



Melrose Primary School

Parent Payment

Policy

Parents will be made aware of the costs associated with all payments and voluntary contributions by December of the previous year, along with a recommended payments schedule.

- The payments schedule will include itemised details relating to all payments, an option to purchase goods elsewhere (where appropriate), options to make payments by instalments, clear definitions of the category of any payments (i.e.: Essential, Optional or Voluntary), an alignment between payment dates and the timing of government assistance payments (e.g.: School Start Bonus) and advice to parents to contact **the key contact person** if they require support or additional information.
- All payments and non-payments will be strictly confidential.
- As with all parent payments to the school, Council will provide opportunities for all parents experiencing financial hardship to enter into alternative and confidential payment arrangements with the **key contact person**.
- Invoices for unpaid **Essential Items** and **Optional Extras** will be mailed monthly, with requests for **Voluntary Financial Contributions** to occur in February and July (if required) each year.
- Unpaid **Essential Items** payments will not result in any detriment by the school to the student or family. Unpaid **Optional Extras** payments may compromise a student's ability to be involved in the optional activity in question.
- Parents who make voluntary contributions will receive letters of appreciation.
- The principal will ensure that all staff are aware of this policy and adhere to it.

PARENT PAYMENT CHARGES

Student's Year Level	WHAT ARE YOU PAYING FOR?		TOTAL AMOUNT
Foundation	A: Essential Education items	\$100.00	\$154.00
	B: Optional Education Extras	\$ 54.00	
	C. Voluntary Contributions		
Year 1 - 2	A: Essential Education items	\$110.00	\$164.00
	B: Optional Education Extras	\$ 54.00	
	C. Voluntary Contributions		
Year 3 – 4	A: Essential Education Items	\$115.00	\$169.00
	B:Optional Education Extras	\$ 54.00	
	C: Voluntary Contributions		
Year 5 – 6	A: Essential Education Items	\$130.00	\$184.00
	B:Optional Education Extras	\$ 54.00	
	C: Voluntary Contributions		

- See **Appendix 1** for the detailed breakdown of charges.

PAYMENT ARRANGEMENTS: AMOUNT PER STUDENT

To assist parents with payments, three payment options have been developed:

- Option 1: Full amount at the beginning of Term 1
- Option 2: Term Payment at the beginning of Terms 1-3 (Total divided by 3 payments)
- Option 3: Fortnightly Payments of \$20

Payments can be made to the front office. Cash, cheque and payment by EFTPOS are all accepted.

FAMILY SUPPORT OPTIONS

- **Camps, Sports & Excursions Fund (CSEF)** forms are sent out to families at the beginning of the year. Eligible families are required to submit the form to the front office for processing.
- **State School's Relief** can be accessed through discussion with the Principal. Eligible families will be entitled to a uniform package. Noelene Hawkins (Integration aide) manages the application and ordering of uniforms.
- **Second Hand Uniform** sales occur twice a year. At the beginning of term 1 and 3)

CONSIDERATION OF HARDSHIP

- Any families that are experiencing financial hardship are encouraged to contact the Assistant Principal.
- Details of the key contact person:

Name: Darren Clough Assistant Principal

Contact Details: 02(60)59 19 55 **Email:** clough.darren.g@edumail.vic.gov.au

- The role of the key contact person is to support the family so that the young person attending the school is not disadvantaged. A meeting would be convened by the key contact person to establish the level of support that is required. The information shared in the meeting is confidential. The meeting can occur in person, over the phone or by email correspondence. The key contact person has the authority to:
 - Arrange a payment plan.
 - Waive some or all of the associated fees.
 - Support families to access **family support options**

COMMUNICATION WITH FAMILIES

- The Parent Payment Policy will be published on the schools website. Staff will be familiar with the policy via the consultation process undertaken for approval by school council. Staff will be briefed on the policy at the beginning of the year. They will be able to clearly explain the breakdown of fees to parents and be able to direct them to the policy or refer them to the key contact person. The policy will also be attached to the last school newsletter in term 4 and also the first school newsletter in term 1.
- Opportunities to raise concerns, ask questions and make general enquires are welcome at any time. Parents are encouraged to contact the key person at the school.
- Details of the key contact person:
- **Name:** Darren Clough Assistant Principal
- **Contact Details:** 02(60)59 19 55 **Email:** clough.darren.g@edumail.vic.gov.au

MONITORING AND REVIEW OF THE IMPLEMENTATION OF THE POLICY

- This policy will be reviewed as part of the school's three-year review cycle. School council will review the level and purpose of parent payments and voluntary contributions annually and in doing so will be consistent with any advice or instructions received from the Department of Education and Training.

Date of approval by School Council Paul barker 3rd May 2017

Appendix 1**Breakdown of Costs: PER STUDENT****SECTION A: ESSENTIAL EDUCATION ITEMS**

WHAT ARE YOU PAYING FOR?	Student's Year Level	Amount
<p>Essential Education Items: This includes pens, pencils, rulers, photocopy paper, text books, exercise books, folders, paint, art materials, computer printing.</p> <p>Note: An itemised list of these items is available at the front office if required.</p>	Foundation Yr 1-2 Yr 3-4 Yr 5-6	\$100.00 \$110.00 \$115.00 \$130.00

SECTION B: OPTIONAL EDUCATION EXTRAS

If the following amounts are not paid, your child will be excluded from the activity.

WHAT ARE YOU PAYING FOR?	Student's Year Level	Amount
<p>Cultural Provision: This is an annual fee to cover the cost of two performances per year plus the cost of the Arts Festival. All students should be exposed to a range of artistic and dramatic performances that provides access to The Arts and Drama.</p>	F – 6	\$ 24.00
<p>Swimming Lessons: The water safety program provides trained Austswim instructors to small class groups during Term1 and 4 each year. The goal of the school program is to have all students' water safe by the time they leave primary school.</p>	F – 6	\$30.00

SECTION C: VOLUNTARY CONTRIBUTIONS

<p>Grounds Upgrade: To continue the process of redeveloping gardens, shaded areas, resting areas and playgrounds. Voluntary contributions will enable the school to provide a sun-smart, visually pleasing external environment for our children</p>	F – 6	
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SECTION D: ADDITIONAL SCHOOL ACTIVITIES

These activities may be offered, but parents may choose if their child participates

These activities are **NOT PART** of the fee structure. The prices listed below **ARE APPROXIMATE ONLY** and **payment will be requested before participating in each activity.**

POSSIBLE ACTIVITIES	Student's Year Level	Approximate Amount
<p>Excursions: Approx \$25 / student per year for students in Years Foundation, 1, 2 & 3. More for students in Years 4, 5 & 6.</p>	F – 3 4 - 6	\$ 25.00 \$ 35.00
<p>Camps Camp is alternated each year between Senior school (Yrs 5/6) and Middle school (Yrs 3/4). Years 5 & 6 will be attending camp in 2016.</p>	5-6	\$150.00
<p>Sporting Events: These include Zone and Interschool events and are \$8.00 approximately per student per activity to cover bus and venue hire.</p>	Selected Students	\$8.00 ea

Foundation Students:

Qty	Item	Per unit	Total Cost
1	Packet Office Max coloured pencils (24 pack)		\$5.49
4	Staedtler HB Graphite Pencils (Jumbo)	\$0.60	\$2.40
2	Artline 579 Drysafe Whiteboard Markers	\$2.65	\$5.30
1	pack of Micador Safety Markers (12 pack)		\$2.99
2	Crayola Washable Markers	\$1.80	\$3.60
1	UHU Craft Glue PVA 125ml		\$4.85
1	Bostik Clag 2L		\$17.60
4	Officemax Mega Space Scrapbook 64 pages	\$0.90	\$3.60
1	Ream Officemax A4 Coverpaper		\$19.95
2	Ream Officemax A4 paper white	\$7.90	\$15.80
1	Permanent Markers Aline chisel 2.0-5.0 Black		\$4.98
1	Marbig Clearfront Blue Flat File		\$0.46
1	roll Scotch everyday stickytape 24mm		\$3.00
1	Officemax Refillable Display Book		\$1.15
4	Staedtler Textsurfer Highlighters (VCOP colours)	\$0.99	\$3.96
1	750ml Acrylic Paint (blue, yellow or red)		\$19.98
1	Studymate Barrel Sharpener		\$2.88
1	2 x pack sml Bostik Glustick		\$1.88
1	Studymate Scissors		\$2.88
2	Tudor 24mm Lined Writing Books	\$1.60	\$3.20
			\$125.95

Total Cost Payable (includes a 20% Discount)	\$100.00
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Melrose Primary School
2017 Essential Items (Booklist Requirements)

Grade 1/2 Students:

Qty	Item	Per unit	Total Cost
4	Glue Stick Bostik	\$2.74	\$10.96
1	Clag Paste 2lt		\$17.60
1	Glue Kids Educational Colours Washable PVA 1 lt		\$12.89
4	Exercise Book A4 48 Page 18/24mm Dotted Thirds Premium	\$0.68	\$42.72
1	Writing Paper A4 Dotted Thirds 18/24mm Double Sided		\$10.45
1	Ream Officemax A4 Coverpaper		\$19.95
2	Ream Officemax A4 paper white	\$7.90	\$15.80
1	Project Book 335x240 18mm Dotted Thirds		\$1.67
5	Premium 100gsm Scrapbook 330x245mm 64 Pages	\$1.37	\$6.85
1	Celco Eraser Mini (Medium)		\$0.73
1	Staedtler Noris Club Coloured Pencils 10 Assorted		\$6.58
1	Scotch everyday stickytape 24mm		\$3.00
1	Faber-Castell Playsafe Markers 12 Assorted Colours		\$5.50
1	Deluxe student scissors 152mm Westcott		\$2.76
1	VisiMax Dry Erase Markers 4 Pk		\$8.79
1	Clipboard masonite A4 Old Style Solid Clip Silver		\$4.58
3	Document Wallet With Button Plastic Cover A4 Clear	\$1.34	\$4.02
1	Highlighter Sharpie Fluro XL Asst 4		\$4.05
			\$138.90

Total Cost Payable (includes a 20% Discount)	\$110.00
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Melrose Primary School
2017 Essential Items (Booklist Requirements)

Middle Unit Students

Qty	Item	Per item	Total Cost
2	48 page grid books	\$0.34	\$0.68
6	64 page 14mm dotted thirds exercise books	\$0.47	\$2.82
1	A3 Photocopy paper (1 Ream)	\$7.91	\$7.91
2	A4 Photocopy paper (1 Ream)	\$3.69	\$7.38
4	Blue Pen	\$0.20	\$0.80
1	Clipboards	\$4.17	\$4.17
1	Colour Paper (A3) (1 Ream)	\$31.99	\$31.99
1	Colour Paper (A4) (1 Ream)	\$19.95	\$19.95
2	Colour Pencils	\$2.49	\$4.98
1	Coloured Squares (Kinder A5)	\$6.53	\$3.27
1	Coloured Squares (Kinder A6)	\$16.34	\$8.17
1	Document Wallet	\$0.90	\$0.90
2	Eraser	\$0.60	\$1.20
3	Scrap Book	\$0.88	\$2.64
4	Gluestick	\$2.60	\$10.40
4	Grey Lead	\$0.38	\$1.52
1	Highlighter (10 pk)	\$10.63	\$10.63
1	Lined Paper (50pk)	\$1.39	\$1.39
1	Masking tape	\$2.03	\$2.03
1	Plastic Pockets (20pk)	\$1.20	\$1.20
4	Red Pen	\$0.20	\$0.80
1	Ruler	\$0.29	\$0.29
1	Scissors	\$3.92	\$3.92
2	Sharpener	\$0.69	\$1.38
1	Sticky tape	\$1.20	\$1.20
1	Pkt Texta / Connectors	\$16.00	\$16.00
			\$146.61

Total Cost Payable (includes a 20% Discount)

\$115.00

Melrose Primary School
2017 Essential Items (Booklist Requirements)

Senior Unit Students

Qty	Item	Per item	Total cost
2	48 page grid books	\$0.34	\$0.68
7	96 Page 8mm line	\$0.75	\$5.25
1	A3 Photocopy paper (1 Ream)	\$7.91	\$7.91
3	A4 Photocopy paper (Ream)	\$3.69	\$11.07
4	Blue Pen	\$0.20	\$0.80
1	Clipboards	\$3.09	\$3.09
1	Colour Paper (A3)	\$31.99	\$31.99
1	Colour Paper (A4)	\$19.95	\$19.95
1	Colour Pencils	\$2.49	\$2.49
1	Coloured Squares (Kinder A5)	\$6.53	\$3.27
1	Coloured Squares (Kinder A6)	\$16.34	\$8.17
1	Document Wallet	\$0.90	\$0.90
2	Eraser	\$0.60	\$1.20
2	Fineliner	\$1.79	\$3.58
4	Gluestick	\$2.60	\$10.40
4	Gray Lead	\$0.38	\$1.52
2	Highlighter (10 pk)	\$10.63	\$21.26
1	Lined Paper (50pk)	\$1.39	\$1.39
1	masking tape	\$2.03	\$2.03
1	Plastic Pockets (20pk)	\$1.20	\$1.20
4	Red Pen	\$0.20	\$0.80
2	Ruler	\$0.29	\$0.58
1	Scissors	4.25	\$4.25
2	Sharpener	\$0.69	\$1.38
1	sticky tape	\$1.20	\$1.20
1	Pkt Texta / Connectors	\$16.00	\$16.00
1	Whiteboard crayons	\$8.59	\$8.59
			\$170.94

Total Cost Payable (includes a 20% Discount)

\$130.00