16th November 2015

IMPORTANT INFORMATION ABOUT 2016 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:

• The Department of Education and Training (DET) 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
  - Optional Education Items & Voluntary Contributions
  - Business Donations
  - Regular fundraising

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 Performing Art, Visual Art, Physical Education, I.C.T. and Japanese, as well as Student Leadership programs such as, Peer Leaders and Buddies. These are items or services essential to support the course of instruction in the standard curriculum.

• OPTIONAL EDUCATION ITEMS which are offered on a user – pays basis and which parents/guardians may choose whether their child accesses or participates in, (for example year book, ordering of school photographs, or extra-curricular programs or activities). Information on any optional education item will be forwarded at the relevant time.

• 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 subsidises the employment costs for this service. The school also contributes to the cost of the program through the purchase of all necessary supplies and equipment. All costs associated with training on Anaphylaxis and CPR for all staff and Level 2 First Aid training for teaching and admin staff (14 staff in total) in accordance with DET 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.
• **GROUNDS 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.
  DET provides only a small amount to schools to maintain facilities. This falls far short from the amount spent annually. We undertake an annual painting program every year as well as addressing the extensive compliance requirements set by DET, 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 2016 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:
- 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.

**CAMPS SPORTS & EXCURSION FUND (CSEF)**

If you hold a means-tested concession card or are a temporary foster parent, which is valid on the first day of Term 1 2016 you may be eligible for CSEF. The allowance will be paid to the school to use towards expenses relating to camps, excursions, or sporting activities for the benefit of your child. The annual CSEF amount per primary school students is $125. An application form is available at the school office or can be downloaded from [www.education.vic.gov.au/csef](http://www.education.vic.gov.au/csef); you will need to bring your concession card to the office for verification.

**PAYMENT OPTIONS - BPAY, EFT, CASH**

- **Payment in 2015**: Payment for 2016 Essential Items Pack & Voluntary Contributions can be made using BPAY or before the end of Term 4 2015 using EFT. Cash payments will also be accepted in 2015 up until Friday 11th December.
  Families of students in Years 3 – 6 will then be able to go straight to the School Gymnasium prior to the start of school, on Thursday 21st January 2016 and collect their children’s Essential Items Pack. Families of Prep to Year 2 students will not be required to collect Essential Item Packs on Thursday 21st January as these packs will be delivered directly to classrooms for distribution to each child as needed throughout 2016.

- **Payment in 2016**: can be received via BPAY at any time. EFT or cash can be received on Thursday 21st January 2016 before collecting your children’s Essential Items Pack. Packs will also be available for collection from, Wednesday 27th January 2016.

- **Office Hours on Thursday 21st January 2016 will be:**
  - 9.30am to 12 noon
  - 1.00pm – 3.00pm
  - 4.00pm to 6.00pm
• **BPAY**: For your convenience payment can be made via 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

• **EFTPOS** facilities are also available at the school office up until Friday 18th December 2015 and then from 21st January 2016.

• **CASH** you may place correct payment in an envelope and hand in to the school office up until Friday 11th December 2015 and then from 21st January 2016.

Once school commences for 2016, 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:**

- When collecting Essential Item Packs from the Gym (Years 3 – 6), 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.

- If any family wishes to arrange payment by instalments, please contact the Business Manager at the General Office, or the Principal/Assistant Principal 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 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 Performing Art, Visual Art, Physical Education, I.C.T. and Japanese, as well as Student Leadership programs such as, Peer Leaders and Buddies. These are items or services essential to support the course of instruction in the standard curriculum.</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>EXCURSION / INCURSION PAYMENT (per child) (if you are eligible to receive CSEF - no payment required)</th>
<th>$130.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL PAYMENT</td>
<td>$490.00</td>
</tr>
</tbody>
</table>

Thank you for your support and cooperation with all matters,

Jim Cahill
Principal
**Parent/Guardian Surname:** …………………………………………………………………………………

**Child’s Surname (if different):** …………………………………………………………………………………

**Child’s First Name:** ………………………………………

**Class** ……………

**Child’s First Name:** …………………………………

**Class** …………..

**Payment Method:**

- [ ] BPay
- [ ] Eftpos (at office)
- [ ] Credit Card
- [ ] Cash
- [ ] Cheque

<table>
<thead>
<tr>
<th>Parent Payments 2016</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 .......... <em>(number of)</em> 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

<table>
<thead>
<tr>
<th>Excursion / Incursion Payment (per child)</th>
<th>Amount per child</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>(if you are eligible to receive CSEF - no payment required)</em></td>
<td>$130.00</td>
<td>$...........</td>
</tr>
</tbody>
</table>

**Total Payment** $...........
WILLIAMSTOWN NORTH PRIMARY SCHOOL
BUILDING FUND VOLUNTARY CONTRIBUTION
2016

ALL CONTRIBUTIONS TO THE BUILDING FUND ARE FULLY TAX DEDUCTABLE

Building Fund Voluntary Contribution:

Please indicate amount of contribution or add a nominated amount: $20 □ : $50 □ : $100 □ : other □

<table>
<thead>
<tr>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<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 2016.

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.

**Camps Sports & Excursion Fund (CSEF)**. If you hold a means-tested concession card or are a temporary foster parent, that is valid on the first day of Term 1 2016 you may be eligible for CSEF. The allowance will be paid to the school to use towards **expenses relating to camps, excursions, or sporting activities for the benefit of your child**. The annual CSEF amount per primary school students is $125. An application form is available at the school office or can be downloaded from [www.education.vic.gov.au/csef](http://www.education.vic.gov.au/csef); you will need to bring your concession card to the office for verification.

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.

For 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.

For 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 Musical, Art Show and Science Day.

In 2016, 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

WILLIAMSTOWN NORTH PRIMARY SCHOOL

2016 BUSINESS DONATION/SPONSORSHIP

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| A. | General donation of money | $ |
| B. | Donation of money for a special event or specific program | $ |
| C. | Donation of goods or services | $ |

The Event/Program/Activity chosen to sponsor is: __________________________

Details: ____________________________

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:

Business Name: ____________________________
Contact person: ____________________________
Address: ____________________________
Phone: ____________________________ Mobile: ____________________________
Email: ____________________________
Business description: ____________________________