



# KANANOOK PRIMARY SCHOOL 5418

Dear Parents,

It has reached that time of the year to start thinking about planning for next year for your child/children with regards to payment for their General Stationery Book Pack and Essential Education Items costs for 2019.

The Department of Education and Training *Parent Payments in Victorian 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 Department's School Policy and Advisory Guide ([www.education.vic.gov.au/spag](http://www.education.vic.gov.au/spag)).

School councils are responsible for developing and approving a school-level parent payment policy that is compliant with the Department's policy. A copy of the Kananook Parent Payment Policy is attached.

There are three areas for which parents may reasonably be requested to make a payment or contribution:

- **essential education items** which parents/guardians pay the school to provide or may provide themselves, if appropriate (for example, stationery, text books)
- **optional education items** which are offered on a user-pays basis and which parents/guardians may **choose** whether their child accesses or participates in (for example, excursions (travel and entry costs), school magazines or extracurricular programs or activities); and
- **voluntary financial contributions** which parents/guardians may be invited to donate to the school.

Parents/guardians are responsible for ensuring that their children are provided with essential education items. The school makes every effort to keep the cost of items that need to be purchased at a minimum. Parents/guardians also have the option of providing essential education stationery items themselves.

Kananook Primary School provides a variety of options to support parents to access the materials and services associated with their child's education. If you have any questions or wish to discuss your circumstances and the options available to you, please contact the school office to make an appointment.

One option available to many families is that of paying for these items via Centrepay in fortnightly instalments. Any families receiving a payment from Centrelink, whether it be by Family Tax benefit A or B or a Pension payment are able to use the Centrepay option. If eligible, we encourage you to visit our school office to authorize a regular fortnightly instalment, from as little as \$10 per fortnight, to be taken out of your payment and credited to your account at Kananook Primary School. This means, that by starting soon, you could find that your child's book packs and other educational costs are paid for before the 2019 school year starts. Families who have taken advantage of this option have found that it eases the financial pressure, with so many expenses arriving around the Christmas and New Year period. An application form is attached. The office staff are available to assist with the completion of this form should you need it.

## **CSEF 2019 (Camps, Sport & Excursion Fund)**

This is also a good time to remind any parents/guardians who hold a current Health Care Card (HCC), Pensioner Concession Card (PCC) or you are a Temporary Foster Parent that you may be eligible to receive CSEF funding. The CSEF is a payment of \$125 per student per year. CSEF funds are provided to assist low income families with funds that can be used towards camps, sporting activities and excursion/incursions. Please visit the office to find out more. **CSEF funds cannot be used to pay for these essential resource items.**

Attached is a breakdown of your child's General Stationery Book Pack and Essential Education Items for 2019 (see page 3). **Please place this in a safe place until payment is made.**

**Please note that the items in General Stationery Book Packs will not be split, for two reasons:**

1. A package deal has been obtained through a commercial supplier at a bulk order discounted price.
2. Material Safety Data Sheets (MSDS) will be provided by the supplier for all items containing chemicals to meet Occupational Health and Safety regulations.

**Additional Important Information:**

**All Students Prep to Year 6**

After payment has been received, the **Essential Educational Items** (General Stationery Book Packs) will be delivered in individual carry bags to the school. Students are able to take the bags home on the first day to show parents, but must return them **intact** the next day.

**Years 4 - 6**

The additional items listed below **are purchased by Year 4 – 6 parents**. This enables parents and children to choose the 'personal items' for their pencil case. **Items to be chosen and purchased by Year 4/5/6 parents ready for the beginning of 2019:**

1 x pencil case

1 x packet of twist type crayons

1 x packet of markers/textas

1 x sharpener

**Payment Details Prep to Year 6**

Parents are requested to visit the school office to arrange payment for their child's General Stationery Book Pack and Essential Education Items for 2019. This can be done from **Monday 8<sup>th</sup> October to Friday December 7<sup>th</sup> 2018**. The school office will also be open **from Tuesday 29<sup>th</sup> of January 2019** to receive payments prior to the students returning to school on **Wednesday 30<sup>th</sup> January**.

**PLEASE NOTE:**

**Prep and Year 1** classes will commence on **Friday 1<sup>st</sup> February**. Please mark these dates on your calendar.

**\* Please note: The school office will be closed from 12.30pm to 2.00pm on Tuesday 29<sup>th</sup> January, 2019**

Regards,

Stuart Gilchrist.  
Assistant Principal