



8<sup>th</sup> November 2021

YEAR 2

Dear parent/guardian,

Reservoir Views Primary School is looking forward to another great year of teaching and learning and would like to advise you of Reservoir Views Primary School's voluntary financial contributions for 2022.

Schools provide students with free instruction to fulfil the standard Victorian curriculum and we want to assure you that all contributions are voluntary. Nevertheless, the ongoing support of our families ensures that our school can offer the best possible education and support for our students. We want to thank you for all your support, whether that's through fundraising or volunteering your time. This has made a huge difference to our school and the programs we can offer.

Within our school this support has allowed us a wider offering of subjects including a music program introduced in 2021; classroom digital learning devices including iPads and netbooks; enhanced classroom literacy resources including classroom libraries and decodable texts.

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

Yours sincerely,

Stephen Stafford  
Principal

Jessica Pitt  
School Council President

<b>Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum</b>	<b>Amount</b>
<b>Year 2</b> individual booklist items for students to own (List provided on next page)	\$45.00
<b>Year 2</b> classroom consumables, materials & equipment <ul style="list-style-type: none"> <li>• Art – folios, paint, glitter, coloured paper, tape, glue, etc (\$20.00)</li> <li>• Inquiry / Social Emotional Learning (SOL) – poster paper, PVC glue, laminating pouches, etc (\$5.00)</li> <li>• Mathematics / Science – numeracy aids, etc (\$5.00)</li> <li>• Music – exercise book, craft consumables, etc (\$5.00)</li> <li>• P.E / Sport – exercise book, ribbons, equipment, etc (\$5.00)</li> </ul>	\$40.00
<b>Year 2</b> Online Subscriptions <ul style="list-style-type: none"> <li>• Mathletics (\$15.00)</li> <li>• Reading Eggs (\$15.00)</li> <li>• SeeSaw (\$10.00)</li> </ul>	\$40.00
<b>Year 2</b> Printing and photocopying of worksheets and learning materials	\$20.00
<b>Total</b>	<b>\$145.00</b>
<b>Other Contributions - for non-curriculum items and activities</b>	<b>Amount</b>
Music program resources	\$50.00
School grounds maintenance and improvements	\$50.00
<b>Total Amount</b>	<b>\$100.00</b>



Below is a list of items that the school will purchase for your child to individually own and use.

**2022 Booklist – Year 2 individual booklist items / stationery pack items**

Description	Qty
PP Envelope A4 with Button Clear	2
My Home Reading Journal KLUWELL Yellow Level	1
Educ8 Triangular Coloured Pencils Pk 12	1
Faber Castell Connector Colouring Pens Pack 12	1
Sharpener Pencil Maped Shaker Double Hole	1
Scissors - School Right-Handed 150mm Red	1
Pencil Case large vinyl 325 x 180mm 2 zip	1
Display Book Blue A4 Refillable 20 Pocket	1
Wonder Writer 64pg Mega Maths Book 10mm Graph ruled	2
Educ8 Scrapbook 64 Page 100gsm	3
Educ8 18mm Writing Book Dotted 3rds 64p	5
Show-me Slim Barrel Black Drywipe Pens Medium Black	4
Ruler 30cm Bendy Plastic	1
Eraser Micador Large Each	2
Edding 345 Highlighter wallet 4	1
Glue Stick Bostik 35 gram 30800454	2
Copperplate Red Correction Pencil Each	2
Staedtler HB pencils	6



### Extra-Curricular Items and Activities

Reservoir Views Primary School offers a range of items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides to deliver the Curriculum. These are provided on a user-pays basis.

These items and activities will be offered to students during the 2022 school year with information and payment details given closer to the time of the event.

### Financial Support for Families

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

- the Camps, Sports and Excursions Fund
- Centrepay instalments – available for families who receive Centrelink benefits
- State Schools Relief

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact Melinda Owens (Business Manager) or Steve Stafford (Principal) on (03) 9460 6995 or email [reservoir.views.ps@education.vic.gov.au](mailto:reservoir.views.ps@education.vic.gov.au)

Category	
Curriculum Contributions	\$
Other Contributions	\$
Extra-Curricular Items and Activities	\$

### Payment methods

Payment is not required until **28<sup>th</sup> January 2022**.

Payments can be made by cash, Qkr! or EFTPOS in the office (Visa and Mastercard accepted). Centrelink (Centrepay) is available for those who receive a Centrelink benefit. A portion of your fortnightly payment can be sent directly to the school to offset any Parent Payments owing. See information sheet on last page for more details.

### Refunds

Parent requests for refunds are subject to the discretion of the school and made on a case-by-case basis. Refunds will be provided where the school deems it is reasonable and fair to do so, taking into consideration whether a cost has been incurred, the Department's Parent Payment Policy and Guidance, Financial Help for Families Policy, and any other relevant information.

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

# PARENT PAYMENTS POLICY

## ONE PAGE OVERVIEW



### FREE INSTRUCTION

- Schools provide students with free instruction and ensure students have free access to all items, activities and services that are used by the school to fulfil the standard curriculum requirements in Victorian Curriculum F-10, VCE and VCAL.
- Schools may invite parents to make a financial contribution to support the school.



### PARENT PAYMENT REQUESTS

Schools can request contributions from parents under three categories:

#### Curriculum Contributions

Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.

#### Other Contributions

Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.

#### Extra-Curricular Items and Activities

Items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides for free to deliver the Curriculum. These are provided on a user-pays basis.

- Schools may also invite parents to supply or purchase educational items to use and own (e.g. textbooks, stationery, digital devices).



### 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 must obtain school council approval for their parent payment arrangements and publish all requests and communications for each year level on their school website for transparency.

## CENTRELINK - CENTREPAY INFORMATION SHEET

### What is Centrepay?

Centrepay is a free direct bill-paying service offered to customers receiving Centrelink payments. Through Centrepay you can choose to pay curriculum and other contributions and/or Extra-Curricular Items and Activities by having a regular amount deducted from your payments and transferred electronically to Reservoir Views Primary School.

### Is there a minimum payment amount?

Yes, the minimum payment is \$10.00 per fortnight.

### How do you apply for Centrepay?

Step 1: Sign in and access the main menu. Sign into myGov and select your **Centrelink** online account to access the main menu and your homepage. ...

Step 2: Choose a service provider. ...Reservoir Views Primary School CRN: **555 125 684 T**

Step 3: Add a new **Centrepay deduction**. ...

Step 4: Enter the details of your **deduction**. ...

Step 5: Review and submit. ...

Step 6: Sign out.

Alternatively, you can visit us at the Reservoir Views Primary School office to fill out the paperwork.

### Can you change your Centrepay deductions?

Yes, you can change, suspend or cancel your deductions at any time online at [humanservices.gov.au/onlineservices](https://humanservices.gov.au/onlineservices)

### What changes can you make to your Centrepay deductions?

You can make the following changes to your deductions:

- suspend your deduction amount temporarily for a maximum period of 13 weeks,
- request a future end date when deductions will automatically cease,
- nominate or change a target amount so deductions will automatically stop when that target amount has been reached,
- change the deduction amount you are paying to a new amount or change the amount temporarily,
- cancel your deduction at any time.