

Westgrove Primary School
Thames Boulevard
Werribee 3030
97498233



Dear Parents/Carers

Westgrove Primary School is looking forward to another great year of teaching and learning and would like to advise you of Westgrove Primary School's parent payment arrangements for 2021.

Please find the fee schedule for *our school* attached. Please complete this form and return to the school by 4th December 2020 so the school can prepare accordingly.

Westgrove Primary School makes every effort to keep the cost of items and activities to a minimum and affordable for all parents.

It is very important that forms are returned and payment plans organised in a timely manner so we can ensure a smooth transition for 2021. Our fee structure has not changed for the past three years but we have had to raise the fees by \$10 this year in order to cover costs. We have kept the increase to a minimum as this is not a fund raising exercise but merely allows us to meet the costs of the materials, equipment and programs that students access during the year. On average the fees at neighbouring schools are \$220 so I want to reassure you that we have endeavoured to keep the fees as low as possible whilst meeting the educational needs of your child.

Financial Support for Families

Westgrove Primary School understands that some families may experience financial difficulty and offers a range of support options.

Please contact Miss Slaymaker for a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact the school by either phone 97498233 or email Westgrove.ps@education.vic.gov.au

Payment Methods

The school offers a range of payment options including eftpos/credit cards, Bpay, cheque, cash payment and Centrepay for eligible parents/carers. These are all listed in the payment options.

Refunds

Please see Westgrove Primary School's Parent Refund Policy Attached.

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

Yours sincerely,

Tami-Jo Richter
Principal

Samara Renton
SCHOOL COUNCIL PRESIDENT

FEE SCHEDULE

Please find the itemised list of Essential Student Learning Items for your child. Westgrove Primary School also continues to welcome your voluntary contributions for 2021.

Please complete this form and return to the school by Friday 4th December 2020 so the school can prepare accordingly.

Essential Student Learning Items

Below is a list of items and activities which are essential for your child to learn the standard curriculum. You may choose to purchase these items through the school or provide your own. Please indicate which items you would like to purchase through the school on the table below:

| Essential Student Learning Items | Amount |
|--|--------------|
| Student Essentials Pack This includes <ul style="list-style-type: none"> ○ all stationery that your child requires for the school year ○ annual subscription to Reading A-Z Years and Essential Assessment | \$80 |
| School Supplied Essentials Bulk purchased classroom consumables to support instruction in the standard curriculum for visual and performing arts, cooking/ science, spanish, mathematics and intervention programs. | \$60 |
| Additional Technology Resources Spero, OSMO, The Drone, iPads, desktop computers and laptops to support instruction in the standard curriculum. | \$30 |
| TOTAL | \$170 |

Optional Items

These include our extra curricula activities: camps, excursions, swimming, sports activities, and instrumental lessons. Costs vary depending on the activity or program and parents/carers will be notified well in advance of these costs and schedule for payment. The BYOD iPad program for students in Years 3-6 is an essential component of the curriculum at Westgrove and parents/cares are urged to provide an iPad device to support their students' learning. The Camps, Sports and Excursions Fund (CSEF) provides payments for eligible students to attend activities like school camps or trips, swimming and school-organised sport programs, outdoor education programs and excursions and incursions. Please contact the office for more information.

Voluntary Contributions

Westgrove Primary School continues to welcome your voluntary contributions to support our school.

You can make a general voluntary contribution that goes towards all of our school's important priorities for 2021 as well as providing additional activities and services for all students.

Voluntary Contributions to the Building Fund over \$2 are tax deductible.

Alternatively, you can make a voluntary contribution to any of the specific priorities outlined in the table below:

| Voluntary Contribution | Tax deductible? | Suggested Voluntary Contribution per family | | | Amount |
|----------------------------|-----------------|---|-------------|--------------|-----------|
| <i>Grounds Maintenance</i> | <i>No</i> | <i>\$10</i> | <i>\$20</i> | <i>Other</i> | |
| <i>Building Fund</i> | <i>Yes</i> | <i>\$10</i> | <i>\$20</i> | <i>Other</i> | |
| TOTAL | | | | | \$ |

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

WESTGROVE PRIMARY SCHOOL
2021 ESSENTIAL STUDENT LEARNING ITEMS
ORDER FORM



PLEASE RETURN ORDER FORM BY FRIDAY 4TH DECEMBER 2020. PAYMENTS CAN BE MADE IN FULL OR BY INSTALMENTS BEGINNING TODAY UNTIL 29TH JANUARY 2021.

Student First Name _____ Surname _____

Parent Mobile _____

Student is: Left Handed

Right Handed

Parent Payment Charges

| | | |
|----------------------------------|--------------|----------|
| Essential Student Learning Items | Amount | \$170.00 |
| Voluntary financial contribution | Amount | _____ |
| | TOTAL | _____ |

Payment Options

Please advise how you wish to pay by ticking appropriate box below:

| | | | |
|--|--|--|--|
| <input style="width: 40px; height: 20px;" type="checkbox"/> Centrepay (via Centrelink) Eligible parents/ carers can visit humanservices.gov.au/centrepay Westgrove Primary School Centrepay CRN555111674V | <input style="width: 40px; height: 20px;" type="checkbox"/> Credit Card - Please complete credit card details below and return it to Westgrove Primary School as soon as possible. <i>Payment will be processed within 7 days from receipt of this form.</i> | <input style="width: 40px; height: 20px;" type="checkbox"/> BPay - If you don't have your BPay details, please contact the office. Bpay must be received at school before 26 th January 2021 (Please allow 3 days for bank processing). | <input style="width: 40px; height: 20px;" type="checkbox"/> Cash/Eftpos payments - can be made until Thursday 17 th December or between 22 nd and 29 th January 2021. |
|--|--|--|--|

Only fill in if you have selected to pay by Credit Card

Payment will be processed within 7 days from receipt of this form.

AUTHORITY TO DEDUCT PAYMENT USING CREDIT CARD

Card Number _____ Expiry Date ____/____

Card Holder's Name _____

Card Holder's Signature _____

Visa

Mastercard

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.