



# Creating happy, curious and confident learners

Dear Parent / Carer

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

Please find the fee schedule for **Prep** attached. Please complete the form on page 5 and return to the school by **20 November 2020** so the school can prepare accordingly.

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

The Department of Education and Training (DET) Parent Payments in Victoria Government Schools policy provides advice on the different types of payments that schools can request from parents and outlines the procedures and protocols schools must adhere to. This policy is available from the DET's Policy and Advisory Library <https://www2.education.vic.gov.au/pal/parent-payment/policy>

## **Financial Support for Families**

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

- The Camps, Sports and Excursions Fund
- Payment Plans
- A 10% reduction for families who pay by the end of Term 4
- State Schools' Relief (Affordable Uniform Program)

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

Liz Lukovska (Acting Business Manager)

Phone: 03 9460 1668 | Email: [elizabeth.lukovska@education.vic.gov.au](mailto:elizabeth.lukovska@education.vic.gov.au)

## **Payment Methods**

- EFT (Electronic Funds Transfer)
- Direct Credit
- Credit Card

## **Refunds**

Refunds will be assessed on a case by case basis at the local school level. Refunds will be considered and provided to families if the school has not incurred a cost.

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

Donald Eddington  
Principal

Christine Crosta  
School Council President

## 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

- Items and activities which the school deems essential for student learning.
- Parents may choose to purchase essential items through the school or provide their own.

##### Optional Items

- Items and activities that enhance or broaden the schooling experience of students and are offered in addition to the standard curriculum.
- These are provided to students on a user-pays basis.

##### Voluntary Contributions

- Voluntary contributions support the school to continue to be the best local school for all students and can be for general or specific purpose.
- Students will not be disadvantaged in any way if parents do not make a contribution.



#### 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 does not 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.



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### FEE SCHEDULE – PREP

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

Please complete the form on page 5 and return to the school by **20 November 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. Please indicate if you would like to purchase these items through the school by completing the table on page 5.

<b>ESSENTIAL STUDENT LEARNING ITEMS: AMOUNT: \$110.00</b>	
3 24mm lined exercise books (Not dotted thirds)	Art supplies
3 64 page half ruled / half blank exercise books	Science materials and experiments
6 Scrap books	A4 coloured cover paper
1 Fixed pocket display folder	A3 coloured cover paper
1 Top attached file	A4 White and coloured paper
1 Whiteboard eraser	Laminating sheets
2 Whiteboard markers (Black)	Plastic pockets
1 Pencil sharpener	Permanent markers
8 2B triangular jumbo grey lead pencils	Large textas
2 Packets of jumbo triangular colour pencils	Whiteboard markers
2 Erasers	Sticky tape
1 Packet coloured crayons	Masking tape
1 Packet textas	Staples
1 30cm clear plastic ruler	Paper clips
1 Pair of scissors	Blu tack
8 Glue sticks	Post-it-notes
1 R.E.A.D It home reading log	Map pins
1 My Special Word Collection (KLUWELL)	3 Boxes tissues

**Students' Essential Student Learning packs will be distributed to them on the first school day next year.**



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### Things to bring from home:

- Spare set of clothing in your child's school bag (in case of accidents)
- Smock or shirt with long sleeves for art and 'messy' activities

### Optional Items

William Ruthven 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. If you would like to purchase an item or activity for your child, please indicate on the table below.

Optional Item	Amount
Optional camps and excursions as scheduled throughout 2021. The cost of these excursions will be advised throughout the year.	
Excursions (and in-school activities)	<b>To be advised</b>
Swimming	<b>To be advised</b>

### Voluntary Contributions

William Ruthven 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
		\$20	\$50	\$70	
Building Fund – Upgrade to Digital Technology and Robotics	Yes	\$20	\$50	\$70	
School council has established tax-deductible gift recipient status with the Australian Taxation Office for the Building Fund					
<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.



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**Parent Payment Charges**

Essential Student Learning Items <b>if paid by 18 December 2020</b> . This is a 10% discount.	Amount \$99.00
Essential Student Learning Items if paid in 2021	Amount \$110.00
Optional Items	Amount (Users Pay Basis)
Voluntary financial contribution	Amount \$.....

**How to pay:**

- Direct Deposit: WRPS Official Account  
BSB: 063 385  
Account: 1004 4861  
(Please state student's name in the online banking reference)
- B Pay (reference details can be found on your family statement)
- EFTPOS/Visa/Master Card (via telephone or fill in the slip below and return to the Admin Office)
- Payment Plan - Please contact the Business Manager to arrange an appointment or discuss options.

**Credit Card Authorisation (optional)**

Name of Cardholder: \_\_\_\_\_ (Please print)

Mobile number: \_\_\_\_\_

Card Type: VISA / MASTERCARD (*please circle*)

Card Number: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Expiry Date: \_\_\_\_ / \_\_\_\_ 3 digit verification number: \_\_\_\_ (CCV)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Year Level: \_\_\_\_\_

<b>TOTAL \$.....</b>
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