



Learning for Life

## RESPECT      RESPONSIBILITY      RESILIENCE

### PREP PARENT/CARER PAYMENTS 2021

Dear Parents/Carers,

Mandama Primary School makes every effort to keep the cost and number of items that need to be purchased to a minimum. We also try to ensure that the costs are affordable for all parents. The Mandama Parent Payment Policy is available on our website and at the office. If you will have difficulty making payments please make an appointment to speak to the Business Manager, Sarah Harper, to discuss possible support options and flexible payment arrangements. Any information about your financial circumstances, payment arrangements or status will be kept strictly confidential.

The itemised list over the page includes;

- essential education items which parents/carers are required to provide or pay the school to provide (for example stationary, text books, travel/entry to excursions/camps and uniform)
- voluntary contributions which parents/carers may be 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!

We would appreciate payment by 14th December 2020; however, payment may also be made in January 2021 at the school office on Wednesday 27th between 12 noon and 3.30pm and Thursday 28th between 9am and 2pm. Once paid, booklist supplies will be available for students in their classroom on the first day of Term 1, Friday 29th January 2021.

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

***Your family BPay reference number is on your included family statement. BPay funds stay on your family account and can be used for bookpacks, excursions, camps and Out of School Hours Care (OSHC), for any child. Any monies left when you 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.

#### **PREP UNIFORM SUPPORT**

Prep students attending a government school who are recipients of CSEF automatically qualify for a school uniform pack voucher. Please see fact sheet attached.

Mandama Primary School is able to provide the excellent programs and resources it has, through a combination of Government School Funding 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. We have endeavoured to keep prices at competitive levels and I ask you to read the attached notices carefully.

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

Marina Keegan  
Principal

# PREP BOOKPACKS & REQUISITES 2021

## Essential Student Learning items

Item	Description	Qty	
<b>Stationary Backpack</b>	Kluwell Reading Journal - Yellow	1	<b>\$132.45</b>
	A4 Display Book 20 Pocket clear front - Home support folder	1	
	Artline Blue Supreme Whiteboard Marker	9	
	Crayola Twistable Crayons Pkt 12	2	
	Crayola Washable Broadline Coloured Markers Assorted Pack 10	2	
	Ec Chair Bag Canvas Blue	1	
	Faber Castell Triangular Pencils Pack 12	2	
	Faber-castell Junior Triangular Graphite 2B Pencil	10	
	Faber-castell Magnetic Whiteboard With 2-in-1 Marker	1	
	Maped Shaker Sharpener 2 Hole	1	
	Officemax A3 Display Book 20 Pocket Black	1	
	Officemax A4 Non Refillable Display Book Insert Cover 20 Pocket Red	1	
	Officemax Blunt End Scissors Right Handed 130mm Red	2	
	Officemax Megaspacer Scrapbook 335x245mm 100gsm White 64 Page	5	
	Officemax Minispacer Scrapbook 167x245mm 100gsm White 64 Pages	2	
	Oxford Handwriting First For Victoria Foundation 2nd Ed Author Maree Williams	1	
	Protex Project Book Plain 24mm Dotted Thirds 64 Pages	2	
	Verbatim Classic Over-Ear Stereo Headphones - Black	1	
	Winc Glue Stick 40g	8	
	Writer Premium Storybook 330x245mm 64 Pages	2	
	Reader Bag- Vinyl Blue	1	
	Reader Bag -Vinyl Red	1	
<b>Italian</b>	Officemax A3 Zip Mesh Pouch	1	
<b>Maths Online</b>	Online Maths Tutor	1	<b>\$8.00</b>
<b>Literacy</b>	Phonics Hero	1	<b>\$15.50</b>
<b>Art Supplies</b>	A3 Portfolio, Glue sticks, pencils, markers and craft materials	1	<b>\$9.50</b>
<b>TOTAL</b>			<b>\$167.50</b>

**Please note: This is a bulk discounted Backpack; alterations to this list are not available. Parents/Carers may choose to provide or purchase backpack supplies themselves. If you choose to do this, you must consult with the school office to ensure your child has the correct items.**

**There may be some items or services you cannot purchase yourself e.g. Maths Online/Phonics Hero.**

<b># Prep Excursion Levy</b>	Healthy Teddy Day	Swimming program	1	<b>\$147.00</b>
	Fairy Incursion	BraveHearts		
	H Team	Werribee Zoo		
	End of Year Celebration			

**# DO NOT PAY IF YOU ARE ELIGIBLE FOR CAMPS, SPORTS & EXCURSIONS FUND (CSEF).**

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

## Voluntary financial contributions

Item	Amount (suggested)			
	\$30	\$50	\$75	OTHER
Grounds Maintenance & improvements				

When paid, book supplies will be available for students in their classroom on the first day of Term 1, Friday 29<sup>th</sup> January, 2021

*Thank you.*

## PREP BOOKPACK & REQUISITES 2021 RETURN FORM

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

*Please send completed form with payment to the school office by Monday 14<sup>th</sup> December 2020.*  
*Alternatively, there will be two bookselling days in January 2021, Wed 27<sup>th</sup> January from 12 noon to 3.30pm and Thursday 28<sup>th</sup> January 9am to 2pm.*

Name of child: \_\_\_\_\_

ITEM	PAYMENT CHARGES				AMOUNT
Essential education items – Bookpack supplies	<i>\$167.50</i>				\$ 167.50
# Prep Excursion Levy	<i>\$147.00</i>				\$
Section 3: Voluntary financial contribution- please choose one of the options or nominate your preferred amount.	\$20	\$40	\$50	<b>OTHER</b> \$.....	\$
<b>I HAVE ENCLOSED PAYMENT OF:</b>					\$

*# If you are eligible for CSEF (\$125 per child), this will be automatically allocated to your excursion levy. Please pay the balance of \$22.*

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

When payment has been made, Booklist supplies will be available  
for students in their classroom on the first day of  
Term 1, Friday 29<sup>th</sup> January 2021.

### PAYMENT SLIP PREP BOOKPACK & REQUISITES 2021

*Please return completed form & payment to the office by Monday 14<sup>th</sup> December 2020.*

NAME OF CHILD: \_\_\_\_\_

Credit Card

BPay

Cash/Cheque

Credit Card Authorisation

Please debit my credit card for the above amount

MasterCard

VISA

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Name	Expiry Date	/	CCV:
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Signature:		Date:
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## Camps, Sports and Excursions Fund (CSEF) APPLICATION Form

School Name

School REF ID

### 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 (dd/mm/yyyy)	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 (27th January 2021) or term two (19th 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.**



*Confidence  
to connect*

# State Schools' Relief

## Prep CSEF uniform support

### Fact sheet for parents

#### Program background

As part of the Victorian Government's Affordable Uniform Program, every Prep government school student who is a recipient of the Camps, Sports and Excursion Fund (CSEF) automatically qualifies for a uniform pack voucher. Each year, State Schools' Relief (SSR) provides tens of thousands of children with school clothing, shoes and other essential items. For the first time SSR has received government funding so that it can help more families needing financial assistance, and ensure no one is left behind.

Eligibility requirements for CSEF can be found at [www.education.vic.gov.au/csef](http://www.education.vic.gov.au/csef)

#### What uniform support is provided?

SSR will provide:

- A basic windcheater and tracksuit pants  
OR one of the following
- A bomber jacket, rugby top, hoodie or zip jacket

#### How can parents apply for the uniform?

Parents must apply for CSEF by the closing date listed at [www.education.vic.gov.au/csef](http://www.education.vic.gov.au/csef) before they approach the school to apply. Primary schools are required to make applications on behalf of parents at [www.ssr.net.au/schools](http://www.ssr.net.au/schools).

Once approved, the voucher will be dispatched electronically to the school, uniform shop or uniform supplier. The school will provide the voucher to the parent/student to present at the uniform retailer (and not at SSR).

#### What if parents have already purchased their child's uniforms?

Eligible parents who have already purchased their child's uniforms for the year can select items of a larger size from the retailer.

#### Can parents who are ineligible for CSEF or, who have children in other year levels receive assistance from SSR?

Yes. Applications for parents requiring financial assistance for uniforms, text books or shoes are encouraged via the regular SSR services – [www.ssr.net.au/schools](http://www.ssr.net.au/schools). SSR only responds to requests from schools (not from parents directly). Parents are encouraged to talk to their school principal, assistant principal or student welfare coordinator about their situation and they will assess their eligibility.

#### Terms and conditions

- Only CSEF recipients are eligible for the uniform packs.
- Each student is eligible for a single uniform pack.
- A voucher is dispatched electronically to the school, uniform shop or uniform supplier on approval. The school will provide the voucher to the parent/student to present at the uniform retailer (and not at SSR).
- The order is valid for 45 days from date of issue.
- Once expired, a new application must be lodged.
- Expired vouchers cannot be redeemed.
- Each voucher specifies the individual items funded by SSR.
- No change to the items can be made unless through the school.
- Changes made in store will not be honoured by SSR.
- The maximum voucher value is \$57 and any short fall will not be covered by SSR.
- The value of the voucher is a maximum value rather than an entitled amount. Should the value of the item be less than \$57 the difference will not be credit towards other items.

#### More information

Parents: For CSEF application details please visit [www.education.vic.gov.au/csef](http://www.education.vic.gov.au/csef)

Schools: For SSR applications please visit [www.education.vic.gov.au/ssr](http://www.education.vic.gov.au/ssr)



## State Schools' Relief

Telephone: 03 8769 8400

Email: [contact@ssr.net.au](mailto:contact@ssr.net.au)

Website: [www.ssr.net.au](http://www.ssr.net.au)