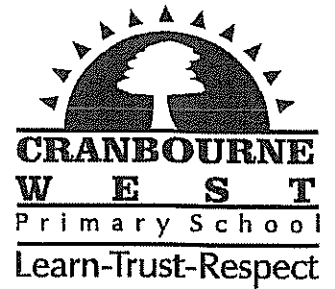


# 2018 STUDENT REQUISITES AREA TWO

PLEASE RETURN COMPLETED STUDENT REQUISITES ORDER FORM  
BEFORE THE END OF TERM FOUR 2017



**CHILD'S NAME** \_\_\_\_\_

The School Council has reviewed and approved the 2018 booklist in line with Department of Education and Training (DET) guidelines and the Cranbourne West Primary School Parents' Payment Policy.

To view these policies in full please ask at school office or refer to the schools website [www.cranbournewestps.vic.edu.au](http://www.cranbournewestps.vic.edu.au)

**The cost for each student for 2018 will be \$200.00** which covers Essential Educational Items as listed.

**LATE FEE:** Please note that a \$10 late fee will be charged for requisites not picked up on **Wednesday 24th January 2018**

**COLLECTION AND PAYMENT ON Wednesday 24th January 2018:** The school will be open for payment and collection of individual supplies from **9 a.m. to 1 p.m. and from 2 p.m. to 6.30 p.m. on Wednesday 24th January 2018.**

## **ESSENTIAL EDUCATIONAL ITEMS:**

### **CURRICULUM RESOURCES:**

Art/Craft supplies, Performing Arts resources, computer consumables, computer software, photocopy paper and running costs, project materials, bookmaking materials, school publications and communications, Library resources, reading materials, Technology resources, Health resources, resources for curriculum programs, Physical Education and Sports equipment, Maths/Science equipment, Athletics and Reading Eggs programs.

### **INDIVIDUAL PACK:**

- 1 FABER-CASTELL GRIP COLOUR TRIANGULAR PENCILS PK10
- 2 EDUC8 SCRAPBOOK MINI 64PG 100GSM 165 X 245MM
- 4 EDUC8 SCRAPBOOK 64PG 100GSM
- 1 TARGETING HANDWRITING FOR VICTORIA – PREP
- 1 FLIC FILE A4 20 POCKET
- 1 MY HOME READING JOURNAL – YELLOW LEVEL
- 1 FACIAL TISSUES 2 PLY 200 SHEETS
- 1 PENCIL CASE TARTAN 375 X 264 2 ZIPPER



# 2018 STUDENT REQUISITE PAYMENT FORM

## METHOD OF PAYMENT

PLEASE FILL IN RELEVANT SECTION AND RETURN COMPLETED PAGE

Name of Student: \_\_\_\_\_ Home Group: \_\_\_\_\_ Amount: **\$200.00**

### CASH

Amount: \_\_\_\_\_

**FAMILY CREDIT HELD AT THE SCHOOL** Amount: \$ \_\_\_\_\_ (CSEF not available for requisites)

Name of Family: \_\_\_\_\_ Signature: \_\_\_\_\_

### EFTPOS

Credit Card Payments - Please complete details:

Bankcard  Mastercard  Visa

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Amount: \$ \_\_\_\_\_

Expiry Date: \_\_\_\_/\_\_\_\_ Name on Card: \_\_\_\_\_

Authorised Signature: \_\_\_\_\_

### **BPAY (MINIMUM OF \$20.00)**

Bill Code: **87361** Family BPAY Ref No: \_\_\_\_\_

(Statements detailing your BPAY reference number are provided to parents in Terms 2 and 4 or contact Mary Graham at the school)

### DIRECT DEBIT

Using my child's student I.D. Code, e.g. SMI0003, payment for 2016 student requisites has been deposited into the school's bank account as follows:

Name of Student: \_\_\_\_\_ Home Group: \_\_\_\_\_ ID Code: \_\_\_\_\_

School's BSB: **633-000** Account No: **134846831**

Account: Cranbourne West Primary School Council Official Account

Name of \_\_\_\_\_

### CENTREPAY

Regular payments can be deducted from your Centrelink payments. This can be organised online or the relevant paperwork can be filled out at the school office. The service provider (Cranbourne West Primary School)'s Centrepay reference number is **555 085 418 J** and your account number is your child's Student ID code. eg: SMI0001. If you need any assistance with these details please contact the school office.

Office use Only:

School Stamp:

Name of Student.....

Home Group.....

Signature.....

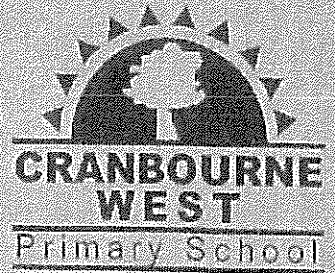
Receipt No.....

Collection Date: **24<sup>th</sup> January 2018 9am to 1pm or 2pm to 6.30pm**

**NB: Requisites collected after this date will incur a \$10 late fee**



Cnr Duff Street & Monahans Road Cranbourne 3977  
Telephone: (03) 5996 2878 Facsimile: (03) 5995 1180  
Email: [cranbourne.west.ps.edu@mail.vic.gov.au](mailto:cranbourne.west.ps.edu@mail.vic.gov.au)  
Website: [www.cranbournewestps.vic.edu.au](http://www.cranbournewestps.vic.edu.au)



Learn • Trust • Respect • Sense of Humour

The Cranbourne West Primary School Council has reviewed and approved the 2017

## **2018 Student Requisites and Parent Payments Policy**

The Cranbourne West Primary School Council has reviewed and approved the 2018 Essential Educational Items List in line with Department of Education and Training (DET) Policy in order to ensure that parent payment practices are consistent, transparent and that all students have access to the standard curriculum. The Cranbourne West Primary School Council has considered the educational value, affordability, convenience and school connectedness of this year's parent payment request prior to ratification. Parents are expected to provide Essential Educational Items for each of their children and have the opportunity to purchase these through the school on the 24<sup>th</sup> of January 2018. A copy of the Cranbourne West Parents Payments Policy and the DET policy are available on the school's website or from the school office. [www.cranbournewestps.vic.edu.au](http://www.cranbournewestps.vic.edu.au)

**The cost for each student for 2018 will be \$200.00** which covers Essential Educational Items as listed. [Refer to 2018 Student Essential Requisites List]

## **PAYMENT ARRANGEMENTS AND METHODS**

### **COLLECTION AND PAYMENT ON Wednesday 24<sup>th</sup> January 2018:**

The school will be open for payment and collection of individual supplies from **9 a.m. to 1 p.m. and from 2 p.m. to 6.30 p.m. on Wednesday the 24<sup>th</sup> January 2018.**

To avoid waiting in the queue on Wednesday the 24<sup>th</sup> January and for your convenience, **FULL PAYMENT** will be accepted up until **Friday 8th December 2017**. Payments can be made at the office between 8am-5pm Monday to Thursday and 8am-4pm on Friday or alternatively please complete the payment form [back page of this document], include money or payment type and send to school clearly labelled with your child's name. The tear off slip will be stamped as paid and returned to your child.

**CWPS is offering the cost of one child's essential items as a prize for early bird payment. You will automatically be included in the draw to be announced at assembly on Friday 15th December 2017.**

**CASH:**

The office is open for payments between 8am-5pm Monday to Thursday and 8am-4pm on Friday

**CSEF: THE CAMP SPORT AND EXCURSION LEVY BALANCE HELD AT THE SCHOOL CANNOT BE USED TOWARD THE REQUISITES.**

**FAMILY CREDIT HELD AT THE SCHOOL:**

Any current balance of family credit held at the school in 2017, *with the exception of CSEF*, can be used to pay towards your 2018 requisites.

**PAYMENT PLAN:**

Payment plans are available for the payment of the 2018 Student Requisites. These can be organised prior to the end of the 2017 school year if you wish. Please contact Sheryl Lucas at the office.

A deposit of \$50 per student will be required to initiate the plan.

Payment Plans must be completed within the year the amount outstanding relates to thus instalments will be calculated accordingly.

**BPAY:**

This form of payment for requisites can only be offered until Friday 8<sup>th</sup> December so that a stamped student requisites receipt can be provided to parents in readiness for 24<sup>th</sup> January 2018. To access this method please contact the office for your family's BPay reference number.

**DIRECT DEBIT INTO SCHOOL ACCOUNT:**

Using your child's ID code, e.g. SMI0001, payments for requisites can be paid into the school's bank account. The school's details are: **BSB: 633-000** Account Number: **134846831**. Use the students name as a reference.

**CENTREPAY:**

Centrelink regular deductions are highly recommended for families who receive Centrelink payments. The relevant paperwork is available at the school office and/or payments may be organised directly online. The service provider (Cranbourne West Primary School)'s Centrepay reference number is **555 085 418 J** and your account number is your child's Student ID code. e.g. SMI0001.

If you need any assistance with these details please contact the school office.

**CONSIDERATION OF HARDSHIP/ FAMILY SUPPORT OPTIONS**

Parents who have difficulty paying for essential items are encouraged to discuss alternative payment options with the Parent and Community Liaison Officer or their nominee.

Please contact the school to obtain further information or to make a confidential appointment to discuss the alternative options available to you. The CWPS Financial Hardship Guidelines are located on the school website or contact the school office directly.

## **COMMUNICATION WITH FAMILIES**

The Cranbourne West Primary School Parent Payments Policy and other relevant information will be available to families from November each year.

To obtain a copy please:

1. Request a hard copy from the school office
  2. Refer to the school website [www.cranbournewestps.vic.edu.au](http://www.cranbournewestps.vic.edu.au)
  3. Contact the Parent and Community Liaison Officer, Debbie Dodd directly
- Parents and Guardians will be provided with a minimum of six week's notice of the payment request enabling parents to plan and budget accordingly
  - All communication with parents regarding requests for payments will be fair and reasonable
  - Reasonable notice [including a detailed explanation] for any additional payment requests that arise during the school year will be provided
  - Where practical, convenient and appropriate, parents may choose to purchase items through the school or they may wish to provide their own.
  - Cranbourne West Primary School will ensure the status and details of any payments or non-payments are confidential
  - Invoices for unpaid essential education items or optional items accepted and agreed to by parents will be generated and distributed on a regular basis, but not more than once a month.
  - Please direct any general enquiries or queries to the School Office on 59962878 or email [cranbourne.west.ps@edumail.vic.gov.au](mailto:cranbourne.west.ps@edumail.vic.gov.au)
  - If you require assistance with reading/understanding this document [in a language other than English] please contact the school office for an appointment with the school's Multi Cultural Aide.

## **MONITORING AND REVIEW OF THE IMPLEMENTATION OF THE POLICY**

- School Councils have a key role in ensuring the school level approach to parent payments reflects the shared expectations of the whole school community and is therefore responsible for monitoring effectiveness and impact of this policy on both parents and students.
- This policy will be reviewed on an annual basis to ensure ongoing relevance and continuous improvement. The review will include consultation with the community and compliance with the Act and Education Department guidelines

Office Use only:

Policy Draft No.	3
Date	11/10/16
Ratified	17/10/16

# Understanding Parent Payment Categories

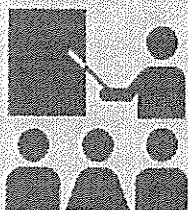
## Schools

### What does the legislation say?

The Education and Training Reform Act (2006) provides for free instruction in the standard curriculum program to all students in government schools. The Act also empowers school councils to charge fees to parents for goods and services provided by the school to a child.

In the Act, a 'Parent' includes a guardian and every person who has parental responsibility for a child including parental responsibility under the Commonwealth Family Law Act 1975 and any person with whom a child normally or regularly resides.

### What do schools pay for as part of 'free instruction'?



Free instruction is the teaching staff, administration and the provision of facilities in connection with the instruction of the standard curriculum program, including reasonable adjustments for students with disabilities.

The standard curriculum for Years F-10 means implementation of the Victorian Curriculum F-10.

The standard curriculum for senior secondary schools means a program that enables a student to be awarded a VCE or VCAL qualification.

### What principles govern parent payment practice?

Educational Value | Access, Equity & Inclusion | Affordability  
Engagement & Support | Respect & Confidentiality | Transparency & Accountability

## Parents

### What may parents be asked to pay for?

#### Schools can request payment for Essential Student Learning Items



These are items, activities or services that the school deems **essential** to student learning of the standard curriculum.

Where practical and appropriate, parents may choose to purchase items through the school or provide their own.

These may also be either:

**Items the student takes temporary or permanent possession of**

- e.g.
- textbooks, activity books, exercise books
  - stationery, book bags
  - student ID cards, locks
  - cooking ingredients students will consume
  - materials for final products that students take home (technology projects, build-your-own kits, dioramas)
  - Picture Exchange Communication Systems

**Activities associated with instruction that all students are expected to attend**

i.e. travel, entry fees or accommodation

- e.g.
- excursions
  - incursions
  - school sports
  - work placements

Parents can be asked to pay for items, activities and services in the three Parent Payment Categories:

Essential Student Learning Items, Optional Items and Voluntary Financial Contributions.

Schools determine how items, activities and services are classified within these categories based on the learning and teaching program of their school.

#### Schools can request payment for Optional Items

These are items, activities or services that are **optional** and are offered in addition to the standard curriculum.

Students may access these on a user-pays basis.

These may be either:

**Items the student purchases or hires**

- e.g.
- school magazines, class photos
  - functions, formals, graduation dinners
  - materials for extra curricular programs
  - student accident insurance

**Activities the student purchases**

- e.g.
- fees for extra curricular programs or activities, such as instrumental music tuition
  - fees for guest speakers
  - camps, excursions, incursions, sports
  - entry fees for school run performances

**Items and/or materials that are more expensive than required to meet the standard curriculum**

- e.g.
- use of silver in metal work instead of copper
  - supplementary exam revision guides

Support for families experiencing hardship is available at every school and each school has a parent payment contact person. See your school's policy for more information.

For more information on Parent Payments and Personal Devices, visit the DET website at: [www.education.vic.gov.au](http://www.education.vic.gov.au)

Schools can invite **Voluntary Financial Contributions** for



- e.g.
- Building or Library fund (Tax deductible)
  - Voluntary contributions for a specific purpose, such as equipment, materials, services.
  - General voluntary contributions