



## PARENT PAYMENT POLICY

Dear Parent

Broken Creek Primary School is looking forward to another great year of teaching and learning and would like to advise you of Broken Creek Primary School's parent payment arrangements for 2021.

Please find the fee schedule for Foundation to Year 6 attached. Please complete this form and return to the school by 17<sup>th</sup> December 2020 so the school can prepare accordingly.

Broken Creek Primary School makes every effort to keep the cost of items and activities to a minimum and affordable for all parents.

### Financial Support for Families

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

- the Camps, Sports and Excursions Fund

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact:

Rebecca Newham

Ph: 03 5764 1253 | Email: [Rebecca.newham@education.vic.gov.au](mailto:Rebecca.newham@education.vic.gov.au)

### Payment Methods

Preferred Option: Direct deposit to Broken Creek Primary School Council Official account

BSB: 063505 Acc: 10044919 Or Cash to the front office

### Refunds

Refunds should be worked out on a case by case basis at the local school level and schools have the discretion to provide refunds to families and should do so where it is reasonable and fair.

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

Yours sincerely,

*Rebecca Newham*

*Kristy Rye*

## Fee schedule - Foundation to Year 6

Please find the itemised list of Essential Student Learning Items and Optional Items for your child. Broken Creek Primary School also continues to welcome your voluntary contributions for 2021.

Please complete this form and return to the school by 17<sup>th</sup> December 2020 so the school can prepare accordingly.

### Essential Student Learning Items

Below is a list of items and activities which are essential for your child to learn the standard curriculum. You may choose to purchase these items through the school or provide your own.

Essential Student Learning Items	Amount
Broken Creek Primary School Supplies all Essential Student Learning items	- no cost to parents
<b>TOTAL</b>	<b>\$0</b>

### Optional Items

Broken Creek Primary School 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. Payments are due 2 weeks prior to camp/excursions.

**Please note: CSEF can be used for camps and excursions**

Optional Item	Amount
DOXA Camp (Prep-6)	\$90
Excursions - yachting (4-6), Funfields (P-6) (The cost of these excursions will be advised throughout the year)	To be advised
<b>TOTAL</b>	<b>\$</b>

### Voluntary Contributions

Broken Creek 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			Amount
		\$100	\$120	\$150	
Grounds Maintenance	Yes/No	\$100	\$120	\$150	
<b>TOTAL</b>					<b>\$</b>

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.

Parent Payment Charges

Essential Student Learning Items

Amount \_\_\_\_ \$0 \_\_\_\_

Optional Items

Amount \_\_\_\_ \$90 \_\_\_\_

Voluntary financial contribution

Amount \_\_\_\_\_

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

## EVALUATION

This policy will be reviewed annually by School Council to confirm/enhance internal control procedures.

This policy was last ratified by School Council  
on....

December 2020