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31 January 2019

Dear Parents/Guardians

Once again, we have reached that time of year when we ask you to pay for your children’s educational materials for the school year of 2019**.** Department of Education and Training guidelines require you to pay for the purchase of your child’s/ren’s school supplies.

Please find attached the payment advice for 2019. Listed below is a breakdown of the items included.

**PART A: Essential Education Requirements**

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

* All stationery (pens, pencils, exercise books, student diary, paper, erasers etc).
* Student resource and reference materials (books, assessment materials, software, apps for ipads, printing materials, access to programs such as Mathletics, Sunshine Online etc)
* Home economics
* Performing Arts Program (school based performances, productions and events)

**PART C: School Maintenance Contribution and Voluntary Financial Contributions**

The School Maintenance Contribution is a key element of our school budget. This voluntary contribution is used to improve the teaching and learning environment of our students and is greatly appreciated. The Voluntary Financial Contributions component is a donation to the school to assist with student related services and assist families experiencing financial hardship.

**Please Note:** Additional school charges will arise during the year. For example: The PE & Sport invoices which will be sent home each term for student participation in Swimming, School Sport Gala days and carnivals throughout the year.

It is expected that there will be excursions and incursions organised throughout the year at an estimated cost of between $10 - $30 each.

Yours Sincerely,

Peter Seddon

Principal

**2019 Parent Contributions**

Windsor Primary School suffers from a poor return of contributions from parents, which means we ultimately spend money designated for other areas on the things that parent contributions normally cover. The biggest element in this is student supplies, the consumables that students use in their learning such as stationary, art supplies and digital subscriptions for students to access learning resources. Government funding does not include these items; however, we have to spend this funding on these items to ensure every student has the supplies they require for their education.

The 2019 Parent Contributions will have two categories – Essential and Voluntary. The Essential items are those that the school requires parents to pay; the Voluntary items are those that are up to parent discretion to pay. We have seven determined areas that Voluntary contributions go too:

**Grounds** – to support the costs of maintaining and improving the school’s physical environment.  This includes outdoor facilities and equipment, general grounds, Green Team projects (gardens), the creation and maintenance of outdoor learning areas, playground repair and replacement and maintaining our artificial turf to required standards.  Contributions in this area go to the functionality and aesthetics of our outdoor areas.

**Digital Technologies** – to support the costs of acquiring the number of devices crucial to learning in today’s world.  Devices may include laptops, chrome books, iPads, coding devices and robotics. Contributions support the number of devices we can acquire but also attends to the variety of devices.  Contributions also support the physical infrastructure required to meet the demand of using digital devices, such as servers, wireless capability, cabling, back up capacity, protection and technical support.

**Library** – to support the quality and quantity of literature available to our students through the library program.  Contributions also support the provision of library support personnel that the Department of Education does not directly support.

**Music Program** – to support the internal music program for every student, in the form of class sessions (Prep – Year 6), lunchtime sessions, the vocal ensemble program and the band program.  Contributions support purchasing the equipment required for the program (quantity and variety) and contribute to the provision of music personnel to ensure we have a quality and engaging program. (This is not Junior Rockers which is a direct parent paid service for specific instrumental lessons).

**Welfare** – to support the portion of our community who are in financial hardship so no student misses the opportunities that Windsor Primary School offer.  While we are very good at making our parent paid programs (swimming, camps, excursions) cost as little as possible, there are a number of families in our community that find any payment for schooling a challenge.  A number of our parents have expressed an interest in supporting these families financially to ensure that these students have equal opportunities.

**Breakfast Club** – to support the before school program Windsor Primary School offers.  While we receive funding from Stonnington Council, it does not cover the full cost of the program.  This difference is covered by the school and contributions made by parents through a gold coin donation for each use.  It is clear that some families would not be able to afford fees asked from an organisation such as Camp Australia, if they were running the before school program.  This would then risk school attendance for a number of our students, especially with plans to close the Stonnington Council run breakfast program at The Hub. Therefore, a minimal daily charge is crucial.  Contributions would support the on-going program and assist the school in meeting costs.

**First Aid** – to support the school capacity to provide high quality first aid in regards to first aid supplies to attend to injuries. Training staff to have the knowledge to attend to a diversity of injuries, how to administer first aid, to supply and maintain an appropriate sick bay area and equipment for students when they are unwell or hurt.

**Student’s Full Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Current Grade\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Fee/Contribution** | **Amount** | **Payment** |
| **Part A** |  |  |
| Essential Education Items (These are items, activities, or services that the school deems essential to student learning of the standard curriculum. Including all stationary items; paper, pencils, pens, writing books, textas, rulers, erasers, rulers, diaries, Art supplies, printing, educational resources, ICT programs, and the use of specialist equipment. | $300.00 | $ |
|  |  |  |
| **Total** | $300.00 | $ |
| **Part C****School Maintenance and Voluntary Financial Contributions** |  |  |
| \*School Maintenance Contribution - Building and Grounds  |  *Optional* | $ |
| \*Digital Technologies | *Optional* | $ |
| \*Library | *Optional* | $ |
| \*Music Program | *Optional* | $ |
| \*Welfare | *Optional* | $ |
| \*Breakfast Club | *Optional* | $ |
| \*First Aid | *Optional* | $ |
| **TOTAL** |  | $ |

**\***Voluntary payment

PLEASE ENSURE THAT THIS FORM IS COMPLETED AND RETURNED TO THE OFFICE AT THE TIME OF PAYMENT SO THAT PAYMENTS ARE ALLOCATED CORRECTLY. IF YOU PAY BY BPAY PLEASE RETURN THIS FORM TO THE OFFICE.

**The Parent Contribution may be paid using one of the following methods:**

* **Cash – amount enclosed $\_\_\_\_\_\_\_\_\_\_**
* **B Pay (statements containing BPay reference details will be provided to all families during term 1, 2019.)**
* **EFTPOS**
* **Credit Card (please provide details below)**

**$..............................................................**

* **Master Card**
* **Visa Card**

**Name of Cardholder:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Card Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Expiry Date:\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_**

**Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**