

24<sup>th</sup> October 2023

*Dear parent/guardian,*

Lalor North Primary School is looking forward to another great year of teaching and learning and would like to advise you of Lalor North Primary School's voluntary financial contributions for 2024.

Schools provide students with free instruction to fulfil the standard curriculum requirements and we want to assure you that all contributions are voluntary. Nevertheless, the ongoing support of our families ensures that our school can offer the best possible education and support for our students. We want to thank you for all your support, whether that is through fundraising or volunteering your time. This has made a huge difference to our school and the programs we can offer.

The contributions families have provided have especially made a huge difference to the special curriculum opportunities that we would otherwise not be able to offer. These financial contributions have assisted us to include enhanced digital learning experiences, offer STEM as a subject and resource it well, purchase further books and resources, celebrate concerts and special events, improve our classroom and school environment as well as enrich teaching to include our Kitchen Garden and Sustainability learning experiences. Your contributions have also enabled us to make excursions and incursions more affordable throughout the year as well.

We are very proud of the educational programs and learning opportunities offered at Lalor North Primary School. Each year Lalor North Primary School parents show positive support for the school through parent payments and fundraising efforts. This support has led to considerable improvements being carried out, especially in the areas of computer technology, Numeracy, Literacy and through the provision of outstanding resources that cater to the wellbeing needs and specific interests of our students.

Lalor North Primary School makes every effort to keep the voluntary contribution requests to a minimum to be affordable for all parents. School Council completes an annual review of the Parent Payment Policy and Parent Payment charges every year.

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Please find attached the contribution schedule attached for **Grade 1**.

We encourage payments to be made by **Friday 8<sup>th</sup> December 2023**.

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

### Financial Support for Families

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

- the Camps, Sports and Excursions Fund (CSEF)
- State Schools Relief (SSR)
- Payment plans for Extra-Curricular Items and Activities
- The Smith Family

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

Elizabeth Bryan (Principal)

Ph: 03 9465 4922 | Email: [Lalor.north.ps@education.vic.gov.au](mailto:Lalor.north.ps@education.vic.gov.au)

### Payment methods

- I will pay at the Office by Eftpos Machine or Cash
- I have made the payment by bank transfer using below details:

**Lalor North Primary School Council Official – Commonwealth Bank**  
**BSB 063226 Account 10069429 Please use your child's name as the reference.**

### Refunds

Parent requests for refunds are subject to the discretion of the school and made on a case-by-case basis. Refunds will be provided where the school deems it is reasonable and fair to do so, taking into consideration whether a cost has been incurred, the Department's Parent Payments Policy and Guidance, Financial Help for Families Policy, and any other relevant information.

Yours sincerely,

*Elizabeth Bryan*

*Principal*

*Leah Gregory*

*School Council President*

## 2024 SCHOOL YEAR - ONE

Student Name:

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<b>Grade 1 Book Pack</b> (stationery, books, pencils, glue sticks, handwriting book etc)	
<b>Classroom consumables, materials &amp; equipment</b> <ul style="list-style-type: none"> <li>○ Art – paint, crayons, canvas, glitter, coloured paper</li> <li>○ Mathematics – numeracy resources</li> <li>○ English – book boxes</li> </ul>	\$100
<b>Online subscriptions</b> <ul style="list-style-type: none"> <li>● Reading Eggs</li> <li>● Mathletics</li> <li>● Soundwaves</li> </ul>	\$20
<b>ICT devices</b> – provision of devices from the shared classroom sets	\$20
Printing and photocopying of worksheets and learning materials	\$10
Whole school events	\$20
<b>Total Curriculum Contributions</b>	\$170

Other Contributions - for non-curriculum items and activities	Amount
School Sports Victoria affiliation/Interschool Sport	NA
Student & Parent Communication tools (Compass & Class Dojo)	\$30
First aid equipment	\$20
School grounds maintenance and improvements	\$10
<b>Total Other Contributions</b>	\$60

**Extra-Curricular Items and Activities – PROVIDED ON A USER-PAYS BASIS**

Lalor North Primary School offers a range of optional items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides to deliver the Curriculum.

These are provided on a user pays basis.

Extra-Curricular Items and Activities	Amount
<ul style="list-style-type: none"> <li>○ School Camp (grades 4/5/6 only)</li> <li>○ Swimming</li> <li>○ Interschool sports program (grades 5/6 only)</li> <li>○ Excursion to be scheduled.</li> <li>○ Incursions to be scheduled</li> </ul>	\$TBA
<b>Total Extra-Curricular Items and Activities</b>	<b>\$TBA</b>

**Total Payable to Lalor North Primary School**

Category	Totals
Curriculum Contributions	\$170
Other Contributions	\$60
Extra-Curricular Items and Activities	\$TBA
<b>Total</b>	<b>\$230</b>

# PARENT PAYMENTS POLICY

## ONE PAGE OVERVIEW



### FREE INSTRUCTION

- Schools provide students with free instruction and ensure students have free access to all items, activities and services that are used by the school to fulfil the requirements of the Curriculum. This includes the Victorian Curriculum F-10, the Victorian Certificate of Education (VCE) including the VCE Vocational Major and the Victorian Pathways Certificate.
- Schools may invite parents to make a financial contribution to support the school.



### PARENT PAYMENT REQUESTS

Schools can request contributions from parents under three categories:

#### Curriculum Contributions

Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.

#### Other Contributions

Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.

#### Extra-Curricular Items and Activities

Items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides for free to deliver the Curriculum. These are provided on a user-pays basis.

- Schools may also invite parents to supply or purchase educational items to use and own (e.g. textbooks, stationery, digital devices).



### 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 must obtain school council approval for their parent payment arrangements and publish all requests and communications for each year level on their school website for transparency.



## Camps, Sports and Excursions fund eligibility

Below are the criteria used to determine a student's eligibility for the Camps, Sports and Excursions Fund (CSEF).

### Criteria 1 – Eligibility

To be eligible\* for the fund, a mature minor of sixteen years of age or over, a parent or legal guardian of a student attending a registered Government or non-government Victorian primary or secondary school must:

- on the first day of Term one, or;
  - on the first day of Term two.
- a) Be an eligible beneficiary within the meaning of the State Concessions Act 2004, that is, be a holder of Veterans Affairs Gold Card or be an eligible Centrelink Health Care Card (HCC) or Pensioner Concession Card (PCC) holder, OR
  - b) Be a temporary foster parent, and;
  - c) Submit an application to the school by the due date.

\* A special consideration eligibility category also exists. For more information, see: [Camps, Sports and Excursions Fund \(CSEF\): Eligibility | education.vic.gov.au](https://www.education.vic.gov.au/csef/eligibility)

Mature minors or parents who receive a Carer Allowance on behalf of a child, or any other benefit or allowance not income tested by Centrelink, are not eligible for the CSEF unless they also comply with one of (a) or (b) above.

### Criteria 2 - Be of school age and attend school in Victoria

School is compulsory for all Victorian children aged between six and seventeen years of age inclusive.

For the purposes of CSEF, students may be eligible for assistance if they attend a Victorian registered primary or secondary school. Typically, these students are aged between five and eighteen years inclusive.

CSEF is not payable to students attending pre-school, kindergarten, home schooling, or TAFE.

#### Eligibility Date

For concession card holders, CSEF eligibility will be subject to the parent/legal guardian's concession card being successfully validated with Centrelink on **29 January 2024 and/or 15 April 2024**.

## Payment amounts

### CSEF payment amount

The CSEF is an annual payment to the school to be used towards camps, sports and/or excursion expenses for the benefit of the eligible student.

- Primary school student rate: \$150.00 per year.
- Secondary school student rate: \$250.00 per year.

The CSEF is paid directly the school and will be allocated by the school towards camps, sports and/or excursion costs for your child.

**For ungraded students**, the rate payable is determined by the student's date of birth. For more information, see: [Camps, Sports and Excursions Fund \(CSEF\): Payment amounts | education.vic.gov.au](https://www.education.vic.gov.au/csef/payment-amounts)

**Foundation and Year 7 government school students** who are CSEF recipients are also eligible for a uniform voucher. Schools are required to make applications on behalf of parents, so please register your interest at the school.

## How to complete the application form

**NOTE: ALL SECTIONS MUST BE COMPLETED BY PARENT/LEGAL GUARDIAN**

1. Complete the PARENT/LEGAL GUARDIAN DETAILS section.  
Make sure that the Surname, First Name, and Customer Reference Number (CRN) details match those on your concession card. You will also need to provide your concession card to the school.  
If you are claiming as a Foster Parent or a Veteran Affairs Pensioner, you will need to provide a copy of documentation confirming your status as a temporary Foster Parent or provide your Veteran Affairs Pensioner Gold card to the school.
2. Complete the STUDENT/S DETAILS section for students at this school.
3. Sign and date the form and return it to the school office as soon as possible. The CSEF program for 2024 closes at the end of term two 2024.

CSEF payments cannot be claimed retrospectively for prior years.

**Queries relating to CSEF eligibility and payments should be directed to the school.**

# Camps, Sports and Excursions Fund APPLICATION Form

**School Name**

**School REF ID**

## Parent/legal guardian details

Surname \_\_\_\_\_

First name \_\_\_\_\_

Address \_\_\_\_\_

Town/suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Contact number \_\_\_\_\_

Centrelink pensioner concession **OR** Health care card number (CRN)

-  -  -  **OR**

Foster parent\* **OR**  Veterans affairs pensioner (Gold Card)\*\*

\*Foster Parents must provide a copy of the temporary care order letter from the Victorian Department of Families, Fairness and Housing (DFFH).

\*\*Applicants must provide a copy of the Veteran Affairs Gold card.

## Student details

Child's surname	Child's first name	Student ID	Date of birth (dd/mm/yyyy)	Year level

I authorise the Victorian Department of Education (DE) to use Centrelink Confirmation eServices to perform an enquiry about my Centrelink customer details and concession card status to enable the business to determine if I qualify for a concession, rebate or service. I also authorise the Victorian Department of Families, Fairness and Housing (DFFH) to provide the results of any enquiry to DE regarding temporary care orders.

I understand that:

- DFFH or Centrelink will use information I have provided to DE to confirm my eligibility for the Camps, Sports and Excursions Fund and will disclose to DE personal information including my name, address, payment and concession card type and status.
- This consent, once signed, remains valid while my child is enrolled at a registered Victorian school unless I withdraw it by contacting the school.
- I can obtain proof of my circumstances/details from DFFH and provide it to my child's school so that my eligibility for the Camps, Sports and Excursions Fund can be determined.
- If I withdraw my consent or do not alternatively provide proof of my circumstances/details, I may not be eligible for the Camps, Sports and Excursions Fund provided by DE.
- Information regarding my eligibility for the Camps, Sports and Excursions Fund may be disclosed to DFFH and/or State Schools Relief for the purpose of evaluating concession card services or confirming eligibility for assistance.

You can request access to the personal information that we hold about you, and to request that any errors be corrected, by contacting your child's school.

**Signature of applicant** \_\_\_\_\_

**Date** \_\_\_\_ / \_\_\_\_ / \_\_\_\_