



Dear Parent/Guardian,

8th November, 2017

**Re: Parent Payments 2018**

The Glen Katherine Primary School Council has approved the Charges for 2018 and the school's Parent Payments Policy which is attached for your information. After careful consideration by the School Council the charges for 2018 are as follows:

- **Essential Student Learning Items per Student**
  - **Bookpack & Classroom Requisites**      **\$130 or \$140 for Prep**
    - Includes essential stationery items i.e. exercise books, pens, pencils, rulers, scissors, Reading & Handwriting Books. Classroom requisites are the bulk items supplied to each classroom i.e. paper, cardboard, paint, printer cartridges, class sets, materials for new Literacy Program - VCOP
  - **Teaching & Learning Charge**      **\$145**
    - This charge is used to sustain the specialist areas offered at GK i.e. Music, Art, Science, Italian, PE and ICT. This charge is also used to sustain the support areas to the degree to which the Glen Katherine community has come to expect. It also assists in funding the school's Assessment & Reporting processes, which involve the provision of student portfolios, three way conferences, student reports and parent teacher meetings.
- **Voluntary Financial Contributions per Family**
  - **Building & Grounds Charge**      **\$ 45 suggested amount**
    - To support the general maintenance of the grounds & facilities, working bees and playground equipment and assist with costs of paying a maintenance person on a weekly basis.
  - **Library Trust (tax deductible)**      **\$ 55 suggested amount**
    - To support the supply of library resources. The Library Trust payment is tax deductible so parents should keep a copy of their receipt for taxation purposes. The library trust will benefit your children by focusing resource development in a number of areas.
  - **First Aid**      **\$ 25 suggested amount**
    - This charge assists the School in providing a trained first aid officer, covering the time just before lunch through to the end of recess each day, as well as extended hours on special days such as the Fun Run and sporting carnivals. This role includes the control and management of head lice, overseeing students with special medical needs, etc. The government does not provide funds for a first aid officer. Parent contributions are very important if we are to continue to provide a First Aid Officer.

The 2018 School Charges and Bookpacks Payment & Information Sheets are attached for more information. This outlines 2018 charges in line with our Parent Payments policy. Parents may choose to provide Bookpack essential stationery items themselves or buy the items from the school where practical and appropriate in consultation with the School.

We also ask for your consideration in paying Voluntary Financial Contributions in 2018. The funds gained from these Contributions assist us in funding three integral parts of our School. Glen Katherine is well known for its grounds and community areas and the maintenance of such a large space takes a lot of time and funds. We are also lucky to have a very well resourced Library which is a fantastic learning space and vital resource to all of our GK students. Our First Aid provision is an essential service in the care and support to all of our students who may need medical attention or those students who have a medical condition that need regular medication and care. Voluntary Financial Contributions can be made at any time of the year and your contribution in making any or all of these three payment would be greatly appreciated.



All parent payments and contributions can be made via our preferred method Qkr but also by credit card, Eftpos, cash, cheque or Bpay. As mentioned in our Parent Payment Policy, payment for **Bookpacks is required prior to Bookpack collection. Fee payment sheet and payment is due by Monday November 27<sup>th</sup>. Please note the Teaching & Learning Fee is not due until 16<sup>th</sup> February, 2018.** Payment options and arrangements can be organised as per our Policy. The scheduled Bookpack collection dates are as follows:

- 2018 Preps Thursday 7<sup>th</sup> December during Orientation Day
- 2017 New Students to GK Yrs 1-6 Thursday 7<sup>th</sup> December after Transition Morning
- Existing GK Students Wednesday 6<sup>th</sup> December

#### Special Inclusions:

- The Prep list includes the **Report Folder**, in which children will be able to store their reports, awards, merit certificates, memorable Linkletters, stickers and any other school highlights from their time at Glen Katherine. Also the Prep pack includes a **GK Bookbag** for readers etc.
- A **Student Diary** is included in the Grades 3 – 6 Bookpacks. In order to develop skills in the use of a diary as a personal organiser, our teachers have found that it is more effective when students use the same style of diary. The diary has been Glen Katherine personalised, and as such includes relevant dates and information.

#### Special Incentive:

Again this year we will be holding our incentive draw for families who have paid in full by Monday 27<sup>th</sup> November, 2017. These families will go into a draw for prizes to be drawn at our final assembly on Monday 11<sup>th</sup> December 2017.

The school appreciates that families may sometimes experience financial difficulties in meeting payment requests. A range of support options are available to parents who have difficulty making payments as listed in our policy. Families who do not have an immediate capacity to pay are also able to enter into alternative and confidential payment arrangements with the school. Please contact our Parent Payment contact person and Business Manager, Jodee Jackson to discuss these options.

Also please note that other charges will be requested during the year for such things as curriculum related Excursions/Bulk Billing, Grade 5&6 Sporting Program, District Sports and Camps.

Should you require any further information about 2018 Charges or our Parent Payment Policy please contact Jodee Jackson our Business Manager on 9431 1599.

Yours sincerely,

*Leanne Tingwell*

Leanne Tingwell  
Principal

*Charles Charalambous*

Charles Charalambous  
School Council President



**GLEN KATHERINE PRIMARY SCHOOL  
BOOKPACK ORDER FORM INSTRUCTIONS**

**HOW TO FILL IN YOUR FORM**

Please print Student's name on top of the order form where indicated  
Total the amount payable and write it in the space provided

**RETURNING YOUR ORDER FORM**

Return your order form to Glen Katherine Primary School by **Monday 27th November**

**ITEMS OUT OF STOCK**

In most cases all items will be supplied. However, if there is an item not available at the time of packing, it will be shown in the "To Follow" column on the invoice and delivered to the school for distribution once the item becomes available.

**LATE ORDERS**

Orders not returned to school by 27<sup>th</sup> November will be filled, subject to stock being available.

**COLLECTION OF ORDERS**

Provided you have returned your form by 27<sup>th</sup> November & made payment or payment arrangement, your child will be provided with their backpack on Wednesday 6th December.

**PAYMENTS**

Payment can be made either by our preferred method **Qkr**, cash, cheque, credit card, EFTPOS or BPAY (see Glen Katherine statement for reference numbers)

Cheques are to be made payable to: **GLEN KATHERINE PRIMARY SCHOOL**



## 2018 School Charges

<b>CATEGORY 1: ESSENTIAL STUDENT LEARNING ITEMS per each Student</b>	
<b>SECTION 1A: BOOKPACKS &amp; CLASSROOM REQUISITES</b>	<b>\$130.00 or \$140 for Prep</b>
All individual stationery requirements, including exercise books, pens, pencils, etc. Only complete packs available. Used to purchase bulk items such as paper, glue, crayons, paints, etc and includes photocopying and printing allowances.	
<b>CATEGORY 1A DUE BY MONDAY NOVEMBER 27<sup>TH</sup> PRIOR TO BOOKPACK COLLECTION</b>	
<b>SECTION 1B: TEACHING &amp; LEARNING FEE</b>	<b>\$145.00</b>
Supplements key learning areas of Music, Art, Science, and Technology, Physical Education and Information Communication Technologies (Ipad, computers, printers), Professional Learning & Resources, Assessment & Reporting resources	
<b>CATEGORY 1B DUE BY 16<sup>TH</sup> FEBRUARY 2018</b>	
<b>CATEGORY 1 TOTAL AMOUNT DUE:</b>	<b>\$275.00 OR \$285.00</b>

<b>CATEGORY 2 VOLUNTARY FINANCIAL CONTRIBUTIONS per each Family</b>	
<b>SECTION 2A: BUILDING &amp; GROUNDS CHARGE:</b>	<b>Suggested Amount \$45.00</b>
To support the general maintenance of the grounds & facilities, working bees and playground equipment and assist with costs of paying a maintenance person on a weekly basis.	
<b>SECTION 2B: LIBRARY TRUST</b>	<b>Suggested Amount \$55.00</b>
To support the supply of library resources. The Library Trust payment is tax deductible so parents should keep a copy of their receipt for taxation purposes.	
<b>SECTION 2C: FIRST AID</b>	<b>Suggested Amount \$25.00</b>
To assist the School in providing a trained first aid officer, covering the time just before lunch through to the end of recess each day, as well as extended hours on special days. This role includes the control and management of head lice, overseeing students with special medical needs, etc.	
<b>CATEGORY 2 TOTAL SUGGESTED AMOUNT DUE:</b>	<b>\$125.00</b>



**Fee Sheet & Bookpack payment due by:  
Monday 27<sup>th</sup> November, 2017**

<b>STUDENT SURNAME:</b>	<b>FIRST NAME:</b>

<b>PAYMENT SUMMARY</b>		
<b>CATEGORY 1 ESSENTIAL EDUCATION ITEMS PER CHILD :</b>		
BOOKPACK & CLASSROOM REQS	<b>PAYMENT DUE BY 27<sup>th</sup> November 2017</b>	\$130.00/\$140.00 PREP
TEACHING & LEARNING CHARGE	<b>PAYMENT DUE BY 16<sup>TH</sup> FEBRUARY 2018</b>	\$145.00
<b>Amount Paid:</b>		<b>\$275.00 or \$285</b>
<b>CATEGORY 2 VOLUNTARY FINANCIAL CONTRIBUTIONS per each Family:</b>		
BUILDING & GROUNDS CHARGE	Suggested Amount	\$45.00
TAX DEDUCTIBLE LIBRARY TRUST	Suggested Amount	\$55.00
FIRST AID CHARGE	Suggested Amount	\$25.00
<b>Suggested Amount Paid:</b>		<b>\$125.00</b>

<b>PRE-PAYMENT DETAILS</b>			
Student Surname		Student First Name	
Daytime Phone No		2017 Year/Level	
<b>PLEASE TICK PAYMENT METHOD USED</b>			
Qkr	<input type="checkbox"/> \$ _____	Cash	<input type="checkbox"/> \$ _____
BPAY	<input type="checkbox"/> \$ _____	Cheque	<input type="checkbox"/> \$ _____
Please Charge my CREDIT CARD	<input type="checkbox"/> \$ _____	Name on Card	
Credit Card No.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Expiry Date	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Cardholder's Signature	

<b>PAYMENT OPTIONS</b>
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Payments can be made by our preferred method QKR or by cash, cheque, credit card, EFTPOS, or Bpay (see Glen Katherine statement for Reference Numbers)