

Dear Parent

Bayside Special Developmental School is looking forward to another great year of teaching and learning and would like to advise you of our school's parent payment arrangements for 2021.

Attached you will find the fee schedule for our Junior Level. Please complete this form and return to the school by Friday 11<sup>th</sup> December 2020 so the school can prepare accordingly.

Bayside Special Developmental School makes every effort to keep the cost of items and activities to a minimum and affordable for all parents.

### **Financial Support for Families**

Bayside Special Developmental School understands that some families may experience financial difficulty and offers a range of support options, including:

- the Camps, Sports and Excursions Fund (CSEF)
- State Schools Relief

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

Christine Galati our Business Manager: Ph.: 0409411511 Email: [christine.galati@education.vic.gov.au](mailto:christine.galati@education.vic.gov.au)

### **Payment Methods**

To assist families in meeting their commitment for 2021 we offer a flexible payment plan (form attached) which allows for the option of monthly (x 6 instalments) or by quarterly payments (beginning of each term) by:

- Internet Banking Transfer (direct credit to the school bank account as per bank account details on your statement)
- Eftpos/Credit Card (eftpos machine at reception)
- Payment Plan/Direct Debit via credit card.

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

Yours sincerely,



Principal



School Council President

## FEE SCHEDULE – JUNIOR LEVEL

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

Please complete this form and return to the school by Friday 11<sup>th</sup> December 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 which items you would like to purchase through the school on the table below:

Essential Student Learning Items	Amount
<i>Consumable arts &amp; crafts that students use to make final products they take home including for special events/gift cards etc. Includes: textas, pencils, paint, paper, glitter/stickers</i>	\$ 75.00
<i>Cooking ingredients to enable students to explore food and food preparation and to make food for special events throughout the year – pasta, oil bread, flour, jelly, fruit, specialty foods (for students with allergies/not able to consume)</i>	\$ 45.00
<i>Communication/sign cards, home/school communication book, USB, workbooks, student card</i>	\$ 45.00
<i>Activities – community access,</i>	\$ 35.00
<b>TOTAL (Essential Student Learning Items)</b>	<b>\$ 200.00</b>

### Optional Items

Bayside Special Developmental 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 excursions scheduled throughout 2021, RDA. The cost of these activities will be advised throughout the year.</i>	<i>To be advised</i>
<b>Total (Optional Items)</b>	<b>\$</b>

## Voluntary Contributions

*Bayside Special Developmental 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
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*Please nominate amount*

*General Contribution* Yes \$

*School assistance fund* No \$  
*This fund is to provide essential education items or optional items for families at our school unable to purchase these items due to demonstrated financial hardship. Your contribution helps to ensure that all our student have the option of attending school activities and have the items they need for school*

*Bayside SDS council has tax-deductible gift recipient status with the Australian Taxation Office for the Building Fund*

\$

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.

### Parent Payment Charges – to be completed and returned to Bayside SDS

Essential Student Learning Items Amount \_\_\_\_\_  
 Optional Items Amount \_\_\_\_\_  
 Voluntary financial contribution Amount \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

**Students Name:** \_\_\_\_\_

## Payment Plan/Authority

Students Name: \_\_\_\_\_

### Please indicate your preferred method of payment:

	<i>Total amount</i>
Option 1 –Statement balance payment in full	<input type="checkbox"/> \$ _____
Option 2 – monthly instalments (Statement balance divided by 6)	<input type="checkbox"/> \$ _____
Option 3 - 4 payments (Statement balance divided by 4)	<input type="checkbox"/> \$ _____

**Payment dates 2021: February 09<sup>th</sup>/March 09<sup>th</sup>/April 13<sup>th</sup>/May 10<sup>th</sup>/June 07<sup>th</sup>/July 06<sup>th</sup>**

*\* Do not hesitate in contacting the school's Business Manager to discuss your circumstances and alternate options if the above is not suitable*

### CREDIT CARD AUTHORITY

Master Card                       VISA

Card No    \_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_                      Expiry Date    \_\_/ \_\_

Card Holder Name: \_\_\_\_\_

Contact Telephone: \_\_\_\_\_ Email address: \_\_\_\_\_

Total Amount Authorised: \$ \_\_\_\_\_ (total of choice option 1/2/3)

Card Holder Signature: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Or

Internet transfer:

Account Name: Bayside SDS Official Account

BSB: 313 140 Account Number: 12043401

## PARENT PAYMENTS POLICY

### Purpose

The Education & Training Reform Act 2006 provides for instruction in the standard curriculum program to be free to all students in government schools. School councils are responsible for developing and approving school-level parent payment charges and can request payments from parents under three categories only – Essential Student Learning Items, Optional Items and Voluntary Financial Contributions.

### Scope

To provide high quality learning opportunities for all students.

### Policy

School Council supplements Department of Education & Training funds by requesting payments from parents for the following items:-

1. **Essential Education Items** which parents and guardians are required to provide or pay the school to provide eg: consumable arts & crafts that students use to make final products they take home including or special events/gift etc. Texts, pencils, paint, paper, glitter/stickers etc. cooking ingredients to enable students to explore food and food preparation and to make food for special events throughout the year- past, oil, bread, flour, jelly, fruit, specialty foods (for students with allergies/not able to consume), communication/sign cards, home/school communication book(s), USB, workbooks, student card, activities, community access.
2. **Optional Items** Bayside Special Developmental 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. eg. RDA, Inter School Sports Day.
3. **Voluntary Contributions** A general contribution 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 toward our School Assistance Fund – this fund is to provide essential education items or optional item etc. for families at our school unable to purchase these items due to demonstrated financial hardship. Your contribution helps to ensure that all our student have the option of attending school activities and have the items they need for school.

Parents will be made aware of the costs associated with all payments and voluntary contributions no later than December of the previous year, along with a recommended payments schedule.

The payments schedule will include itemised details relating to all payments, an option to purchase goods elsewhere (where appropriate), essential payment dates, options to make payments by instalments, clear definitions of the category of any payments (i.e. Essential, Optional or Voluntary), an alignment between payment dates.

Payments to be finalised before 31<sup>st</sup> July unless individual arrangements have been agreed to with the schools Business Manager/Principal

Consideration to hardship arrangements in respect to payment request is provided to families experiencing long term hardship or short term crises, on a confidential, case by case basis. All parents are provided with the name and contact details of the schools Business Manager/Principal who they can discuss payment arrangements.