27th November 2014

IMPORTANT INFORMATION ABOUT 2015 PARENT PAYMENTS

Dear Parents,

Williamstown North Primary School is very proud of the quality programs that we have put in place to cater for the needs and interests of our students. On an annual basis School Council prepares a budget to provide resources for educational programs, administration, facilities development and maintenance. Williamstown North Primary School’s income is currently funded from two sources:

- Department of Education & Early Childhood Development (DEECD) Student Resource Package (SRP) to pay for school administration, utilities and services, staff salaries, urgent works, maintenance, cleaning, general school operations.

- The payments and contributions provided by our parent community are an essential component of funding. Locally raised funds are the major source of our educational and school program funding and this comes from:
  - Essential Education Items & Voluntary Contributions
  - Business Donations
  - Regular fundraising

Family Assistance
From 2015 the Education Maintenance Allowance will no longer be paid. School Council have agreed to support families that hold a current healthcare card valid on 29/1/2015 with a $150 payment towards student levies. Please bring your health card to the office for verification before making payment.

The payments listed are the minimum amount considered essential to enable School Council to continue providing the high quality standards that we have come to expect at Williamstown North Primary School.

- ESSENTIAL EDUCATION ITEMS - $250 per child.
  This funds Essential items for all children at all Year Levels and includes: Classroom requisites, such as exercise books, pens, pencils, ruler, eraser, USB stick, photocopying and craft and all other general supplies for all classes. The Student Essential Items Payment also contributes to the cost of resources and equipment for all Specialist Programs across the school, including Music, Art, Physical Education, I.C.T. (general supplies and equipment such as Flipcams) and Japanese, as well as Student Leadership programs such as, Peer Leaders and Buddies.

- COMPUTER TECHNICAL SUPPORT VOLUNTARY PAYMENT - $45 per child
  This will contribute primarily to the employment of additional technical support to assist students with day to day technical issues on iPads, laptops and netbooks. This technical support will also maintain the school’s computer infrastructure and student connectivity to the network.

- FIRST AID OFFICER VOLUNTARY PAYMENT - $35 per child
  The school employs a Level 3 First Aid Officer from 11.00am-2.30pm each day to manage the First Aid room and to attend to all First Aid issues in relation to student injury and illness and management of any other medical conditions. The contribution made by families subsidizes approximately half of the employment costs. The school contributes the other half, as well as the cost of all First Aid supplies and equipment. All costs associated with training on Anaphylaxis for all staff and Level 2 First Aid training for teaching and admin staff (14 staff in total) in accordance with DEECD requirements, is also paid by the school. Having staff trained in Level 2 First Aid ensures there is a minimum of one First Aid trained staff member on all excursions and camps.
• **GROUND IMPROVEMENT VOLUNTARY PAYMENT** - $30 per child
  This money makes an important contribution to the development of our playground and identified projects to improve the facilities for your children, as well as additional shade structures and equipment. A considerable portion of this payment will ensure that the soft fall mulch under the playground equipment will be maintained at a safe level.

• **BUILDING FUND VOLUNTARY CONTRIBUTION (This payment is fully tax deductible)**
  Money from the Building Fund makes a very important contribution in helping to maintain all buildings and facilities to a high standard, so that the learning environment for your child/ren is inviting for them every day.
  DEECD provides only a small amount to schools to maintain facilities. This falls far short from the amount spent annually. We undertake a cyclical painting program every year as well as addressing the extensive compliance requirements set by DEECD, Worksafe and OH&S.

• **BUSINESS DONATION (see attached slip)**
  Each year many Businesses with a family connection to our school donate money, goods or services to assist with our school programs or contribute to our fundraising. The Facilities and Finance Committee has requested families to consider making a donation for 2015 through the Business with whom they are connected.
  Please see the attached sheet for details.

Please note........**ESSENTIAL ITEMS PACK**
The essential items pack has been prepared on our behalf by a commercial supplier. Considerable time has been spent selecting the most appropriate requisites and seeking the best bulk purchase option for the school.

In line with the Department of Education & Early Childhood Development policy, families may choose to make arrangements to independently purchase Essential Items; however, we seek your support to purchase through the school supplier. This ensures consistency for all children to have the same materials and requisites at each level.

**ADDITIONAL SCHOOL CHARGES**

**Excursion / Incursion Payment $130.00 per child – see attached explanation form**
Some additional school charges may arise during the year. For example:
  - School Photographs (Years Prep-6)
  - Camps (Years 3 to 6), Year 5 & 6 Friday Sports and Electives Programs, Graduation, specific Music Performances, or the Year 3 to 6 Water Safety programs - Swimming or the Beach Program.

**PAYMENT OPTIONS**

School Council is offering the following payment options for 2015:

- **BPAY**: For your convenience we have introduced the secure electronic service BPAY. Williamstown North Primary Schools BPay Biller Code and your family’s BPay reference number are available from the school office. It is important that you communicate via email the individual payment details. In the subject line of the email please write BPAY and forward the details of the payment to williamstown.north.ps@edumail.vic.gov.au. For end of year reconciliation purposes please complete BPAY payments by Friday 12th December 2014.

- **EFTPOS** facilities are also available at the school office up until Friday 12th December 2014 and then from 22nd January 2015.

- **CASH** you may place correct payment in an envelope and hand in to the school office.

  - Payment can be received for the 2015 Essential Items Pack & Voluntary Contributions in 2014 up until Friday 12th December using one of the methods above. Families will then be able to come to the school prior to the start of school, that is Thursday 22nd January 2015 and collect their children’s Essential Items Pack. These Packs will also be available for collection from the first day of school, Thursday 29th January 2015.

  - Office Hours on Thursday 22nd January 2015 will be:
    - 9.30am to 12 noon
    - 1.30pm to 3.30pm
    - 5pm to 7pm

  1. Payment can be received for the Essential Items Pack & Voluntary Contributions on Thursday 22nd January 2015 and collection of the children’s Essential Items Pack.

  2. Once school commences for 2015, families may send payment to school. We advise families not to send large cash payments along to school with children or give credit card details to their child to bring to school.

**Important Information:**

- From 2015 the Education Maintenance Allowance will no longer be paid. School Council have agreed to support families that hold a current healthcare card valid on 29/1/2015 with a $150 payment towards student levies. Please bring your health card to the office for verification before making payment.

U:\Debbie\Willy North 2015 Book Pack Information.doc
When collecting Essential Item Packs from the Gym, families are asked to **check the contents before leaving**, to ensure all items indicated on the sheet are included. Missing items should be referred to the staff supervising the collection of the Essential Item Packs.

If children bring the payment for the Essential Item Pack to the school at the start of the school year, they will be taken to the Gym to collect their Essential Item Pack. The supervising staff will check the contents with them.

Families of Prep and Year One children will be directed to a designated table to place their child’s Essential Item Pack, once it has been checked. **Prep and Year One Essential Item Packs are shared packs and therefore do not need to be taken home and labelled.** Your child’s teacher will then collect the Essential Item Packs and take them to the classroom. Purchasing of any additional items during the year will be covered by the school from the Prep and Year One budget.

If any family wishes to arrange payment by instalments, please contact the Business Manager at the General Office, or the Principal/Assistant Principals to make arrangements.

### SUMMARY OF FEES

<table>
<thead>
<tr>
<th>STUDENT MATERIALS and ESSENTIAL EDUCATIONAL ITEMS LEVY (per child)</th>
<th>$250.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>This funds <strong>Essential Items for all children at all Year Levels and includes:</strong></td>
<td></td>
</tr>
<tr>
<td>- Classroom requisites, such as exercise books, pens, pencils, ruler, eraser, USB stick, photocopying and craft and all other general supplies for all classes.</td>
<td></td>
</tr>
<tr>
<td>The Student Essential Items Payment also contributes to the cost of resources and equipment for all Specialist Programs across the school, including Music, Art, Physical Education, I.C.T. (general supplies and equipment such as Flipcams) and Japanese, as well as Student Leadership programs such as, Peer Leaders and Buddies.</td>
<td></td>
</tr>
<tr>
<td>TOTAL ESSENTIAL ITEMS</td>
<td></td>
</tr>
</tbody>
</table>

| VOLUNTARY CONTRIBUTION (per child) |  |
| Computer Technical Support | $45.00 |
| First Aid Contribution | $35.00 |
| Grounds Improvement | $30.00 |

| EXCURSION / INCURSION PAYMENT (per child) | $130.00 |

| TOTAL PAYMENT | $490.00 |

Thank you for your support and cooperation with all matters,

Jim Cahill  
Principal
WILLIAMSTOWN NORTH PRIMARY SCHOOL
SCHOOL PAYMENTS AND VOLUNTARY CONTRIBUTIONS 2015

PARENT/GUARDIAN SURNAME: ……………………………………………………………………………………………………….

CHILD’S SURNAME (if different): ………………………………………………………………………………………………….

CHILD’S FIRST NAME: ………………………………………………….. CLASS ………. CHILD’S FIRST NAME: ………………………………………………….. CLASS ……….

CHILD’S FIRST NAME: ………………………………………………….. CLASS ………. CHILD’S FIRST NAME: ………………………………………………….. CLASS ……….

Payment Method up until Friday 12th December 2014 and then from Thursday 22nd January 2015:
☐ Cash ☐ Cheque ☐ BPay ☐ Eftpos (at office) ☐ Credit Card

<table>
<thead>
<tr>
<th>Parent Payments 2015</th>
<th>Amount per child</th>
<th>x Number of Children</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Materials &amp; Essential Educational Items levy for …………. (number of) children</td>
<td>$250.00</td>
<td></td>
<td>$…………</td>
</tr>
</tbody>
</table>

| VOLUNTARY CONTRIBUTION (per child) | | | |
| Computer Technical Support | $45.00 | | $………… |
| First Aid Contribution | $35.00 | | $………… |
| Grounds Improvement | $30.00 | | $………… |

| Excursion / Incursion Payment (per child) | $130.00 | | $………… |

| | SUBTOTAL | $………… |

| Family Assistance (Health Care Card valid on 29/1/2015 needs to be verified at school office) – | Deduct $150 per child if eligible for family assistance | Less | $………… |

| | TOTAL PAYMENT | $………… |

Please contact the school for the BPay Biller Code and your family’s BPay reference number. It is important that you communicate via email the individual payment details. In the subject line of the email please write BPay and forward the details of the payment to williamstown.north.ps@edumail.vic.gov.au. For end of year reconciliation purposes please complete payments by Friday 12th December 2014.

If you wish to pay by credit card, please complete details below and place the completed form in a SEALED envelope to maintain your credit card security. Your receipt will be sent home once the payment has been processed.

I wish to make a payment of $…………………. using my Credit Card – details as follows:-

Name on Credit card …………………………………………………………………………………………………. Expiry date ………… /………..

Mastercard /Visa (please circle one) ☐ ☐ ☐ ☐ / ☐ ☐ ☐ ☐ / ☐ ☐ ☐ ☐ / ☐ ☐ ☐ ☐ / ☐ ☐ ☐ ☐

Cardholder Signature: ………………………………………………………………………………………………………

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WILLIAMSTOWN NORTH PRIMARY SCHOOL
BUILDING FUND VOLUNTARY CONTRIBUTION
2015

ALL CONTRIBUTIONS TO THE BUILDING FUND ARE FULLY TAX DEDUCTABLE

Building Fund Voluntary Contribution:

<table>
<thead>
<tr>
<th>Please indicate amount of contribution or add a nominated amount:</th>
<th>$20 □ : $50 □ : $100 □ : other □</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>$</td>
</tr>
</tbody>
</table>

Direct Deposits can be made into the schools ‘Building Fund Account’, please include your FAMILY NAME when making payment.

<table>
<thead>
<tr>
<th>Account Name</th>
<th>WNPS Council Building Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSB</td>
<td>063-179</td>
</tr>
<tr>
<td>Account Number</td>
<td>10211785</td>
</tr>
</tbody>
</table>

(This account is for Building Fund contributions only)

EFTPOS is NOT available for Donations made to the Building Fund. Payments must be made by cash, cheque or direct deposit into the Building Fund account.

A SEPARATE CHEQUE IS REQUIRED IF YOU ARE DONATING TO THE BUILDING FUND. THE SCHOOL OPERATES A SEPARATE BUILDING FUND ACCOUNT AND THE COMMONWEALTH BANK HAS ADVISED THE SCHOOL THAT WE ARE UNABLE TO SPLIT CHEQUES

ALL OTHER PAYMENTS CAN BE MADE WITH ONE CHEQUE (IRRELEVANT OF NUMBER OF CHILDREN OR ACTIVITIES) WHEN PAYING FOR THE ESSENTIAL ITEMS PACKS

Thank you for your donation and cooperation.
Dear Parents,

School Council has again endorsed the inclusion of an Incursion/Excursion Payment for 2015.

This cost of $130.00 applies to all children across the school.

Families are requested to pay this in one payment at the beginning of the year.

This is not an additional cost for families, but rather one payment to cover the cost of existing Excursion and Incursion programs offered by the school. All teams across the school will budget to ensure that all Excursions and Incursions are covered by this payment.

In Prep and Year 1 and 2 classes, the Excursion/Incursion payment will cover such things as:

- One or Two Major Excursions
- Around Four Incursions
- Tabloid Sports
- Anti-Bullying and Student Wellbeing programs
- Any Excursions/Incursions organised by the Teachers of Specialist programs.

The payment does not cover the Junior Swimming Program, or Camping programs

In Year 3, 4, 5 & 6 classes the Excursion/Incursion payment will cover such things as:

- One or Two Major Excursions
- Around Four Incursions
- Anti-Bullying and Student Wellbeing programs
- YCDI! Incursions
- Athletics Day
- Any Excursions/Incursions organised by the Teachers of Specialist programs

The payment does not include the Year 3, 4, 5 & 6 Camping programs, Year 5 & 6 Friday Sports and Electives Programs, Graduation, specific Music Performances, or the Year 3 to 6 Water Safety programs - Swimming or the Beach Program.

Specialist Programs
The teachers of Specialist Programs arrange a number of Excursions/Incursions throughout the year. The cost associated with these is also included in the Excursion/Incursion one off payment.

Jim Cahill
Principal
Dear Parents and Carers,

Our School Council Facilities and Finance Committee has requested that families are asked to consider making a donation of money, goods or services via Businesses they are associated with as a means of supporting the school.

Each year Williamstown North Primary School receives donations from a wide range of sponsors and organisations. These donations are highly valued in terms of assisting the school to fund specific programs or projects. Sponsorships and donations are important to offset costs for special events such as the School Concert, Art Show and Science Day.

In 2015, one area which we will be seeking support is the continued improvement of the school grounds, in particular installation of additional shade structures and storage facilities for the school. If a Business wishes to support our school, they can make a general donation, or they can donate and nominate a specific event or program.

All sponsorships connected with a particular event will be widely publicised at the time of that event.

All general donations and sponsorships will be acknowledged by the school and publicised in the Newsletter. Thank you in anticipation of your highly valued support.

Jim Cahill
Principal

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### 2015 BUSINESS DONATION/SPONSORSHIP – reply slip

(Business Name): ___________________________________________________________________________

wishes to provide the following sponsorship/donation to Williamstown North Primary School for 2015.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A. General donation of money</td>
<td>$</td>
</tr>
<tr>
<td>B. Donation of money for a special event or specific program</td>
<td>$</td>
</tr>
<tr>
<td>The Event/Program/Activity chosen to sponsor is: ___________________________________________________________________________</td>
<td></td>
</tr>
<tr>
<td>C. Donation of goods or services</td>
<td>$</td>
</tr>
<tr>
<td>Details: ___________________________________________________________________________</td>
<td></td>
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</tbody>
</table>

Please attach a cheque or indicate when payment will be forwarded or when the goods or services will be supplied. Payments can also be made by EFTPOS over the counter or credit card payments can be accepted over the phone. Please contact the office to arrange this.

**Business details for publicity purposes:**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Business Name: ___________________________________________________________________________</td>
<td></td>
</tr>
<tr>
<td>Contact person: ___________________________________________________________________________</td>
<td></td>
</tr>
<tr>
<td>Address: ___________________________________________________________________________</td>
<td></td>
</tr>
<tr>
<td>Phone: ___________________________________________________________________________ Mobile: ___________________________________________________________________________</td>
<td></td>
</tr>
<tr>
<td>Email: ___________________________________________________________________________</td>
<td></td>
</tr>
<tr>
<td>Business description: ___________________________________________________________________________</td>
<td></td>
</tr>
</tbody>
</table>
