

## PARENT PAYMENT ARRANGEMENTS

Dear Parents/Guardians,

Patterson Lakes Primary School is looking forward to a great year of teaching and learning and would like to advise you of the School Council endorsed parent payment arrangements for 2021.

Please find the booklist, fee schedule and payment options form enclosed. Patterson Lakes Primary School makes every effort to keep the cost of items and activities to a minimum and affordable for all parents.

The stationery items on the booklist have been carefully selected by the teachers and are specific to your child's year level and development. To ensure all children are prepared and ready to begin learning at the commencement of the school year, we strongly encourage you to select the option for the school to provide your child the complete booklist, directly to the classroom.

A returned form to acknowledge the fees, order stationery and any optional items is mandatory for every child.

**Booklist forms must be returned to school by Friday 4<sup>th</sup> December.**

If you are electing to order the booklist through the school, please ensure you tick the box 'YES please order a Backpack for my child'.

Student Book Packs will be delivered directly to your child's classroom during the holidays ready for the commencement of the school year.

The cost of the booklist along with all other essential items and selected optional items will be billed to your school account. You may elect to pay when returning the form, providing your credit card details, or pay on account within the terms provided.

### Payment Methods

School accounts with 2021 charges applied, will be sent home to families during December.

Payment options are as follows:

**Option 1:** Parents may pay in full at the time of ordering using Credit/Debit Card.

**Option 2.** Order now and pay on statement via BPAY – due in full by Friday 22<sup>nd</sup> January, 2021.

**Option 3:** Parents are invited to pay by 3 equal instalments via BPAY.

Instalment 1 due by Friday 22<sup>nd</sup> January 2021

Instalment 2 due by Friday 26<sup>th</sup> March 2021

Instalment 3 due by Friday 28<sup>th</sup> May 2021

### Financial Support for Families

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

- the Camps, Sports and Excursions Fund
- Personalised / Individual Payment Plans

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements please contact **Mrs Monique Hunt, Ph. 9772 4011**

**Email: [monique.hunt@education.vic.gov.au](mailto:monique.hunt@education.vic.gov.au)**

Please contact the school office if you require an alternative payment plan.

### Uniforms - State Schools' Relief

State Schools' Relief may cover the cost of new uniforms and shoes for underprivileged students. State Schools' Relief can only respond to assistance requests from the Principal (or Principal's delegate). Parents or carers who are struggling to provide their child's uniform will need to contact the school to discuss their individual situation.

### Books and Stationery

The school utilises a low cost supplier and sources the supplies in bulk making the prices very competitive. The selection of stationery items are made by the student's year level teachers for the quality and durability as well as value for money.

### Camps, Sports, Excursions Fund (CSEF)

CSEF provides payment for eligible students to attend activities such as school camps, school organised sport and other school excursions. Families holding a valid means-tested concession card or temporary foster parents are eligible to apply. This allowance is paid to the school and held in the family account to be offset against eligible events. We are expecting the allowance will be \$125 per eligible primary student in 2021.

### Foundation Complimentary Polo Shirts

In 2021, all students in Foundation 2021 will receive a **voucher from Patterson Lakes Primary** for a 'complimentary' school polo shirt to begin their school experience. Parents will need to visit the PSW store with their voucher, to collect their child's polo shirt.

### Refunds

Refunds are worked out on a case by case basis. The decision to provide a refund to families will be determined where it is fair and reasonable to do so, for example, if the school has not incurred a cost.

### Overview

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

Yours sincerely,

Paul Clohesy  
Acting Principal

Shannon Cooper  
School Council President