



WILLIAMSTOWN NORTH PRIMARY SCHOOL

Principal: Jim Cahill

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www.willynthps.vic.edu.au

3rd November 2016

IMPORTANT INFORMATION ABOUT 2017 PARENT PAYMENTS

Dear Parents and Guardians,

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 and 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 following table outlines the fees and levies for the 2017 school year. The total increase from last year is only 5% with this being the first increase in 3 years. The increase is predominantly due to the establishment of two new exciting educational initiatives. Firstly, our new Health Hub—an exciting innovative holistic program that will further support the wellbeing of students. Secondly, as part of the Excursion / Incursion levy, the inclusion of a Life Education Van visit, a drug and health education program for students that empowers them to make safer and healthier choices through relevant education. **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.** See below for further explanation of each payment.

Per Child	Student Materials & Essential Educational Items	Health Hub / First Aid Voluntary Payment	Computer Technical Support Voluntary Payment	Grounds Improvement Voluntary Payment	Excursion Incursion Levy (CSEF funding available)	Total for year	+	Voluntary Building Fund Donation Business Donation
	\$250	\$50	\$45	\$30	\$140	\$515		

• 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 essential items pack is 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 and Training Parent Payment 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.

The Student Essential Items Payment also contributes to the cost of resources and equipment for all Specialist Programs across the school, including Performing Arts, Visual Arts, 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**

These items 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.

- **HEALTH HUB / FIRST AID OFFICER VOLUNTARY PAYMENT - \$50 per child**

For the first time in 2017, we aim to broaden the traditional role of the First Aid Officer to build a more holistic approach to supporting student wellbeing. The initial stages of this initiative will forge a stronger, preventative platform for supporting the physical and mental health of students, as well as the refurbishment of the sick bay and the introduction of Compass sick bay notifications. 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 (HLTAID003) 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 (HLTAID003) ensures there is a minimum of one First Aid trained staff member on all excursions and camps.

- **COMPUTER TECHNICAL SUPPORT VOLUNTARY PAYMENT - \$45 per child**

This contributes 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.

- **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.

- **EXCURSION / INCURSION PAYMENT - \$140 per child**

Families are requested to pay this in one payment at the beginning of the year. (CSEF funding available – see below)

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 fully 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
- Life Education Van
- 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
- Life Education Van
- 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.

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 2017 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 ; you will need to bring your concession card to the office for verification.

- **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. **Please see the attached sheet for details.**

- **BUSINESS DONATION**

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 2017 through the Business with whom they are connected.

Please see the attached sheet for details.

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

Payments can be made for students by cash, cheque, eftpos or BPay. Please email williamstown.north.ps@edumail.vic.gov.au once BPay payment has been made and specify the payment details.

Payment in 2016 for 2017 Essential Items Pack & Voluntary Contributions can be made using:

- **eftpos & BPay** - please email the school immediately with your payment details if paying via BPay.
- **Cash** payments will be accepted up until **Wednesday 14th December 2016**.

Families of students in **Years 3 to 6** will then be able to go straight to the School Gymnasium prior to the start of school, on Wednesday **25th January 2017** 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 Wednesday 25th January as these packs will be delivered directly to classrooms for distribution to each child as needed throughout 2017.

Payment in 2017 can be received via:

- **BPay** - please email the school immediately with your payment details. Please do not BPay on the day of book collection as your payment will not appear for 24 hours.
- **eftpos or cash** can be received on Wednesday **25th January 2017** before collecting your children's Essential Items Pack.

Once school commences on 31st January 2017, 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.

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.

- **BOOK COLLECTION DAY – Wednesday 25th January 2017**

Office / Book Pack Collection hours on Wednesday 25th January 2017 will be:

- **9.30am to 12 noon**
- **1.00pm to 3.00pm**
- **4.00pm to 6.00pm**

When collecting Essential Item Packs from the Gym **Years 3 to 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. .

- Families of **Prep to Year 2** students will not be required to collect Essential Item Packs on Wednesday 25th January as these packs will be delivered directly to classrooms for distribution to each child as needed throughout 2017.
- If payment is received for the Essential Item Pack after Book Collection Day, the pack will need to be collected from the Library. Supervising staff will check the contents with students.

Thank you for your support and cooperation with all matters,

Jim Cahill
Principal

WILLIAMSTOWN NORTH PRIMARY SCHOOL SCHOOL PAYMENTS AND VOLUNTARY CONTRIBUTIONS 2017

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:

BPay Eftpos (at office) Credit Card Cash Cheque

Parent Payments 2017	Amount per child	x Number of Children	Total
Student Materials & Essential Educational Items levy for (number of) children	\$250.00		\$.....
VOLUNTARY CONTRIBUTION (per child) Health Hub / First Aid Contribution	\$50.00		\$.....
Computer Technical Support	\$45.00		\$.....
Grounds Improvement	\$30.00		\$.....
Excursion / Incursion Payment (per child) (CSEF funding available for eligible applicants)	\$140.00		\$.....
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.

CREDIT CARD: 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

MasterCard or Visa Expiry date / CCV.....

Card Number: / / /

Cardholder Signature:



**WILLIAMSTOWN NORTH PRIMARY SCHOOL
BUILDING FUND VOLUNTARY CONTRIBUTION 2017**

ALL CONTRIBUTIONS TO THE BUILDING FUND ARE FULLY TAX DEDUCTABLE

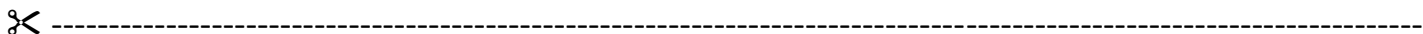
Direct Deposits can be made into the schools 'Building Fund Account', please include your FAMILY NAME when making payment.

Account Name	WNPS Council Building Fund
BSB	063-179
Account Number	10211785

(This account is for Building Fund contributions only)

Payments to the Building Fund can only be made by cash, direct deposit or cheque.
(Not eftpos or BPay)

If donating to the Building Fund and making School and Voluntary Contribution payments by cheque, separate cheques are required.



Building Fund Voluntary Contribution:

Family Name:	
Please indicate amount of contribution or add a nominated amount: \$20 <input type="checkbox"/> : \$50 <input type="checkbox"/> : \$100 <input type="checkbox"/> : other <input type="checkbox"/>	
Total	\$

Thank you for your donation and cooperation.



WILLIAMSTOWN NORTH PRIMARY SCHOOL

BUSINESS DONATION / SPONSORSHIP 2017

Dear Parents and Guardians,

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 2017, 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

BUSINESS DONATION/SPONSORSHIP 2017

(Business Name): _____ wishes to provide the following sponsorship/donation to Williamstown North Primary School for 2017.

A. General donation of money	\$
B. Donation of money for a special event or specific program The Event/Program/Activity chosen to sponsor is: _____	\$
C. Donation of goods or services Details: _____	\$

Please 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, BPay (please forward email to school with BPay details) or credit card. Payment with credit card can be accepted over the phone. Please contact the office to arrange this.

<p>Business details for publicity purposes:</p> <p>Business Name: _____</p> <p>Contact person: _____</p> <p>Address: _____</p> <p>Phone: _____ Mobile: _____</p> <p>Email: _____</p> <p>Business description: _____</p>
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