

IMPORTANT INFORMATION ABOUT 2017 PARENT PAYMENTS

Dear Parents/Carers,

Rowville Primary School is very proud of the range of programs that we have put in place to cater for the needs and interests of our students. On an annual basis School Council prepares a budget to provide resources to support our high quality educational programs, administration, facilities development and maintenance. Rowville Primary School's income is currently funded from two sources:

- **Department of Education and Training (DET) Student Resource Package (SRP)** to pay for school administration, utilities and services, staff salaries, urgent works, maintenance, cleaning and general school operations.
- **Payments and contributions provided by our parent community are an essential component of funding.** Locally raised funds are the major source of our educational and school program funding and this comes from:
 - Essential Student Learning Items payments
 - Voluntary Financial Contributions

Parents/Carers are responsible for ensuring that their children are provided with essential student learning items. With our ability to purchase in bulk, we have negotiated, on behalf of parents, essential educational items (student book pack plus bulk consumable supplies to each classroom and specialist area) that are well below the retail price and yet high in quality which provides consistency to the implementation of our educational programs. Parents/Carers also have the option of providing essential student learning items themselves. If parents/carers choose to provide equivalent materials, this should be done in consultation with the school, as items should meet the specifications provided by the school. There may also be certain items that due to their nature may only be provided by the school.

A 1-to-1 Student Laptop Program is being continued in 2017 for Years 3 to 6 as part of the standard curriculum. An information sheet explaining the 1-to-1 Student Laptop Program has been provided to all families in these year levels. Parents/Carers are requested to contribute to this essential educational item to assist with offsetting the device cost, insurance and required software. You will receive notification via Compass for this cost.

The Voluntary Working Bee Contribution, Voluntary Revegetation Contribution and Voluntary Groundsman Contribution is a suggested amount and this can be varied.

It is absolutely vital that the school receives payment from all families for the Essential Student Learning Items. The payments listed are the minimum amount considered essential to enable School Council to continue providing the high quality standards that we have come to expect at Rowville Primary School.

We ask that families experiencing financial difficulties make personal contact with the Business Manager at the office, who can assist with arranging alternative payment options. Alternative payment options include an instalment plan for the Essential Student Learning Items (\$195.00) divided into four payments due in February, March, May and July 2017. Parents may also include the Voluntary Financial Contributions into the instalment plan if they wish to. Book packs are not included in the instalment arrangement.

In the past families paid for their book pack and other charges including the essential education items at the school office. For 2017 families will be able to order their book packs online and make all payments online at the same time via the Staples website; www.staplesbacktoschool.com.au using the unique code **126869** as per the information in the attached letter. Once payments have been made, book packs will be delivered to your home by the supplier. This will avoid long queues and waiting times that were a feature of the former process.

The office staff Lyn, Sue, Robyn and Janet can provide either phone or personal assistance from Tuesday 8th November 2016 with ordering or payment.

CAMPS, SPORTS & EXCURSION FUND (CSEF)

CSEF will be provided by the Victorian Government to assist eligible families to cover the costs of school trips, camps and sporting activities. If you hold a valid means-tested concession card or are a temporary foster parent, you may be eligible for CSEF. The allowance will be paid to the school to use towards expenses relating to camps, excursions or sporting activities for the benefit of your child. The CSEF cannot be used for Essential Educational Items, 1-to-1 Laptop Program, Graduation or Voluntary Contributions. The annual CSEF amount per student will be \$125 for primary school students. Parents/Carers will be notified when 2017 applications open.

PAYMENTS AND BOOK PACK DELIVERY

Families can order book packs and pay for essential student learning items online from 8th November 2016 until 16th December 2016 to ensure delivery in 2016. Orders placed prior to 18th January 2017 will be delivered in time for the start of the school year which is 31st January 2017.

Instructions for ordering with the login are attached.

Delivery will be to your home address and items are to be brought to school on the first day in 2017.

SCHOOL UNIFORM

Uniform can be purchased from Klad Sport, 8 Macro Court, Rowville. Phone: 9763-0266.

Opening hours are

- Monday – Thursday, 8.30am – 5.00pm / Friday, 8.30am – 4.30pm / Saturday, 10.00am – 1.00pm.
- Extended hours for foundation and new students on Saturday 26th November 9:00-5:00pm
- Klad Sports will be closed from Saturday 17th December 2016 and will re-open on Wednesday 11th January 2017.
- Rowville Primary School operates a second hand uniform shop from the school every second Wednesday from 3.00pm to 3.30pm.
- State Schools' Relief is available to families experiencing hardship and may cover the cost of new school uniforms, shoes, and more to assist families in need. Please speak to the Principal or Business Manager for assistance.

2017 PARENT PAYMENTS EXPLAINED:

ESSENTIAL STUDENT LEARNING ITEMS – Parents/Carers are requested to pay for Essential Student Learning Items (\$195 per child not including the cost of the book pack). Essential Student Learning Items are materials that the individual student takes possession of (book pack), and materials for learning and teaching distributed in the classroom where the student consumes or takes possession of the finished article (curriculum requisites and consumables).

- **Individual Student Book Packs** - The provision of essential stationery items for your child – Book packs are sourced in bulk with contents relevant to your child's year level. Order and pay online via Staples website.
- **Curriculum Requisites and Consumables** - Bulk essential items and curriculum consumables will be distributed by your child's teacher as required for English, Mathematics, Information Technology, Visual Arts, LOTE, Italian Kitchen/Garden Program, Inquiry Units, Physical Education and Performing Arts and will include items like cover paper, cartridge, & tracing paper, bulky newsprint, cardboard, cooking consumables and general working materials. Pay online via Staples website.
- **1-to-1 Student Personal Device Program** - Parents/Carers of students in Years 3 to 6 are requested to contribute towards the 1 to 1 Student Personal Device Program to assist with offsetting the device cost, insurance, extended warranty and required software. Every student in Years 3 to 6 will be allocated a new laptop (Lenovo Yoga 11e) for in-school use. In addition Year 5 and 6 students will be able to use their allocated laptops for take-home use. Payment via Compass.

VOLUNTARY FINANCIAL CONTRIBUTIONS - which parents/guardians may be invited to donate to the school and are suggested amounts only: Payment via Staples website.

- **WORKING BEE CONTRIBUTION** (\$10.00 per family) - assists with providing mowing services and garden bed maintenance. Parents are encouraged to pay the contribution in lieu of attending working bees.
- **REVEGETATION CONTRIBUTION** (\$10.00 per family) - assists with tree planting and revegetation of the school grounds.
- **GROUNDSMAN CONTRIBUTION** (\$10.00 per family) - assists with the employment of a Groundsman for litter control, daily upkeep and enhanced safety of the school grounds.
- **ROWVILLE PRIMARY SCHOOL BUILDING FUND DONATION** (Tax Deductable)
The Rowville Primary School Building Fund accepts tax deductible community donations. Donations from families, businesses and the wider community are encouraged and proceeds will be used to enhance and develop the school buildings.

OPTIONAL ITEMS (or non-essential materials and services) are those that are provided in addition to the standard curriculum program and which are offered to all students. These optional extras are provided on a user-pays basis and if parents/carers choose to access them for students, payment will be required. Some additional school charges will arise during the year which come under the Optional Items category are:

- Beyond Boundaries Adventure Program (Foundation to Year 6).
- School Photographs (Foundation to Year 6)
- Excursions / Incursions (Foundation to Year 6)
- Interschool Sport and Athletics (Years 4 to 6)
- Swimming Program (Foundation to Year 6)
- Graduation (Year 6)

All Parent Payments can be made online via the Staples website. Alternatively, book packs maybe ordered and paid for manually at the school office. Order forms are available at the school office from Tuesday 8th November 2016.

The Rowville Primary School Parent Payment Policy, Hardship Policy and Refund Policy are on the school website.



Anne Babich
Principal



Vikki Fitzgerald
School Council President

PARENT PAYMENTS AND VOLUNTARY CONTRIBUTIONS 2017

ESSENTIAL STUDENT LEARNING ITEMS (per child in Foundation to Year 6) Parents/Carers are requested to pay for all Essential Student Learning Items for their child, which includes the stationery materials distributed in the classroom for all curriculum areas, eg classroom consumables for English, Mathematics, Information Technology, Visual Arts, LOTE, Italian Kitchen/Garden Program, Inquiry Units, Physical Education and Performing Arts. (\$195 per child not including the cost of the book pack).	\$195.00 per child	
VOLUNTARY WORKING BEE CONTRIBUTION (per family) - assists to provide mowing services and garden bed maintenance. Parents are encouraged to pay the contribution in lieu of attending working bees.	Suggested amount, variable	\$10.00
VOLUNTARY REVEGETATION CONTRIBUTION (per family) - assists with tree planting and revegetation of the school grounds.	Suggested amount variable	\$10.00
VOLUNTARY GROUNDSMAN CONTRIBUTION (per family) - assists with the employment of a Groundsman for litter control, daily upkeep and enhanced safety of school grounds.	Suggested amount variable	\$10.00
VOLUNTARY ROWVILLE PRIMARY SCHOOL BUILDING FUND DONATION (per family) Parents are invited to donate to the Rowville Primary School Building Fund which accepts tax deductible donations from families and the wider community. Proceeds will be used to enhance and develop the school buildings. A receipt will be provided for use with your 2016-2017 tax return.	Suggested amount	\$10.00 \$20.00 \$50.00 or \$.....

Book Packs

When parent's order book packs there is an option to purchase a complete pack, the table below lists the complete book pack price.

Alternatively, parents may select the items they would like to purchase. The cost of those items will be calculated on the Staples website. Both these options are available to parents who choose to place and pay for their book pack orders at the office.

Year Level	Cost of Complete Book Pack
Foundation	\$80.16
Year 1	\$62.29
Year 2	\$74.45
Year 3	\$65.55
Year 4	\$73.04
Year 5	\$84.84
Year 6	\$65.70

DATES TO REMEMBER

Tuesday 8th November 2016
 Saturday 26th November 2016
 Thursday 15th December, 2016
 Friday 16th December, 2016
 Tuesday 20th December, 2016
 Wednesday 18th January 2017
 Wednesday 25th January, 2017
 Thursday 26th January, 2017
 Friday 27th January, 2017
 Monday 30th January 2017
 Tuesday 31st January, 2017

Online ordering and payment via Staples website open
 Extended trading hours at Klard Sport for uniform purchases
 Last day for Parent Payments at the school office in 2016 until 25th January 2017
 Last day to order book packs online via Staples for delivery in 2016
 Last day of Term 4 – students dismissed at 2.30pm – Office closed from 3.00pm
 Last day to order online for guaranteed delivery prior to start of 2017 school year
 Office Re-Opens – from 12.00pm to 4.00pm
 Office closed
 Office closed
 Office open from 12.00pm to 4.00pm
 Students commence at 8.45am for 2017 school year



Dear Parents/Carers,

RE: Back to School 2017 Rowville Primary School

As we start to plan for the New Year, we are pleased to announce that we have partnered with Staples for Back to School 2017.

To assist with ordering your school supplies, we have already updated the Staples Back to School system with our selected list of book pack items which you can order from. The Staples Back to School program is a safe and secure ordering platform and you can have your goods delivered straight to your door.

To ensure delivery of your child's book pack items in 2016, please place your order online by Friday 16th December 2016. Orders placed before the 18th January 2017 will arrive prior to the start of the 2017 school year which is 31st January 2017.

How to order:

1. Log onto staplesbacktoschool.com.au
2. Type in our School ID **126869** to access a list of items that we have selected.
3. Follow the prompts to place your order.

In addition to the book pack items available for ordering, you may also add any additional products that you require to purchase at special Staples Back to School prices.

For more information, please refer to the FAQs on the Staples Back to School Website, or contact the dedicated Staples Back to School customer service on 1800 268 625.

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