



Respect | Resilience | Cooperation | Friendship | Excellence

13 November 2020

Student Name:
Grade:

Dear Parent/Carer

**RE: BUNDOORA PRIMARY SCHOOL
PARENT PAYMENT ARRANGEMENTS 2021**

Bundoora Primary School is looking forward to a great year of teaching and learning in 2021. We would like to advise you of the school's payment arrangements and attach the 2021 Fee Schedule for your child/children.

Bundoora Primary School makes every effort to keep the cost of items and activities to a minimum and affordable for all parents. As a school, we are GST exempt, which passes savings on to you.

Parents/Carers/Students are not required to collect Essential Items (booklists) from school, as items will be stored onsite and distributed throughout the year for all classes.

Important:

Due to the effects of the COVID-19 pandemic, students were not able to attend excursions etc. throughout 2020. Therefore it has been decided that the **Excursion/Incursion Fee payments received in 2020 will be carried over to 2021.**

The Camps, Sports and Excursion Fund (CSEF) payment is usually allocated specifically to camps, sports and excursions. As there were limited opportunities to undertake these activities in 2020, the Department of Education & Training (DET) announced in Term 2 that CSEF could be allocated to technology devices and internet access costs. In Term 3, CSEF was also allowed to be attached to voluntary school charges. Due to this expansion of CSEF, in consultation with School Council, it has been decided that the 2020 CSEF funds be allocated to the 2020 ICT voluntary payment, to assist the school in obtaining more devices. This will enable us to work towards a 1:1 device ratio for students within the classrooms moving forward.

Financial Support for Families

Bundoora Primary School understands that some families may be experiencing financial difficulties and offers a range of support options, including:

- Application to the Camps, Sports and Excursions Fund (CSEF), available to eligible families with a current Healthcare Card or Pensioner Card. A CSEF Application Form is attached for completion and return to our office. You will be required to present a current Healthcare Card or Pensioner Card to our office.
- Second hand uniform, when available (advised through newsletters and Compass alerts).
- State Schools Relief (SSR) support for uniforms/footwear available to eligible families.

Information regarding other support options is also available from our office.

Families are invited to contact our Business Manager, Naomi Di Pasquale, on 9467 2601 or via email on naomi.dipasquale@education.vic.gov.au, to discuss alternative payment arrangements and/or how to access the support services listed above. All discussions are confidential and treated with the sensitivity they deserve.

Payment methods

Payment method options are listed below:

- Payment through Compass (preferred).
- Via EFTPOS at our office or via telephone 9467 2601.
- A Payment Plan as detailed below, set up via Compass (direct debit):
Total payment amount will be divided equally over the following dates:
 - **22/01/2021**
 - **22/02/2021**
 - **22/03/2021**

If this is your preferred option please opt in by emailing our Business Manager by 1st December 2020. If the payment plan listed above is not suitable, alternate confidential payment arrangements can be made with our Business Manager.

Refunds

Please note:

If a payment has been made for a camp, excursion or activity which your child/children do not attend, reimbursement may be provided if:

- the student has an approved illness on the day (doctor's certificate required).
- the activity is a singular activity which is cancelled by the school or provider, and whereby a replacement activity is not offered.
- the student exits Bundoora Primary School before the event.

If a payment has been made for a camp, excursion or activity and the child/children do not attend, reimbursement will not be provided if:

- the student does not attend one day out of an entire program involving multiple days/activities (e.g. swimming program), as the payment covers the program as a whole.
- the school is forced to cancel one day out of a program involving multiple days/activities due to weather or other unforeseen circumstances, as the payment covers the program as a whole.
- it has been stated that the payment included a non-refundable deposit.

Please note:

A total refund may not always be possible.

Method of reimbursement

Approved reimbursements will be credited to the family account unless alternative arrangements are made. This credit can then be used for future activities.

Department Parent Payment Policy

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

Yours sincerely,

Lee Pollard
Principal

David Goldstein
School Council President

Student Name:

2021 Fee Schedule

Payment for **Essential Learning Items** will be through Compass.

Essential Student Learning Items Prep to Grade 6 (compulsory) Below is a list of items which are essential for your child to learn the standard curriculum.	Amount
Student Booklist School diaries or communication books, reading logs, document wallets, exercise books, lined paper, pencils and pens, rulers, scissors, class publishing materials, paper, multi-media. Materials are shared and stored in store rooms and distributed as required. This charge includes items owned by the student in-class and brought home during and at the end of the year.	\$75
Performing Arts Materials Books, document wallets, exercise books, paper, pencils and pens, rulers, paper, construction materials, costume and prop accessories for performances and multi-media. Materials are shared and stored in store rooms and distributed as required.	\$30
STEM Materials Presentation books, document wallets, exercise books, pencils and pens, rulers, scissors, fixing materials, drawing materials, environmental/nature materials. Materials are shared and stored in store rooms and distributed as required.	\$30
Visual Arts Materials Presentation books, document wallets, exercise books, coloured and plain paper, pencils and pens, rulers, scissors, glue, paint, cardboard, clay, decoration, mats, threads and other fixing materials. Materials are shared and stored in store rooms and distributed as required. This charge includes items owned by the student in class and brought home during and at the end of the year.	\$70
Health/PE materials Includes School Sports Victoria (SSV) & Watsonia District School Sports Association (WDSSA) membership	\$15
Online Learning & Assessment Subscriptions Includes: Reading Eggs, Essential Assessments, PAT Assessments and other literacy testing software.	\$80
Sub Total:	\$300.00
Excursion/Incursion Fee (if not paid in 2020) **Families who paid the Excursion/Incursion Fee in 2020 are not required to pay this as funds will be carried over to 2021 Events NOT covered under the Excursion/Incursion Fee are Camps, Sporting Events (ie. District Athletics, Interschool Sports, Swimming etc.), Performing Arts events, STEM events, fundraising events and Social Enterprise events Students covered by CSEF will have their \$100 Excursions/Incursions Fee paid via CSEF funds for 2021	**\$100.00
TOTAL per student	\$400

Student Name:

Optional Items

Bundoora Primary School offers optional activities throughout the year that are additional to the standard curriculum. These activities are designed to broaden the school experience for your child.

Optional charges may arise during the year, which might include concerts, specific sports activities, etc. Payment for these activities will be requested closer to the event.

Students who choose not to attend these optional events will be supervised at school.

The major costs to our families are our school camps. Exact cost and payment options will be communicated closer to the camp date.

Voluntary Contributions (per family)	Amount
Bundoora Primary School continues to welcome voluntary contributions to support our school. Families are invited to make a voluntary contribution that is used to fund the following:	
Information and Communication Technology Ongoing support for our ICT program including maintenance, software updates and purchasing of new equipment (laptops, iPads, storage/charging trolleys, accessories such as headphones, etc.).	\$100
Grounds and playground improvement Assists us to maintain our extensive grounds so that we have safe and well-maintained facilities for our students. This will also assist with costs associated with our building projects.	\$50
Library Fund donation Enables the school to provide further resources for our Library. All Library Fund donations are fully tax deductible. Receipts will be issued for taxation purposes. When making voluntary payments, please total the amount of the voluntary amounts and return this sheet to our office.	\$25 \$50 \$100 Please circle the amount you wish to donate
Total (voluntary) amount:	\$

CAMPS, SPORTS AND EXCURSIONS FUND APPLICATION FORM

School Name

School REF ID

Parent/legal guardian details

Surname _____

First name _____

Address _____

Town/suburb _____ State _____ Postcode _____

Contact number _____

Centrelink pensioner concession **OR** Health care card number (CRN)

- - - **OR**

Foster parent* **OR** Veterans affairs pensioner (Gold Card)**

*Foster Parents must provide a copy of the temporary care order letter from the Victorian Department of Health and Human Services (DHHS).

**Applicants must provide a copy of the Veteran Affairs Gold card

Student details

Child's surname	Child's first name	Student ID	Date of birth (dd/mm/yyyy)	Year level

I authorise the Victorian Department of Education and Training (DET) to use Centrelink Confirmation eServices to perform an enquiry about my Centrelink customer details and concession card status to enable the business to determine if I qualify for a concession, rebate or service. I also authorise the Victorian Department of Health and Human Services (DHHS) to provide the results of any enquiry to DET regarding temporary care orders.

I understand that:

- DHHS or Centrelink will use information I have provided to DET to confirm my eligibility for the Camps, Sports and Excursions Fund and will disclose to DET personal information including my name, address, payment and concession card type and status.
- this consent, once signed, remains valid while my child is enrolled at a registered Victorian school unless I withdraw it by contacting the school.
- I can obtain proof of my circumstances/details from DHHS and provide it to my child's school so that my eligibility for the Camps, Sports and Excursions Fund can be determined.
- if I withdraw my consent or do not alternatively provide proof of my circumstances/details, I may not be eligible for the Camps, Sports and Excursions Fund provided by DET.
- information regarding my eligibility for the Camps, Sports and Excursions Fund may be disclosed to DHHS and/or State Schools Relief for the purpose of evaluating concession card services or confirming eligibility for assistance.

You can request access to the personal information that we hold about you, and to request that any errors be corrected, by contacting your child's school.

Signature of applicant _____

Date ____/____/____

CAMPS, SPORTS AND EXCURSIONS FUND ELIGIBILITY

Below are the criteria used to determine a student's eligibility for the Camps, Sports and Excursions Fund (CSEF).

Criteria 1 – Eligibility

To be eligible* for the fund, a parent or legal guardian of a student attending a registered Government or non-government Victorian primary or secondary school must:

- on the first day of Term one, or;
 - on the first day of Term two.
- a) Be an eligible beneficiary within the meaning of the State Concessions Act 2004, that is, be a holder of Veterans Affairs Gold Card or be an eligible Centrelink Health Care Card (HCC) or Pensioner Concession Card (PCC) holder, OR
- b) Be a temporary foster parent, and;
- c) Submit an application to the school by the due date.

* A special consideration eligibility category also exists. For more information, see:

www.education.vic.gov.au/about/programs/Pages/csef.aspx

Parents who receive a Carer Allowance on behalf of a child, or any other benefit or allowance not income tested by Centrelink, are not eligible for the CSEF unless they also comply with one of (a) or (b) above.

Criteria 2 - Be of school age and attend school in Victoria

School is compulsory for all Victorian children aged between six and 17 years of age inclusive.

For the purposes of CSEF, students may be eligible for assistance if they attend a Victorian registered primary or secondary school. Typically, these students are aged between five and 18 years inclusive.

CSEF is not payable to students attending pre-school, kindergarten, home schooling, or TAFE.

Eligibility Date

For concession card holders, CSEF eligibility will be subject to the parent/legal guardian's concession card being successfully validated with Centrelink on **28 January 2021**.

PAYMENT AMOUNTS

CSEF payment amount

The CSEF is an annual payment to the school to be used towards camps, sports and/or excursion expenses for the benefit of the eligible student.

- Primary school student rate: \$125.00 per year.
- Secondary school student rate: \$225.00 per year.

The CSEF is paid directly to your child's school and will be allocated by the school towards camps, sports and/or excursion costs for your child.

For ungraded students, the rate payable is determined by the student's date of birth. For more information, see:

www.education.vic.gov.au/about/programs/Pages/csef.aspx

Year 7 government school students who are CSEF recipients are also eligible for a uniform voucher. Secondary schools are required to make applications on behalf of parents, so please register your interest at the school.

HOW TO COMPLETE THE APPLICATION FORM

NOTE: ALL SECTIONS MUST BE COMPLETED BY PARENT/LEGAL GUARDIAN

1. Complete the PARENT/LEGAL GUARDIAN DETAILS section.
Make sure that the Surname, First Name, and Customer Reference Number (CRN) details match those on your concession card. You will also need to provide your concession card to the school.
If you are claiming as a Foster Parent or a Veteran Affairs Pensioner, you will need to provide a copy of documentation confirming your status as a temporary Foster Parent or provide your Veterans Affairs Pensioner Gold card to the school.
2. Complete the STUDENT/S DETAILS section for students at this school.
3. Sign and date the form and return it to the school office as soon as possible.

CSEF payments cannot be claimed retrospectively for prior years.

Queries relating to CSEF eligibility and payments should be directed to the school.