



TRBPS PARENT PAYMENT ARRANGEMENTS

November 13, 2020

Dear Year 3 Parents/Guardians,

Tucker Road Bentleigh Primary School is looking forward to another great year of teaching and learning and would like to advise you of the TRBPS parent payment arrangements for 2021.

Every year, Tucker Road Bentleigh Primary School reviews and prioritises the financial needs of the school in order to provide quality teaching and learning programs. TRBPS is funded by the Department of Education via the Student Resource Package for standard instruction in the Victorian Curriculum for every child. The Education Department funding make up only a portion of the funds we require in order to provide a valuable and productive learning environment for our community.

School Council requests and acknowledges the expectations of the community for high-level education and has developed a budget strategy that ensures our goals and targets can be met. The range of charges reflects the supply of additional resources to augment the DET budget for use for all children to ensure optimum teaching and learning conditions. Parent payments are a combination of Essential Student Learning Items, Optional Items and Voluntary Contributions.

TRBPS makes every effort to keep the cost of items and activities to a minimum and affordable for all parents. We have closely scrutinised the fees and charges, and due to new DET requirements we have made some important changes to the presentation of the fees and charges for your child/children.

- **Essential Education Items:** We are aware that 2020 was a particularly difficult year, and so we have adjusted the essential student learning items to help support families.
- **Voluntary Items:** We have increased the number of voluntary areas for family donations – these areas are crucial to the ongoing running of the school, however, we understand that families are under increased financial pressure, so these amounts are now categorised as voluntary. We appreciate every donation made to these categories, and they make an enormous difference to what we can offer our students.
- **Excursions and Sports Levy:** This levy has been extremely successful in past years, however we have decided that for 2021 all events (incursions, excursions, sports, swimming, concerts, camps, etc.) will be charged as they arise as we are unable to predict what will be available throughout next year. It is crucial to note that students can only attend these activities if payments and consent are received by the due date.
- **Stationery Packs:** we have arranged for stationery packs to be offered from KA-KA Kids, they are delivered to school in each class late January. Due to ability to purchase in bulk the prices we have negotiated for the packs are heavily discounted, however you may choose to purchase stationery from your own source. If you choose to purchase your child's stationery privately, these items will need to be sent with your child on the first day of school 2021. Everything on the list is required.

Financial Support for Families

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

- the Camps, Sports and Excursions Fund (CSEF)
- Access to State Schools Relief Committee support via the principal to assist with clothing/uniforms



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

Mr. Phil Cole (Business Manager)

Phone: 03 95572044 or email the school on Tucker.Road.Bentleigh.PS@education.vic.gov.au

Payment Methods

The 2021 Parent Payments for Tucker Road Bentleigh Primary School can be accessed on Compass via the Course Confirmations area of the parent portal with an option for a payment plan over 4 instalments (you need to register for this). While payment is not required until the start of the 2021 school year, we would welcome any early payments by 18th December 2020, as there are some applications that commence within the first weeks of Term 1.

Refunds

If you have paid for an event or camp that is cancelled, families will receive a credit on their account for the total paid. Family credits will be put towards any future events, including those happening the following year. Where an event is missed credits are worked out on a case by case basis.

Refunds are worked out on a case by case basis. The school has the discretion to provide refunds to families where it is reasonable and fair to do so. For further information on the Department's Parent Payment Policy please see <https://www2.education.vic.gov.au/pal/parent-payment/policy>

Please find the attached Parent Payment Arrangement explanation, the DET one page Parent Payment Overview and the booklist for your child's year level.

Yours sincerely,

Mrs Robyn Farnell

Principal

Ms Justine Coleman

School Council President



Tucker Road Bentleigh Primary School

Explanation of Charges - Important Information

The Victorian Government funds schools to provide students with free instruction in the Standard Curriculum and for general running costs such as cleaning, electricity and some administrative expenses. TRBPS has determined its essential education items, additional resources & programs and optional extras for 2021 are collected through the following categories of parent payments.

Essential Education Items - Compulsory

Parents/guardians are required to provide these Essential Education Items for their children.

Teachers have endeavored to pass up to the next year level, stationary items that were not used in 2020 to save costs for parents/carers for 2021. They have only requested booklist items that are totally necessary for the year level. For example, students may require a new dictionary change between junior and senior years or graph books for older students or a change in exercise books due to line size.

- **Curriculum** essential items used to support the eight key learning areas (Victorian Curriculum) specified by the Department of Education and Training. These items are purchased at competitive rates by the school, through bulk orders. Payments to be made directly to the school.
- **Stationery Packs** are purchased by parents for each child, and are specific to their year level. The school has worked with an external company KA-KA Kids to negotiate an extremely competitive price for the stationery packs. These packs may be ordered online directly through the supplier, alternately, parents can purchase stationery from their own suppliers. If you choose to purchase your child's stationery privately, these items will need to be sent with your child on the first day of school 2021. Everything on the list is required.

Optional Extras – User Pays Basis

Teachers at TRBPS pride themselves on the positive learning programs offered to support the Victorian F-10 curriculums. They work hard to deliver these activities at extremely competitive prices. The value these optional learning experiences add to your child cannot be underestimated. Optional programs help to develop confidence, self-awareness, resilience, independence, creativity, thinking and organisational skills, and above all support academic achievement. Studies into student participation and overall development and achievement show that those children exposed to a wide level of experiences in their early years have an improved educational profile. At Tucker Road Bentleigh PS we strive to develop the whole child to their fullest potential. Included in this section are incursions, excursions, sporting and musical activities, swimming program and camps.

Please note that payment and consent must be received by the due date for children to participate in these activities. These are all additional charges, which are set and confirmed closer to the relevant dates.

Voluntary Contributions - Optional

School Council invites parents and guardians of a student enrolled at the school, or anyone else, to make a donation in the form of a voluntary financial contribution to the school.

- Library Fund Contribution
- Building Fund Contribution
- First Aid Contribution
- IT equipment such as: Interactive whiteboards, LCD Screens, iPads and IT network maintenance
- School Resources Contribution – includes building and grounds, curriculum resources, bulk materials for classroom use, digital technologies, STEM, school awards, etc.



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Refunds for essential education items and optional extras will be granted in line the school's refund policy. Voluntary contributions cannot be refunded.

Please find the pricing for Essential Student Learning Items (Booklist Attached) and the Optional Items for your child. Tucker Road Bentleigh Primary School also continues to welcome your voluntary contributions for 2021.

The following payment options are available:

Option 1 – Payment of fees for full-year due 01/03/2021

Option 2 Payment via 4 instalments throughout the year (**1 per school term**), each being 25% of your total charge amount.

- Payment 1 due 01/03/2021
- Payment 2 due 26/04/2021
- Payment 3 due 19/07/2021
- Payment 4 due 11/10/2021

IF YOU WOULD LIKE TO PAY VIA THE PAYMENT PLAN YOU WILL NEED TO SELECT THIS OPTION PRIOR TO THE INITIAL PAYMENT DATE.

Fee Schedule - break down of Parent Payments for 2021

If you have a credit on your family account carried over from 2020, you can opt to use this towards any charges for 2021. Please contact the office to arrange this on 95572044 or email the school: Tucker.Road.Bentleigh.PS@education.vic.gov.au

Essential Student Learning Items- (per child)	Payment - Compulsory
Classroom supplies such as, coloured paper, cardboard, paint, craft materials & food ingredients, (\$12 per term)	\$48.00
Literacy and Numeracy subscriptions – Essential Maths and English Assessment Incl. My Literacy and My Numeracy programs, take home readers, EPIC, Sunshine Online, Library Borrowing system.	\$20.00
Digital Devices, Co-contribution towards leased devices - laptops	\$79.00
Visual Arts, Performing Arts and Italian materials, which includes but is not limited to: – photocopy paper, pipe cleaners, coloured paper, cardboard, clay, clag, PVA glue, textiles. String paper towels and plates, feathers, beads, cotton balls, wire, cellophane and glaze.	\$30.00
Inquiry Learning consumable materials – STEM, Technology, Kitchen Garden Cooking, which includes but is not limited to: PVA glue, glitter, coloured paper, paddle sticks, sequins, balloons, string, cellophane, straws, pipe cleaners, Styrofoam, shapes, clips, elastic, shaving cream, food, dye, flour, sugar, eggs, salt, baking powder etc.	\$25.00
Sports and leadership– badges, ribbons and awards	\$2.00
TOTAL Payment due	\$204.00



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Stationery Pack – see booklists attached at the end of this document

The teachers in each year level have determined the items required for each student to have in their classes. The cost for these packs varies depending on the curriculum programs being offered. We have organised to have these packs ordered through KA-KA Kids who specialise in high quality school stationery. We have negotiated an extremely competitive price for the stationery pack. This will allow each child to have all of the same items as their classmates. **Attached you will find an order list for your child's year level and the associated payment options. Please note: this is a separate company and payments are not directed through the school. Orders go directly through KA-KA Kids at the discounted rate, for the entire list of items in the stationery pack. Items are delivered directly to the school to your child's classroom for 2021.

Voluntary Contributions - Optional

TRBPS continues to welcome your voluntary contributions to support our school.

You can make a general voluntary contribution that goes towards all of our school's important priorities for 2021 as well as providing additional activities and services for all students.

Voluntary Financial Contributions – Optional – Individual to decide	Payment - Open
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- **Library Fund** (Suggested contribution \$20.00 per family)
- **First Aid Contribution** (Suggested contribution \$30.00 per family)
- **Building Fund Contribution** (Tax deductible, suggested contribution \$50.00 per family)
- **Informational Technology** – such as: IT equipment: interactive whiteboards, multi-media LCD Interactive TVs, iPads, multi-media devices (Suggested contribution \$20.00 per family)
- **School Resources Contribution**
 - Grounds – maintenance and upkeep (Suggested contribution \$20.00 per family)
 - Additional Curriculum Resources – such as, Arts Trail displays and exhibitions (Suggested contribution \$20.00 per family)
 - Non-departmental Maintenance and Replacement of classroom fixtures – such as air conditioners, teacher's Literacy Boards, storage units etc. (Suggested contribution \$10.00 per family)

*School council has established tax-deductible gift recipient status with the Australian Taxation Office for the Building Fund.

Your child will not be disadvantaged if you do not make a voluntary contribution. All records of voluntary contributions are kept confidential as well as your decision about whether to make a contribution or not.

Optional – In/Excursions, camps, sports and other	Payment -User Pays
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Please note: Incursions, Excursions, Camps, Swimming Program, Life Ed, Instrumental Music (extra curricula program), school concert, Year 6 Graduation, School Photos and extra team or individual Sport activities, interschool sport are additional charges, which are set and confirmed closer to the relevant dates.



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Payment Summary

Students name			
Parent/Guardian contact		Phone number	

DESCRIPTION	AMOUNT	PAYMENT
Essential Education Charges – Curriculum Materials	\$204.00	\$204.00
Voluntary contributions – listed below- individual to determine the amount		
Library Fund Contribution (non-tax deductible)	\$20.00	\$
Building Fund Contribution (tax deductible)	\$50.00	\$
First Aid Contribution	\$30.00	\$
IT Equipment Contribution	\$20.00	\$
School Resources Contribution <ul style="list-style-type: none"> • Grounds Maintenance • Additional Curriculum Resources • Non-departmental Maintenance and Replacement of classroom fixtures 	\$20.00 \$20.00 \$10.00	\$ \$ \$
Subtotal of Voluntary Contributions (We welcome voluntary contributions by family and suggest payment is made with the eldest child's payment summary)	\$170.00	\$
TOTAL Payment	\$374.00	\$

Method of Payment

Online - Compass Portal - Course Confirmation / Payments Pay through the Parent Portal on Compass (Course Confirmation / Payments). Payment can be made in full or as a payment plan of four instalments. Payment plans should be activated before 01/03/2021.



Tucker Road Bentleigh Primary School

PARENT PAYMENTS 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.



Tucker Road Bentleigh Primary School

IMPORTANT

PLEASE COMPLETE ONLINE BY
13TH DECEMBER, 2020

STATIONERY REQUIREMENTS 2021 YEAR 4

QTY	ITEM
1	CLIPFOLDER A4 BANTEX BLACK
1	DOCUMENT WALLET SLIMPICK BLUE
1	DOCUMENT WALLET SLIMPICK GREEN
1	DOCUMENT WALLET SLIMPICK ORANGE
1	EXERCISE BOOK A4 WRITER PREMIUM 14MM D/THIRDS + MARGIN 96PG
1	EXERCISE BOOK A4 WRITER PREMIUM 14MM D/THIRDS 48PG
1	EXERCISE BOOK A4 WRITER PREMIUM 14MM D/THIRDS 64PG
1	FLASH DRIVE SWIVEL TOP 8GB
1	GRAPH BOOK 10MM GRID WONDER WRITER 330 X 245MM 64PG
1	KLUWELL READ IT HOME READING MIDDLE LEVEL
1	LABELS PERSONALIZED ASSORTED SIZE AND COLOURS PK (A4 SHEET)
2	MARKER WHITEBOARD PENTEL BULLET TIP BLACK
1	PEN PAPERMATE INKJOY 100 CLEAR 1.0 BLUE
1	PEN PAPERMATE INKJOY 100 CLEAR 1.0 RED
1	PEN PILOT FINELINER SW-PP BLACK 0.4MM
1	PEN PILOT RB FRIXIONBALL BL-FR7 BLUE W/ERASER
2	PENCIL STAEDTLER COLOURPAK GREEN CHECKING
2	PENCIL STAEDTLER COLOURPAK RED CHECKING
1	RULER WOODEN CM & MM - 30CM
3	SCRAPBOOK BEST BUDDIES 100GSM 64PG
1	TARGETING - HANDWRITING VIC YEAR 4 STUDENT BOOK
1	TISSUES FACIAL EXCEL 200'S
TOTAL	
\$ 54.70	

ORDERING INSTRUCTIONS:

- Visit: www.trbpsbooklists.com
- Go to: **PURCHASE BOOKLISTS** in menu heading
- Enter: **trb2004** in the Guest Area
- Select the pack(s) you require for the 2021 School year
- Enter the **student's name** and then add pack to the cart.
- Proceed to checkout and complete personal and payment details
- An order confirmation will be sent to your email address

DELIVERY INFORMATION & ORDER DEADLINE:

- **PLEASE NOTE: ALL ORDERS PLACED AFTER 13TH DECEMBER 2020 WILL INCUR A \$14.95 SURCHARGE FEE**
- All individual packs will be **delivered directly to the student's classroom**, clearly marked with their name and year level
- If you have any concerns relating to this form please contact Tucker Road Bentleigh Primary School Office on 9557 2044.

