



GLEN KATHERINE PRIMARY SCHOOL 2017 BULK BILLING OF EXCURSIONS/SCHOOL ACTIVITIES

9th March, 2017

Dear Prep Parents,

At Glen Katherine we implement a bulk billing practice in which we pre plan and cost anticipated excursions and special activities for the year ahead. Generally, parents prefer to pay one amount rather than have to pay for activities several times throughout the year.

Listed below is an overview of the units of work being studied by your child in 2017.

Term One	Term Two		Term Three		Term Four	
Unit – My Family & Me	Unit – People who help us in the community		Unit – On the Farm		Unit - Roll Up Roll Up	
Performing Arts Incursion \$ 6.00	St Helena Community Walk Life Education 100 days celebration GK Kitchen	No cost \$ 9.00 \$ 2.00 \$ 3.00	Bundoora Farm Science Incursion Wellbeing Program (Resilience Workbook & Student Workshops)	\$ 23.00 \$ 3.00 \$18.00	Prep Bfast Fitness Worx	\$ 5.00 \$ 7.00

Total cost for 2017 = \$76.00

These activities are an integral part of the day to day teaching program and the involvement of all children is strongly recommended. Please note that due to a change with our LOTE program and the introduction of the GK Kitchen, there will be no extra charge for LOTE for 2017. This will be reviewed and a decision made for 2018 Bulk Billing next year.

Please remember our School Council endorsed “NO PAY NO GO Policy.” If students haven’t paid for excursions/incursions 3 working days prior to the excursion/activity they may not be able to participate. We require a 3 day margin to confirm arrangements with providers, finalise list of participants and make alternative arrangements for non-participants.

If payment of the total amount by the due date creates any financial difficulties please contact our Business Manager, Jodee Jackson to discuss payment options.

Last year we trialled a new permission notice process, instead of having to complete forms for every excursion and incursion we had just one form which covered all school activities for the year per grade level. Once signed, you don’t have to sign and send back a permission slip for each activity as it occurs. Instead you will receive an information sheet about 3-4 weeks before a particular event with specific information about that activity e.g. what to wear, bus collection times, request for parent helpers and also an invoice will be attached if payment has not yet been received. This new process worked well so it will be continuing in 2017.

Please complete and sign the following form and return to the office by **Wednesday 29th March**. By signing this form you authorise for your child to attend the listed excursions/incursions and it also confirms your commitment to pay for this activity through either the instalment plan, whole payment, payment plan or 3 business days prior to the event. **The first instalment payment is due in week one of Term 2 - Friday April 21st.**

Finally, please note that charges and permission for 2017 Camp will be a separate process for Grades 3&4 and Grades 5&6 that will be sent out later in the year.

Kind Regards,

Leanne Tingwell
Principal

