

## Primary School Steiner Program Class 2 2021 Parent Payment Schedule

Dear Parents, Guardians and Carers,

The Department of Education has reorganised the way families pay fees this year to ensure that costs are allocated to key items that are part of the school's programs.

Below is the 2021 fee schedule for Class 2 in the *Steiner Program*. Collingwood College makes every effort to keep the cost of Essential and Optional Education items and activities to a minimum and affordable for all parents.

Please also see and return the Memorandum of Understanding for participation in the Steiner Program.

All students enrolled in the Steiner program from Class 3-6 participate in instrumental music lessons, class orchestra and in school ensembles. Classroom orchestra is compulsory and an important part of the integrated Steiner program.

### Optional Items

These are items, activities or services that are offered in addition to support instruction in the standard curriculum programs. These are provided on a user pay basis so that if parents choose to access them for students, they are required to pay for them.

**Please note:** Additional school charges may arise during the year such as excursions, camps and in house performances. These charges will be notified to parents as early as possible by teaching staff and through Compass.

A separate stationery and equipment list is enclosed.

Optional Items		Amount
<b>STEINER PROGRAM</b>	<b>Class 2</b>	<b>\$595.00</b>
Class Materials and Equipment (inclusive of Kitchen Garden)		
Eurythmy		
Art & Craft		
Electives		
	<b>Total</b>	<b>\$595.00</b>

### Financial Support for Families

Collingwood College understands that some families may experience financial difficulty. We offer a range of support options, including:

- The Camps, Sports and Excursions Fund (CSEF)
- Payment plans tailored to individual needs
- State School Relief Fund which provides assistance with clothing/stationery items for our families in need
- Support from wellbeing team to access assistance from outside services
- Concessions available for families with three or more children at the school

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact Kristina Smith – 03 9417 6681 – [kristina.smith@education.vic.gov.au](mailto:kristina.smith@education.vic.gov.au)

**Payment Methods**

Several payment methods are available including BPay, Compass, in person or by phone. Payment plans can be established on Compass or individually with accounts receivable (Kristina) at the school. Further details of payment methods and options are attached.

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

**Available payment methods:**

**Option A**      **BPay** – Your BPay number is located on the bottom of your family statement. Please email the school at [collingwood.co@education.vic.gov.au](mailto:collingwood.co@education.vic.gov.au) at the same time of payment to let us know what you’re paying for. If you cannot locate your BPay number please contact the office.

**Option B**      **Compass** – This form of payment is done through the Compass Parent Portal.

**Option C**      **In person or by phone** – Using cash, credit card, cheque – Payable at the front office.

**Option D**      **Credit/Debit card in full** – Return this form to the General Office.

**All Essential Student Learning Items are payable in full by 12<sup>th</sup> March 2021. Alternatively you can opt into a payment plan of monthly instalments. This plan is available on Compass.**

**Alternatively you can set up an individual payment plan with the College.**

**Please see Kristina at the office if you wish to take up this offer.**

**Please indicate to the school by the 7<sup>th</sup> December 2020 your intended payment method.**

Card Type                      Visa / Master Card (Please circle selected card type)

Card Number                      \_\_\_\_\_

Card Expiry Date                      \_\_\_\_ / \_\_\_\_      CCV Number      \_\_\_\_ \_\_\_\_ \_\_\_\_ (last 3 digits on signature line)

Full Name on Card                      \_\_\_\_\_

Amount to be debited      \$ \_\_\_\_\_

Cardholder’s Signature:                      \_\_\_\_\_

Student Name                      \_\_\_\_\_ Class \_\_\_\_\_

Payment For                      \_\_\_\_\_

CASES21 CODE:

OFFICE USE: Transaction completed by: \_\_\_\_\_ Date: \_\_\_\_\_

# PARENT PAYMENTS POLICY

## ONE PAGE OVERVIEW

The following is a summary of the main principles of the Parent Payments Policy:



### FREE INSTRUCTION

- Schools provide students with free instruction to fulfil the standard curriculum requirements as outlined in the Victorian Curriculum F-10, VCE and VCAL.



### PARENT PAYMENT REQUESTS

- Schools do not ask parents to pay for school operating costs (e.g. utility costs) or general and unspecified charges.
- Schools request payments from parents under three categories:

#### Essential Student Learning Items

- Items and activities which the school deems essential for student learning.
- Parents may choose to purchase essential items through the school or provide their own.

#### Optional Items

- Items and activities that enhance or broaden the schooling experience of students and are offered in addition to the standard curriculum.
- These are provided to students on a user-pays basis.

#### Voluntary Contributions

- Voluntary contributions support the school to continue to be the best local school for all students and can be for general or specific purpose.
- Students will not be disadvantaged in any way if parents do not make a contribution.



### 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 obtain school council approval for their parent payment arrangements and upload their arrangements on their school's public website for transparency.