



# Cranbourne East Primary School No. 5518

ABN: 40 074 506 288

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Friday 16<sup>th</sup> October 2020

Dear Parents/Carers

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

Please find the fee schedule for 2021 attached. Please complete this form and return to the school by **Friday 4<sup>th</sup> December 2020** so the school can prepare accordingly.

Cranbourne East Primary School makes every effort to keep the cost of items and activities to a minimum and affordable for all parents. The school buys Essential Student Learning Items in bulk to ensure all students have a uniformed supply of Essential Student Learning Items and so the items can be provided to parents at a significant discount. If you choose to purchase these items yourself you must consult with the school to ensure your child has the correct items. Please note that there may be some items or services you cannot purchase yourself, such as online computer application subscriptions therefore they must be supplied by the school.

## Financial Support for Families

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

- the Camps, Sports and Excursions Fund
- Flexible payment plans tailored to support the individual needs of families
- Referrals to Government and/or community support programs

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact: Martina Owen (Business Manager) or Mitch Welsh (Assistant Principal) on 03 5990 0400 or [cranbourne.east.ps@education.vic.gov.au](mailto:cranbourne.east.ps@education.vic.gov.au)

## Payment Methods

We offer a variety of payment methods to assist our families:

- BPay – Pay conveniently online anytime of the day or night with BPay. Individual family BPay reference number located on family statement or call the office on 03 5990 0400
- Eftpos is available at the office
- Credit Card: Visa, Mastercard. Payments can be made over the phone 03 5990 0400 or at the office.
- Cash: Send via your child to school with a completed booklist in a named and sealed envelope.

For further information on the Department's Parent Payment Policy please turn over to see the One Page Overview or go to <https://www2.education.vic.gov.au/pal/parent-payment/policy>.

Kind regards,

Roslyn Coles  
School Council President

Garry Rolfe  
Principal

# PARENT PAYMENT 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.