

9 November 2020

Dear Parents/Guardians

Department of Education and Training guidelines require you to pay for the purchase of your child’s/ren’s school supplies for 2021.

Please find attached the payment advice for 2021. 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 are sent home each term for student participation in programs including; Swimming, Sport Gala days and carnivals.

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

### Financial Support for Families

Windsor Primary Schoolunderstands some families may experience financial difficulty and have put in place arrangements to support families who cannot pay for items or activities.

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

Michelle Homberg

Ph: 039521 3711| Email: [*Windsor.ps@education.vic.gov.au*](mailto:Windsor.ps@education.vic.gov.au)

Yours Sincerely,

Peter Seddon

Principal

**2021 Parent Contributions**

Government funding does not cover consumables such as stationery, art supplies and digital subscriptions to learning resources. If school fees are not paid, we are forced to divert funds away from other important areas to ensure every student has the supplies they require for their education.

The 2021 Parent Contributions have two categories – Part A Essential and Part C Voluntary Contributions. All families are required to pay for Part A Contributions. Part C Voluntary Contributions are optional and can be directed towards any of the following areas:

**Grounds** – supporting the costs of maintaining and improving the school’s physical environment.  Including outdoor facilities, equipment, general grounds, creation and maintenance of outdoor learning areas, playground repair and replacement and maintaining our artificial turf to required standards.

**Digital Technologies** - supporting costs to acquire devices crucial to learning in today’s world as well as the physical infrastructure needed to meet the demand of using digital devices.

**Library** – supporting the quality and quantity of literature available to students through the library program, and the provision of library support personnel (which the Department of Education does not directly support).

**Music Program** – supporting the internal music program for every class (Prep – Year 6), lunchtime sessions, vocal ensemble program and the band program.  Contributions support purchasing equipment for these programs and contribute to the provision of music personnel, ensuring a quality and engaging program. (This does not include parent funded private and semi-private instrumental lessons).

**Welfare** – supporting the before school program.  While we receive funding from Stonnington Council, it does not cover the full cost of the program, which is run by Windsor Primary rather than an outside organisation (which would put further cost pressure on families.) Contributions support the on-going program and assist the school in meeting costs.

**Breakfast Club** – supporting the before school program.  While we receive funding from Stonnington Council, it does not cover the full cost of the program, which is run by Windsor Primary rather than an outside organisation (which would put further cost pressure on families.) Contributions support the on-going program and assist the school in meeting costs.

**First Aid** – supporting capacity to provide high quality first aid. Contributions support first aid supplies and staff training staff to ensure they 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.

**Building Fund** – the Windsor Primary School Building Fund is a public fund established and maintained exclusively for providing money for the acquisition, construction and maintenance of Windsor Primary School buildings. Gifts to the school building fund will qualify for a tax deduction when the gifts have the following characteristics: they are made voluntarily; do not provide a material benefit to the donor; essentially arise from benefaction.

**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).  Student Stationary Supplies and Classroom Materials  Online Learning Subscriptions  Consumbables for Specialist Programs (Art, PE, Health, Food Tech, Music, Sciences, Investigations, Maths, Performing Arts) | $130.00  $60.00  $140.00 | $ |
|  |  |  |
| **Total** | $330.00 | $ |
| **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* | $ |
| \*Building Fund (Tax Deductible) | *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 $\_\_\_\_\_\_\_\_\_\_**
* **BPay (statements containing BPay reference details can be requested or will be provided to families during term 1, 2021.)**
* **EFTPOS**
* **Credit Card (please provide details below)**

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

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

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

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