



WILLIAMSTOWN NORTH PRIMARY SCHOOL

Principal: Jim Cahill

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11th November 2019

IMPORTANT INFORMATION ABOUT 2020 PARENT PAYMENTS

Dear Parents and Guardians,

Williamstown North Primary School is very proud of the quality programs that we have in place to cater for the needs and interests of our students. On an annual basis School Council prepares a budget to provide resources for educational programs, administration, facilities development and maintenance. Williamstown North Primary School's income is currently funded from two sources:

- **The Department of Education and Training (DET) Student Resource Package (SRP)** to pay for school administration, utilities and services, staff salaries, urgent works, maintenance, cleaning and general school operations.
- **The payments and contributions provided by our parent community are an essential component of funding. Locally raised funds** are the major source of our educational and school program funding and this comes from:
 - Essential Education Items, Optional Education Items & Voluntary Contributions
 - Business Donations
 - Regular fundraising

The following table outlines the fees and payments for the 2020 school year. Through the school's prudent management of its finances we're delighted to confirm that there is NO increase to next years parent payments. **The payments listed are the minimum amount considered essential to enable School Council to continue providing the high quality standards that we have come to expect at Williamstown North Primary School.** See below for further explanation of each payment.

Per Child	Student Materials & Essential Educational Items	Health Hub / First Aid Voluntary Payment	Playground Improvement Voluntary Payment	Fresh Fruit Friday Voluntary Payment	Excursion Incursion Payment (CSEF funding available)	Total for year	+	Voluntary Building Fund Donation Business Donation
	\$310	\$60	\$30	\$10	\$140	\$550		

• ESSENTIAL EDUCATION ITEMS - \$310 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, headphones, photocopying and craft and all other general supplies for all classes.

The Essential Items pack is prepared on your 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 and Training Parent Payment 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.

The Student Essential Items Payment also contributes to the cost of resources and equipment for all Specialist Programs across the school, including Performing Arts, Visual Arts, Physical Education, Digital Technologies and Japanese, as well as Student Leadership programs such as, Peer Leadership, Buddies and Year 6 School Leaders. These are items or services essential to support the course of instruction in the standard curriculum.

The school's computer technical support has been deemed to be an essential educational need for all students across the school. The functionality and connectivity of all iPads, laptops and netbooks greatly enriches the learning opportunities for all students as they forge their capabilities as digital learners.

- **OPTIONAL EDUCATION ITEMS**

These items are offered on a user–pays basis and which parents/guardians may choose whether their child accesses or participates in, (for example year book, ordering of school photographs, or extra-curricular programs or activities). Information on any optional education item will be forwarded at the relevant time.

- **HEALTH HUB VOLUNTARY PAYMENT - \$60 per child**

In 2020, our Health Hub will be run by a registered nurse (Olivia Koster) to ensure all children who are injured or sick at school receive a highly professional level of care. Olivia will also continue to proactively build a more holistic approach to supporting student wellbeing through working in classrooms and forging preventative programs for students. The Health Hub will continue to broaden its links with the local community to ensure a more integrated service. In supporting the Health Hub voluntary payment, you will be contributing to the purchase of more specialised equipment for assessing and monitoring students who visit the hub.

- **PLAYGROUND IMPROVEMENT VOLUNTARY PAYMENT - \$30 per child**

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. A considerable portion of this payment will ensure that the soft fall mulch under the playground equipment will be maintained at a safe level.

- **FRESH FRUIT FRIDAY VOLUNTARY PAYMENT - \$10 per child**

The Fresh Fruit Friday initiative began with government funding many years ago to encourage healthy eating habits at an early age. When government funding ceased, the school considered this to be an important program to continue and funding was therefore allocated from the school's budget. As enrolments have stabilised at approximately 800 students across the school, the anticipated expenditure will be approximately \$8000 for 2020. For this program to continue to be viable, we seek a \$10 voluntary payment per child in 2020; this will provide all classrooms with a fruit platter each Friday morning for all students to enjoy.

- **EXCURSION / INCURSION PAYMENT - \$140 per child**

Families are requested to pay as one payment at the beginning of the year. (CSEF funding available – see below)

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

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

- One or Two Major Excursions, approximately four Incursions, Tabloid Sports, Anti-Bullying and Student Wellbeing programs, Life Education Van and any Excursions/Incursions organised by the Teachers of the Specialist programs.

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

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

- One or Two Major Excursions, approximately four incursions, Anti-Bullying and Student Wellbeing programs, Life Education Van, 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 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.

Camps Sports & Excursion Fund (CSEF) If you hold a means-tested concession card or are a temporary foster parent, that is valid on the first day of Term 1 2020 you may be eligible for CSEF. The allowance will be 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 primary school student is \$125. An application form is available at the school office or can be downloaded from www.education.vic.gov.au/csef ; you will need to bring your concession card to the office for verification.

- **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.

DET provides only a basic amount to schools to maintain facilities. This falls far short from the amount spent annually. We undertake an annual painting program every year as well as addressing the extensive compliance requirements set by DET, Worksafe and OH&S. **Please see the attached sheet for details.**

- **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 2020 through the Business with whom they are connected.

Please see the attached sheet for details.

ESSENTIAL ITEMS BOOK PACK / PAYMENT ARRANGEMENTS FOR 2020

As in previous years the school uses their preferred supplier to purchase all essential school items at a very competitive price for high quality items.

Payments must be received before the start of the school year, Wednesday 29th of January 2020. Once payment has been received, your child's essential supplies will be delivered directly to their 2020 classroom ready for the first day.

Families will not be required to collect the Essential Items Pack from school. All school items will be delivered directly to your child's classroom as soon as payment is processed.

Payment can be made by cash, cheque, eftpos or BPay. Please email williamstown.north.ps@edumail.vic.gov.au once BPay payment has been made and specify the payment details.

Paying in 2019 for 2020 Essential Items Pack & Voluntary Contributions. Payment can be made using:

- **EFTPOS** – available at the school office until Thursday 19th December 2019 or over the phone.
- **BPay** - please email the school immediately with your payment details if paying via BPay.
- **Cash** payments will be accepted up until **Monday 16th December 2019**.

Paying in 2020, payment can be received via:

- **BPay** - please email the school immediately with your payment details.
- **EFTPOS or cash** The office will re-open on Thursday 23rd January 2020 and Tuesday 28th January from 9am – 4pm to accept payment prior to school starting on Wednesday 29th January 2020 (Years 1-6) and Thursday 30th January 2020 (Foundation).

Payment before 29/01/2020 will ensure your child's essential items book pack is processed and delivered to their classroom before the first day of school.

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

Thank you for your support and cooperation with all matters,

Jim Cahill
Principal

WILLIAMSTOWN NORTH PRIMARY SCHOOL

SCHOOL PAYMENTS AND VOLUNTARY CONTRIBUTIONS 2020

PARENT/GUARDIAN SURNAME:

CHILD'S SURNAME (if different):

CHILD'S FIRST NAME: CLASS CHILD'S FIRST NAME: CLASS

CHILD'S FIRST NAME: CLASS CHILD'S FIRST NAME: CLASS

Payment Method:

☐ BPay ☐ Eftpos (at office) ☐ Credit Card ☐ Cash ☐ Cheque

Parent Payments 2020	Amount per child	x Number of Children	Total
Student Materials & Essential Educational Items for (each child)	\$310.00		\$.....
VOLUNTARY CONTRIBUTION (per child) Health Hub / First Aid Contribution Playground Improvement Fresh Fruit Friday	\$60.00 \$30.00 \$10.00		\$..... \$..... \$.....
Excursion / Incursion Payment (per child) (CSEF funding available for eligible applicants)	\$140.00		\$.....
TOTAL PAYMENT			\$.....



New families to the school will receive a separate letter with their families BPay Biller Code & Reference Number. Current families that are unsure of their BPay Biller Code & Reference Number are welcome to contact the school office. It is important that you communicate via email the individual payment details. In the subject line of the email please write BPay and forward the details of the payment to williamstown.north.ps@edumail.vic.gov.au.

CREDIT CARD: If you wish to pay by credit card, please complete the details below and place the completed form in a SEALED envelope to maintain your credit card security. Your receipt will be sent home once the payment has been processed.

I wish to make a payment of \$..... using my Credit Card – details as follows:-

Name on Credit card

☐ MasterCard or ☐ Visa Expiry date / CCV.....

Card Number: / / /

Cardholder Signature:



**WILLIAMSTOWN NORTH PRIMARY SCHOOL
BUILDING FUND VOLUNTARY CONTRIBUTION 2020**

ALL CONTRIBUTIONS TO THE BUILDING FUND ARE FULLY TAX DEDUCTABLE

Direct Deposits can be made into the schools 'Building Fund Account', please include your FAMILY NAME when making payment.

Account Name	WNPS Council Building Fund
BSB	063-179
Account Number	10211785

(This account is for Building Fund contributions only)

Payments to the Building Fund can only be made by cash, direct deposit or cheque.
(Not EFTPOS or BPay)

If donating to the Building Fund and making School and Voluntary Contribution payments by cheque, separate cheques are required.

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Building Fund Voluntary Contribution:

Family Name:	
Please indicate amount of contribution or add a nominated amount: \$20 <input type="checkbox"/> : \$50 <input type="checkbox"/> : \$100 <input type="checkbox"/> : other <input type="checkbox"/>	
Total	\$

Thank you for your donation and cooperation.



WILLIAMSTOWN NORTH PRIMARY SCHOOL

BUSINESS DONATION / SPONSORSHIP 2020

Dear Parents and Guardians,

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 fund major improvements to the school.

In 2020, one area where we will be seeking support is the continued improvement of our grounds. Over the next 12 – 18 months we hope to install new synthetic turf in front of the double story portables (Tasmania). 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 for your highly valued support.

Jim Cahill

Principal

WILLIAMSTOWN NORTH PRIMARY SCHOOL

BUSINESS DONATION/SPONSORSHIP 2020

(Business Name): _____ wishes to provide the following
sponsorship/donation to Williamstown North Primary School for 2020.

A. General donation of money	\$
B. Donation of money for a special event or specific program The Event/Program/Activity chosen to sponsor is: _____	\$
C. Donation of goods or services Details: _____	\$

Please 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, BPay (please forward email to school with BPay details) or credit card. Payment with credit card 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: _____