



## PARENT PAYMENT ARRANGEMENTS : 2021

Dear Parents/Guardians

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

Lynbrook PS makes every effort to keep the cost of items and activities to a minimum and affordable for all parents. 2021 School fees have been set at \$200 for all pupils and covers all essential items that your child requires at school for the entire year.

Lynbrook PS students access a broad range of learning opportunities that both supports and promotes their aspirations as they move through the education system. Parents can assist the school to provide an enriched learning & teaching program for every student by supplementing the government funding through payment of parent payment charges.

School Council is responsible to ensure that the level and purpose of parent payments and voluntary contributions are reviewed annually. All costs and processes associated with parent payments and voluntary contributions will be reasonable and will be within the expectations of the school community.

The school council approved parent payment charges will be communicated via Compass to parents at the commencement of Term 4. Parents will be provided with a clear definition of the category of payments (Essential & Voluntary) and will be advised of appropriate staff to contact if they require support or additional information.

### Financial Support for Families

Lynbrook PS understands that some families may experience financial difficulty and offers a range of support options, including:

- Camps, Sports and Excursions Fund (\$125 per primary student) for eligible low-income families – applications to be made in Term 1 2021.
- Options to make part payments for booklist throughout the preceding year. The amount and timing of these payments in advance can be tailored to suit individual family circumstances.
- Second hand uniform sales will be held throughout the year to enable families to purchase clothing at low cost.
- Access to State Schools Relief to help cover the cost of uniforms, shoes & books for disadvantaged students.

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, please contact Michelle Robertson, Accounts Officer at reception (8787 5390 or via [lynbrook.ps@education.vic.gov.au](mailto:lynbrook.ps@education.vic.gov.au)) to arrange a meeting to formulate a tailored payment plan.

Parents experiencing long-term financial hardship may be referred to Ange Mansfield, Student Welfare Co-ordinator (8787 5390 or via [lynbrook.ps@education.vic.gov.au](mailto:lynbrook.ps@education.vic.gov.au)). Assistance will be given to families to access support from State Schools Relief and/or community groups.

Parents experiencing hardship will not be pursued for outstanding school fees from one year to the next and no collectors of any type, including debt collectors, will be used to obtain funds from parents or students.

### Payment Methods

Parents are to place & pay for orders online using Qkr! by **Friday 4<sup>th</sup> December 2020**. Payments may be made in full or by instalments via credit, debit or prepaid cards.

Parents who are experiencing financial difficulties may elect to pay via a flexible payment plan that can be tailored to meet individual family circumstances. Parents wishing to use this option are requested to contact Michelle Robertson, Accounts Officer at reception (8787 5390). All payments and non-payments will be strictly confidential and public identification of students or their parents where payments have or have not been received will not occur.

Invoices for unpaid essential items will not be generated more frequently than once per term or in accordance with the individual parent payment arrangement with the school.

### Refunds

Where payment has been made for essential fees and a student is exiting the school, a pro rata refund may be applicable less the cost of:

- Student stationery pack
- Replacing lost or damaged books or school owned resources.

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

Yours sincerely



Graeme Vance  
PRINCIPAL



Kristy Donath  
SCHOOL COUNCIL PRESIDENT

## FEE SCHEDULE : PREP – GRADE 6

Please find below the itemised list of Essential Student Learning Items for your child. Lynbrook Primary School also continues to welcome your voluntary contributions for 2021.

Please ensure orders are placed online via Qkr (our online payment system accessible via smartphones, iPads or desktop computers) by **Friday 4th December 2020** by following the online instructions. It should be noted that payments may be made via credit, debit or prepaid cards until 9.00 am on Friday 4th December.

### Essential Student Learning Items

Below is a list of items and activities that are essential for your child to learn the standard curriculum. You may choose to purchase the stationery pack through the school or provide your own (itemised stationery lists for each grade level are available on the school's website).

Families supplying the stationery pack will receive a \$35 credit, resulting in an adjusted amount of \$165 to be paid for Essential Student Learning Items.

Essential Student Learning Items 2021	Amount
Stationery Pack	\$35
Online Programs (Seesaw, Mappen, Reading Eggs, Quaver Music)	\$40
Shared Classroom Resources (take home craft projects, electives, cooking ingredients)	\$40
Curriculum Materials (school sourced resources to support Art, Literacy, Maths, Science, PE & Music)	\$85
<b>TOTAL PAYABLE</b>	<b>\$200</b>

# PARENT PAYMENTS POLICY

## ONE PAGE OVERVIEW

The following is a summary of the main principles of the Parent Payments Policy:



### FREE INSTRUCTION

- Schools provide students with free instruction to fulfil the standard curriculum requirements as outlined in the Victorian Curriculum F-10, VCE and VCAL.



### PARENT PAYMENT REQUESTS

- Schools do not ask parents to pay for school operating costs (e.g. utility costs) or general and unspecified charges.
- Schools request payments from parents under three categories:

Essential Student Learning Items	Optional Items	Voluntary Contributions
<ul style="list-style-type: none"> <li>○ Items and activities that the school deems essential for student learning.</li> <li>○ Parents may choose to purchase essential items through the school or provide their own.</li> </ul>	<ul style="list-style-type: none"> <li>○ Items and activities that enhance or broaden the schooling experience of students and are offered in addition to the standard curriculum.</li> <li>○ These are provided to students on a user-pays basis.</li> </ul>	<ul style="list-style-type: none"> <li>○ Voluntary contributions support the school to continue to be the best local school for all students and can be for general or specific purpose.</li> <li>○ Students will not be disadvantaged in any way if parents do not make a contribution.</li> </ul>



### FINANCIAL HELP FOR FAMILIES

- Schools put in place financial hardship arrangements to support families who cannot pay for items or activities so that their child doesn't miss out.
- Schools have a nominated parent payment contact person(s) that parents can have a confidential discussion with regarding financial hardship arrangements.



### SCHOOL PROCESSES

- Schools obtain school council approval for their parent payment arrangements and upload their arrangements on their school's public website for transparency.