Dear Parent/Guardian,

**Re: Booklists and Parent Contributions for 2015**

Victorian legislation provides that instruction in the standard curriculum program must be provided free to all students in Victorian government schools. Free instruction includes the provision of learning and teaching activities, instructional supports, materials and resources, and administration and facilities associated with the standard curriculum program.

To support the delivery of free instruction, School Councils may request payments from parents for student materials and services charges. These payments fall into three main categories:

- **Essential Education Items**, which parents are required to provide or pay the school to provide (e.g. stationery, text books and school uniforms where required).
- **Optional Extras**, which are offered on a user-pays basis and which parents may choose whether their child accesses or participates in (e.g. school magazines and extra-curricular programs or activities).
- **Voluntary Financial Contributions**, where parents and guardians are invited to make a financial contribution for school grounds projects, library funds or new equipment.

**Essential Education Items**

In 2015 Cardinia Primary School Council is seeking payment of $150.00 per student for Essential Education Items and Booklist items. This amount covers items such as:

- Initial books and stationery for each student in Prep to Grade 6.
- Supplies for Art, Music and Physical Education.
- Classroom Reference Materials, including dictionaries and computer programs, such as Reading Eggs, Mathletics and Ziptales
- Classroom stationery items and equipment, including photocopying.
Voluntary Financial Contributions

In addition, School Council is seeking two further Voluntary Financial Contributions per family.

Voluntary Contribution 1

A contribution of $40.00 per family to assist the school in its efforts to:

- Maintain a grounds beautification program.
- Assist in our Library refurbishment and resource improvement program.
- Provide additional IT equipment and access.

Voluntary Contribution 2

For families who are unable to assist in the many voluntary activities which are part of the school ethos, and wish to support the school in another way, an additional contribution of $50.00 per family. This is in lieu of attending working bees, assisting with Meal Deals, providing assistance in the classroom and/or being an active member of School Council or Parents Club.

School Council endorsed the new fee structure at its meeting in November last year to ensure that the school can meet the ever growing demands on its budget. There hasn’t been a fee increase for over two years.
Cardinia Primary School’s fees still remain quite modest in comparison to other schools in the area and still has one of the lowest essential and voluntary fees structures in place.
In regards to initial books and stationery, the school orders the books and materials required for each student. The supplies come to the school pre-packed as a complete kit. The cost of each package is very economical as we have access to quality products at reduced prices through bulk purchasing.

Payment for the Essential Education Items can be made prior to the end of the 2014 School Year or on the first day of the 2015 School Year. All payments and contributions can be made by BPay, cash or cheque to the school Office. Upon receipt of your payment your child will receive a box containing their booklist items.

All children will receive this box of supplies on the first day of the school year regardless of whether parents have made the Essential Education Items payment to the school or not.
Financial Difficulty

Parents and guardians who are experiencing financial difficulties are welcome to enter into alternative and confidential payment arrangements with the Principal that suits both the parents and the school.

Several support options are also available to assist parents and guardians with education expenses, including:

- Schoolkids Bonus (formerly the Education Tax Refund) is available to assist with expenses such as uniforms, books, school excursions, stationery and other costs like music lessons. Further information about the Schoolkids Bonus, including eligibility criteria, is available from the Australian Taxation Office.

- Additional support may also be available through the State Schools Relief Committee.

Parent Payment Policy

A copy of our Parent Payment Policy is available from the School Office.

Yours sincerely,

Allan Armstrong                      Gerard Kennedy
Principal                           School Council President

Payments can be made and books picked up at the office from the 9th December.