Dear Parents and Carers,

Williamstown North Primary School Council has endorsed the following Student Payments and Voluntary Contributions for 2013.

In line with the Department of Education & Early Childhood Development policy, the following will apply for 2013.

A. **Student Essential Items Payment, $250.00 per child.** This funds Essential Items for all children at all Year Levels and includes: - Classroom requisites, such as exercise books, pens, pencils, ruler, eraser, USB stick, photocopying and craft and all other general supplies for all classes.

The Student Essential Items Payment also contributes to the cost of resources and equipment for all Specialist Programs across the school, including Music, Art, Physical Education, I.C.T. (general supplies and equipment such a Flipcams) and Japanese, as well as Student Leadership programs such as, Peer Leaders and Buddies.

B. **Voluntary Contributions:**

1. **$30.00 Computer Technology voluntary payment.**
   This will contribute to the cost of purchasing new computer technology including iPads, banks of laptop computers, additional interactive whiteboards, software for all classrooms and additional technical support will be required with the expanding 1:1 Netbook Program.

2. **$35.00 First Aid Officer voluntary payment.**
   The school employs a Level 3 First Aid Officer from 11.00am-2.30pm each day to manage the First Aid room and to attend to all First Aid issues in relation to student injury and illness and management of any other medical conditions. The contributions made by families subsidizes approximately half of the employment costs. The school contributes the other half, as well as the cost of all First Aid supplies and equipment. All costs associated with training on Anaphylaxis for all staff and Level 2 First Aid training for teaching and admin staff (8 staff in total) in accordance with DEECD requirements, is also paid by the school. Having staff trained in Level 2 First Aid ensures there is a minimum of one First Aid trained staff member on all excursions and camps.

   We have calculated that when the parent contribution is broken down across the whole year, this equates to each parent/family paying 18 cents a day per child. Value for money indeed!

3. **$20.00 Grounds Improvement voluntary payment.**
   This money makes an important contribution to the development of our playground and identified projects to improve the facilities for your children, as well as additional
shade structures and equipment. We are continually upgrading and developing our grounds each year so it is a stimulating and engaging place for your child/ren to play.

C. Building Fund Voluntary Contribution. (This payment is fully tax deductible)
Money from the Building Fund makes a very important contribution in helping to maintain all buildings and facilities to a high standard, so that the learning environment for your child/ren is inviting for them every day.

DEECD provides only a very minimal amount to schools to maintain facilities. This falls far short from the amount spent annually. We undertake a cyclical painting program every year as well as addressing the extensive compliance requirements set by DEECD, Work Safe and OH&S.

In 2013 our major project is to replace the extremely worn carpet in both the upstairs and downstairs corridors. The cost for this project alone is around $45,000.00.

D. Business Donation. Each year many Businesses with a family connection to our school donate money, goods or services to assist with our school programs or contribute to our fundraising. The Facilities and Finance Committee has requested families to consider making a donation for 2013 through the Business with whom they are connected. Please see the attached sheet for details.

Please note: The Essential Items Pack has been prepared on our behalf by a commercial supplier. Considerable time has been spent selecting the most appropriate requisites and seeking the best bulk purchase option for the school.

In line with the Department of Education & Early Childhood Development policy, families may choose to make arrangements to independently purchase Essential Items, however, we seek your support to purchase through the school supplier. This ensures consistency for all children to have the same materials and requisites at each level. Where families choose to purchase their own student requirements, the Essential Items Payment will be reduced by $50.00.

Families who have a current Health Care card / Pension card (valid 29/01/2013) are eligible for Education Maintenance Allowance (EMA). The school’s allocation of EMA, which is $200.00 for Prep children and $150.00 for children in years 1-6 will be off set against the School Payment, leaving a balance of $50.00 for Prep children and $100.00 per child in years 1-6 plus your voluntary contributions of a $30.00 Computer Technology payment, $35.00 First Aid Officer payment and a $20.00 Grounds Improvement payment.

Payment Options:
Please note: All families will have the option of making the payments via our EFTPOS facility at the office.

Payment Option 1: Families will be able to pay for the Essential Items Pack & Voluntary Contribution prior to the end of the 2012 school year. If you choose to do so, please put your payment in an envelope and drop this at the school office, or pay by EFTPOS or credit card, also by calling at the office. Families will then be able to come to the school prior to the start of school, that is Thursday 24th January 2012 and collect their children’s Essential Items Pack. These Packs will also be available for collection from the first day of school, Wednesday 30th January 2013.

Office hours:
On THURSDAY 24TH JANUARY 2013
our office hours will be 9:30 am to 12 noon
1:30 pm to 3:30 pm
5 pm to 7 pm
Option 2: Families will be able to pay for the Essential Item Pack & Voluntary Contribution Families on Thursday 24th January 2013 and collect their children’s Essential Item Pack.

Please note: Payment Option 1 require families to leave their payment at the General Office. Receipts will be sent home when the payments have been processed. This helps to eliminate the need for families to queue when collecting the Essential Items Pack.

Option 3: Families who wish to claim the Education Maintenance Allowance are asked to visit the school on Thursday 24th January 2013 or when students commence on Wednesday 30th January 2013, to submit their EMA allowance form and process their payment. Families will then be able to collect their children’s Essential Item Pack immediately.

Option 4: Once school commences, families may send the payment to school with their child. We advise families not to send large cash payments along to school with children, or give their credit card details to their child to bring to school.

Important Information:
1. When Health Care Card/Pension Card holders come to school to make payment, they are asked to go to the Conference Room to complete the EMA form, before making payment at the office and collecting the Essential Item Packs.

Please note: The EMA form for 2013 now includes banking details. If you decide to have your EMA paid directly into a nominated bank account, please provide details on the form provided. With the changes to the way the EMA will be paid you are now able to nominate the school’s banking details. If you do not wish to provide these details, then you will receive your payment via cheque.

2. When collecting Essential Item Packs from the Gym, families are asked to check the contents before leaving, to ensure all items indicated on the sheet are included. Missing items should be referred to the staff supervising the collection of the Essential Item Packs.

3. If children bring the payment for the Essential Item Pack to the school at the start of the school year, they will be taken to the Gym to collect their Essential Item Pack. The supervising staff will check the contents with them.

4. Families of Prep children will be directed to a designated table to place their child’s Essential Item Pack, once it has been checked. Prep Essential Item Packs are shared packs and therefore do not need to be taken home and labelled. Your child’s teacher will then collect the Essential Item Packs and take them to the classroom. Purchasing of any additional items during the year will be covered by the school from the Prep budget.

5. At the end of the year, any unused items from the Essential Item packs will be sent home.

6. If any family wishes to arrange payment by instalments, please contact the Business Manager at the General Office, or the Principal/Assistant Principals to make arrangements.

Thank you for your support and cooperation with all matters and arrangements.

Jim Cahill
Principal
WILLIAMSTOWN NORTH PRIMARY SCHOOL

2013 PREP SCHOOL PAYMENT & VOLUNTARY CONTRIBUTIONS

Please complete the section below and return it along with your payment. A school receipt will be issued when you make your payment, or it will be sent home with your child once your payment has been processed.

Child’s Name: ________________________  Class: __________________

<table>
<thead>
<tr>
<th>Student Requisites*</th>
<th>EMA Recipients</th>
<th>Non EMA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book packs, classroom supplies, Specialist Program supplies and other programs</td>
<td>Total $250.00</td>
<td>$250.00</td>
</tr>
<tr>
<td>Education Maintenance Allowance Deduction – Prep $200</td>
<td>Less $200.00</td>
<td></td>
</tr>
<tr>
<td>Where the school’s bank account is nominated to receive the Education Maintenance Allowance, the school will deduct this amount from the cost of the Essential Items.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Balance owing for Current Health Care Card/Pension card Holders</td>
<td>Balance $50.00</td>
<td></td>
</tr>
<tr>
<td>First Aid Officer Contribution</td>
<td>$35.00</td>
<td>$35.00</td>
</tr>
<tr>
<td>Computer Technology Contribution</td>
<td>$30.00</td>
<td>$30.00</td>
</tr>
<tr>
<td>Grounds Improvement Contribution</td>
<td>$20.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Excursion / Incursion Payment *</td>
<td>130.00</td>
<td>130.00</td>
</tr>
<tr>
<td><strong>Total Payment:</strong></td>
<td><strong>$ 265.00</strong></td>
<td><strong>$ 465.00</strong></td>
</tr>
</tbody>
</table>

*Please see attached Excursion/Incursion explanation form.

**Families are requested to pay the Excursion/Incursion Payment in one instalment of $130.00 at the beginning of the year.

PAYMENT DETAILS
Select your method of payment:
Cash : ☐ Cheque : ☐ Eftpos – over the counter only ☐

$10.00 minimum payment for Credit Card Transactions* : Visa ☐ Mastercard ☐

*Please be advised that Diners/Amex are not accepted.

Cardholder’s Name: ________________________________________________

Card Number: _____________________________________ Expiry Date: ___/___

Cardholder’s Signature: ___________________________________________

PAYMENTS MADE PRIOR TO THE END OF 2012 WILL CLOSE ON FRIDAY 13TH DECEMBER 2012. PAYMENTS AFTER THIS DATE CANNOT BE ACCEPTED UNTIL 2013.
ALL CONTRIBUTIONS TO THE BUILDING FUND ARE FULLY TAX DEDUCTABLE

Building Fund Voluntary Contribution:

Please indicate amount of contribution or add a nominated amount:

$20 □ : $50 □ : $100 □ : other □

Total $ 

EFTPOS is NOT available for Donations made to the Building Fund
Payments must be made by cash or cheque

A SEPARATE CHEQUE IS REQUIRED IF YOU ARE DONATING TO THE BUILDING FUND. THE SCHOOL OPERATES A SEPARATE BUILDING FUND ACCOUNT AND THE COMMONWEALTH BANK HAS ADVISED THE SCHOOL THAT WE ARE UNABLE TO SPLIT CHEQUES

ALL OTHER PAYMENTS CAN BE MADE WITH ONE CHEQUE (IRRELEVANT OF NUMBER OF CHILDREN OR ACTIVITIES) WHEN PAYING FOR THE ESSENTIAL ITEMS PACKS
WILLIAMSTOWN NORTH PRIMARY SCHOOL
EXCURSION AND INCURSION PAYMENT
2013

Dear Parents,

School Council has again endorsed the inclusion of an Incursion/Excursion Payment for 2013.

This cost of $130.00 applies to all children across the school.

Families are requested to pay this in one payment at the beginning of the year.

This is not an additional cost for families, but rather one payment to cover the cost of existing Excursion and Incursion programs offered by the school. All teams across the school will budget to ensure that all Excursions and Incursions are covered by this payment.

In Prep and Year 1 and 2 classes, the Excursion/Incursion payment will cover such things as:

- One or Two Major Excursions
- Around Four Incursions
- Tabloid Sports
- Anti-Bullying and Student Wellbeing programs
- Any Excursions/Incursions organised by the Teachers of Specialist programs

The payment does not cover the Junior Swimming Program, or Camping programs

In Year 3, 4, 5 & 6 classes the Excursion/Incursion payment will cover such things as:

- One or Two Major Excursions
- Around Four Incursions
- Anti-Bullying and Student Wellbeing programs
- YCDI! Incursions
- Athletics Day
- Any Excursions/Incursions organised by the Teachers of Specialist programs

The payment does not include the Year 3, 4, 5 & 6 Camping programs, Year 5, 6 Friday Sports and Electives Programs, Graduation, specific Music Performances, or the Year 3 to 6 Water Safety programs - Swimming or the Beach Program.

Specialist Programs

The teachers of Specialist Programs arrange a number of Excursions/Incursions throughout the year. The cost associated with these is also included in the Excursion/Incursion one off payment.

Jim Cahill
Principal
Dear Parents and Carers,

Our School Council Facilities and Finance Committee has requested that families are asked to consider making a donation of money, goods or services via Businesses they are associated with as a means of supporting the school.

Each year Williamstown North Primary School receives donations from a wide range of sponsors and organisations. These donations are highly valued in terms of assisting the school to fund specific programs or projects. Sponsorships and donations are important to offset costs for special events such as the School Concert, Art Show and Science Day.

In 2012, one area which we will be seeking support is the continued improvement of the school grounds, in particular installation of additional shade structures, especially by the Prep building. If a Business wishes to support our school, they can make a general donation, or they can donate and nominate a specific event or program.

All sponsorships connected with a particular event will be widely publicised at the time of that event.

All general donations and sponsorships will be acknowledged by the school and publicised in the Newsletter. Thank you in anticipation of your highly valued support.

Jim Cahill
Principal

________________________________________

WILLIAMSTOWN NORTH PRIMARY SCHOOL
2013 BUSINESS DONATION/SPONSORSHIP
REPLY SLIP

(Business Name): _________________________________________ wishes to provide the following sponsorship/donation to Williamstown North Primary School for 2013.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>General donation of money</td>
</tr>
<tr>
<td>B.</td>
<td>Donation of money for a special event or specific program</td>
</tr>
<tr>
<td></td>
<td>The Event/Program/Activity chosen to sponsor is: ______________________</td>
</tr>
<tr>
<td>C.</td>
<td>Donation of goods or services</td>
</tr>
<tr>
<td></td>
<td>Details: ____________________________________________________________</td>
</tr>
</tbody>
</table>

Please attach a cheque or indicate when payment will be forwarded or when the goods or services will be supplied. Payments can also be made by EFTPOS over the counter or credit card payments can be accepted over the phone. Please contact the office to arrange this.

Business details for publicity purposes:

Business Name: ____________________________________________________________

Contact person: ____________________________________________________________

Address: ________________________________________________________________

Phone: ____________________________ Mobile: ________________________________

Email: ____________________________

Business description: _____________________________________________________