

YEAR 4 PARENT PAYMENT ARRANGEMENT 2021

Dear Parent

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

Please find the fee schedule for *Year 4* attached. Please complete this form and return to the school by **13th November 2020** so the school can prepare accordingly.

Cowes 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

Cowes 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 fees relating to camps, excursions and sporting activities) - <http://www.education.vic.gov.au/csef>
- Centrepay <http://www.humanservices.gov.au/customer/services/centrelink/centrepay>
- State Schools Relief Committee – for Uniform. The school may also be able to supply second hand uniform when available for a minimal cost
- Local community supports

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

Principal - Rodney McKenzie or Assistant Principal – Sarah Tyrrell

Ph: 03 5952 2132 | Email: cowes.ps@education.vic.gov.au

Payment Methods

Parents and guardians will be provided with early notice of payment requests for essential education items, optional extras and voluntary financial contributions (e.g. a minimum of six weeks notice prior to the end of the previous school year).

Costs will be kept to a minimum with payment options available to further assist parents.

The following four payment options have been developed:

Option A	Full amount when ordered
Option B	Full payment at beginning of Term 1
Option C	Payment at the beginning of each Term
Option D	Other payment arrangements

Alternative payment options are available through the school and parents are encouraged to make an appointment with the Principal to discuss circumstances and available options.

Payments may be requested but not required prior to the commencement of the year in which the materials and services are to be used.

Payment requests to parents will be itemised and the category each item falls under will be clearly identified as an essential education item, optional education item or voluntary financial contribution.

Receipts will be issued to parents immediately upon making payment.

Reminders for unpaid essential education items or optional extras will be generated once each term.

Only the initial invitation for voluntary financial contributions and one reminder notice will be issued per year to parents and guardians.

All records of payments or contributions and any outstanding payments by parents and guardians are kept confidential.

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

Yours sincerely,

Rodney McKenzie

PRINCIPAL

Brendan Cashman

SCHOOL COUNCIL PRESIDENT

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

Please complete this form and return to the school by **13th November 2020** so the school can prepare accordingly.

All ordered book packs will be delivered directly to your child's 2021 classroom to ensure availability to them on the first day.

We would appreciate payment by 14th December 2020, however payment is not required until 28 January 2021.

Student's First Name		Student's Surname	
Parent Name		Contact Number	

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 which items you would like to purchase through the school on the table below:

Essential Student Learning Items	Amount
<p>Stationary pack</p> <p>2 x Officemax Manilla Board Document Wallet 30mm Gusset Foolscap Blue 1 x Bic Cristal Blue Ballpoint Pen 1.0mm Tip 1 x BIC Cristal Ballpoint Pen 1.0mm Tip Red 15 x Teter Mek Hexagonal HB Pencil Black 3 x Faber-castell Red Checking Pencils 1 x Winc Double Hole Metal Pencil Sharpener 1 x Winc Unpolished Wooden Ruler 30cm - Measurement in CM & MM 2 x Spirax No.578A Sketch Book 32 Leaf 247X270mm 1 x Officemax A4 Exercise Book 10mm Grid 48 Pages 6 x Officemax A4 Exercise Book 14mm Thirds Red Margin 64 Pages 2 x Winc Eraser PVC-Free Standard Office 2 x Officemax Megaspace Scrapbook 335x245mm 100gsm White 64 Page 4 x Winc Glue Stick 20g 1 x Faber-castell Hexagonal Colour Pencils Assorted Pack 12 1 x Faber-Castell Fibre-Tip Coloured Markers Assorted Pack 12 1 x Winc Display Book Non-Refillable A4 20 Pocket - Blue 1 x Winc Display Book Non-Refillable A4 20 Pocket - Red 1 x Winc Display Book Non-Refillable A4 20 Pocket - Green 1 x Officemax Blunt End Scissors 130mm Red 1 x A3 Kraft Art Folio 250gsm 1 x Teachers 4 Teachers Handwriting Conventions VIC 4 2 x Ream A4 WINC paper 1 x Sharpie Assorted Colours Fluo XI Highlighters Chisel Tip Pack of 4 Classroom consumables (colour paper A3 & A4, laminating pouches, craft supplies, post it notes)</p>	\$69.50
Cowes Primary School Diary	\$9.00
Consumables for Art (clay, paint, paper)	\$5.00
Online Apps (Reading Eggs & Essential Numeracy 24hr access)	\$22.00
TOTAL	\$105.50

Optional Items

Cowes 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
<i>Optional camps and excursions as scheduled throughout 2021. The cost of these excursions will be advised throughout the year.</i>	<i>To be advised</i>
<i>School Yearbook</i>	\$20.00
<i>Headphones</i>	\$15.00
<i>Cowes Primary School Book Bag</i>	\$13.00
TOTAL	\$48.00

Voluntary Contributions

School Council has identified the following areas, aligned to school priorities, and requests your contribution to support our school in delivering the best possible experiences for all our students in 2021

Voluntary Contribution	Tax deductible?	Recommended Amount	Amount
<i>Swimming Program (ensuring the delivery of our Term 1 & Term 4)</i>	<i>No</i>	\$80	
<i>Library Books (supporting the purchase of high quality reading material for our libraries and classrooms).</i>	<i>No</i>	\$10	
<i>Wellbeing Initiatives (supporting vulnerable students with the provision breakfast club, lunches, uniform etc.).</i>	<i>No</i>	\$10	
<i>Buildings & Grounds (supporting the development of our play spaces and learning environments).</i>	<i>No</i>	\$10	
<i>Building Fund</i>	<i>Yes</i>		
<i>School council has established tax-deductible gift recipient status with the Australian Taxation Office for the Building Fund</i>			
			\$

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_____
Optional Items	Amount_____
Voluntary financial contribution	Amount_____
	TOTAL _____

Parent Payment Arrangements

Please indicate your preferred method of payment:

- Option A (Full amount when ordered)
- Option B (Full amount at beginning of Term 1)
- Option C (Payment at beginning of each term)
- Option D (Other payment arrangements)*

*If selecting option D please make an appointment with the school to discuss your circumstances and the available options.

I HAVE ENCLOSED PAYMENT OF \$ _____

Payment Types (Please circle)

CASH/CHQ	CENTREPAY	CREDIT CARD	EFT
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CPS Bank Details - BSB: 633 000 Account: 138042163 Please insert child's name and 'Booklist 21'

Only provide Credit Card details if payment is to be processed immediately at the time of returning booklist.

Card Type VISA /MASTERCARD ONLY Expiry Date - _____/_____

Card Number _____/_____/_____/_____

Three Digit Verification Number _____ Amount Payable \$ _____

Cardholder's Name	
Cardholder's Signature	



COWES PRIMARY SCHOOL
2021 SCHOOL SWIMMING PROGRAM

Dear Parents

Permission Slip below must be received before your child commences swimming lessons.

All children must wear a rash vest or t-shirt at the pool. The school requests children to also wear school hats and sunscreen, and have all clothing clearly marked, with a bag for wet towel, cap and bathers. Swimming bags are available from the uniform shop. Swimming caps are available from the office, in house colours, at a cost of \$3 each. Children with long hair must tie their hair back for swimming.

If, at any stage, your child has an illness which would make swimming difficult (eg. breathing problems) please inform the classroom teacher.

If you have any questions regarding swimming, please contact the school on 5952 2132.

Rodney McKenzie
Principal

Please complete this slip and return to the office with your child's booklist

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COWES PRIMARY SCHOOL - 2021 SWIMMING PERMISSION

CHILD'S NAME..... YEAR LEVEL 2021.....

I give permission for my child to participate in the 2021 swimming program at Cowes Primary School, and give permission to consent, where it is impracticable to communicate with me, to my child receiving such medical/surgical treatment as may be deemed necessary.

PARENT NAME.....

SIGNATURE.....DATE.....