



MANCHESTER PRIMARY SCHOOL PARENT PAYMENTS 2021

November 9, 2020

Dear Parent / Guardian

Re: Parent Payments 2021

Manchester Primary School is a great school, running a fantastic developmental curriculum to support our students achieving great results.

To support student learning the Manchester Primary School Council has approved the school's Parent Payment charges for 2021. Parent Payments are a vital contribution used to enrich the educational experience of each student. The Victorian Government funds schools to teach the standard curriculum to students. This is called 'free instruction'. Parent Payments are necessary to provide your child with the items required to learn the standard curriculum. Parent Payments also support schools to provide enhanced programs and opportunities beyond the standard curriculum as expected by their school community. As such, each school decides on the learning program offered and payments required based on the needs and goals of the school community.

We seek parent support in the payment of Essential, Optional and Voluntary education items in order to achieve our 2021 goals. Attached is the 2021 list of payment items / services requested for your child's program along with a one page overview of the Department's Parent Payment Policy.

While payment is not required until the start of the 2021 school year payments will be welcomed from today. All Parent Payments and contributions can be made by cash, cheque, debit/credit card, EFTPOS (at the school's office) or direct deposit.

The school appreciates that families may sometimes experience financial difficulty in meeting payment requests. A number of support options are available to parents who have difficulty making payments, including the school's second-hand uniform shop, State Schools' Relief and the Camps, Sports and Excursions Fund. For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact the school office.

If you are experiencing difficulty in making the requested payments please contact the principal Peter Jenkins, by phone 9726 6931 or by email manchester.ps@edumail.vic.gov.au, where you can have a confidential discussion about alternative arrangements.

Yours sincerely,

Peter Jenkins
Principal

Nila Blennerhassett
School Council President



MANCHESTER PRIMARY SCHOOL

PARENT PAYMENTS 2021

2021 Essential Education Items

Essential Student Learning Items are those items, activities or services that are essential to support student learning of the standard curriculum. These are items that the school considers essential for all students and which students take possession of.

Materials	Cost per student	Breakdown / Notes
Standard Curriculum Items for the classroom program – Stationery	Costs vary in each year level	Stationery items such as; exercise books, loose leaf, handwriting books, pencils, pens, erasers, glue sticks, sharpeners, pencil cases, folders, other consumables (take home) etc. You may choose to purchase these items through the school or provide your own. <i>If you choose to provide your own stationery please inform the school of your intention to do so before November 23, 2020 to receive a stationery list.</i> After this date a stationery pack will be automatically ordered for your child and this option will no longer be available to you.
Materials to support classroom learning of Victorian Curriculum Capabilities	\$14.69	Includes Buddies program (F & Y6), Y5 & 6 Leadership, Community Links, Masterchef Program and Bike Education.
Standard Curriculum Items for the classroom program – consumables such as coloured paper & other supplies	\$15.00	Includes materials for class programs including Science, Technology, Humanities, Health, The Arts etc. that students use, consume and / or take home. E.g. materials for posters, projects, science experiments, paper folding for Maths, materials for technology and construction and cooking, planting, making etc.
Standard Curriculum Items for Walker Learning program – consumables such as poster paper, tinkering supplies, ERP supplies, Investigations resources & other supplies	\$15.00	Includes materials for Investigations (F-2) and Educational Research Projects (3-6) that students use, consume and / or take home. E.g. materials for posters, projects, experiments, box construction, materials for investigation topics and supplies required for educational research projects, including photocopying and printing of student work.
Standard Curriculum Items for Specialists programs (i.e: Visual Arts, Science, Technology, Arts, Performing Arts, Physical Education, Languages)	\$44.54	Includes materials for day events to support learning of Standard Curriculum. E.g. Science Day, Harmony Day, Student Wellbeing, Engagement, Transition materials, award consumables, and printing of student work.
Printing of student take home work	\$52.12	Based on 2019 costs.
Computer Applications	\$38.43	E.g. applications manager license (JAMF), Essential Education, PAT Maths, PAT Literacy, Flocabulary
ICT Resources	\$158.82	Shared Use of ICT Resources (Laptops and iPads), rather than BYOD (Bring Your Own Device) program.

Note: This approach ensures that:

- 1) Bulk buying by the school reduces costs compared to parents purchasing items individually.
- 2) GST saving passed on to parents.
- 3) All students are provided with good quality items.
- 4) Parents are not required to “shop around” to purchase items.
- 5) Computer software / licence fees enable all students to actively participate on all ICT devices supplied by the school.

PARENT PAYMENTS POLICY

ONE PAGE OVERVIEW

The following is a summary of the main principles of the Parent Payments Policy:



FREE INSTRUCTION

- Schools provide students with free instruction to fulfil the standard curriculum requirements as outlined in the Victorian Curriculum F-10, VCE and VCAL.



PARENT PAYMENT REQUESTS

- Schools do not ask parents to pay for school operating costs (e.g. utility costs) or general and unspecified charges.
- Schools request payments from parents under three categories:

Essential Student Learning Items

- Items and activities which the school deems essential for student learning.
- Parents may choose to purchase essential items through the school or provide their own.

Optional Items

- Items and activities that enhance or broaden the schooling experience of students and are offered in addition to the standard curriculum.
- These are provided to students on a user-pays basis.

Voluntary Contributions

- Voluntary contributions support the school to continue to be the best local school for all students and can be for general or specific purpose.
- Students will not be disadvantaged in any way if parents do not make a contribution.



FINANCIAL HELP FOR FAMILIES

- Schools put in place financial hardship arrangements to support families who cannot pay for items or activities so that their child doesn't miss out.
- Schools have a nominated parent payment contact person(s) that parents can have a confidential discussion with regarding financial hardship arrangements.



SCHOOL PROCESSES

- Schools obtain school council approval for their parent payment arrangements and upload their arrangements on their school's public website for transparency.



MANCHESTER PRIMARY SCHOOL

PARENT PAYMENTS 2021

Essential Education Items

Items or services that are essential to support the course of instruction in the standard curriculum.

The Essential Education payment for 2021 is \$275 per student. Parents and Guardians are required to pay the school for providing essential items to their child.

The payment contribute towards the cost of essential student materials including stationery, exercise books, project books, text books, pens, pencils, textas, rulers, folders, construction materials, consumables for specialist programs, photocopying student materials and printing student's take home work. This payment also includes the provision for the ICT and data management programs for each student which is essential to support the course of instruction in the standard curriculum. Please note - These programs would normally cost parents in excess of \$345 per student.

In order to ensure that all students have access to high quality materials to support learning of the standard curriculum, the school bulk purchases items free of GST on parents' behalf. This means parents are not required to "shop around" to purchase items, costs are minimised, and all students at each year level have access to the same quality of materials.

Optional Education Items

Assists in providing the expected tuition provided at Manchester Primary School – Students are encouraged to participate fully in these programs.

Allows your child/ren can participate fully in the educational program provided by the school beyond the government funded standard curriculum. These include opportunities such as excursions and incursions, camps, swimming program and additional sports related activities which are offered as enhancements to the school curriculum on a user-pays basis. Notices advising these events will be sent home throughout the year, as these opportunities become relevant to the studies undertaken in class.

Parents who are eligible to receive the Government's CSEF payment will be able to use this fund money to pay for these items as they come up through the year.

Voluntary Financial Contributions

Maintenance Levy Suggested amount \$20.00 per family	This payment assists with for goods and services <u>not provided for, through Government funding.</u> This includes a groundsman who performs regular maintenance. Parents are encouraged to either attend 2 working bees per year or contribute through the Maintenance Levy.
First Aid Levy Suggested amount \$20.00 per family	This payment pays for goods <u>not provided for, through Government funding.</u> This includes extra, yet essential, first aid supplies including Ventolin, disposable spacers, epi-pens, etc.
Building Fund – Tax Deductible Donation Suggested amount \$50.00 per family	The Department of Education grants are insufficient to keep our buildings in the best condition. As a voluntary contribution to your child's education, School Council provides a tax deductible opportunity to enable you to help improve the school facilities. This fund is used solely for the upgrade and maintenance of our school buildings.
Library Fund – Tax Deductible Donation Suggested amount \$50.00 per family	The Department of Education grants are insufficient to purchase the number and variety of reading books enjoyed by our students. As a voluntary contribution to your child's education, School Council provides a tax deductible opportunity enabling you to help improve the school book collection. This fund is used solely for the purchase of books

Payment Options

- \$275.00 (per student) payment made in full by January 28, 2021.
- Installments - Please organise \$50.00 per fortnight to be deposited to the school's account (BSB: 063 231 Account Number: 1006 4271). Unless otherwise arranged the full amount payable is due by January 28, 2021.

Prepaid essential educational items (book packs) will be available for students to collect from their classrooms on the first school day of Term 1, 2021. There is no requirement to come in prior to collect them.



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***Please return this form with your payment.**

Student Name: Year level in 2021:

Student Name: Year level in 2021:

Student Name: Year level in 2021:

	DESCRIPTION OF PAYMENTS	Cost Per Child
Essential Educational Items	<u>ESSENTIAL EDUCATIONAL ITEMS</u>	\$275.00
Voluntary Contributions: (See suggested amounts on previous page)	<u>TAX DEDUCTIBLE LIBRARY FUND</u>	
	<u>TAX DEDUCTIBLE BUILDING FUND</u>	
	<u>FIRST AID LEVY</u>	
	<u>GROUNDS MAINTENANCE</u>	
Optional Items:	<u>LEVEL 3/4 CAMP PAYMENT (Estimated at \$280 for 2021)</u>	
	<u>LEVEL 5/6 CAMP PAYMENT (Estimated at \$400 for 2021)</u>	
	Total Amount Payable	\$

PAYMENT OPTIONS

Total Amount Payable (from previous page): \$ _____

CASH / CHEQUE	Please find enclosed \$ _____
CREDIT CARD	<p>CARD DETAILS: (circle) MasterCard Visa</p> <p>I authorise Manchester PS to process payment of the above amount using the details below.</p> <p>Card Number: _____</p> <p>Expiry Date: ____ / ____ CCV: _____</p> <p>Name of Cardholder: _____</p> <p>Signature: _____ Contact Number: _____</p>
DIRECT DEPOSIT (\$50 fortnightly instalments recommended)	<p>DIRECT DEPOSIT Manchester Primary School Official Account BSB: 063 231 Account Number: 1006 4271</p> <p>Yes – I agree to a fortnightly instalment plan for the payment of 2021 Parent Payment, Voluntary Contributions and Optional Items</p> <p>Please ensure you put your child's family name as the reference and email confirmation of payment to: manchester.ps@education.vic.gov.au.</p> <p>Note: payment plans should be completed by 28 January, 2021 unless otherwise arranged with the Principal or Business Manager.</p> <p>Parent's Name: _____</p> <p>Signature: _____ Contact Number _____</p> <p>Email Address: _____</p>