



Learning for Life

## GRADE 1/2 PARENT/CARER CONTRIBUTIONS 2024

Dear parent/guardian,

Mandama Primary School is looking forward to another great year of teaching and learning and would like to advise you of Mandama Primary School's voluntary financial contributions for 2024.

Schools provide students with free instruction to fulfil the standard Victorian curriculum and we want to assure you that all contributions are voluntary.

Mandama Primary School is able to provide the excellent programs and resources it has, through a combination of Government School Funding, parent contributions and limited fundraising. I seek your support as I endeavour with staff and School Council to provide an on-going enhancement of equipment and resources to benefit all student learning. I ask you to read the attached notices carefully.

The itemised list over the page includes;

- Curriculum contributions: parents/carers make a contribution to the school for the provision of items and activities that students use or participate in, to access the curriculum.
- Other contributions which parents/carers are invited to donate to the school for specific projects. We are inviting voluntary contributions to support the upkeep and maintenance of our school grounds. Thank you for your support!
- Extra -Curricular Items and Activities: are provided on a user-pays basis e.g.: school camps, end of year celebration days, division athletics

We would appreciate payment by 8th December 2023; however, payment may also be made in January 2024 at the school office on Wednesday 24<sup>th</sup> between 1pm and 5pm and Thursday 25<sup>th</sup> between 8am and 12 noon.

All booklist supplies will be available for all students in their classroom on the first day of Term 1, Tuesday 30<sup>th</sup> January 2024. Contributions can be made to the school by Cash, EFTPOS or BPAY.

Your family BPay reference number can be found on your family statement. BPay funds stay on your family account and can be used for curriculum contributions, extra-curricular items and activities and Out of School Hours Care (OSHC), for any child.

Any monies left on your family account when your child/ren finish at Mandama PS can be returned to you or transferred to your next school.

### **CAMPS, SPORTS & EXCURSIONS FUND (CSEF)**

Parents/carers who hold a valid means-tested concession card or are a temporary foster parent are able to apply for CSEF, which provides the school with \$125 per student to cover the costs of excursions, camps and sporting activities. If you are eligible, please complete the attached application form. Funds from CSEF are linked to specific students.

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

Best wishes and thank you for your continued support of our school.

Marina Keegan

Principal

<b>Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum</b>		<b>Amount</b>
<b>Grade ½ classroom consumables, materials &amp; equipment</b>		
<ul style="list-style-type: none"> <li>• General classroom stationery items (bookpack) -pencils, colouring materials, writing books, scissors, whiteboards, markers, erasers, glue sticks</li> <li>• Art - A3 Kraft Art Folio, Sketch Book, Glue sticks, pencils, markers and craft materials</li> <li>• Italian – art and craft supplies and A3 Mesh Zip Pouch</li> <li>• STEM Materials and equipment</li> </ul>	\$103.00 \$ 15.00 \$ 10.00 \$ 10.00	<b>\$ 138.00</b>
<b>Other activities and events to be scheduled</b>	<b>\$TBA</b>	
	<b>TOTAL</b>	
<b>Other Contributions - for non-curriculum items and activities</b>	<b>Amount</b>	
School improvements (please consider an amount listed or nominate your own.)	\$20 \$40 \$50 \$100	
<b>Total Amount</b>	<b>\$</b>	

#### **Extra-Curricular Items and Activities**

Mandama 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 in order to deliver the Curriculum. These are provided on a user-pays basis.

<b>Extra-Curricular Items and Activities</b>	<b>Amount</b>
<b>These are a <u>guide and estimate only</u> and do not need to be paid for until the event</b>	
<ul style="list-style-type: none"> <li>• Year 1 Stay and Play</li> <li>• Year 2 Sleepover - October 2024</li> <li>• End of Year Celebration Day</li> <li>• <b>Other activities and events to be scheduled</b></li> </ul>	\$ 7.00 \$70.00 \$20.00 <b>\$TBA</b>
<b>Total Extra-curricular Items and Activities</b>	

*Please note: We source our school items in bulk, free of GST and have them delivered to the school to be able to offer value and convenience. Parents/Carers may choose to provide or purchase backpack supplies themselves. If you choose to do this, you are asked to consult with the school office to ensure your child has the correct items.*

## **Financial Support for Families**

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

- the Camps, Sports and Excursions Fund
- Flexible Payment arrangements
- State Schools Relief Support – please contact Sarah Harper, Business Manager, to discuss these options.

**IF YOU ARE ELIGIBLE FOR CAMPS, SPORTS & EXCURSIONS FUND (CSEF), \$125 can be put towards Camps and Excursions only.**

Details on first page and application form attached. Please contact the office if you have any queries.

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

Sarah Harper

Ph: 03 5243 0820 | Email: [Mandama.ps@education.vic.gov.au](mailto:Mandama.ps@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.

**Payment methods**

*Payment can be made by Cash, Cheque, EFTPOS or BPAY.*

Please send completed form with payment to the school office by Friday 8th December 2023.

Alternatively, there will be two days in January 2024, Wednesday 24<sup>th</sup> January from 1pm to 5pm and Thursday 25<sup>th</sup> January 8am to 12noon.

Name of child: \_\_\_\_\_ 2024 School Year : 1 / 2

TOTAL CONTRIBUTIONS – Please add totals from page 2		Amount
Curriculum Contributions (Category 1)		\$
Other Contributions (Category 2)		\$
Extra-Curricular Contributions (Category 3) Can be paid up front or when notes are sent out for these activities/events		\$
<b>(Please Select One)</b>	<b>I HAVE ENCLOSED PAYMENT OF:</b>	
<b>OR</b>	<b>PLEASE ALLOCATE BPAY FUNDS TO THE AMOUNT OF:</b>	

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Booklist supplies will be available for all students in their classroom on the first day of Term 1, Tuesday 30<sup>th</sup> January, 2024

**PAYMENT SLIP**

**GRADE 1/2 CURRICULUM CONTRIBUTIONS 2024**

Please return completed form & payment to the office by Friday 8<sup>th</sup> December, 2023

Credit Card                       BPay                       Cash/Cheque   
 Credit Card Authorisation

Please debit my credit card for the above amount      MasterCard                       VISA

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Name		Expiry Date:    /	CCV:
Signature:		Date:	

## Camps, Sports and Excursions Fund (CSEF) APPLICATION Form

**School Name** Mandama Primary School

**School REF ID** 015185

**Parent/legal guardian details**

Surname \_\_\_\_\_

First name \_\_\_\_\_

Address \_\_\_\_\_

Town/suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Contact number \_\_\_\_\_

Centrelink pensioner concession **OR** Health care card number (CRN)

-    -    -  **OR**  
 Foster parent\* **OR**  Veterans affairs pensioner (Gold Card)\*\*

\*Foster Parents must provide a copy of the temporary care order letter from the Department of Health and Human Services (DHHS).

\*\*Applicants must provide a copy of the Veteran Affairs Gold card

**Student details**

Child's surname	Child's first name	Student ID	Date of birth <small>(dd/mm/yyyy)</small>	Year level

I authorise the Department of Education and Training (DET) to use Centrelink Confirmation eServices to perform an enquiry of my Centrelink customer details and concession card status in order to enable the business to determine if I qualify for a concession, rebate or service. I also authorise the Australian Government Department of Human Services (DHS) to provide the results of that enquiry to DET.

I understand that:

- DHS will use information I have provided to DET to confirm my eligibility for the Camps, Sports and Excursions Fund and will disclose to DET personal information including my name, address, payment and concession card type and status.
- this consent, once signed, remains valid while my child is enrolled at a registered Victorian school unless I withdraw it by contacting the school.
- I can obtain proof of my circumstances/details from DHS and provide it to DET so that my eligibility for the Camps, Sports and Excursions Fund can be determined.
- if I withdraw my consent or do not alternatively provide proof of my circumstances/details, I may not be eligible for the Camps, Sports and Excursions Fund provided by DET.
- Information regarding my eligibility for the Camps, Sports and Excursions Fund may be disclosed to the Victorian Department of Health and Human Services and /or State Schools Relief for the purpose of evaluating concession card services or confirming eligibility for assistance.

You are able to request access to the personal information that we hold about you, and to request that any errors be corrected, by contacting your child's school.

**Signature of applicant** \_\_\_\_\_

**Date** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## CSEF eligibility

Below is the criteria used to determine a student's eligibility for the Camps, Sports and Excursions Fund (CSEF).

### Criteria 1 – Eligibility

To be eligible\* for the fund, a parent or legal guardian of a student attending a registered Government or non-government Victorian primary or secondary school must:

- on the first day of Term one, or;
- on the first day of Term two.

- a) Be an eligible beneficiary within the meaning of the State Concessions Act 2004, that is, be a holder of Veterans Affairs Gold Card or be an eligible Centrelink Health Care Card (HCC) or Pensioner Concession Card (PCC) holder, OR
- b) Be a temporary foster parent, and;
- c) Submit an application to the school by the due date.

\* A special consideration eligibility category also exists. For more information, see:

[www.education.vic.gov.au/about/programs/Pages/csef.aspx](http://www.education.vic.gov.au/about/programs/Pages/csef.aspx)

Parents who receive a Carer Allowance on behalf of a child, or any other benefit or allowance not income tested by Centrelink, are not eligible for the CSEF unless they also comply with one of (a) or (b) above.

### Criteria 2 - Be of school age and attend school in Victoria

School is compulsory for all Victorian children aged between six and 17 years of age inclusive.

For the purposes of CSEF, students may be eligible for assistance if they attend a Victorian registered primary or secondary school. Typically, these students are aged between five and 18 years inclusive.

CSEF is not payable to students attending pre-school, kindergarten, home schooled, or TAFE.

### Eligibility Date

For concession card holders CSEF eligibility will be subject to the parent/legal guardian's concession card being successfully validated with Centrelink on the first day of either term one (28th January 2022) or term two (26th April 2021).

## Payment amounts

### CSEF payment amount

The CSEF is an annual payment to the school to be used towards camps, sports and/or excursion expenses for the benefit of the eligible student.

- Primary school student rate: \$125 per year.
- Secondary school student rate: \$225 per year.

The CSEF is paid directly to your child's school and will be allocated by the school towards camps, sports and/or excursion costs for your child.

**For ungraded students**, the rate payable is determined by the student's date of birth. For more information, see:

[www.education.vic.gov.au/about/programs/Pages/csef.aspx](http://www.education.vic.gov.au/about/programs/Pages/csef.aspx)

**Year 7 government school students** who are CSEF recipients are also eligible for a uniform voucher. Secondary schools are required to make applications on behalf of parents so please register your interest at the school.

## How to complete the application form

### NOTE: ALL SECTIONS MUST BE COMPLETED BY PARENT/LEGAL GUARDIAN

1. Complete the PARENT/LEGAL GUARDIAN DETAILS section.

Make sure that the Surname, First Name, and Customer Reference Number (CRN) details match those on your concession card. You will also need to provide your concession card to the school.

If you are claiming as a Foster Parent or a Veteran Affairs Pensioner, you will need to provide a copy of documentation confirming your status as a temporary Foster Parent or provide your Veterans Affairs Pensioner Gold card to the school.

2. Complete the STUDENT/S DETAILS section for students at this school.
3. Sign and date the form and return it to the school office as soon as possible. The CSEF program for 2021 closes on 25<sup>th</sup> June 2021.

CSEF payments cannot be claimed retrospectively for prior years.

**Queries relating to CSEF eligibility and payments should be directed to the school.**

# 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 requirements of the Curriculum. This includes the Victorian Curriculum F-10, the Victorian Certificate of Education (VCE) including the VCE Vocational Major and the Victorian Pathways Certificate.
- 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.