YEAR PREP

Dear Parent/Carer,

We are looking forward to an exciting year of teaching and learning and would like to advise you of Bell 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 your financial support. This has made a huge difference to our school budget and the programs we can offer. Within our school your financial contributions have allowed us to offer delivery of quality and well-resourced classroom learning programs, well-resourced specialist programs, enhance digital learning resources and extra- curricular experiences.

Additional contributions/donations have contributed to the expansion our library collection (library fund), continuous upgrades to the buildings including the shelter shed into a Kids Hub (building fund), continued maintenance of our school’s ample grounds including upkeep of the south oval (grounds levy).

Department of Education guidelines now instruct that schools are unable to provide parents with a statement of fees. With this in mind, parents are asked to please review the voluntary financial contributions schedule below for an indication of recommended contributions for us to provide quality programs with adequate resourcing.

The parent payment form will be sent home at the beginning of the school year with a summary of the contributions below, where you can nominate the various contribution categories applicable to you (A, B, C, D).

Category E is a range of extra-curricular items and activities that enhance or broaden the schooling experience of students. These are offered on a user-pays basis throughout the year.

Category F is a list of the items that the school recommend you purchase from Complete Office Supplies (COS) or you provide similar/same items yourself for your child to individually own and use throughout the year.

For further information on the Department’s Parent Payments Policy please see the one-page overview on the last page.

Yours sincerely,



David Twite Amber Griffiths

Principal School Council

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| **A - Curriculum Contributions** - items and activities that students use, or participate in, to access the Curriculum | Amount per student |
| *Classroom consumables, materials & equipment** Consumables for Literacy/Numeracy/Inquiry/STEAM e.g. copy paper, card, tape, colour squares, experiment materials, etc.
* Classroom Literacy Resources- Guided Reading texts, Book Club texts and take-home reading books
* Hands on Maths Resources e.g. counters, dice, cards, clocks, measuring equipment etc.
* Digital Technologies and STEAM resources e.g. provision/upkeep of devices, ICT peripherals
 | $75 |
| *Specialist consumables, materials & equipment***Art:** Scissors, paintbrushes, clay tools, craft materials, paints, oils pastels etc.**Italian:** Bilingual books, games, craft materials, cooking, etc.**Music:** Instruments and repairs, workbook, paper, card etc.**PE/Sports:** Equipment e.g. Balls, bats, bibs, etc. | $45 |
| *Prep Online Subscriptions** Wushka (on-line reading resource)
* Essential Assessment
* SPA
 | $30 |
| Prep Swimming program (estimated $60 -partially funded by DET grant) | *Contribution sought closer to year level swimming program.* |
| **B - Other Contributions -** for non-curriculum items and activities | Amount per student |
| *Student and Parent Communication tools** *Compass and Qkr!*
 | $15 |
| *Student Wellbeing programs, resources and equipment including Berry Street, Respectful Relationships, School Wide Positive Behaviour support, Health and Human Development.* | $10 |
| *First aid and hygiene materials e.g. ice packs, band aids, bandages, saline, etc.* | $5 |
| **C -** **Tax deductible contributions** |
| ***Building fund.*** *A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure.*  | Amount nominated by payee |
| ***Library fund****. A tax-deductible contribution to support book purchases and other equipment that sustain the library as a valuable resource.* | Amount nominated by payee |
| **D - Non-tax deductible donations** |  |
| *School grounds maintenance and improvements* | Amount nominated by payee |

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| **E - Extra-Curricular Items and Activities** | **Estimated Amount** |
| Bell Primary School offers a range of items and activities that enhance or broaden the schooling experience and are above and beyond what the school provides in order to deliver the Curriculum. These are provided on a user-pays basis throughout the year. |
| Incursions/excursions to be scheduled throughout the year and paid for closer to the event | $100 |
| School Photos | Determined by provider |
| Private Instrumental Music – Keyboard, piano, guitar, violin | Determined by provider |
| Private Activities – Kelly Sports, French Club, FunKey Music | Determined by provider |

### Financial Support for Families

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

* the Camps, Sports and Excursions Fund (CSEF)
* Parent Payment Instalments

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact: Robyn Radford | Business Manager or Joanne Taylor | Administration – Finance | Ph: 03 9480 5622

Email: Robyn.Radford@education.vic.gov.au | Joanne.Taylor4@education.vic.gov.au

### 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.

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| **F - Educational items for students to own**  |

Below is a list of items that the school recommend you purchase from Complete Office Supplies (COS) with all items delivered directly to you ready on the first day of school **OR** provide your own identical/similar items by the start of the school year**.**

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| **Educational items for your child to individually own and use throughout the year.**  | **Quantity** |
| Faber Castell Tri Junior Triangular Colour Pencils Assorted  | 2 |
| COS 135mm Right Handed Safety Scissors Assorted | 1 |
| COS Broad Colour Markers Assorted  | 2 |
| COS Name Pencil Case Large 330 x 160mm Assorted | 1 |
| Staedtler Jumbo Triangular HB Pencil | 10 |
| COS Eraser Large | 1 |
| Bostik Glu Stik 35g Clear | 6 |
| Artline 517/577 Whiteboard Marker 3mm Black | 4 |
| COS Headphone with Volume Control Black | 1 |
| COS Double-Sided Whiteboard 210 x 280mm | 1 |
| Targeting Handwriting Victoria Prep 9781741250879 | 1 |
| COS Scrapbook 330 x 240mm Blank 100gsm 64P | 8 |
| Library Students Bag/Carry Folio Navy Blue | 1 |
| COS Barrel Pencil Sharpener Double | 1 |
| Display Book A4 Refillable 20 Pocket Red | 1 |
| COS BTS Student Pack Drawstring Bag Red | 1 |
| Total  | $110.58 |

**Please consider ordering at** [**www.cos.net.au**](http://www.cos.net.au)

The items listed above have been selected as being required for Prep in 2022. If ordering through COS, please place your order by 09 January 2022 to ensure delivery prior to Term 1, 2022.

**Process for online ordering through COS website, available from 12 November 2021.**

1. Visit [www.cos.net.au](http://www.cos.net.au)

2. Click on School Packs or Sign in button in menu task bar. Enter the **Username:** bellprimary@cos.net.au & **Password:** Parents-22

3. Select the Year level(s) required for 2022

4. The school has selected the appropriate items and quantities for each year level. This can be reviewed before adding your Pack to the Cart.

5. If you need, additional items are available from their Back-to-School range.

6. Enter your child/ren’s details & delivery details.

7. Enter in your credit card, PayPal or Pay4 details and submit.

You will receive an order confirmation via email and can request to have your order tracking sent to you via mobile.

**IMPORTANT INFORMATION REGARDING YOUR ORDER**

COVID-19 has had a large impact on the transport industry and Australia Post has advised delays are possible over January due to an expected surge in demand. Sending your order early as you can, and by the dates advised above, means your School Packs will have the best chance of arriving in time for the start of school. COS will still deliver items ordered after these dates as quickly as possible, but it may be difficult to get them to you in time for the start of school.

**Delivery Service-** All orders will be sent out via Australia Post. A specific time of delivery cannot be requested. In the event that nobody is available to receive the delivery, the goods will be taken to the nearest post office for collection. A card will be left in your mailbox confirming this.

**Delivery Guarantee-** Orders placed with COS before 12th December, will be delivered to your home by 24th December. Orders placed before 9th January, will be delivered to your home prior to Term 1, 2022 commencing. Orders placed after this date cannot be guaranteed to arrive on time.

**Delivery Charges-** For orders over $55 (incl. GST) and ordered prior to 12th of December delivery is FREE! For all packs valued under $55 (incl. GST) a delivery fee of $11.95 (incl. GST) will be applied for single packs and $14.95 for multiple packs. For all orders placed after 12th December a standard delivery fee of $11.95 (incl. GST) will be applied for single packs and $14.95 for multiple packs.

**parent PAYMENTS policy**

**ONE PAGE OVERVIEW**

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|  | 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.
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|  | PARENT PAYMENT REQUESTSSchools can request contributions from parents under three categories:

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| Curriculum ContributionsVoluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum. | Other ContributionsVoluntary financial contributions for non-curriculum items and activities that relate to the school’s functions and objectives. | Extra-Curricular Items and ActivitiesItems 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).
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|  | 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.
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|  | 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.
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