

# moonee ponds west primary

ABN 45 650 832 392

WE THINK, CREATE AND LEARN TOGETHER

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Dear Parents/Carers,

**Year Level 3 & 4**

Moonee Ponds West Primary School is looking forward to another great year of teaching and learning and would like to advise you of the parent payment arrangements for 2021.

Moonee Ponds West Primary School (MPWPS) makes every effort to keep the cost of items and activities to a minimum and affordable for all parents. Parents are encouraged to familiarise themselves with the Department of Education and Training (DET) Parent Payment Policy ([www2.education.vic.gov.au/pal/parent-payment/policy](http://www2.education.vic.gov.au/pal/parent-payment/policy)) and the MPWPS Parent Payment Arrangements @ <https://www.mooneewestps.vic.edu.au/page/241/Policies-and-Forms>

Attached in the coming pages is the fee schedule for 2021. The parent payment form includes the following charges:

## 1. Essential Student Learning items

These are items, activities or services that MPWPS deems **essential** to student learning of the standard curriculum. These items include:

- Items the student takes possession of (i.e. stationery (including paper), class resources).
- Activities associated with instruction that all students are expected to attend (i.e. Physical Education, Japanese, Creative Arts (Performing & Visual), Science, etc.)

## 2. Optional items

These are items, activities or services that are optional and are offered in addition to the standard curriculum. Students may access these on a user-pay basis.

These may be either:

- Items the student purchases or hires (i.e. Moonee Vale Instrumental Music Program (MVIMP), etc)
- Activities the student purchases (i.e. excursions, incursions, camps)

## 3. Voluntary Financial Contributions

These are for those items and services that parents and carers are **invited** to make a contribution to the school. Examples of these include the Building Fund and Library Fund. Voluntary Financial Contributions are reviewed annually by School Council in line with the approval of the Parent Payment Arrangements and may change based on the strategic and operational requirements of the school.

### General Subject Contribution

This contribution will assist with the costs of important programs including classroom consumables used daily to support our student learning. Your contributions will assist with the purchase of classroom materials, class sets and school equipment – e.g. home reading books, class book sets, maths resources, stationery such as class scissors, printing paper and sports equipment.

### Information, Communication and Technology (ICT) Contribution

This voluntary contribution will greatly assist with the purchase and maintenance of Information, Communication and Technology (ICT) hardware and software used by students in the classroom. This includes notebooks, iPads and network devices.

### Library Fund - Tax Deductable

Funds donated for the Library Fund will be used to replace and supplement the school and classroom library books. It will also be utilised to improve the library space for all students and teachers to use. Our Library is an essential part of our school and is well resourced, each year many books from the library and classroom borrowing books become damaged and need to be replaced.

### **Building Fund – Tax Deductable**

Funds donated for the Building Fund will go to improvements highlighted by the School Council Resource Committee. This can include floor coverings, painting, signage and other building improvements.

### **Working Bee**

This voluntary contribution has been created in lieu of attendance at a working bee. There will be two working bees in 2021. Dates to be confirmed.

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. All contributions are greatly appreciated and support the teaching and learning at MPWPS.

### **Financial Support for Families**

Moonee Ponds West Primary School understands that some families may experience financial difficulty and offers a range of support options, including:

- Camps, Sports and Excursions Fund (CSEF) - Parents holding a valid means-tested concession card will be eligible to apply. A special consideration category will also exist. Eligible families will need to apply for the CSEF at the school office with applications to be entered by school administrators onto a web-based system. A payment of \$125 for primary school students (\$225 for secondary school students) will be paid directly to the school to be used towards camps, sports and excursion costs for the benefit of the student.
- State Schools' Relief support for clothing/uniforms. <https://stateschoolsrelief.org.au/schools>. For access to this support please contact the Administration Office.
- The school has payment plans for parents to access if needed. Any questions regarding financial assistance or other issues please see the Business Manager, Sandra Monaghan.
- Student Scholarships - The Department of Education offers scholarships to help with the cost of education. <https://www.education.vic.gov.au/parents/learning/Pages/student-scholarships.aspx>

Marrung education scholarships: Marrung is a strategy to ensure that all Koorie Victorians achieve their learning aspirations. <https://www.education.vic.gov.au/about/programs/Pages/marrung.aspx>

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

Kerri Simpson (Principal) [kerrisimpson.simpson@education.vic.gov.au](mailto:kerrisimpson.simpson@education.vic.gov.au) or by phone on 93706875

Sandra Monaghan (Business Manager) [sandra.monaghan@education.vic.gov.au](mailto:sandra.monaghan@education.vic.gov.au) or by phone 93706875

### **Payment Methods**

The payment of fees can be made through Compass Pay (using your Compass Parent Portal – see Course Confirmations), the office (EFTPOS, credit card, cash, cheque) or through BPAY using your individual biller code (please see the office if you need these details).

### **Please note that payments can be made at the office from 7<sup>th</sup> December 2020**

The school will offer a three step payment plan to make it easier for families to make the payments. Alternatively there is a due date highlighted for all payments to be finalised if paying the total amount in full. Our goal is to highlight all the costs for your child's education for the year (for the relevant year level). This will allow you to plan for costs in advance.

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

Yours sincerely,

Kerri Simpson  
Principal

Brian Stanley  
School Council President

## 2021 Fee Schedule Year 3/4

Please find the itemised list of Essential Student Learning Items and Optional Items for your child. Moonee Ponds West Primary School also continues to welcome your Voluntary Contributions for 2021. Please contact **Sandra Monaghan** in the office if you have any further questions or need clarification regarding the following charges. Please complete this form and return to the school from **7<sup>th</sup> December 2020** so the school can prepare accordingly.

| ESSENTIAL STUDENT LEARNING ITEMS  |                |   |                     |
|---|----------------|---|---------------------|
| Below is a list of items and activities which are essential for your child to learn the standard curriculum. You may choose to purchase these items through the school or provide your own. Please indicate which items you would like to purchase through the school on the table below:   |                |   |                     |
| Items   | Amount         |   |                     |
| The attached booklist guides you on the everyday items that your child will use in the classroom. Please click on the link to purchase the recommended booklist through the preferred school supplier. Alternatively parents can source items from a supplier of your choice. Refer to attached booklist (in coming pages)  |                |   |                     |
| <b>Specialist and Class Materials</b> – Paint and craft materials for art projects e.g. Craft paper, glitter, beads, textiles, canvas etc.  | \$             |   | 30.00               |
| <b>Learning Subscriptions</b> - Mathletics (F-6) \$16   | \$             |   | 16.00               |
| <b>Excursions/Incursions payment</b> (covers all excursions/incursions for the year)  | \$             |   | 100.00              |
| <b>Whole School Multi Age Activities Resources</b> - Resources to support whole school activities ie. Book Week, Science Week, Harmony Day, Literacy & Numeracy Week  | \$             |   | 10.00               |
|   |                | <b>TOTAL (A)</b>                            | \$ 156.00           |
| OPTIONAL ITEMS  |                |   |                     |
| Moonee Ponds West Primary School offers a range of optional items and activities that are additional to the delivery of the standard curriculum. These items and activities are designed to broaden the school experience for your child. If you would like to purchase an item or activity for your child, please indicate on the table below.   |                |   |                     |
| Items   | Amount         |   |                     |
| <b>Year 3/4 Sex Education</b> – ‘Living and Growing’ education for students in Years 3 to 6. This program is provided by SEA (Sex Education Australia)  | \$             |   | 25.00               |
| <b>Student Accident Insurance</b>   | \$             |   | 8.00                |
| <b>Moonee Vale Instrumental Music Program (MVIMP) Yr 3-6.</b> Approx. tuition cost of \$840/year, MVIMP Camp, approx. cost \$450. Students will be charged separately on acceptance into the program.   | \$             |   | TBC                 |
| <b>School Camps.</b> Costings for the school camping program will be finalised once student numbers have been confirmed.  | \$             |   | TBC                 |
|   |                | <b>TOTAL (B)</b>                            | \$ 33.00            |
|   |                | <b>TOTAL (A) &amp; (B)</b>                  | \$ 189.00           |
| VOLUNTARY CONTRIBUTIONS   |                |   |                     |
| Moonee Ponds West Primary School 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. Alternatively, you can make a voluntary contribution to any of the specific priorities outlined in the table below: |                |   |                     |
| Voluntary Contribution  | Tax deductible | Suggested Voluntary Contribution per family | Amount              |
| <b>General Subject Contribution</b>   |                | \$90.00                                     |                     |
| <b>ICT Contribution</b>   |                | \$50.00                                     |                     |
| <b>Library Fund*</b>  | Yes            | \$100.00                                    |                     |
| <b>Building Fund*</b>   | Yes            | \$100.00                                    |                     |
| <b>Working Bee Contribution</b> (in lieu of attendance at Working Bees)   |                | \$50.00                                     |                     |
| *School council has established tax-deductible gift recipient status with the Australian Taxation Office for the Building Fund & Library Fund.  |                |   | <b>TOTAL (C)</b> \$ |
| 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. All contributions are greatly appreciated and directly support the teaching and learning at Moonee Ponds West Primary School.  |                |   |                     |
| <b>TOTAL PARENT PAYMENTS CHARGES</b><br>Essential Student Learning Items (A) & Optional Items (B) + Voluntary Financial Contribution (C)  |                |   | \$                  |

## PARENT PAYMENTS OPTION FORM

PLEASE INDICATE YOUR PREFERRED METHOD OF PAYMENT

**Option A (Full Amount)**

**Option B (Three Instalments)**

Full Amount payable from 7<sup>th</sup> December, 2020 until  
5<sup>th</sup> March 2021

**Date**

**Amount**

7<sup>th</sup> December, 2020

\$

5<sup>th</sup> February, 2021

\$

5<sup>th</sup> March, 2021

\$

### Payments Methods



Compass Pay (using your Compass Parent Portal)



BPAY – make this payment via internet or phone banking.

MPW Biller Code

87361

Your Ref Number

### Alternative Payment Methods

Cash  Cheque  Visa  Mastercard

Card Number

Expiry Date:

CCV:

Name on card

Signature

Date:

I authorise by signing above that the following amounts are to be deducted from the provided credit card details.

| Student's Name | Year | Description of payment | Total*** |
|----------------|------|------------------------|----------|
|                |      |                        |          |

*Please Note: Charges for additional Optional Items e.g. Camps will be advised and charged as they arise.*

*\* Instalment total (option B) or overall total (option A) depending on your preferred method of payment.*

# 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.