials and services offered in addition to the standard curriculum program (e.g. school magazines)
- school facilities and equipment not associated with providing the standard curriculum program, and not otherwise provided for through the SRP (e.g. student accident insurance, and hire or lease of equipment such as musical instruments).

**Voluntary financial contributions:** Parents/guardians, or anyone else, can be invited to make a donation to the school for the following purposes:

- contributions to a building trust fund or contributions to a library trust fund (these trust funds are approved by the Australian Taxation Office and are tax deductible)
- contributions for a specific purpose identified by the school (e.g. equipment, materials or services) in addition to those funded through the SRP. This may include additional computers or student-related services
- general voluntary financial contributions or donations to the school.

### Other support options

The school appreciates that families may sometimes experience financial difficulties in meeting requests for payments and contributions. A range of support options are available to assist eligible parents, including the Camps, Sports and Excursions Fund (CSEF), State Schools Relief Committee and welfare/support agencies. Parents/guardians who experience difficulties providing or paying the school to provide essential education items, are encouraged to come to the office and speak to Sue or Linda to discuss alternative payment methods.

### Payment arrangements

Parents/guardians will be provided with early notice of payment requests for essential education items, optional extras and voluntary financial contributions (min. of six weeks' notice prior to the end of the previous school year).

Parents and guardians also have the option of purchasing equivalent materials from other sources. Note: If parents/guardians choose to provide equivalent materials themselves, this should be done in consultation with the school, and items should meet the specifications provided by the school. However, there are some items (e.g. LOTE workbooks and food provisions for class cooking) which, due to their nature, can only be provided by the school.

## **Part 2**

### **OPTIONAL - Excursion/Incursion Prepayment Plan**

#### **2018 Anticipated Costs & Excursion/Incursion Prepayment Plans**

We are offering families the opportunity to pre-pay excursions and incursions. By making a pre-payment families can avoid the need to pay small amounts regularly throughout the year and will only need to complete permission slips and indicate that payment is from the pre-payment plan. Any unspent funds will be carried over to the following year. Please note that the anticipated budgeted amount allows for the swimming program cost for grades P-4. Grade 5-6 often do extra sporting activities and may need to top up the prepayment throughout the year.

Two different options are available to families, as outlined below:

<b>Excursion/Incursion Payment Options</b>	
Suggested Annual Payment	An upfront payment of \$150 per child before or at the beginning of the year which can be topped up throughout the year if needed.
Pay as you go	Parents make payments throughout the year as notified.

Some costs are **NOT INCLUDED** in the suggested Excursion/Incursion prepayment plan, they are:

Semester One – School photos, Grade 5 and Grade 6 Camps.

Semester Two – Grade 3 & Grade 4 Camps and Grade 6 Graduation.

Also not included in the pre-payment plan are optional student activities such as: Chess/Maths/English competitions, Cross Country, Zone/District/State competitions and leadership events as not all students are involved.

**NOTE: If choosing the pre-payment option it will be necessary to have sufficient funds in credit before the first costs are incurred.**

=====

## **Part 3**

### **VOLUNTARY – Technology Contribution**

#### **2018 Voluntary Technology Contribution**

The Technology contribution assists with the cost of technology in the school – hardware, software, digital learning devices (ie iPads, netbooks and computers). This contribution also assists with the upkeep and upgrading of digital learning devices, subscriptions to providers etc.

=====

## **Part 4**

### **VOLUNTARY - Donations to the school**

#### **Helping out our School library, buildings and grounds**

Each year we hold four working bees. These working bees enable the school to paint, maintain areas including the grounds, mulch, clean gutters etc.

We greatly appreciate the assistance of the school community in helping create a safe, attractive and sustainable school environment at a significantly reduced cost. If you are not able to attend, but would like to contribute financially, please fill in the details on the attached form.

Families may also wish to contribute to the Schools “Building” or “Library” fund. All donations to these funds are tax deductible (a receipt will be issued) and the money donated will be used for major upgrades, refurbishments, specific building projects or resources relating to the Library.

# Family Payments 2018

## Essential Education Items, Technology Contribution, Excursion/Incursion Prepayment & Donations

Family Name: .....

### 1. ESSENTIAL EDUCATION ITEMS

Amounts (rounded): \$252 Prep / \$256 Grade 1 / \$255 Grade 2 / \$249 Grade 3&4 / \$253 Grade 5&6

Student Name: ..... 2018 Year level: ..... \$.....

Student Name: ..... 2018 Year level: ..... \$.....

Student Name: ..... 2018 Year level: ..... \$.....

Student Name: ..... 2018 Year level: ..... \$.....

**Part 1 - Total Amount of essential education items:** \$.....

### 2. OPTIONAL - FAMILY EXCURSION/INCURSION PREPAYMENT OPTION

(An initial suggested payment amount of \$150 per child – with the ability to top up the levy throughout the year as needed.)

<b>Student Name/s:</b>	<b>Amount: Per Child</b>
------------------------	--------------------------

.....	\$.....
-------	---------

.....	\$.....
-------	---------

.....	\$.....
-------	---------

.....	\$.....
-------	---------

**Part 2 - Total Amount of excursion/incursion prepayment:** \$.....

### 3. VOLUNTARY – VOLUNTARY TECHNOLOGY CONTRIBUTION (suggested \$10 per student)

**Part 3 – Total Voluntary Technology contribution:** \$.....

### 4. VOLUNTARY – VOLUNTARY DONATIONS TO THE SCHOOL

Building Fund (tax deductible):        \$ .....

Library Fund (tax deductible):        \$ .....

Working Bee donation:                \$ .....

**Part 4 - Total donation:**        \$ .....

**PLEASE TURN OVER PAGE  
AND complete the payment  
details on the next page ....**

---

---

# TOTALS

---

---

Family Name: .....

Part 1 - Total Amount of essential education items: \$.....

Part 2 - Total Amount of excursion/incursion prepayment: \$.....

Part 3 - Voluntary Technology contribution (suggested \$10 per student): \$.....

Part 4 - Total donation (building/library/working bee): \$.....

---

---

**TOTAL PAID TO SCHOOL (Total of Part 1, 2, 3 and 4):** \$.....

---

---

<b>Method of Payment :</b>  Cash <input type="checkbox"/> Cheque <input type="checkbox"/> <small>(Made payable to Montrose P.S)</small> Credit Card <input type="checkbox"/> Other <small>(please specify)</small> <input type="checkbox"/>  .....	<b>Credit Card Payment Details :</b>  Visa <input type="checkbox"/> Bankcard <input type="checkbox"/> Mastercard <input type="checkbox"/> <b>Name on Card:</b> _____ <b>Card Number:</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"/> <input type="text"/> <input type="text"/> <b>Expiry Date</b> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>  <b>CVV:</b> <input type="text"/> <input type="text"/> <input type="text"/> <b>Amount \$</b> _____ <b>Signature:</b> _____
--	--