

October 2019

Dear Parent/Guardian

Re: Parent Payments 2020

The Grovedale West Primary School Council has approved the school's parent payment charges.

The 2020 list of payment items/services requested for your child's school program is explained in this information. The [Parent Payment Policy](#), and how the school will implement the policy, can be accessed via our website <https://www.gwps.vic.edu.au/about-gwps/document-library>

The school appreciates that families may sometimes experience financial difficulty in meeting payment requests. A number of support options are available to parents who have difficulty making payments including the State Schools Relief or the Camps, Sports and Excursions Fund (CSEF) and Centrepay.

If you are experiencing difficulty in making the requested payments please contact Kelly Darkes, Business Manager, for a confidential discussion about alternate payment arrangements.

Yours sincerely



Gretta Lynch
Principal



Belinda Parkinson
School Council President

EXAMPLES OF ITEMS/SERVICES, CATEGORIES AND REASONS

This table provides some examples of education items and services, identifies if they fall under free instruction or a parent payment category and the reasons why.

Item/service	Category/Rationale
Class Sets	Free instruction (provided by the school) – if temporarily used by students in class, then they can be considered an instructional resource owned by the school.
Consumables <i>Grovedale West only passes onto parents the subsidised cost of materials</i>	Free instruction (provided by the school) – if consumable materials held by the school (other than cooking ingredients) and are required to provide the standard curriculum (such as paint, tissues, glue, Science materials). Essential Student Learning Item (paid by parents) – where the student takes possession of the finished article and the amount of material actually kept by the student is accurately costed and it is at a significant cost, such as photography, cooking ingredients for home economics, etc.
Excursions/Camps <i>All Grovedale West Primary School excursions/camps/activities are optional</i>	Essential Student Learning Item (paid by parents) – when associated with, but not part of instruction in the standard curriculum program, i.e. travel, accommodation or entry fees can be charged. Optional item – when the camp or excursion is not part of the standard curriculum program.
First Aid/School Nurses	Free instruction (provided by the school) – as part of schools' duty of care to ensure student safety and provide appropriate first aid.
Graduations/school formals	Optional Item (paid by parents) – not essential to providing the standard curriculum program.
Performances/activities provided by outside specialists (e.g. 'incursions' that are equivalent to excursions but are held at the school) <i>Grovedale West PS deem all excursions/incursion and camps as optional</i>	Essential Student Learning Item (paid by parents) – when essential to support instruction in the standard curriculum program, costs that are equivalent to 'entrance costs' for the use of facilities or equipment may be charged for. Optional Item – when provided in addition to the standard curriculum program.
Photocopying or printing <i>Grovedale West only charges for Student Printing</i>	Essential Student Learning Item (paid by parents) – when the school is providing a photocopied text or chapter instead of requiring a text book to be purchased and the students take possession of the item; or when equivalent to student stationery such as students printing out assignments.

Grovedale West Primary School 2020
Parent Payment Charges & Payment Options

Please find the itemised lists that includes:

1. Essential student learning items (those items that your child needs for school)
2. Optional Items (that you can choose whether your child participates in or accesses)
3. Voluntary Items (this is at parents discretion)

Grovedale West 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. If you will have difficulty making payments please make contact Kelly Darkes to discuss possible support options and payment arrangements. Any information about your financial circumstances, payment arrangements or status will be kept strictly confidential.

1. ESSENTIAL STUDENT LEARNING ITEMS

In accordance with the "Parent Payments in Victorian Government Schools" directives, our Essential Student Learning Items charge covers items which are essential for your child's schooling.

Charge Item	Prep	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6
Book Bag (stationery requirements) paid online to Paperchase <i>Closes 31/1/2020</i>	\$49.36	\$43.32	\$43.32	\$31.44	\$31.44	\$74.33	\$71.33
Year level classroom materials	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
Reading Eggs	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00
Literacy Resources	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Mathletics	\$10.85	\$10.85	\$10.85	\$10.85	\$10.85	\$10.85	\$10.85
Book Week	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Inquiry materials	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Student Printing & Publishing	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Science materials	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00
Music materials	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Art materials	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
LOTE materials	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Kitchen Garden Program	\$0.00	\$0.00	\$0.00	\$35.00	\$35.00	\$0.00	\$0.00
Student Diary	\$7.85	\$7.85	\$7.85	\$7.85	\$7.85	\$7.85	\$7.85
Book Box and Satchel for classroom	\$15.00						
Essential Education Items Total 2020	\$124.70	\$109.70	\$109.70	\$144.70	\$144.70	\$109.70	\$109.70
Total 2020	\$174.06	\$153.02	\$153.02	\$176.14	\$176.14	\$184.03	\$181.03

2. OPTIONAL ITEMS

May be offered on a user-pays basis and parents and guardians may choose whether their child accesses or participates (e.g. CAMPS, SPORTS EVENTS, EXCURSIONS extra-curricular programs or activities such as school based performances, productions or events)

Please note that we have only included the major events within our school
There will be other excursions/activities/sports items that may be required to be paid during the school year

Excursion/Camp (estimated costs based on 2019 activities)	Prep	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6
Life Ed Van	\$9.00	\$9.00	\$9.00	\$9.00	\$9.00	\$9.00	\$9.00
Camp (dependent on location)				\$150.00	\$150.00	\$250.00	\$600
Excursion	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00
Swimming Program	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
Yr 3/4 Sporting Events				\$15.00	\$15.00		
Yr 5/6 Sporting Events						\$30.00	\$30.00
Yr 6 Graduation							\$65.00

3. VOLUNTARY FINANCIAL *Parents and guardians are invited to make contributions to support the ongoing effective running and development of the school.*

Grounds/Maintenance Development of outdoor learning and playground spaces

\$

Payment Options

OPTION 1.

Payment of School Books, Essential Education Items in full online via [Paperchase](#)

You would only need to pay for the additional excursions/camps and activities as they arise during the school year.

OPTION 2.

Payment of School Books online via [Paperchase](#) and balance of Essential Education Items / Excursions /Camp direct to school via Compass

OPTION 3.

Payment of School Books online via [Paperchase](#) and implement an Instalment Payment Plan for balance of Essential Education Fees / Excursions /Camp. Payment plans must be arranged with the Business Manager, please see the office to arrange an appointment.

Opening date for School Books and Payments via [Paperchase](#) is 1st November 2019.

Closing date for payments via [Paperchase](#) is 31st January 2020.

All items will then be distributed to their classrooms on the first day of the 2020 school year.

2020 STUDENT BOOKLIST STEP BY STEP PROCESS FOR ORDERING ONLINE

Step 1: go to <http://booklist.paperchase.com.au>

Step 2: Enter the code GWPS



Step 3: Click on the Create an Order tab



Step 4: Type in your child's First Name and surname in to the allocated spaces

Step 5: Select the 2020 year level of your Child



Step 6: The 2020 Year Level Booklist and Essential Education Items cost will be displayed. Ensure only 'qty 1' Essential Education Items is Selected. If you have more than one student in the same year level please process separately in each child's name.

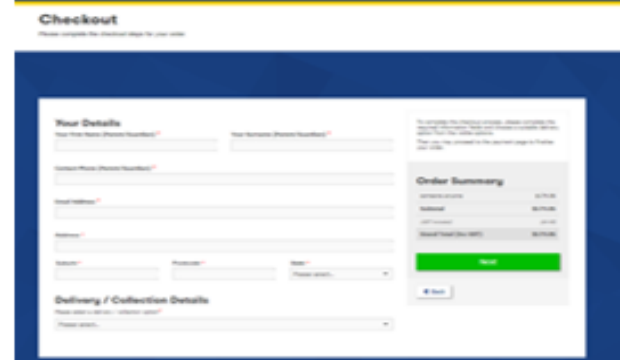
Step 7: Add the order to the Cart using the green button



Step 8: If you have siblings attending GWPS, use the yellow tab to Add Another Student or the green Checkout tab to complete your payment.

Step 9: Complete your details as required. Book packs will be delivered directly to the classrooms. Select the green Next tab

NOTE: You are not required to collect the book pack from the school.



Step 8: enter all your credit card details

Step 9: click on green Submit Order button



*The order at this stage is processed into our system, and you will receive a message with an order number. Once you have this order number, you can log out of our website.

