



Alexandra Primary School

Respect Care Integrity Achieve

Principal: Vicky Draper

8th November 2021

Dear Parents & Guardians

Please find attached our 2022 Parent Payment Arrangements letter. You will notice some changes in the way our parent payments are being requested in 2022, which has been directed by the Departments of Education.

Please note: All classroom supplies will be provided directly to the classroom in bulk – we are no longer providing individual packs. Teachers (including specialist teachers) will distribute stationery and other supplies to the students as they are needed.

We welcome curriculum contributions payments this year if you wish to make payment, but of course we are happy to wait until next year to accept payment if that suits better. The Camps Sports & Excursion Fund (CSEF) is also available for eligible families.

Second hand uniforms, sun hats (\$10), beanies (\$10) and Moki headphones (\$20) are available at the office for purchase.

Our office will be open on Friday 28th January 2022 for any enquires, purchases or payments. Your family BPAY reference code appears on page 3 if you would prefer this option.

Kind regards,



Lynne Savage
Business Manager



Alexandra Primary School

'Be Your Best'

Principal: Vicky Draper

www.alexandraprimaryschool.com

Tel: 03 5772 1006
P.O. Box 318, Alexandra, 3714
ABN 51 414 467 442
Email:alexandra.ps@education.vic.gov.au

November 2021

Dear parent/guardian,

Alexandra Primary School is looking forward to another great year of teaching and learning and would like to advise you of the voluntary financial contributions schedule for 2022.

Schools provide students with free instruction to fulfil the standard Victorian curriculum 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's through fundraising or volunteering your time. This has made a huge difference to our school and the programs we can offer.

Within our school this support has allowed us to:

- *Special curriculum experiences; ART & Drama, Physical Education and Japanese*
- *Enhanced digital learning opportunities; purchasing of classroom Chromebooks*
- *Digital online subscriptions Mappen, Athletics & Reading Eggs*
- *School production*
- *Outdoor Education Program*
- *Refurbishment of classrooms & Library*
- *Installation of shade sail over new outdoor classroom*

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

Yours sincerely,

Vicky Draper
Principal

Cat Thomas
School Council President

ITEM	Annual Amount per STUDENT	Purchase (Please tick)
CURRICULUM CONTRIBUTIONS <ul style="list-style-type: none"> Classroom consumables, materials & equipment Online subscriptions: Mathletics, Reading Eggs & Mappen Printing and photocopying of worksheets and learning materials ICT Devices – provision of Chromebooks from the shared classroom sets 	\$95	
OTHER CONTRIBUTIONS <ul style="list-style-type: none"> First aid equipment School grounds maintenance and improvements Sustainability program Student Welfare 	\$20	
TAX DEDUCTIBLE CONTRIBUTIONS (per family) <ul style="list-style-type: none"> Building fund Library fund 	\$50 \$50	
EXTRA-CURRICULAR ITEMS and ACTIVITIES <ul style="list-style-type: none"> School Magazine/Yearbook Camps & Excursions 	\$12 TBA	

Extra-Curricular Items	Amount	Purchase (Please tick)
<i>School magazine/ yearbook</i>	\$12	
Total Extra-curricular Items		\$12

Extra-Curricular Activities	Amount	Purchase (Please tick)
<i>Optional camping program Prep Fun night, Gr 1 Sleepover, Gr 2, Gr 3/4, Gr 5, Gr 6</i>	TBA	
<i>Optional Outdoor Education Activity Days Year 3-6</i>	TBA	
<i>Optional Mountain Biking Program Gr 4-6</i>	TBA	
<i>Optional Interschool Sports Gr 3-6 Swimming, X-country & Athletics</i>	TBA	
<i>Optional Cross Country Skiing Program Gr 3-6</i>	TBA	
<i>Incursions</i>	TBA	
Total Extra-curricular Activities		TBA

Please tear off and return-  -----

ITEM	Item Amount	Number of students in your family	Annual Amount per FAMILY
Curriculum Consumables	\$95		\$
Other Contributions	\$20		\$
Tax Deductible Contributions	\$100		\$
Extra-Curriculum Items	\$12		\$
TOTAL FAMILY CONTRIBUTION <i>With many thanks</i>			

Curriculum Contributions

Items and activities that students use, or participate in, to access the Curriculum, including:

- Computer applications where our students have their own individual password – At Alexandra Primary School we use Mappen, Mathletics and Reading Eggs
- Everyday items that your child will use in the classroom to learn the essential curriculum such as art supplies, physical education equipment, origami paper & cooking ingredients.

Other Contributions

Non-Curriculum items and activities to support the daily operation and objectives of Alexandra Primary School.

Tax Deductible Contributions

Tax deductible contributions made per family to towards Alexandra Primary School

- Building fund (to support renovations, upgrades, and maintenance of school infrastructure)
- Library fund (to support book purchases and other equipment that sustain the library as a valuable resource)

Extra-Curricular (OPTIONAL) Items and Activities

Alexandra Primary School offers a range of items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides in order to deliver the Curriculum. These are provided on a user-pays basis. Details of these items and activities will be provided to students and families throughout the year.

Financial Support for Families

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

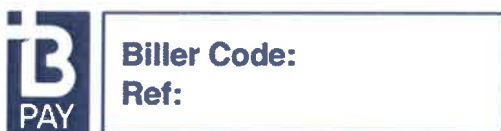
- State Schools' Relief provides financial support for eligible families to purchase clothing/uniforms at a reduced rate
- Camps, Sports and Excursions Fund provides payments for eligible students to attend camps, sports and excursions

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact Lynne Savage, Business Manager on 5772 1006, or email

alexandra.ps@education.vic.gov.au

Payment methods

Parent contributions towards the requested payments is essential to maintain the quality of education that we provide at Alexandra Primary School. Payment can be made electronically via BPAY. Please note your families unique BPAY Reference below:



Alternatively, cash or cheque payments can be made directly at APS Office.

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 Payment Policy and Guidance, Financial Help for Families Policy and any other relevant information.

Parent Payments Policy 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 standard curriculum requirements in Victorian Curriculum F-10, VCE and VCAL.
- 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.

FINANCIAL ASSISTANCE INFORMATION FOR PARENTS

Every Victorian child should have access to the world of learning opportunities that exist beyond the classroom. The Camps, Sports and Excursions Fund helps ensure that no student will miss out on the opportunity to join their classmates for important, educational and fun activities. It is part of making Victoria the Education State and the Government's commitment to breaking the link between a student's background and their outcomes.

CAMPS, SPORTS & EXCURSIONS FUND (CSEF)

School camps provide children with inspiring experiences in the great outdoors. Excursions encourage a deeper understanding of how the world works while sports teach teamwork, discipline and leadership. All are a part of a healthy curriculum.

CSEF is provided by the Victorian Government to assist eligible families to cover the costs of school trips, camps and sporting activities.

If you hold a valid means-tested concession card or are a temporary foster parent, you may be eligible for CSEF. A special consideration category also exists for asylum seeker and refugee families. The allowance is 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 student is:

- \$125 for primary school students
- \$225 for secondary school students

MORE INFORMATION

For more information about CSEF visit:

<https://www.education.vic.gov.au/about/programs/Pages/csef.aspx>

HOW TO APPLY

New applicants should contact the school office to obtain a CSEF application form or download from the website below.

If you applied for CSEF at your child's school last year, you do not need to complete an application form this year unless there has been a change in your family circumstances.

You only need to complete an application form if any of the following changes have occurred:

- **new student enrolments;** your child has started or changed schools this year.
- **changed family circumstances;** such as a change of custody, change of name, concession card number, or new siblings commencing this year.

Check with the school office if you are unsure.



CAMPS, SPORTS AND EXCURSIONS FUND (CSEF) APPLICATION FORM

School Name

School REF ID

Parent/carer details

Surname _____

First name _____

Address _____

Town/suburb _____ State _____ Postcode _____

Contact number _____

Centrelink pensioner concession OR Health care card number (CRN)

- - - OR

Foster parent under a temporary care order* OR Veterans affairs pensioner (Gold Card)**

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

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

Is this an application for special consideration (no CRN needed)? Yes No

Student details

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

I authorise the Department of Education and Training (DET) to use Centrelink Confirmation eServices to perform an enquiry of my Centrelink customer details and concession card status in order to enable the business to determine if I qualify for a concession, rebate or service. I also authorise the Australian Government Department of Families, Fairness and Housing (DFFH) to provide the results of that enquiry to DET.

I understand that:

- DFFH will use information I have provided to DET to confirm my eligibility for the Camps, Sports and Excursions Fund and will disclose to DET 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 DET 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 DET.
- Information regarding my eligibility for the Camps, Sports and Excursions Fund may be disclosed to the DFFH and /or State Schools Relief for the purpose of evaluating concession card services or confirming eligibility for assistance.

You are able to 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 ____/____/____

CSEF ELIGIBILITY

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

Criteria 1 – General eligibility

To be eligible for the fund, a parent or carer of a student attending a registered Government or non-government Victorian primary or secondary school must:

- on the first day of Term one
 - on the first day of Term two
- a) be a holder of one or more of the eligible financially-means tested cards **OR** be a temporary foster parent and;
- b) submit an application to the school by the due date.

For the list of eligible financially-means tested cards refer to the CSEF Policy:
<https://www2.education.vic.gov.au/pal/camps-sports-and-excursions-fund/policy>

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 the above.

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

For the purposes of CSEF, students may be eligible for assistance if they attend a Victorian registered primary or secondary school. CSEF is not payable to students attending pre-school, kindergarten, home schooled, or TAFE.

Special Consideration

A special consideration category exists for

- Families on a bridging visa, temporary protection visa, in community detention or are asylum seeker families
- Students in temporary out of home care arrangements, including statutory kinship care

For more information, see <https://www2.education.vic.gov.au/pal/camps-sports-and-excursions-fund/guidance/eligibility>

Eligibility Date

For concession card holders CSEF eligibility will be subject to the parent/carer concession card being validated successfully with Centrelink on the first day of either term one (31 January 2022) or term two (26 April 2022).

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: \$125 per year.
- Secondary school student rate: \$225 per year.

The CSEF is paid directly to your child's 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:
www.education.vic.gov.au/about/programs/Pages/csef.aspx

Year 7 government school students who are CSEF recipients are also eligible for a uniform voucher. Secondary schools are required to make applications on behalf of parents/carers 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/CARER 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 temporary 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 Veterans Affairs Pensioner Gold card to the school.

If you are seeking special consideration, mark this in the form and provide a copy of the relevant documentation.

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 2022 closes on the 24 June 2022.