



Aim High

# Balwyn Primary School

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6 November 2020

Dear Parent/Guardian

## Re: Parent Payments 2021

Balwyn Primary School Council has approved the 2021 parent payment arrangements.

School Council and the Finance Sub-committee have worked closely with the Principal and Business Manager to develop arrangements that will enable the school to ensure the continued provision of high quality programs and services, upgrading of resources and opportunities for enhanced learning experiences for our students.

School Councils are able to request payments for essential student learning items, which include student stationery, online subscriptions for learning activities and excursions/activities that are considered part of the curriculum. In view of the COVID-19 environment, in 2021 student stationery will be available in the form of individual student packs which families are able to purchase directly from our supplier COS for delivery to their home address. In addition, a separate charge covering art and classroom craft supplies, online subscriptions and diary (Years 3-6) will continue to be via Compass - essential student learning items payment. A Fee Schedule, Student Pack list and COS ordering details follow. Free delivery is available for a limited time on Student Pack orders exceeding \$55 (incl GST).

An annual excursion charge is included as a convenient way of paying for curriculum excursions and activities rather than per event, however the option of paying for activities as they occur is still available. School Council has approved the amount of the 2021 excursion levy to be \$155 per child, based on proposed curriculum-based excursions/activities and additional whole school music and cyber safety activities. As activities in 2020 were heavily restricted due to the impact of COVID-19, families whose students were enrolled in 2020 and who paid the excursion levy will have had a credit raised for the unspent portion of the levy. This will be used progressively during the year and a request for payment will be made only once the credit has been fully utilised.

Support of voluntary subject, service and financial contributions makes a real difference to the quality of resources and services that our students access. These include eLearning equipment and curriculum resources, which require ongoing upgrading and replacement. Continued access to professional health advice through our school nurse and maintenance of our grounds and buildings also require ongoing investment. In 2021, the voluntary subject/service contributions requested remain the same as in 2020 and School Council gratefully acknowledges donations in this category.

This year, generous donations to our Library and Building Funds from our community have enabled:

- Purchase of library books at approximately \$7,000; and
- Installation of blinds in classrooms at more than \$8,000.

In addition, contributions in excess of \$4,000 via voluntary donations from our community will be put towards the fencing and landscaping of the southern boundary of the school.

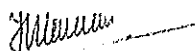
School Council has again included a voluntary financial contribution request on behalf of State Schools' Relief, which is a not for profit organisation that supports the needs of underprivileged Victorian government school students by providing school uniforms, shoes and educational resources. We hope that the school community will continue to support this initiative as they did so generously in 2020, with \$2,700 being donated. More details can be found at: <https://ssr.net.au/>

The school's preferred payment option is Compass. The requested payment categories and amounts are listed on the Compass Parent Portal, where you may choose to pay the charges in full or in three instalments from your credit/debit card. Payments (first instalment or full payment) are requested by 1 February 2021 but can be made earlier if convenient. Should you require assistance, please contact the school office. Parent payments and contributions can also be made by cash or cheque at the office or by using BPay.

The school appreciates that families may sometimes experience financial difficulty in meeting payment requests. A number of support options are available to parents who have difficulty making payments, including access to second-hand uniforms, State Schools' Relief and the Camps, Sports and Excursions Fund. Parents who are experiencing hardship at any time can contact Jane Oldham (Business Manager), Peter Mills (Wellbeing Officer), or Trish Manicom (Principal) on 9836 7121 or email: [balwyn.ps@education.vic.gov.au](mailto:balwyn.ps@education.vic.gov.au) to arrange a time for a confidential discussion about their circumstances.

A one page overview of the Department's Parent Payment Policy is attached.

Yours faithfully



Trish Manicom  
Principal



Chris Williams  
School Council President

# 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.

Name of student: \_\_\_\_\_

Year level \_\_\_\_\_

Please find below an itemised list that includes essential student learning items and requests for voluntary contributions.

Balwyn Primary School makes every effort to keep the number of essential items to a minimum and at a cost that is affordable for all parents. Learning items vary across the school and have been costed accordingly. You may choose to pay the charges in full or by direct debit instalments from your credit/debit card on Compass. Instalment payment dates are 1 February, 19 April and 17 June 2021.

If you pay by our preferred method, Compass, you do not need to return this sheet as the details will be recorded online. If you choose to pay in cash, by cheque or BPay, please provide this completed sheet when making payment.

Please Note: Additional school charges such as Y1 dinner will be requested as they arise during the year.

#### Essential student learning items

Item	Specifications	Cost	✓
Individual stationery pack	<p>Please see details of pack contents attached separately.</p> <p><b>Mandatory items are essential classroom stationery.</b></p> <p><b>Other items are available to be bought through the school supplier COS, <u>but may be supplied directly by parents:</u></b></p> <ul style="list-style-type: none"> <li>Parents are asked to provide an <b>art smock</b> and <b>headphones</b> as these cannot be provided by the school in light of COVID-19 but will be used in class. Information on checking <b>headphones</b> is provided in an attachment.</li> <li><b>Covering</b> of scrapbooks, writing books and grid books is completely optional.</li> <li>Supply of <b>tissues</b> for use in the classroom would be appreciated.</li> </ul>	<p>See attachment.</p> <p>Purchase directly from school supplier COS to be delivered to your address. <b>Free postage on orders of \$55 or more until 6/12/2020.</b></p>	
Online subscriptions; art and classroom craft supplies (purchased in bulk by the school)	<p><b>eLearning subscriptions:</b> Active Learn – Bug Club (\$6.96), Sunshine Online (\$3.69) – total \$10.65.</p> <p><b>Art/craft materials:</b> Materials to supplement standard items e.g. kinder squares, paper plates, pipe cleaners, display card, patterned paper, pop sticks, mosaic squares, pompoms, patty pans, matchsticks.</p> <p>Specialist age-appropriate art materials, dependent upon focus of units of work e.g. modelling clay, glazes, mosaic pebbles, felt, textile materials, mini canvases, tapestry fabric, sculpture wire, balsa wood, frames.</p>	\$35	
Excursions/Activities	<p>This charge covers the costs of class curriculum excursions and visiting performers/providers, including Cultural Day, whole school Music and Cyber safety activities. The cost of individual activities will be advertised as they occur. Payment may be made as events occur if preferred.</p> <p><b>**Charge will only appear on Compass if you do not have a credit from 2020.</b></p>	**\$155	

Note: Parents may choose to provide or purchase some items themselves. If you choose to do this you must consult with the school so that your child has the right items. There may be some items or services you cannot purchase yourself.

#### Voluntary subject/service contributions

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 tables below:

Item	Specifications	Cost	✓
Literacy, Numeracy and Science	Reading materials for home and classroom use and equipment to support the numeracy and science curriculum require a significant commitment of funds to enable replacement of resources.	\$60 (per child)	
eLearning	Laptops, iPads, and interactive whiteboards are an integral component of the delivery of the Year 1/2 program. These resources enable teachers to engage your child in relevant and innovative learning experiences. Your child will be introduced to an age-appropriate array of programs to support and build his/her fundamental skills in	\$190 (per child)	



	numeracy and literacy. To provide these enhanced opportunities there is a need for significant investment in leased and owned equipment that is used in each classroom.		
Music, LOTE and HPE	Our specialist programs aim to provide students with meaningful learning experiences and require up to date equipment and resources. Students have access to a wide variety of musical instruments and use eLearning tools to create and perform music. The LOTE program allows students to experience the use of both hands-on materials and eLearning opportunities. Sports equipment used in our HPE program requires replacement and upgrading to ensure that students experience a range of physical activities.	\$30 (per child)	
Nurse contribution	Our school nurse works five hours per day to attend to first aid, student health and wellbeing, excursion and camp first aid requirements, administration of medications, community health education and parent liaison. She also attends on other high need occasions, such as at the start of term. <b>This contribution is requested on a family basis.</b>	\$105 (per family)	
Grounds maintenance	This contribution assists with providing a safe and attractive environment for students through maintenance of synthetic turf and irrigation, inspection and management of trees, upkeep of softfall mulch and engagement of a gardening contractor. <b>This contribution is requested on a family basis.</b>	\$70 (per family)	

#### Voluntary financial contributions

Item	Amount (please nominate how much you would like to donate)
Building Fund** (tax deductible)	\$
Library Fund** (tax deductible)	\$
Voluntary donation	\$

School Council gratefully acknowledges donations in this category.

Item	Amount (please nominate how much you would like to donate)
State Schools' Relief Fund (tax deductible)	\$

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 Items

Balwyn 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. These items/activities are advertised to the relevant levels via Compass as they become available.

Item	Amount
Instrumental Music Lessons - Semester 1 (Y1-6 only) Semester 2 (P-6) – subject to availability	\$624 per semester \$70 annual administration levy

#### Parent Payment Charges

Please tick the items for which payment is being made and calculate total.

TOTAL \_\_\_\_\_

Payment method: Cash/Cheque/BPay (please circle).

(There is no need to return this sheet if paying by the school's preferred method, Compass.)

## YEAR 1 STUDENT PACK

Mandatory items	Qty
Dats Twistable Wax Crayons	2
COS Writing Book 330 x 245 70gsm 24mm Dotted Thirds 64 Pg	5
COS Scrap Book 330 x 240mm 64 Pg	3
Bostik Glu Stik 35g	5
Pencil Graphite Faber Junior Tri Grip 2B	10
Faber-Castell Junior Triangular Colour Pencils	2
COS Document Wallet PP Button A4 - Clear	1
Case Pencil Plastic Mesh 275 X 200mm A5 Clear	1
COS Exercise Book A4 70gsm 24mm Dotted Thirds 48 Pg	2
COS Display Book A4 Light Weight Refillable 20 Pocket - Green	1
COS Document Wallet Foolscap - Blue	1
Ruler COS Plastic 300mm	1
COS Barrel Pencil Sharpener 2 Hole	1
COS Whiteboard Marker Chisel 2-4mm - Black	1
Pencil Graphite Tradition Hex HB Eraser Tip	2
COS Kids Comfort Scissors - 135mm <b>OR</b> Left-Handed Child Safety Scissors - 135mm	1
<b>TOTAL PRICE inc GST \$58.09 or \$58.75 – depending on scissors chosen</b> <b>Current at 1/11/2020</b>	
<b>Other items (purchase or bring from home)</b>	
EC Junior Artist Smock Age 5-8	1
Slip On Scrapbook Jacket	8
COS Slip On A4 Book Jacket	2
Verbatim Sound Kids volume-limiting Over-Ear Headphones White	1
Facial Tissue COS 2Ply 200Sht	2

**Please ensure items purchased are clearly marked with your child's name and send them to school with your child on the first day of Term 1 2021.**

## HEADPHONES FOR STUDENTS – RECOMMENDATIONS AND REGULAR CHECKING

### Selecting new headphones

Selecting headphones is a very important decision. Some headphones produce sound that can be quite loud and may be difficult for children to easily control. It is also important to note that headphones have a finite life span and will degrade over time.

When selecting new headphones for your child to use, we recommend the following:

**Over ear headphones** are preferable – bud earphones/headphones can fill up with wax or other material and may be difficult for children to use easily.

**Volume limited headphones** – this helps reduce the risk of the volume getting too high.

To assist parents with the selection of headphones for school use:

- Foundation (Prep) year level will have headphones included in the mandatory section of the student pack.
- Years 1 to 6 will have an optional choice for headphones included in the student pack should headphones need replacing. See section below.

### Checking existing headphones for student re-use

Balwyn Primary School promotes the re-use of headphones when still in good working order. However it is important that parents and children (where possible) check headphones regularly to ensure they are in full working condition.

If you or your child notice something unusual about the sound coming through the headphones, check them carefully and consider a replacement. Please check with your child on a regular basis regarding the sound quality of their set in use at school. If there is any doubt the headphones should be taken home by your child for an adult to check the quality.

Some signs that the headphone might need replacing are:

- crackling sounds coming through one or both sides of the headphones and/or
- sound disappears and reappears from either side whilst using the headphones and/or
- moving the cable causes sound to be lost or crackling to be heard and/or
- visible damage to wire (cables) to headphones (i.e. splitting or exposed wires).

Please ensure your child's headphones are clearly marked with the child's name. It may be helpful for you to record the year of purchase and the dates on which they are checked.



## BALWYN PRIMARY SCHOOL REQUIREMENTS FOR 2021



Please order at [www.cos.net.au](http://www.cos.net.au)

2021 stationery packs are available to purchase from COS, a 100% Australian Family Owned and Operated school supplier. To ensure that your child has an easy start to the 2021 school year, we've selected a list of items your child needs to start the year and worked with COS so you can order everything you need in one go, to be delivered direct to your home before school starts.

The items listed in the student packs have been selected as being required for 2021. To ensure delivery prior to Term 1, 2021, please place your order by 11<sup>th</sup> January 2021.\*\*

**2021 Online Ordering is open from 8 November 2020.**

### Ready to order?

For a fast, simple and secure way to place your order visit [www.cos.net.au](http://www.cos.net.au) and follow these steps:

1. Click on **School Packs** in menu task bar
2. Enter the Username: **balwynprimary@cos.net.au** and use the Password: **Parents-21**
3. Select the Year level required for 2021
4. Review product selection based on your requirements
  - Please note, items may have been marked as either mandatory or optional by your school
5. Add your Pack to the Cart
6. If you need, additional items are available for you to top up from our Back to School range
7. Enter your Child's Details & Delivery Details
8. Enter your credit card details and submit

You will receive an order confirmation via email and can request to have your order tracking sent to you via mobile.

**Please contact COS with any queries regarding the Parent Portal**

**P: 1300 614 133 | E: [parentportal@cos.net.au](mailto:parentportal@cos.net.au)**

### **\*\*IMPORTANT INFORMATION REGARDING YOUR ORDER**

**COVID-19 has had a large impact on the transport industry and Australia Post has advised delays are possible over January due to an expected surge in demand. Sending your order as early as you can, and by the dates advised below, means your School Packs will have the best chance of arriving in time for the start of school. We'll still deliver items sent after these dates as quickly as possible, but it will be difficult to get them to you in time for the start of school.**

**Delivery Service** – All orders will be sent via Australia Post. A specific time of delivery cannot be requested. In the event that nobody is available to receive the delivery, the goods will be taken to the nearest post office for collection. A card will be left in your mailbox confirming this.

**Delivery Guarantee** – Orders placed before 7<sup>th</sup> December will be delivered to your home by 21<sup>st</sup> December. Orders placed before 11<sup>th</sup> January will be delivered to your home prior to the commencement of Term 1 2021. Orders placed after this date cannot be guaranteed to arrive on time.

**Delivery Charges** – Orders less than \$55 (incl GST) will incur a \$10.95 (incl GST) delivery charge, regardless of the date on which they were placed.

Orders greater than \$55 (incl GST), placed on or before 6<sup>th</sup> December 2020, will be delivered free of charge. Orders placed after the 6<sup>th</sup> December 2020, will incur a \$10.95 (incl GST) delivery charge.