Monday 2 December 2013

Dear Parents,

Gembrook Primary School aims to provide a high quality curriculum for all students. Each year the School Council develops a budget to deliver the educational program. At Gembrook Primary there is a commitment to identifying appropriate resources; ensuring that fees are kept to a minimum and that monies directly benefit the children. These funds are used for student materials, requisites and curriculum costs for your child to use during the 2014 year.

THE FEE STRUCTURE FOR 2014 COMPRISSES:

IN SUMMARY

1. **ESSENTIAL**: Materials & Requisites Charge which totals **$260** per child

2. **OPTIONAL**:
   - Excursions and Incursions Prepayment- **$75** per child at all year levels. Lump sum can either be paid in full at the beginning of the year, or ‘pay as you go’ to individual activities. The excursion prepayment cannot be made by instalments.
   - Senior School Sports **$75** in addition to the $75 excursion/incursion payment. Sports activities are charged on an individual basis.
   - Swimming Programs **$100** per child at all year levels. The swimming program is charged on an individual basis. Payment plans will be available.
   - Camps Program cost approx **$125** grade 2; approx. **$300** grades 3-4; approx **$350** grades 5-6 Camps are charged on an individual basis. Payment plans will be available.

3. **VOLUNTARY**:
   - Maintenance and Grounds payment- **$25 per family**
   - Payment to the Building Trust Fund - All amounts of $2.00 and over are fully tax-deductible. Suggested payment is **$25 per family**.

Further information about these charges and the payment options are on the following page.

As is common practice at many schools, school council has the expectation that all families will make the required payments, choosing whichever payment method and schedule is most suitable to their individual needs. As always, if you have any questions or concerns do not hesitate to contact us. By supporting the school in this process you will help us to continue providing your children with the excellent educational opportunities they have experienced in the past. A copy of the Parent Payment Policy is available on the school website: www.gembrookps.vic.edu.au

Thank you for supporting the school’s efforts to provide your child with all the materials and resources that are so essential for their education.

Yours faithfully

Kym Peterson
Principal

Angel Thomas
School Council President
FURTHER INFORMATION ON THE FEE STRUCTURE 2014:

1. **ESSENTIAL PAYMENTS**

Essential payments are used to purchase consumable items used in class by each student such as books, stationary and classroom materials, and equipment for classroom and specialist programs including Physical Education, LOTE – Japanese, Visual Arts and Performing Arts. Payments are also used to provide equipment such as iPads, computers and digital cameras for student use.

2. **OPTIONAL PAYMENTS**

- **Excursions, Incursions and School Activities Prepayment $75**
  Excursions and incursions are linked to the educational program and greatly enrich the learning experiences of our children.
  
  Parents can choose to pay the total excursion/incursion payment as a lump sum at the beginning of the year, or alternatively pay for each excursion and incursion as they arise. Any portion of unspent excursion money will be returned to the parent at the end of the year, or in agreement with the parents, can be carried over into the next year.

  Parents will be notified of all excursions and incursions - permission slips for all excursions and incursions will still need to be completed and returned to school.

- **Senior School Sports $75**
  Many senior school students are involved in a variety of sporting events during the year which foster relationships with other schools and students in the district, and provide opportunities to develop sporting abilities, develop confidence and school pride.

- **Swimming Programs $100**
  Students in all levels are offered the swimming program which includes 5 one hour sessions and bus travel to and from the venue. The swimming program is an essential component of the Physical Education program and aims to develop water safety, confidence and swimming ability.

- **Camps Program Cost varies per year level**
  The Gembrook Camp/Outdoor Education Program endeavors to promote the development of a child’s independence and self-reliance skills, in addition to fostering such social skills as co-operation, tolerance, leadership and environmental awareness.

3. **VOLUNTARY PAYMENTS**

- **Maintenance and Grounds Payment**
  A levy of $25 per family will be used to pay for the repair of school facilities.

  - **Building Fund**
    This is a very important fund for Gembrook Primary School which has enabled the continued improvement of the facilities. Every donation is truly appreciated. We are seeking voluntary payments to the school’s Building Fund to be used for refurbishment of school facilities. Payments over $2 made to the school for this purpose are a **tax-deductible donation**.
PAYMENT OPTIONS

In an effort to assist families with the payment of fees, six payment methods will be available to families at Gembrook Primary School in 2014.

Payment can be made by cash, cheque payable to Gembrook Primary School, EFT at the school office, direct debit or BPAY. Eligible families may choose to pay, in part, through the EMA or through Centrelink Centrepay.

Option 1.
Full payment is preferred – payable by 14 February 2014 by Cash, cheque, EFTPOS or bPay.

Option 2.
Payment of three equal instalments by Cash, cheque, EFTPOS or bPay:
1st instalment by 14/2/2014  2nd instalment by 16/5/2014  3rd instalment by 15/8/2014

Option 3
Direct Debit Authority for 10 monthly payments from your nominated bank account. This can combine any or all of the subject contributions, grounds fees, camps or swimming into a single monthly payment. The optional excursion prepayment cannot be made in instalments. A form is available from the school office and on the website to take up this option.

Option 4 (Prep only)
Partial payment via Education Maintenance Allowance and a further single instalment of $40
See below for more information about the EMA.

Option 5 (Grades 1-6)
Partial payment via Education Maintenance Allowance and a further amount of $90 which may be made by 2 instalments: 1st Instalment due 15/2/2013; 2nd Instalment due 13/5/2012
See below for more information about the EMA.

Option 6 Centrepay
Centrepay is a free service for Centrelink customers to pay bills as regular deductions from their Centrelink payments. Gembrook Primary School is now a registered recipient of Centrepay payments. If you are eligible and interested in making payments to the school through Centrepay, please contact the office to find out our recipient number. More information about Centrepay is available at: http://www.humanservices.gov.au/customer/services/centrelink/centrepay

Further information on the Education Maintenance Allowance:

If you are eligible for the Education Maintenance Allowance (EMA) in 2014, you must:
(a) be an eligible beneficiary of a Centrelink pension, allowance or benefit within the meaning of the State Concessions Act 2004: OR
(b) be a Veteran Affairs Pensioner (TPI), OR
(c) be a foster parent.
AND
(d) submit your application to the school by the date/s listed below.
Parents who receive a Carer Allowance (formerly known as Child Disability Allowance), Mobility Allowance, Remote Area Allowance or any other benefit not income tested by Centrelink are not eligible for the EMA unless they also comply with one of (a) (b) or (c) above.

Submission dates for EMA
The application form available from the school office must be lodged at the school by:
28 February 2014 for the first instalment or
14th July 2014 for the second instalment.
PLEASE COMPLETE AND RETURN TO SCHOOL:

GEMBROOK PRIMARY SCHOOL

SCHOOL CONTRIBUTIONS PAYMENT, 2014

FAMILY NAME: ____________________________________________

CHILDREN:

Name ____________________________________________ Year ___ $260.00

Name ____________________________________________ Year ___ $260.00

Name ____________________________________________ Year ___ $260.00

Name ____________________________________________ Year ___ $260.00

Excursion payment @$75 per child (2-$150/3-$225/4-$300) (optional) ______

Swimming Program Deposit ($50 per child) (optional) ______

Camps 2014 Deposit ($50 per child) (optional) ______

Tax deductible donation to the building fund (Receipt will be issued)

Maintenance & Grounds payment in place of attending a Working Bee

(yearly payment - per family) ______

TOTAL PAYABLE________________________

Are you eligible for Education Maintenance Allowance? Yes/No

(If you are eligible for EMA please ask the office staff for an application form).

I elect to pay my child’s/children’s fees by OPTION NUMBER 1 2 3 4 5 6

(please ✔ as appropriate)

I will pay by the following method:

☐ Cash ☐ Cheque ☐ EFT ☐ Direct Debit (Authority Forms available at the

office.)

☐ EMA and one of the above methods for the remaining amount ☐

(CentrePay

(please ✔ as appropriate)

PARENT’S SIGNATURE ________________________ DATE ________________________

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PLEASE DEBIT MY CREDIT CARD

☐ MASTERCARD ☐ VISA AMOUNT: $

CARD NUMBER:

Expiry Date: ________/_______

CARD HOLDER’S NAME (Please Print) CARD HOLDER’S SIGNATURE DATE