

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 Intermediate Level. Please complete this form and return to the school by Friday 11th 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

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

Parents experiencing hardship are treated with respect, dignity, sensitivity and without judgement and the identity and personal information of all parents and students are kept confidential in respect to parent payments.

Parents experiencing hardship are not to be pursued for outstanding school fees from one year to the next.

All payments and non-payments will be strictly confidential. The public identification of students or their parents where payments have or have not been received will not occur.

All costs and processes associated with parent payments and voluntary contributions will be reasonable, will be defensible in relation to Department of Education and Training requirements, and will be within the expectations of the school community.

Invoices/Statements for outstanding **Essential Items, Optional Items** to occur and at the end of each month (if applicable in relation to any individual payment arrangements that may have been made with the Business Manager/Principal in confidence).

Unpaid **Essential Items** payments will not result in any detriment by the school to the student or family. Unpaid **Optional Extras** payments may compromise a student's ability to be involved in the optional activity in the future.

No collectors of any type, including debt collectors, will be used to obtain funds from parents or students.



The principal will ensure that all staff are aware of this policy and adhere to it.

School Council will monitor the effectiveness and impact of the implementation of this policy at least annually.

REVIEW CYCLE

- School Council will monitor the effectiveness and impact of the implementation of this policy at least annually.

This policy was last approved 09 December 2020 and is scheduled for review October 2021.

Signed:  Date: 9/12/20 Signed:  Date: 9/12/20
School Council President Principal

FEE SCHEDULE – INTERMEDIATE 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 11th 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 & 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>	\$ 95.00
<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>	\$ 60.00
<i>Communication/sign cards, home/school communication book, USB, workbooks, student card</i>	\$ 45.00
<i>Activities – community access,</i>	\$ 50.00
TOTAL (Essential Student Learning Items)	\$ 250.00

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>
Total (Optional Items)	\$

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 09th/March 09th/April 13th./May 10th/June 07th/July 06th

** 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 31st 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.

Parents experiencing hardship are treated with respect, dignity, sensitivity and without judgement and the identity and personal information of all parents and students are kept confidential in respect to parent payments.

Parents experiencing hardship are not to be pursued for outstanding school fees from one year to the next.

All payments and non-payments will be strictly confidential. The public identification of students or their parents where payments have or have not been received will not occur.

All costs and processes associated with parent payments and voluntary contributions will be reasonable, will be defensible in relation to Department of Education and Training requirements, and will be within the expectations of the school community.

Invoices/Statements for outstanding **Essential Items, Optional Items** to occur and at the end of each month (if applicable in relation to any individual payment arrangements that may have been made with the Business Manager/Principal in confidence).

Unpaid **Essential Items** payments will not result in any detriment by the school to the student or family. Unpaid **Optional Extras** payments may compromise a student's ability to be involved in the optional activity in the future.

No collectors of any type, including debt collectors, will be used to obtain funds from parents or students.



The principal will ensure that all staff are aware of this policy and adhere to it.

School Council will monitor the effectiveness and impact of the implementation of this policy at least annually.

REVIEW CYCLE

- School Council will monitor the effectiveness and impact of the implementation of this policy at least annually.

This policy was last approved 09 December 2020 and is scheduled for review October 2021.

Signed:  Date: 9/12/20 Signed:  Date: 9/12/2020
School Council President Principal