



# Lysterfield Primary School

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26 October 2016.

Dear Parents/Guardians,

## 2017 Parent Payments & Voluntary Contributions

By providing a stimulating learning environment, Lysterfield Primary School challenges and supports each student to achieve their personal best. This is reflected in the school's excellent academic results and in Lysterfield's arts & sporting programs.

The Department of Education and Training (DET) Parent Payments in Victorian Government Schools policy provides advice on the different types of payments that schools can request from parents and outlines the procedures and protocols schools must adhere to. This policy is available from the Department's School Policy and Advisory Guide at [www.education.vic.gov.au/spag](http://www.education.vic.gov.au/spag). School Councils are responsible for developing and approving a school level parent payment policy that is compliant with the Department's policy. There are three areas for which parents may reasonably be requested to make a payment or contribution.

### **Essential Student Learning Items essential to support student learning of the standard curriculum.**

- *These are items which students take temporary or permanent possession of. Parent may choose to provide the items themselves or buy the items from the school where practical and appropriate.*
- *Activities or services that all students are expected to attend.*

**Optional Items** are those items, activities or services that are offered in addition to or support instruction in the standard curriculum program. These are provided on a user pays basis so that if parents choose to access them for students, they are requested to pay for them.

**Voluntary Financial Contributions** are where parents can be invited to make a donation to the school for a general or specific purpose, eg. School grounds projects, new equipment etc.

Lysterfield Primary School is very proud of the quality programs that we have put in place to cater for the needs and interest of our students. On an annual basis School Council prepares a budget to provide resources for educational programs, administration, facilities development and maintenance, and classroom supplies. [The contributions provided by our parent community are a vital element within this process.](#)

We are conscious of the current economic situation and that the costs incurred can create financial difficulties. School Council spends much time and effort in considering the school's position and would like to stress that the amount requested has been kept to an absolute minimum. The amount is essential to enable School Council to continue providing the high quality and standards that we have come to expect at our school.

We wish to make the payment process as user friendly and supportive as possible. **The Qkr! payment app is the preferred method of payment.** However payments can also be made by credit card, cash, cheque or eftpos by completing the attached form and returning it to the office. An instalment payment plan is also available for those who wish to pay by instalments. Please contact the office if you wish to proceed in this way.

*By way of encouragement, **a raffle ticket will be provided to families who pay in full prior to Monday 19 December.** 3 winning tickets will be drawn, each winner to receive a \$100 school credit. The raffle will be drawn at the final assembly for 2016 on Tuesday 20 December.*

Payments can be made for each child in your family between now and **Monday 5 December on which day book packs will be available for collection between 7.30am and 7.00pm.** For payments made after this date, book packs will be delivered to your child's classroom.

Families holding a valid means-tested concession card or temporary foster parents are eligible to apply for CSEF (Camps, Sports & Excursions Fund). Applications for this funding will be available from the school office. Payments will go directly to the school and be attached to each student. Any remaining funds from 2016 will be available to be expended in 2017 against camps, sports and excursions/incursions.

If you have any queries or wish to discuss your circumstances and the options available to you, please contact the school's Business Manager, Helen Boucher or the Principal. We thank you for your support through the payment of our 2017 contributions.

Yours faithfully,

**Julie Morris**, Acting Principal

**Shane Kelly**, School Council President

