

Warburton Primary School

16 Horners Rd Warburton VIC, 3799 (03) 5966 2010  warburton_ps  warburton.ps@education.vic.gov.au

Dear parents/guardians,

Warburton Primary School is forward planning for another rich and engaging year of learning and would like to advise you of our voluntary financial contributions for 2025.

Schools provide students with free instruction to fulfil the standard Victorian Curriculum and we want to assure you that all contributions are voluntary. However, the ongoing financial support of our families ensures that our school can offer the best possible education and support for our students. We want to thank you for all your support, whether that is through fundraising, donations, or volunteering your time. This makes a huge difference to our school and the programs we can afford to offer.

Within our school, your support has allowed us to offer a wide range of subjects and special curriculum experiences for our students across all levels. Your contributions continue to enable us to purchase materials and equipment required for Art, Music, Performing Arts and Physical Education, as well as for our wonderful Harvest Café kitchen garden programme. We can also provide access to many hands-on learning materials for Mathematics and Investigative Learning and have well-resourced classroom libraries. These teaching and learning assets enable us to deliver quality teaching and learning programs across the core subjects of English and Mathematics.

This year we have moved to online ordering/paying for parents direct with our suppliers. All supplies will be delivered to school before the start of the new school year.

Educational items for students to own

Attached is a list of items that the school recommends you purchase from booklist.officebrands.com.au/croydon for your child to individually own and use.

Payment methods

All 2025 payments (except Centrepay) are made through booklist.officebrands.com.au/Croydon

- For Centrepay options please complete the attached form and return to Cheryl
- If you having difficulties paying, please come and see myself or Cheryl.

For further information on the Department's Parent Payments Policy please see a one-page overview attached.

Kind regards,

Nathan van der Monde
Principal

Tanya Elsegood
School Council President

2025 BOOKLISTS

Are Open for Ordering

Last day for ordering **Thursday 12th December
2024***

Office National

Above & Beyond



ORDER ONLINE

1. **Go to Booklist Website** booklist.officebrands.com.au/croydon
 - Enter School Access Code: **moonyellow25**
 - Select: Create an Order
2. **Enter Details** (Separate orders are required for each student but with single payment on completion.)
 - Enter your child's name and select their year level for **2025**.
3. **Create your order**
 - School predefined quantities for each product are displayed but can be adjusted if required.
 - When finished, click on Add to Cart
Review your order; (click on Edit Order if required).
 - Select Checkout or Add another Student
4. **Checkout**
 - Enter your details.
 - Delivery / Collection Details; please select Collect at School*.
 - Click Next.

**BOOK PACKS WILL BE DELIVERED TO SCHOOL FREE OF CHARGE AND GIVEN TO STUDENTS IN CLASS ON THE FIRST DAY OF TERM 1 2025.*

5. **Select payment type and submit your order**

An order confirmation will be sent to the email address on your order.

IMPORTANT INFORMATION

**Late orders will be accepted after 12 December 2024 but will incur a \$15 late fee and may not be available for the start of school so Please do not delay. **Late fees do not apply to new families.*

*Anyone experiencing financial hardship is invited to contact the school office **BEFORE**
12 December 2024.*

Prep Contributions

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<i>Classroom consumables, materials & equipment</i> <ul style="list-style-type: none"> • Art – consumables including, but not limited to paint, crayons, canvas, glitter, glue, paper, coloured paper, clay • Science – ingredients, books, classroom materials & resources • Mathematics – Reference books, maths kits and resources • Kitchen Garden – cooking and gardening supplies 	\$50
<i>Online subscriptions</i> <ul style="list-style-type: none"> • Reading Eggs 	\$30
<ul style="list-style-type: none"> • Junior Sports • Life Ed Van 	\$20 \$18
Total Curriculum Contributions	\$118.00

Other Contributions - for non-curriculum items and activities	Amount
<i>School grounds maintenance and improvements</i>	\$50
Total Other Contributions	\$50

Financial Support for Families

Warburton Primary School understands that some families may experience financial difficulty and offers a range of support options, including:

- the Camps, Sports and Excursions Fund
- Centrepay arrangements

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact:

Nathan van der Monde or Cheryl

Ph: 03 5966 2010 | Email: Warburton.ps@education.vic.gov.au

Refunds

Parent requests for refunds are subject to the discretion of the school and made on a case-by-case basis. Refunds will be provided where the school deems it is reasonable and fair to do so, taking into consideration whether a cost has been incurred, the Department's Parent Payment Policy and Guidance, Financial Help for Families Policy and any other relevant information.

PARENT PAYMENTS POLICY

ONE PAGE OVERVIEW



FREE INSTRUCTION

- Schools provide students with free instruction and ensure students have free access to all items, activities and services that are used by the school to fulfil the requirements of the Curriculum. This includes the Victorian Curriculum F-10, the Victorian Certificate of Education (VCE) including the VCE Vocational Major and the Victorian Pathways Certificate.
- Schools may invite parents to make a financial contribution to support the school.



PARENT PAYMENT REQUESTS

Schools can request contributions from parents under three categories:

Curriculum Contributions

Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.

Other Contributions

Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.

Extra-Curricular Items and Activities

Items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides for free to deliver the Curriculum. These are provided on a user-pays basis.

- Schools may also invite parents to supply or purchase educational items to use and own (e.g. textbooks, stationery, digital devices).



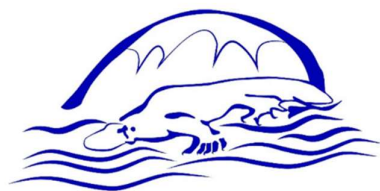
FINANCIAL HELP FOR FAMILIES

- Schools put in place financial hardship arrangements to support families who cannot pay for items or activities so that their child doesn't miss out.
- Schools have a nominated parent payment contact person(s) that parents can have a confidential discussion with regarding financial hardship arrangements.



SCHOOL PROCESSES

- Schools must obtain school council approval for their parent payment arrangements and publish all requests and communications for each year level on their school website for transparency.



Warburton Primary School

16 Horners Rd Warburton VIC, 3799 (03) 5966 2010 @warburton_ps ✉warburton.ps@education.vic.gov.au

CENTREPAY AUTHORITY FORM

Centrepay is a free direct bill paying service available to customers who receive an Australian Government Services Australia Centrelink Payment, family assistance payment or Parental Leave Pay. Please complete the details below and hand in at the school office.

FULL NAME _____

CENTRELINK REFERENCE NUMBER ____ _

I authorise the Services Australia to make a Deduction of \$_____ each fortnight from my _____ PAYMENT and pay this amount to Warburton Primary School 555 111 744 C for school fees commencing immediately, by (please Tick)



I confirm that this deduction has no target amount and no end date.



Target Amount: I request that this deduction of \$_____ continue until the target of \$_____ is reached. *Please Note: If a deduction has a target amount and the final deduction is set to pay less than \$2, the second last deduction will be increased by up to \$2 to cover the final amount.*



End Date: I request that this deduction of \$_____ continue until _____ date is reached.

I give permission for Warburton Primary School to disclose my information to Services Australia for the purposes of checking my account number, billing number and amount I want to pay and reconciling my payment Deduction details.

I also give permission for Warburton Primary School to give Services Australia my correct account and billing number if required.

I understand that I can change or cancel my Deduction at any time and further information about Centrepay can be found online at servicesaustralia.gov.au/centrepaybusiness

Customer Signature: _____

Date of Birth: _____

Date: _____

Camps, Sports and Excursions Fund APPLICATION Form

WARBURTON PRIMARY SCHOOL

School Name

School REF ID

Parent/legal guardian details

Surname _____

First name _____

Address _____

Town/suburb _____ State _____ Postcode _____

Contact number _____

Centrelink pensioner concession **OR** Health care card number (CRN)

- - - **OR**

☐ Foster parent* **OR** ☐ Veterans affairs pensioner (Gold Card)**

*Foster Parents must provide a copy of the temporary care order letter from the Victorian Department of Families, Fairness and Housing (DFFH).

**Applicants must provide a copy of the Veteran Affairs Gold card.

Student details

Child's surname	Child's first name	Student ID	Date of birth (dd/mm/yyyy)	Year level

I authorise the Victorian Department of Education (DE) to use Centrelink Confirmation eServices to perform an enquiry about my Centrelink customer details and concession card status to enable the business to determine if I qualify for a concession, rebate or service. I also authorise the Victorian Department of Families, Fairness and Housing (DFFH) to provide the results of any enquiry to DE regarding temporary care orders.

I understand that:

- DFFH or Centrelink will use information I have provided to DE to confirm my eligibility for the Camps, Sports and Excursions Fund and will disclose to DE personal information including my name, address, payment and concession card type and status.
- This consent, once signed, remains valid while my child is enrolled at a registered Victorian school unless I withdraw it by contacting the school.
- I can obtain proof of my circumstances/details from DFFH and provide it to my child's school so that my eligibility for the Camps, Sports and Excursions Fund can be determined.
- If I withdraw my consent or do not alternatively provide proof of my circumstances/details, I may not be eligible for the Camps, Sports and Excursions Fund provided by DE.
- Information regarding my eligibility for the Camps, Sports and Excursions Fund may be disclosed to DFFH and/or State Schools Relief for the purpose of evaluating concession card services or confirming eligibility for assistance.

You can request access to the personal information that we hold about you, and to request that any errors be corrected, by contacting your child's school.

Signature of applicant _____ Date ____ / ____ / ____

Camps, Sports and Excursions fund eligibility

Below are the criteria used to determine a student's eligibility for the Camps, Sports and Excursions Fund (CSEF).

Criteria 1 – Eligibility

To be eligible* for the fund, a mature minor of sixteen years of age or over, a parent or legal guardian of a student attending a registered Government or non-government Victorian primary or secondary school must:

- on the first day of Term one, or;
- on the first day of Term two.
- a) Be an eligible beneficiary within the meaning of the State Concessions Act 2004, that is, be a holder of Veterans Affairs Gold Card or be an eligible Centrelink Health Care Card (HCC) or Pensioner Concession Card (PCC) holder, OR
- b) Be a temporary foster parent, and;
- c) Submit an application to the school by the due date.

* A special consideration eligibility category also exists. For more information, see: [Camps, Sports and Excursions Fund \(CSEF\): Eligibility | education.vic.gov.au](https://education.vic.gov.au/csef/eligibility)

Mature minors or parents who receive a Carer Allowance on behalf of a child, or any other benefit or allowance not income tested by Centrelink, are not eligible for the CSEF unless they also comply with one of (a) or (b) above.

Criteria 2 - Be of school age and attend school in Victoria

School is compulsory for all Victorian children aged between six and seventeen years of age inclusive.

For the purposes of CSEF, students may be eligible for assistance if they attend a Victorian registered primary or secondary school. Typically, these students are aged between five and eighteen years inclusive.

CSEF is not payable to students attending pre-school, kindergarten, home schooling, or TAFE.

Eligibility Date

For concession card holders, CSEF eligibility will be subject to the parent/legal guardian's concession card being successfully validated with Centrelink on **29 January 2024 and/or 15 April 2024**.

Payment amounts

CSEF payment amount

The CSEF is an annual payment to the school to be used towards camps, sports and/or excursion expenses for the benefit of the eligible student.

- Primary school student rate: \$150.00 per year.
- Secondary school student rate: \$250.00 per year.

The CSEF is paid directly to the school and will be allocated by the school towards camps, sports and/or excursion costs for your child.

For ungraded students, the rate payable is determined by the student's date of birth. For more information, see: [Camps, Sports and Excursions Fund \(CSEF\): Payment amounts | education.vic.gov.au](https://education.vic.gov.au/csef/payment-amounts)

Foundation and Year 7 government school students who are CSEF recipients are also eligible for a uniform voucher. Schools are required to make applications on behalf of parents, so please register your interest at the school.

How to complete the application form

NOTE: ALL SECTIONS MUST BE COMPLETED BY PARENT/LEGAL GUARDIAN

1. Complete the PARENT/LEGAL GUARDIAN DETAILS section.
Make sure that the Surname, First Name, and Customer Reference Number (CRN) details match those on your concession card. You will also need to provide your concession card to the school.
If you are claiming as a Foster Parent or a Veteran Affairs Pensioner, you will need to provide a copy of documentation confirming your status as a temporary Foster Parent or provide your Veterans Affairs Pensioner Gold card to the school.
2. Complete the STUDENT/S DETAILS section for students at this school.
3. Sign and date the form and return it to the school office as soon as possible. The CSEF program for 2024 closes at the end of term two 2024.

CSEF payments cannot be claimed retrospectively for prior years.

Queries relating to CSEF eligibility and payments should be directed to the school.