

## PARENT PAYMENT ARRANGEMENTS – YEAR 4



### SHERBOURNE PRIMARY SCHOOL

Outlook Crescent  
Briar Hill, VIC 3088

[www.sherbps.vic.edu.au](http://www.sherbps.vic.edu.au)

January 2021

Dear Parents,

Sherbourne PS is looking forward to another great year of teaching and learning and would like to advise you of Sherbourne PS's parent payment arrangements for 2021. Please note that in 2021 rather than having the booklist packs done individually, the booklist items will be delivered directly to the school classrooms as a bulk order and your child's teacher will hand items out to your child as needed. Your child will also receive a list of pencil case items that are required, that you will need to provide. These items can be items that your child already has and are clean and suitable for use. These decisions have been made in the context of our school's Covid-Safe Plan. This list will be distributed in December.

Please find the fee schedule for 2021 attached. Please complete this form and return to the school by Friday December 4 so the school can prepare accordingly.

Sherbourne PS makes every effort to keep the cost of items and activities to a minimum and affordable for all parents.

### Financial Support for Families

Sherbourne PS understands that some families may experience financial difficulty and offers a range of support options, including:

- the Camps, Sports and Excursions Fund
- Payment plans available through arrangement with the school through the Business Manager.

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact our Business Manager, Carolyn Kyte on 9434 7142 or email: [carolyn.kyte@education.vic.gov.au](mailto:carolyn.kyte@education.vic.gov.au)

### Payment Methods

- Parents and guardians will be provided with early notice of payment requests for essential student learning items, the optional extras and voluntary financial contributions (a minimum of six weeks' notice prior to the end of the previous school year).
- Payments are kept to a minimum with payment requests and letters are fair and reasonable.
- Payments can be made in full or through instalments. Payments can be made by direct deposit (preferred), credit card or cash to be paid directly to the school office.
- Payment requests or letters to parents will be itemised and the category each item falls under will be clearly identified as an essential education item, optional education item or voluntary financial contribution.
- Receipts will be issued to parents immediately upon making payment.
- Reminders for unpaid essential education items or optional items will be generated and distributed on a regular basis to parents.

- All records of payments or contributions and any outstanding payments by parents and guardians are kept confidential.
- Only the initial invitation for voluntary financial contributions and one reminder notice will be issued to parents and guardians.

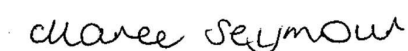
### Refunds

- Where Sherbourne Primary School is charged for the provision of a program or service as a bulk cost and not a “per head” cost, no refund is able to be given.
- Where a “per head” fee is charged refunds may be given, subject to any program or service cancellation policy and upon receipt of a medical certificate
- In some circumstances, a partial refund may be possible: where there is a combination of a bulk charge and a “per head” charge in an excursion. For example: An excursion to the zoo – Bus charge is a bulk cost and the entry fee is a “per head” cost, only the “per head” component may be able to be refunded.
- The Principal will have the capacity to view special circumstances on an individual basis.
- Refund will not be given if the refund will cause a financial loss to the school.

For further information on the Department’s Parent Payments Policy please see a one page overview attached and further detail on the website.

<http://www.sherbps.vic.edu.au/policies>

Yours sincerely,



Maree Seymour  
Principal



Mark Phillips  
School Council President

Please find the itemised list of Essential Student Learning Items and Optional Items for your child eg, Special sporting activities, Camps, Graduation. SPS also continues to welcome your voluntary contributions for 2021. Please note that some items listed below were previously charged on the Term 1 Planner.

**ESSENTIAL STUDENT LEARNING ITEMS** are items and activities which the school deems essential for student learning.

### FEE SCHEDULE – YEAR 4

Essential Student Learning Items	Amount
<b>STATIONERY AND TEXT BOOKS</b> Exercise books, work books, scrapbooks, display books, journal, diary. *Items will be delivered directly to classroom See attached list of all stationery and text books	\$59.69
<b><i>CONSUMABLES includes items students consume or take possession of Classroom (including English and Maths) - \$130.00</i></b> Coloured paper, ruled paper, craft glue, tissue paper, laminating pouches, play dough, glitter, sequins, stickers, jumbo chalk, coloured markers, pipe cleaners, googly eyes, cotton balls, bells, cones, felt, food for maths <b><u>The Arts \$50.00:</u></b> Includes items such as sketching pencils, paint, watercolor and pastel pads, paper - plain/patterned/printed/gloss/matt, food dye, oil pastels, markers, paint markers, clay, sequins, joggle eyes, pipe cleaners, florist wire, buttons, beads. <b><u>Science/Technology/Cooking \$50.00</u></b> Ingredients, foil, seeds, potting mix, <b><u>Japanese \$20.00:</u></b> Card, origami paper, poster paper.	\$250
<b>ANNUAL ONLINE SUBSCRIPTIONS</b> Reading Eggs \$18.00 Mathletics \$20.00 Sound Waves (new) \$6.00 Essential Assessments \$6.00	
<b>TOTAL</b>	\$50
	<b>\$359.69</b>

### Stationery and Text Booklist – GRADE 4

Description	Qty	Price	Total
PP Exercise Book A4 96 Page 14mm Dotted Thirds LOOSE	4	\$1.54	\$6.16
Educ8 Circus Scrapbook 64 Page 100gsm	3	\$0.93	\$2.79
Educ8 Grid Book A4 10mm 48 Page 70gsm EACH	4	\$0.56	\$2.24
Educ8 A4 14mm 64 Page Exercise Book 70gsm EACH	4	\$0.61	\$2.44
DISPLAY BOOK 60 POCKET BEAUTONE BLACK	1	\$6.10	\$6.10
PP Envelope A4 with Button Blue	1	\$0.43	\$0.43
PP Envelope A4 with Button Red	1	\$0.43	\$0.43
PP Envelope A4 with Button Clear	1	\$0.43	\$0.43
Handwriting Conventions VIC Book 4	1	\$10.80	\$10.80
Sound Waves 4 Student Book	1	\$13.44	\$13.44
Brilliant Copy A4 80gsm White Ream 500	2	\$4.50	\$9.00
		<b>SUB TOTAL</b>	<b>\$54.25</b>
		<b>G.S.T.</b>	<b>\$5.43</b>
		<b>TOTAL:</b>	<b>\$59.69</b>

#### **Additional stationery requirements not provided by the school.**

Families are required to provide the following stationery items for their child. The quantity is a guide for the year. Pencil cases will be sent home at the end of each term to be checked and refilled as required. All stationery items should be clearly named.

Description	Quantity (replacements may be required during the year)
Pencil case	1
Ruler 30cm	1
Pencil sharpener metal double hole	1
Coloured Pencils Box 10 ass	1
Eraser	1
Glue stick	2
Staedtler Tadtion HB	2
Staedtler Red Checking Pencil	2
Highlighters (pack of 6)	1
Colored textas (pack of 12)	1
Scissors (left or right handed)	1
Twistable crayons (pack of 12)	1
Headphones with mic	

### Optional Items

SPS 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 are on a term by term basis and will be forwarded to you prior to the time of the activity.

Optional Items	Amount
Camps, Excursions, Incursions	TBA each term
Small group/individual Sporting Activities	TBA

### Voluntary Contributions

Sherbourne 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
<b>General Contribution</b> <i>This will go towards the replenishment of take home readers, library books and hands on maths materials</i>	NO	\$50.00 - \$100.00
<b>Buildings and Grounds</b> <i>In 2021 this will go towards the replacement and maintenance of shade sails</i>	NO	\$50.00

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.

FEE SCHEDULE FORM FOUNDATION TO YEAR 6 2021

**Parent Payment Charges**

Please complete this form and return to school by **Friday December 4, 2020.**

**Name Child 1:** \_\_\_\_\_

Essential Student Learning Items

Amount \$ \_\_\_\_\_

**Name Child 2:** \_\_\_\_\_

Essential Student Learning Items

Amount \$ \_\_\_\_\_

**Name Child 3:** \_\_\_\_\_

Essential Student Learning Items

Amount \$ \_\_\_\_\_

**Voluntary financial contribution per family**

General Contribution

Amount \$ \_\_\_\_\_

Buildings and Grounds

Amount \$ \_\_\_\_\_

**TOTAL \$** \_\_\_\_\_

I would like to use the following option to pay:

Please tick ONE

**OPTION 1** Payment in full is required by Friday February 5 2021  
The FULL amount of \$ \_\_\_\_\_

**OPTION 2** Payment in instalments each term 2021.  
Term 1 \$ \_\_\_\_\_ Term 2 \$ \_\_\_\_\_  
Term 3 \$ \_\_\_\_\_ Term 4 \$ \_\_\_\_\_

Payment can be made via the following methods:

**Direct Deposit**

**Sherbourne Primary School Council Official Account**

**BSB: 063185 Account Number: 00906327**

**Reference: Childs Name/s**

**OR**





**Cash/Cheques made payable to Sherbourne Primary School.**

Payment Plans can be arranged. Please contact Carolyn Kyte at the school office on 9434-7142, 9434-7142 or via email: [carolyn.kyte@education.vic.gov.au](mailto:carolyn.kyte@education.vic.gov.au)

# PARENT PAYMENTS POLICY

## ONE PAGE OVERVIEW

The following is a summary of the main principles of the Parent Payments Policy:

	<b>FREE INSTRUCTION</b> <ul style="list-style-type: none"><li>Schools provide students with free instruction to fulfil the standard curriculum requirements as outlined in the Victorian Curriculum F-10, VCE and VCAL.</li></ul>						
	<b>PARENT PAYMENT REQUESTS</b> <ul style="list-style-type: none"><li>Schools do not ask parents to pay for school operating costs (e.g. utility costs) or general and unspecified charges.</li><li>Schools request payments from parents under three categories:<table border="1" data-bbox="406 896 1375 1444"><tr><th data-bbox="406 896 742 963">Essential Student Learning Items</th><th data-bbox="742 896 1077 963">Optional Items</th><th data-bbox="1077 896 1375 963">Voluntary Contributions</th></tr><tr><td data-bbox="406 963 742 1310"><ul style="list-style-type: none"><li>Items and activities which the school deems essential for student learning.</li><li>Parents may choose to purchase essential items through the school or provide their own.</li></ul></td><td data-bbox="742 963 1077 1310"><ul style="list-style-type: none"><li>Items and activities that enhance or broaden the schooling experience of students and are offered in addition to the standard curriculum.</li><li>These are provided to students on a user-pays basis.</li></ul></td><td data-bbox="1077 963 1375 1444"><ul style="list-style-type: none"><li>Voluntary contributions support the school to continue to be the best local school for all students and can be for general or specific purpose.</li><li>Students will not be disadvantaged in any way if parents do not make a contribution.</li></ul></td></tr></table></li></ul>	Essential Student Learning Items	Optional Items	Voluntary Contributions	<ul style="list-style-type: none"><li>Items and activities which the school deems essential for student learning.</li><li>Parents may choose to purchase essential items through the school or provide their own.</li></ul>	<ul style="list-style-type: none"><li>Items and activities that enhance or broaden the schooling experience of students and are offered in addition to the standard curriculum.</li><li>These are provided to students on a user-pays basis.</li></ul>	<ul style="list-style-type: none"><li>Voluntary contributions support the school to continue to be the best local school for all students and can be for general or specific purpose.</li><li>Students will not be disadvantaged in any way if parents do not make a contribution.</li></ul>
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	<b>FINANCIAL HELP FOR FAMILIES</b> <ul style="list-style-type: none"><li>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.</li><li>Schools have a nominated parent payment contact person(s) that parents can have a confidential discussion with regarding financial hardship arrangements.</li></ul>						
	<b>SCHOOL PROCESSES</b> <ul style="list-style-type: none"><li>Schools obtain school council approval for their parent payment arrangements and upload their arrangements on their school's public website for transparency.</li></ul>						

