



**BOOKLIST INFORMATION FOR 2018**

Dear Parents,

We welcome you and your family to Bittern Primary School. Please find detailed below booklist information for 2018.

A lot of thought goes into planning the resources needed to cover our school's curriculum, while at the same time, keeping costs to a minimum for parents. The School Council and Staff have prepared and ratified the costing of your child's Essential Items, and Voluntary Contributions for 2018 as detailed in this handout.

- The Department of Education definition of Free Instruction is as follows:  
"The Education and Training Reform Act (2006) provides for **FREE INSTRUCTION** in the standard curriculum program to all students in government schools. The Act also empowers school councils to charge fees to parents for goods and services provided by the school to a child."  
**"FREE INSTRUCTION is the teaching staff, administration and the provision of facilities in connection with the instruction of the standard curriculum program, including reasonable adjustments for students with disabilities."**

Bittern Primary School's income is funded from two sources -

- **Department of Education Student Resource Package (SRP)** which is usually sufficient to pay for school administration, utilities and services, staff salaries, urgent works, maintenance, cleaning, general school operations and some basic educational programs and services.
- **Locally Raised Funds (Parent Payment)** which are the MAJOR source of our educational and school program funding and this comes from the Essential Educational Items payments, and the Voluntary Contributions and Fundraising.

Attached to this letter is our school's Parent Payment Policy. You may also like to use the following link to the Department's website which may help you with any further questions you would like answered:

<http://www.education.vic.gov.au/school/parents/financial/Pages/parentpaymentfaws.aspx>

We understand some families may find this financially difficult, especially when there is more than one child. If you are having any difficulties with payment of school charges please contact our Parent Payment contact person, Mrs. Simone McDonald. All conversations will remain confidential. Some payment plan suggestions are listed below:

- **BPay (you can obtain your BP reference number from the school office)**
- **Payments for school charges can also be made by cash or EFTPOS at the school office during school hours.**
- **If you wish to pay your school charges by direct credit, the school banking details are: BSB – 633 000 Account No. 143897569**
- **Alternately, you may like to set up a regular direct debit from your bank account to the school. Please contact us if you are going to use this option.**
- **Centrepay – you can arrange with Centrelink to have a regular amount debited from your account and paid to the school. For more information log onto the Centrelink website. Go to [humanservices.gov.au/submitdocumentsonline](http://humanservices.gov.au/submitdocumentsonline)**

State School Relief Funds – If you are entitled to receive the CSEF funds, and a parent of a 2018 Foundation student, you will also be eligible to receive a limited uniform pack from State Schools' Relief. Confirmation will be provided in May 2018 to families eligible to receive the uniform pack, in time to purchase some winter uniform items for their child.

If you have any queries regarding financial hardship, please feel free to call Simone on 59839590, of course I am always happy to speak with you on any issue.

Thank you for your understanding.

## BOOKLIST ORDERING



*All stationery will be ordered in bulk, this will make it much cheaper for your family, and will also ensure that each child has the correct items (eg, lined exercise books, project books, handwriting book).*

*There will only be one “Essential Items” charge, which will include your child’s stationery pack, and all other Essential Items (such as online Maths Program, Visual arts materials etc.)*

*Upon payment of your Essential Items charge at the school office, you will be issued with your child’s standard stationery pack.*

*Stationery packs will be available for purchase and pick up on 30<sup>th</sup> January from 9am – 3pm*

Below is a list of items that are a requirement for all students in years 3 to 6, however we understand that many students look after their belongings and reuse them each year.

- Cannon 8 digit calculator
- 4GB USB Drive
- Headphone set with volume control
- Protex single wire 110gsm Visual Diary A4 120 Pages

If your child has misplaced or cannot reuse any of these items then **please replace them before the beginning of 2018**, as your child will need to use these items on a regular basis.

\*Please note that the Essential Items charge does not include such things as excursions, camps and swim program. These will be individually charged during the course of the year.

## OTHER REQUIRED ITEMS

**Take Home Reader Bag** – all students will require a sturdy, waterproof bag for their take home reader. The school sells a waterproof nylon, Velcro fastened reader bag with a handle for \$15.00. These very sturdy bags should last your child’s time at primary school. The bags have the Bittern Primary School logo on them and are available for purchase at the school office.

**Broad Rimmed hats** - All students are required to wear a sun smart hat from 1<sup>st</sup> September until 1<sup>st</sup> May. Hats are available from Beleza Uniform shop or the school office.

**Art Smock** – Students need to have protective clothing for art classes, this may be a store bought smock, or an old shirt from home.

I would like to thank parents for assisting in this important task of ensuring that children have all the necessary requisites for their transition into their new class for 2018.

Kind regards,

SIMONE MCDONALD  
PRINCIPAL

## BITTERN PRIMARY SCHOOL 2018



ORDER FORM TO BE COMPLETED AND RETURNED TO THE  
SCHOOL OFFICE **NO LATER THAN FRIDAY 1<sup>ST</sup> DECEMBER**

Please complete the order details below for your child, total the amount  
payable and write it in the space provided

BOOK COLLECTION – TUESDAY 30<sup>TH</sup> JANUARY 2018

Student First Name		Student Last Name	
Year Level 2018			
Parent First Name		Parent Last Name	
Daytime Phone No.		Mobile Phone No.	

### PAYMENT OPTIONS

Payment is accepted at the school office by cash, EFTpos or Bpay (contact the school office for your Bpay reference number)

See Parent Payment plan if you wish to pay by instalment.

Essential Items	\$165	(\$150 for Yr 5 & 6)
Voluntary Contribution	\$	
Buildings and Grounds	\$	
<b>TOTAL</b>	<b>\$</b>	

### PRE-PAYMENT

Essential Items payments may also be pre-paid either by Bpay or EFTpos (EFTpos available at the school office) All pre-paid orders will be sent to your child's classroom, so you will not have to come to the school for pick up.

Back ordered items – If a product is unavailable at the time of packing, the product may be substituted with a similar product of the same or greater value. If a product cannot be substituted it will be placed on back order, Back ordered products will be sent to the school when it is received from the supplier. The school will distribute the back ordered products. Claims must be addressed with the school office for follow up no later than 7 days after you have received your goods.

Late orders – **Orders will not be accepted after Friday 1<sup>st</sup> December.**

**PARENT PAYMENT PLAN AND ORDER FORMS NEED  
TO BE COMPLETED AND RETURNED TO SCHOOL NO  
LATER THAN FRIDAY 1<sup>ST</sup> DECEMBER**

<p>Essential Educational Items</p> <p><b><i>This is not a voluntary contribution.</i></b></p>	<p>This includes all individual stationery requirements (including handwriting books)</p> <p>The charge also covers materials that the students take possession of or consume, and includes registration for the online mathematics program, which is also available for home use.</p> <p>The online mathematics program gives students access to a world class program while at school and at home, if you have internet access. Students can build their skills and compete against students from all over the world who are working at the same level. The program is suitable for students from Foundation (Prep) to Year 12 and through the school subscription students can have access 24 hours a day 7 days per week, if required.</p> <p>The Essential Items charge also covers the cost of providing additional materials and resources to students throughout the year to enhance your child's learning. This may include photocopying, shared classroom resources, PE and Art equipment, classroom materials, license fees for specialist software.</p>	<p>Years Prep - 4 \$165</p> <p>Years 5-6 \$150</p>
<p>Voluntary Contribution.</p>	<p>In the past the School Council set this amount at <b>\$100.00</b> per child, which you may use as a guideline. Voluntary contributions make up a significant amount of funds that support the expansive delivery of programs above the standard 'free' curriculum.</p> <p><b><u>In 2018 we intend to use the Voluntary Contributions to supplement our ICT program.</u></b></p>	<p>\$</p>
<p>Buildings and Grounds contribution.</p>	<p>In the past, School Council set this amount at <b>\$20.00</b> which you may use as a guideline. 'Free Education' provides for provision of facilities, not continued maintenance. This contribution supports the upkeep of buildings and grounds.</p>	<p>\$</p>

## PARENT PAYMENT PLAN 2018

I ..... (Parent/Guardian Name)

would like to make a Parent Payment Plan to pay for my child/children/s 2018 Back to School costs, which includes all Essential Items and/or Voluntary Financial Contributions

Child's Name: \_\_\_\_\_ 2018 Year level \_\_\_\_\_

Child's Name: \_\_\_\_\_ 2018 Year level \_\_\_\_\_

Child's Name: \_\_\_\_\_ 2018 Year level \_\_\_\_\_

Child's Name: \_\_\_\_\_ 2018 Year level \_\_\_\_\_

I wish to use the following option for my Parent Payment Plan: (Please tick)

Fortnightly payments made to the school being \$\_\_\_\_\_ per fortnight  
**First payment to be made on pick up.**

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_