



# Bundarra Primary School

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Dear Parent/ Guardian,

Bundarra Primary School is looking forward to another great year of teaching and learning and would like to advise you of Bundarra Primary School's voluntary financial contributions for 2023.

Schools provide students with free instruction to fulfil the standard Victorian curriculum and we want to assure you that all contributions are voluntary. Nevertheless, the ongoing support of our families ensures that our school can offer the best possible education and support for our students. We want to thank you for all your support. This has made a huge difference to our school and the programs we can offer.

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

### Financial Support for Families



Bundarra Primary School understands that some families may experience financial difficulty and offers a range of support options, including:

- Camps, Sports, and Excursions Fund (CSEF)
- Second-hand uniforms
- State School Relief.

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact:

**Emma Carr- Finance Officer**

**Ph: 03 5523 4122 | Email: [Bundarra.ps@education.vic.gov.au](mailto:Bundarra.ps@education.vic.gov.au)**

Payment Options	Explanation
 <b>Centrelink</b>	Centrelink will deduct payments from your fortnightly benefit and transfer it to the school. This can be done as a once off or regularly. You can apply for Centrelink deductions: <ul style="list-style-type: none"><li>• Online at <a href="http://www.humanservices.gov.au/customer/services/centrelink/centrelink">http://www.humanservices.gov.au/customer/services/centrelink/centrelink</a></li></ul> Please use Bundarra PS customer reference number: <b>CRN 555 110 385X</b> <ul style="list-style-type: none"><li>• Or by requesting and completing the white Centrelink form and submitting to the office so it can be lodged through our Centrelink system.</li></ul>
<b>BPAY</b> 	Payment made directly to the school by using your BPAY Biller Code and Reference Number (please see office for your unique reference ).
<b>Cash, EFT (Direct Credit)</b>	Cash directly to the office. EFT – Bank Account Details as follows: <b>BSB: 06 3536 (CBA)</b> <b>Acc No: 00901409</b> <b>Please use your name as the REFERENCE.</b>

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

Yours sincerely,

Joanne Shelton- Principal

Louise Francis- School Council President

*Be Your Best Self*

## Bundarra Primary School 2023

### Parent Contributions & Payment Options

Please find the itemised lists that includes:

1. Curriculum Contributions
2. Extra-Curricular Items & Activities
3. Other Contributions

See attached Parent Payment Policy Overview (one pager) for explanations. Full Parent Payment Policy is available on the DET and the Bundarra Primary School websites.

Bundarra Primary School makes every effort to keep the cost and number of items that need to be purchased to a minimum. We also try to ensure that the costs are affordable for all parents. If you will have difficulty making payments please make contact Emma Carr to discuss possible support options and payment arrangements. Any information about your financial circumstances, payment arrangements or status will be kept strictly confidential.

#### 1. CURRICULUM CONTRIBUTIONS.

Charge Item	Foundation	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6
<b>Classroom Materials</b>							
General Classroom: Including exercise books, glue, scissors, pencils, pens, coloured pencils, coloured, markers, etc...	\$55.00	\$55.00	\$55.00	\$55.00	\$55.00	\$55.00	\$55.00
<b>NOTE:</b> items vary slightly for each grade- these items belong to the student and will be sent home at the year							
Student Diary	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00		
Art supplies for projects for each class	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
Headphones (used G5 & G6)						\$25.00	\$25.00
Art- Skateboard Deck (Graduation project)							\$25.00
<b>Uniform Items</b>							
Reader Satchel	\$10.00						
Hat	\$10.00						
<b>Online Learning Subscriptions:</b>							
Seesaw Subscription	\$9.00	\$9.00	\$9.00	\$9.00	\$9.00	\$9.00	\$9.00
<b>Whole School Events:</b>							
Performances (\$6 x 3)	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00
Artist in Residence	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00
Kupa-Ngal (clubs)	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
<b>TOTAL PARENT CONTRIBUTION</b>	<b>\$187.00</b>	<b>\$167.00</b>	<b>\$167.00</b>	<b>\$167.00</b>	<b>\$167.00</b>	<b>\$187.00</b>	<b>\$212.00</b>

## EXTRA CURRICULAR ITEMS & ACTIVITIES

Please note that we have only included the major events within our school  
There will be other excursions/activities/sports items that may be required to be paid during the school year

Optional Item (estimated costs only)	Foundation	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6
Camp (to be advised closer to)				\$270.00	\$270.00	\$450.00	\$450.00
Sleepover (to be advised closer to)		\$60.00	\$60.00				
Excursion costs (to be notified for each held)							
Swimming Program	\$120.00	\$120.00	\$120.00	\$120.00	\$120.00	\$120.00	\$120.00
Grade 6 Graduation							\$20.00
Grade 6 T-shirt							\$40 each

## 2. OTHER CONTRIBUTION

Other Contribution Item	Recommended Contribution
PE- Awards, ribbons, equipment	\$10.00
Music Program- purchase of acoustic panels	\$10.00
IT- equipment/Class Ipads	\$10.00
Library- Books	\$10.00
**KINDNESS- support families to assist attendance in extra curriculum activities (i.e. camps, swimming, excursions)	\$10.00

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.

**\*\*KINDNESS FUND-** Provide optional items for families at our school that are experiencing financial hardship. Your contribution helps to ensure that ALL our students have the option of attending school camps and swimming with their peers.

# PARENT PAYMENTS POLICY

## ONE PAGE OVERVIEW



### FREE INSTRUCTION

- Schools provide students with free instruction and ensure students have free access to all items, activities and services that are used by the school to fulfil the standard curriculum requirements in Victorian Curriculum F-10, VCE and VCAL.
- Schools may invite parents to make a financial contribution to support the school.



### PARENT PAYMENT REQUESTS

Schools can request contributions from parents under three categories:

#### Curriculum Contributions

Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.

#### Other Contributions

Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.

#### Extra-Curricular Items and Activities

Items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides for free to deliver the Curriculum. These are provided on a user-pays basis.

- Schools may also invite parents to supply or purchase educational items to use and own (e.g. textbooks, stationery, digital devices).



### 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 must obtain school council approval for their parent payment arrangements and publish all requests and communications for each year level on their school website for transparency.

Please complete this form and return to the office with any additional forms by **Friday 9<sup>th</sup> December 2022.**

Parent/ Guardian name: \_\_\_\_\_

Student 1: \_\_\_\_\_ Grade: \_\_\_\_\_

Student 2: \_\_\_\_\_ Grade: \_\_\_\_\_

Student 3: \_\_\_\_\_ Grade: \_\_\_\_\_

Student 4: \_\_\_\_\_ Grade: \_\_\_\_\_

Did you receive CSEF in 2022?

Will you apply for CSEF in 2023?

**NOTE:** CSEF applications form are available at the beginning of 2022. Please see office staff. All families that have either a pension or Healthcare Card may be eligible.

Parent payment Charges	Recommended Contribution	Actual Contribution (Student 1)	Actual Contribution (Student 2)	Actual Contribution (Student 3)	Actual Contribution (Student 4)
<b>Curriculum Contributions</b>					
Classroom Materials	\$187 (FOUND) \$167 (G1-G4) \$187 (G5) \$212 (G6)	\$	\$	\$	\$
<b>Extra- Curricular Items and Activities- to be notified as they occur (including swimming/ excursions/ bus/ Grade 6 T-shirt...)</b>					
Variable (TBC)					
<b>Other Contributions</b>					
General Contributions	\$10.00	\$	\$	\$	\$
PE- Awards, ribbons, equipment	\$10.00	\$	\$	\$	\$
Music Program	\$10.00	\$	\$	\$	\$
IT- equipment/Class Ipads	\$10.00	\$	\$	\$	\$
Library- Books	\$10.00	\$	\$	\$	\$
**KINDNESS- support families to assist attendance in extra curriculum activities (i.e. camps, swimming, excursions)	\$10.00	\$	\$	\$	\$
<b>TOTAL CONTRIBUTIONS</b>		<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

### OPTION 1.

#### Payment of Parent Contributions in full by the end of Term 1, 2023

Then you would only need to pay for the additional excursions/camps and activities as they arise during the school year.

### OPTION 2.

**Implement an Instalment Payment Plan for Parent Contributions (can include extra-curricular items & activities)** To pay in instalments please choose one of the following options, and then collect the appropriate form from the office.

Option 1

Option 2

a) Direct Deposit into Bundarra Primary School bank account or regular Bpay payments - Blue

- You have the option of setting up an online banking payment plan, paying directly into our bank account either weekly, fortnightly or monthly.
- Your deposits are then allocated to your family account.
- Please complete the blue form, you will receive a signed copy of this form as an acknowledgement of the default payment agreement.

*\*\*Please be aware that if payment is not received as above you will be contacted the following day.*

b) Centrepay - White

- If you receive any benefit from Centrelink, you have the opportunity to pay any contributions (incl. camps & excursions) through the schools Centrepay facility by authorizing a fortnightly payment, over as many fortnights as you choose.
- This can be completed:
  1. Online at <http://www.humanservices.gov.au/customer/services/centrelink/centrepay>;  
Please use Bundarra PS customer reference number:  
**CRN 555 110 385X**
  2. Or by requesting and completing the white Centrepay form and submitting to the office so it can be lodged through our Centrepay system.

**Parent/ Guardian Name:**

**Parent/ Guardian Signature:**

**Date:**

OFFICE USE ONLY	Date	Processed by
Entered into system/copy return.		
Forms sent home (if applicable)		
Forms received (if applicable)		
Forms entered (if applicable)		