Dear Parent/Guardian

The *Education and Training Reform Act 2006* provides that instruction in the standard curriculum program is delivered free to all students in Victorian Government schools; this is referred to as 'free instruction'. The Act also grants school councils the power to charge fees for goods and services to support the delivery of free instruction and to raise funds.

Free instruction includes learning and teaching, instructional supports, materials and resources, administration and facilities associated with the provision of the standard curriculum program. The standard curriculum program includes core learning and teaching activities related to the Victorian Essential Learning Standards and senior secondary certificates such as VCE, VCAL and VET in Schools programs.

The Department of Education and Early Childhood Development *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 (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 education items** which parents/guardians pay the school to provide or may provide themselves, if appropriate (for example, stationery, text books and excursions (travel and entry costs));
- **optional education items** which are offered on a user-pays basis and which parents/guardians may choose whether their child accesses or participates in (for example, school magazines or extracurricular programs or activities); and
- **voluntary financial contributions** which parents/guardians may be invited to donate to the school.

Parents/guardians are responsible for ensuring that their children are provided with essential education items. The school makes every effort to keep the cost of items that need to be purchased at a minimum. Parents/guardians also have the option of providing essential education items themselves.

Alternative payment arrangements are also available through the school.

The Killara Primary school council has made a considerable effort to ensure that this school policy is fair and provides a number of options to support parents to access the materials and services associated with their child's education.

If you have any queries or wish to discuss your circumstances and the options available to you, please contact the school to make an appointment.

The school-level parent payment policy will be provided in the school newsletter prior to the end of the school year.

Yours sincerely

Phil Clinkaberry
Student Materials and Requisites For 2016

Dear Parents & Guardians,

Consistent with DEECD policy, parents/guardians are responsible for ensuring that their children are provided with essential education items their children use in a range of school activities. Killara Primary School Council makes every effort to keep the cost of items that need to be purchased to a minimum. To assist parents we will provide a “Materials and Requisites Package” for each child. In 2016 the cost of this package will be $125.00 per child. This will ensure your child is provided with all essential items as listed in Section A, as well as the resources listed in Section B and C. This is not only extremely economical, it ensures each child has access to the same resources, that the materials provided are correct for that age level and that they are in the classroom when they are needed.

MATERIALS AND REQUISITES
The Materials and Requisites Package (Essential Education Items – Curriculum requirements and consumables) will be made up of 3 sections: A breakdown of the costing of each component is attached for your information.

Section A – “Bookpack” - Each child receives an individual pack of materials & requisites – there will be some variation between bookpacks, depending on which year level your child is in for 2016.

Section B - Each classroom including specialist classes receive a wide range of materials and requisites for students use relative to that year level. This includes headphones for IT use, a range of papers, pastes, other writing and drawing implements, plastic pockets, card, glue, craft supplies etc.

Section C – Photocopying and Printing

PAYMENTS
Our preferred method of payment is by QKR school app which can be downloaded for free to your smartphone or accessed via the web. Fees can also be paid using any of the following options: Cash, Cheque, Eftpos / Credit Card (at the office only not over the phone) or Direct Deposit into school account (Direct Deposit instructions - please see information attached).

We ask that all bookpack payments are finalised by the start of the school year, unless other arrangements have been entered into. Families who do not have an immediate capacity to pay are also able to enter into alternative and confidential payment arrangements with the school. Should you require information about financial assistance please contact the Principal or Business Manager. Any parent who wants to supply their own materials for the year (section A only) will be issued with a booklist. Please note payment will still be required for Sections B & C.

ADDITIONAL SCHOOL CHARGES
Some additional school charges will arise during the year. For example:

- Camp – Year 3/4 and Year 5/6
- Excursions / Incursions (generally one per term, per year level)
- Interschool Sport and Athletics (senior school)
- Swimming Program
- 1:1 Digital Device Program (Yr 5/6 – see below for more information)
- School Photographs (Optional purchase for families - whole school-direct to photographer)
- Whole School incursions (such as theatre groups)
Other items required: the following items will need to be provided by parents:

- An art smock or alternative protective clothing for Visual Arts session
- A library bag
- Students in Years 3 to 6 are required to have a pencil case to house pencils, pens, textas etc.

YEARS 5 AND 6 (2016) 1:1 Digital Device PROGRAM
An integral part of the Year 5/6 curriculum is the 1:1 digital device program.

In an age of ever-increasing and almost exponential growth in technology and the influence technology has on our lives socially, creatively, academically and in employment, Killara School Council is committed to providing our students with opportunities to develop and strengthen skills and understandings in relation to effective use of technology. The Killara 1:1 program provides every student with a tool for learning that allows such opportunities to be built into their day to day learning.

To ensure all students can participate and enable the successful implementation of this program the school leases appropriate devices specifically imaged with the required licensed school programs. Killara subsidises the cost of leasing these devices and request that parents contribute $50 per term towards the cost of the equipment. This co-payment plan keeps costs to a minimum for all families and ensures students have the appropriate devices to participate in this valuable program. Killara also employs an IT technician to ensure the program runs successfully and students have access to IT support at all times. Devices will be provided to students at the start of school once documentation has been completed and signed and Term 1 payment received.

Finally, we would like to thank our parents for their continued support in this matter. A great deal of time and effort has been put into ensuring these arrangements are cost effective whilst ensuring the best for our children. Your children benefit by not only having access to the requisites that are correct for their age level, but also having access to consumable resources across the curriculum.

Thanking you in anticipation,
Killara Primary School Council

Philip Clinkaberry
Principal

Neil Christie
School Council President
<table>
<thead>
<tr>
<th>Year</th>
<th>Section A – Bookpack</th>
<th>Assorted stationary</th>
<th>Section B Classroom &amp; Specialist classes equipment/supplies</th>
<th>Stationary / craft supplies</th>
<th>Headphones</th>
<th>Reader bag</th>
<th>Section C Photocopying &amp; Printing</th>
<th>Selected texts/photos</th>
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TOTAL 125.00
PAYMENT & COLLECTION ARRANGEMENTS
In 2016 parents have the option to either collect their children’s bookpack/s (Section A) once payment is made (or arrangements made as above) on Wednesday 27 January 2016 or have the book pack delivered directly to their child’s classroom for the first day of the school year. If you choose to collect the pack ALL items must be brought back to school on the first day for students (28th January). Payments can be made at any time. (Prepay options by QKR, sending payment to school with your child, direct deposit (see details below) or by EFT/Credit Card at the office). The cost per Materials and Requisites Package is $125.

The school will be open to process payments at the office if required on Wednesday 27th January 2016 - 10am – 5pm

This day is also the designated day to pick up bookpacks if you choose that option. If you have prepaid for your pack prior to this day and wish to collect it please ensure you bring your payment receipt.

2016 Killara Primary School M & R Payment Form:
(please return this portion with payment)

<table>
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<tr>
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<th>Year</th>
<th>Year</th>
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DIRECT DEPOSIT Receipt No.

Cheque Details A/c Name: Bank:

Years 5/6 ONLY (2016) Tech Device 1:1 Program Tm 1 $50 (device will be supplied in Tm 1 once payment is received)

TOTAL PAYMENT:

Please tick one option
BOOKPACK TO BE DELIVERED TO 2016 CLASSROOM OR
BOOKPACK TO BE COLLECTED 27/01/2016

To pay by direct deposit, please use the details below.

| Killara Primary School | BSB : 063 - 548 | Account No. : 10023819 |

When paying by direct deposit:
• Clearly identify your payment, use your child’s name as reference (we do have some families with the same surname, this will ensure your payment is allocated to your family).
• Write your receipt number on the M & R Payment Form to ensure proper allocation.
• Your school receipt will be required to be presented for collection of bookpacks.