



Koondrook Primary School

PARENT PAYMENT ARRANGEMENTS

Dear Parent

Koondrook Primary School is looking forward to another great year of teaching and learning and would like to advise you of Koondrook Primary School's parent payment arrangements for 2021.

Please find the fee schedule for 2021 attached.

Koondrook Primary School makes every effort to keep the cost of items and activities to a minimum and affordable for all parents.

Financial Support for Families

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

- the Camps, Sports and Excursions Fund
- State School's Relief
- Local community supports

If you feel you will have difficulty making payments please make an appointment to speak to Amanda Bradford or Judi Ficken (Principal/Business Manager) to discuss possible support options and flexible payment arrangements. Any information about your financial circumstances, payment arrangements or status will be kept strictly confidential.

Amanda Bradford Principal amanda.bradford@education.vic.gov.au

Judi Ficken Business Manager Judith.ficken@education.vic.gov.au

Payment Methods

Payments can be paid by direct deposit (preferred) to the school bank account, cash or cheque.

Refunds

Refunds will be determined on a case by case basis and EEPS has the discretion to provide refunds to families and will do so where it is reasonable and fair (for example, if the school has not incurred a cost).

If the school has incurred costs, the school will act reasonably and take into consideration the Financial Help for Families Policy and relevant arrangements, including support for families experiencing hardship. For example, school will consider refunding families for unavoidable event cancellations if a family experiences a crisis or sudden serious illness and the student can no longer attend the event.

If the school decides to provide a refund, then parents need to agree and advise the school whether the refund should be credited against another outstanding charge, retained for future charges or returned to the payer via direct credit to their nominated bank account.

If the yearly excursion levy is not fully expended by the end of the school year, the remaining amount is credited.

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

Yours sincerely,

Amanda Bradford
PRINCIPAL

Dale Laursen
SCHOOL COUNCIL PRESIDENT

2021 Schedule

Please find the itemised list of Essential Student Learning Items and Optional Items for your child. Koondrook Primary School also continues to welcome your voluntary contributions for 2021

Essential Student Learning Items

Below is a list of items which are essential for your child to learn the standard curriculum.

Essential Student Learning Items	Amount
Student Requisites, Diary, Subscriptions for Mathletics, Essential Assessment, Reading Eggs, Epic	\$80.00
MARC Fees	\$80.00
MACC Fees	\$80.00
TOTAL	\$160.00

* 2021 student requisites will be purchased in bulk and delivered to classrooms. These will be supplied by Kerang Computers. A full list of required items is attached.

Optional Items

Koondrook 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.

For 2021, due to uncertainty around COVID restrictions we have not included an excursion levy or budgeted our proposed camps. 2021 excursions and camps will be communicated to you when they are organised. Families are still welcome to make regular payments that can be applied as credits to their accounts.

Optional Item	Amount
Excursions – excursions are optional and those who not attend will continue their relevant learning at school.	To be advised
Incursions- are optional and those who not attend will continue their relevant learning at school.	To be advised
Swimming program	To be advised
Prep/1/2 Stay and Play	To be advised
Grade 3/4 Cluster Camp –Settlement Pioneer	Approx. \$ 160
Grade 5/6 Canberra tour	Approx. \$ 600 depending on fundraising
SchoolPhotos	To be advised
TOTAL	

Voluntary Contributions

Koondrook 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.

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.

Parent Details

Payments can be made by cash, cheque or direct deposit to the school bank account:

BSB: 063542

Account: 10029491

Please use your child's name or student ID as a reference and/or send a confirmation email to Koondrook.ps@education.vic.gov.au.

No payment is required until 2021 but can be made any time from now if preferred. Payment by instalments is also an option.

Parent Summary

To be paid 2021
Full Amount or Instalments

Student Name/s

Parent Name _____

Charge	Amount
Essential Learning Items	
Optional Items	
Voluntary Contribution	
TOTAL	\$

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.

2021 Student Requisites

Year 3/4

Pencil	Graphite 110HB	10
Pencil	Asst colours - pk 10	1pkt
Exercise Book	A4 96pg 14mm dotted thirds	4
Exercise Book	A4 48pg 10mm grid	1
Scrap Book	64pg 100gsm - 335x245mm	4
Whiteboard Marker	Asst colours -pk 6	1pkt
Glue Stick	35gm	6
Scissors	General purpose 130mm	1
Document Wallet	A4 - translucent with button	4
Pen	Fineline 0.4mm - black	4
Pen	Blue	4
Pen	Red	2
Highlighters	assorted	2
Ruler	PVC 30cm 2	1
Eraser		1
Sharpener	2 hole plastic	1
Post It Notes		1
Display Book	A4 Insert - 20 pocket	2
Laminating Pouch	A4 - 80mc	50
Laminating Pouch	A3 - 80mc	50
Sheet Protector	A4 - pk 100	1
Blu-Tack		1
Sticky Tape	Large roll	1
Diary		1
Report Folder	Green A4	1

Year 5/6

Pencil	Graphite	10
Pencil	Asst colours - pk 10	1pkt
Exercise Book	A4 96pg	4
Exercise Book	A4 48pg	4
Exercise Book	10mm grid 2 64pg	1
Scrap Book	100gsm - 335x245mm	4
Whiteboard Marker	Asst colours - pk 6	1pkt
Glue Stick	35gm	6
Scissors	General purpose 130mm	1
Document Wallet	A4 - translucent with button	4
Pen	Fineline 0.4mm - black	2
Pen	Ballpoint - blue	4
Pen	Ballpoint - red	6
Highlighter	Two different colours	2
Markers	Fine - Asst colours - pk 12	1
Ruler	PVC 30cm	1pkt
Eraser		1
Sharpener	2 hole plastic	1
Post It Notes		1

Laminating Pouch	Loose Leaf 7mm ruled	1
Laminating Pouch	A4 - 80mc	50
Sheet Protector	A3 - 80mc	50
Blu-Tack	A4 - pk 100	1
Markers	1 Whiteboard - Asst colours - Pk 6	1pkt
Report Folder	Green A4	1
Diary		1

Year 1/2

Pencil	Junior grip triangular barrel 2B	10
Pencil	Junior grip asst colours - pk 10	1pkt
Crayola	asst colours - pk 10 twistable	1pkt
Writing Book	64pg 24mm dotted thirds - 335x245mm Grade 1 only	5
Writing Book	96pg 18mm dotted thirds Grade 2 only	5
Writing Book	48pg 12mm - half ruled half blank	2
Note Book	A5 200pg lined - spiral bound	1
Scrap Book	64pg 100gsm - 335x245mm	4
Project Book	One side ruled one side blank	2
Glue Stick	35gm	6
Scissors	Junior	1
Document Wallet	A4 - translucent with button	2
Laminating Pouch	A4 - 80mc	50
Laminating Pouch	A3 - 80mc	50
Sticky Tape	Large roll	1
Blu-Tack		1pkt
eraser		1
Sharpener	2holes	1
Ruler	30cm	1
Reading Diary		1
Report Folder	Green A4	1

Prep

Pencil	Junior grip triangular barrel 2B	10
Pencil	Junior grip asst colours - pk 10	1pkt
Crayola	Assorted colours twistable	1pkt
Writing Book	64pg 24mm dotted thirds - 335x245mm	3
Writing Book	24mm dotted thirds - half ruled, half blank	1
Scrap Book	64pg 100gsm - 335x245mm	5
Whiteboard	A4	4
Whiteboard Marker	Asst colours - pk 6	1
Markers	Asst colours - pk 12	1pkt
Glue Stick	35gm	6
Scissors	Junior	1
Laminating Pouch	A4 - 80mc	50
Laminating Pouch	A3 - 80mc	50
Sticky Tape	Large roll	1
Blu-Tack		1pkt
Document Wallet	A4 - translucent with button	3
Display Book	A4	1
Report Folder	Green A4	1
Reading Diary		1