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Phone: 03 9782 1333 Fax: 03 9782 0912  
Principal: Bethany Jackson

18<sup>th</sup> September 2020

Dear Parent / Carer

RE: 2021 Parent Payment Information (All year levels)

This letter details all parent payments for **all of your children** attending Banyan Fields Primary School in 2021.

Banyan Fields Primary School is looking forward to another great year of teaching and learning and would like to advise you of Banyan Fields Primary School's parent payment arrangements for 2021.

Please find the fee schedule for 2021 Foundation, Year 1, 2, 3,4,5 & 6 attached.

Banyan Fields Primary School makes every effort to keep the cost of items and activities to a minimum and affordable for all parents.

In 2021 Banyan Fields Primary School will be working with a new stationery supplier, due to a number of challenges and delays during 2020.

Please note charges vary for each year level. Please take care when making payments, so you enter the correct amount.

The school will be accepting payments from **5<sup>th</sup> October 2020**.

### **Financial Support for Families**

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

- the Camps, Sports and Excursions Fund
  - If you have a Health Care Card in the parent/carer's name with your child/children listed, you may be eligible to apply. A Camps, Sports, Excursion Fund application form is enclosed for your convenience.
  - In order to process your CSEF application, you will need to provide the school with your current Health Care Card which must be valid as of 27<sup>th</sup> January 2021. Please email your application together with your Health Care Card to [banyan.fields.ps@education.vic.gov.au](mailto:banyan.fields.ps@education.vic.gov.au) We can only accept Camps, Sports, Excursion Fund (CSEF) application forms together with your current Health Care Card (these documents cannot be received individually) in order to enter your application.
- payment plan or alternative arrangements

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

Amelia Busuttil - Wellbeing Co-ordinator

Ph: 03 9782 1333 | Email: [banyan.fields.ps@education.vic.gov.au](mailto:banyan.fields.ps@education.vic.gov.au)

## **2021 Parent Payment**

To avoid delay in delivery of items for the 2021 school year we will be introducing a deposit for the 2021 Essential Student Learning Items. Families can pay a deposit of \$15 per child by Tuesday 17<sup>th</sup> November 2020 for their 2021 Essential Student Learning Items. Any family that pays their deposit by this date will have their stationery items ordered in term 4 2020 with delivery for these expected on the first day of term 1, 2021.

\* All deposits are non-refundable and will be used in the event of non-payment to cover the costs to the supplier for restocking and returning the items.

### **Round 1**

#### **Receipt of stationery pack**

To receive your stationery pack in the first week of term 1, full payment for the 2021 Essential Student Learning Items must be received no later than 9<sup>th</sup> December 2020.

Please note that if full payment of 2021 Essential Student Learning Items is not received by Friday 19<sup>th</sup> February 2021 then you will forfeit your deposit and the items will be returned to the supplier.

### **Round 2**

#### **Receipt of stationery pack**

To order a stationery pack in the second round, full payment of the 2021 Essential Student Learning Items for each child must be received no later than Friday 19<sup>th</sup> February 2021.

It is expected that items ordered in the second round will be received by the end of term 1 but this is not guaranteed and is dependent on continued Covid-19 disruptions.

<b>Deposit Option</b>	<b>Payment From</b> 5 October 2020	<b>Closing Date</b> 17 <sup>th</sup> November 2020	<b>Closing Time</b> 4.00 pm
<b>Round 1 for Full Payment</b>	<b>Payment From</b> 5 October 2020	<b>Closing Date</b> 9 <sup>th</sup> December 2020	<b>Closing Time</b> 4.00 pm
<b>Round 2 of Full Payment Dates – Stationery Packs may not be delivered until end of term 1 2021.</b>	<b>Payment From</b> 10 <sup>th</sup> December 2020	<b>Closing Date</b> 14 <sup>th</sup> December 2020	<b>Closing Time</b> 4.00 pm
	4 February 2021	19 <sup>th</sup> February 2021	4.00 pm

#### **Payment Methods**

All parent payments and contributions can be made online via direct credit to the school bank account, by cash, cheque, EFT via debit/credit card at the school office.

\*Due to the current COVID19 restrictions please make any payments via the school bank account or credit card payment over the telephone. If you are unable to make payments via these methods, please contact the school reception before coming into the office to make a payment.

Please ensure when paying via direct credit your **Family Reference Code:** Will be provided on personalised copy sent via the post. as indicated on page 3 is included in the description, to enable us to identify the family the payment is from and what the payment is for.

**IMPORTANT** – Listed on Page 3 is the amount the school has in credit for your family. Paying by direct credit, please subtract the credit amount from total payable for Essential Student Learning Items.

If you wish to pay by direct credit to the school bank account, details are below

.	Account Name:	<div style="border: 1px solid black; padding: 5px; text-align: center;">Will be provided on personalised copy sent via the post.</div>
.	BSB Number:	
.	Account Number:	

*Without the 'Family Reference Code' included with your payment, we will not be able to receipt the amount to the correct family / correct payment as requested by you.*

Banyan Fields Primary School records show the following credit amount on your school family account.

**FAMILY CREDIT AMOUNT \$**

**Will be provided on personalised copy sent via the post.**

*Family Credits can relate to unattended excursions / incursions / camps / sports activities that families have paid for during your child's schooling at Banyan Fields Primary School.*

If you would like to allocate this credit to the 2021 Essential Student Learning Services, please subtract the credit amount before processing your payment and complete the Family Credit Form on page 6 and return to Banyan Fields Primary School via the school email [banyan.fields.ps@education.vic.gov.au](mailto:banyan.fields.ps@education.vic.gov.au) by Friday 30<sup>th</sup> October.

**Family Reference Code:**

**Will be provided on personalised copy sent via the post.**

Each payment must be made with a separate transaction line in order to identify the payment type.

2021 Payment Type	Family Reference Code	One Student
Essential Student Learning Items	<b>Will be provided on personalised copy sent via the post.</b>	One
Stationery Pack Replacement Item – Chair Bag (Year 1, 2, 3, 4 only)		One
Stationery Pack Replacement Item – Plastic Reading Tub (Year 1, 2, 3, 4, 5, 6 only)		One
Stationery Pack Replacement Item – Headphones (Year 3, 4, 5, 6 only)		One
Drawstring Library bag (Year 2, 3, 4, 5, 6 only)		One
Digital Subscription – Mathletics		One
Digital Subscription – Bug Club		One
Voluntary Contribution General Contribution		One
Voluntary Contribution Additional Classroom Resources		One
Voluntary Contribution Digital Technologies		One
Voluntary Contribution Specialist Program Equipment & Resourcing		One
Voluntary Contribution Library Books		One
Voluntary Contribution Wellbeing		One

If you are paying for 2, 3 or more children please see below as an example

Payment Type	Family Reference Code	Two or more students
Essential Learning Items	<b>Will be provided on personalised copy sent via the post.</b>	Two children Three children

**Refunds**

Generally, we will not be able to refund payments made for items purchased or costs that have already been paid where those funds have already been committed to a third party i.e. stationery pack supplier. Our school will consider requests for partial or full refunds of payments made by parents on a case by case basis taking into account individual circumstances.

Yours sincerely

Bethany Jackson  
**Principal**

Jacqui Allan  
**School Council President**



## FEE SCHEDULE Foundation, Year 1, 2, 3, 4, 5 & 6

Please find the itemised list of Essential Student Learning Items and Optional Items for your child/children. Banyan Fields Primary School also continues to welcome your voluntary contributions for 2021.

### 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.

Item	Essential Student Learning Items – Specifications						
Stationery Pack	Stationery items (if you require an itemised list of the Stationery Pack items can be found on the school website <a href="https://www.bfps.vic.edu.au/parent-payments">https://www.bfps.vic.edu.au/parent-payments</a> )						
Consumable Materials	Consumables materials used in the classroom, Art and Science which students take possession of may include but are not limited to; contact solution, take home container, balloon, flour, paint, glue, and craft materials, paper, card stock, tape, glitter etc...						
Essential Digital Subscriptions	Essential Digital Subscriptions eg; SeeSaw, Britannica Online and Overdrive eBooks						
<b>Year Level:</b>	<b>Foundation</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>
<b>Total - Essential Student Learning Items</b>	<b>\$143.50</b>	<b>\$126.80</b>	<b>\$124.35</b>	<b>\$108.25</b>	<b>\$107.00</b>	<b>\$110.80</b>	<b>\$119.95</b>
Stationery Pack	\$70.25	\$53.55	\$51.10	\$35.00	\$33.75	\$37.55	\$46.70
Consumable Materials	\$58	\$58	\$58	\$58	\$58	\$58	\$58
Essential Digital Subscriptions	\$15.25	\$15.25	\$15.25	\$15.25	\$15.25	\$15.25	\$15.25

### Optional Items

Banyan Fields Primary 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.

Sometimes items on stationery packs are used in the years following and due to everyday wear and tear these items need to be replaced. Items with \*\* next to them are items that have been previously allocated to stationery packs and can be reordered. It is suggested that all items with \*\* next to them are ordered for all new students in relevant years listed.

We request that all students have a library bag for borrowing books from the school library, these can be purchased through the school as an optional item or provided by families.

Optional Items	Amount	
Optional camp for Years 3 to Years 6 and overnight activity for Year 2 are scheduled throughout 2021. The cost of these overnight activities will be advised throughout 2021.	To be advised in 2021	
Excursions / Incursions - (Details of specific year group activities & costing will follow in 2021 Term 1) <b>IMPORTANT: Excursion / Incursion Payments are unable to be received until families are notified in 2021.</b>	To be advised in 2021	
**Stationery Pack Replacement Item – Chair Bag (Year 1, 2, 3, 4 only)	\$5.45	
**Stationery Pack Replacement Item – Plastic Reading Tub (Year 1, 2, 3, 4, 5, 6 only)	\$7.10	
**Stationery Pack Replacement Item – Headphones (Year 3, 4, 5, 6 only)	\$11.00	
Drawstring Library bag (Year 2, 3, 4, 5, 6 only)	\$6.00	
Digital Subscription – Mathletics	\$10.60	
Digital Subscription – Bug Club	\$4.95	
<b>Total</b>		

**OTHER OPTIONAL ITEMS:**

Other optional items not listed may be charged throughout the year. Additional optional items may include activities like interschool sports, district athletics and swimming. All costing for Optional items will be provided in 2021

**Voluntary Contributions**

Banyan Fields Primary 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:

<b>Voluntary Contribution</b>	<b>Tax deductible?</b>	<b>Suggested Voluntary Contribution per family</b>	<b>Amount</b>
<b>General Contribution</b>	<i>No</i>	\$20	
<b>Additional Classroom Resources</b> <ul style="list-style-type: none"> <li>• Stationery items eg; whiteboard makers, pens, pencils, scissors</li> <li>• Classroom libraries</li> <li>• Maths equipment</li> </ul>	<i>No</i>	\$20	
<b>Digital Technologies</b> <ul style="list-style-type: none"> <li>• Laptops</li> <li>• iPads</li> <li>• Chrome books</li> <li>• Apps and software licences</li> <li>• Digital hardware and accessories</li> </ul>	<i>No</i>	\$20	
<b>Specialist Program Equipment and Resourcing</b> <ul style="list-style-type: none"> <li>• Science</li> <li>• Art</li> <li>• Auslan</li> <li>• PE/Sport</li> </ul>	<i>No</i>	\$20	
<b>Library Books</b>	<i>No</i>	\$20	
<b>Wellbeing</b> <ul style="list-style-type: none"> <li>• Support for families experiencing hardship</li> <li>• Banyan Bucks Trolley prizes</li> <li>• Wellbeing programs/resources</li> </ul>	<i>No</i>	\$20	
<b>Total</b>			

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.

# 2020 Family Credit Form



Banyan Fields Primary School records show the following credit amount on your school family account.

**FAMILY CREDIT AMOUNT \$.....**

*Family Credits can relate to unattended excursions / incursions / camps / sports activities that families have paid for during your child's schooling at Banyan Fields Primary School. **This will include any excursion / incursions / camps that were paid for and then CANCELLED due to COVID19.***

Please complete the details below if you would like to have the above credit allocated towards the 2021 Essential Student Learning Items for your child / children.

☐ **YES**, please allocate the above credit towards the 2021 Essential Student Learning Items for your child / children. I have indicated below the amounts to be allocated towards each of my children. (if applicable)

**Student:** ..... **Credit Amount to Allocate to 21ESLI: \$**.....

**Student:** ..... **Credit Amount to Allocate to 21ESLI: \$**.....

**Student:** ..... **Credit Amount to Allocate to 21ESLI: \$**.....

**Student:** ..... **Credit Amount to Allocate to 21ESLI: \$**.....

Please note families will receive notification of CSEF credits and any remaining family credits in 2021 Term 1.

Families will have the opportunity to allocate these credits to their child's excursions / incursions and year 3 – 6 camps, when families will also be advised of the details and cost of the 2021 Excursions/Incursions and year 3- 6 camps.

Any credits not used will continue to roll over to the following year during your child's schooling at Banyan Fields Primary school.

**IMPORTANT:** When a credit is allocated, this can only be reallocated after the event has occurred.

I ..... authorise for the above family credit to 2021 Essential Student Learning Items as indicated above and understand that this cannot be reallocated at a later stage.

**Signature:** ..... **Date:** .....

Please return this completed form to Banyan Fields Primary School via email

[banyan.fields.ps@education.vic.gov.au](mailto:banyan.fields.ps@education.vic.gov.au) by **Friday 30<sup>th</sup> October 2020**. The above information in an email message will also be accepted without the form.