

**ESSENTIAL EDUCATIONAL ITEMS
&
VOLUNTARY PARENT CONTRIBUTIONS
2009**



Tuesday 18 November 2008

Dear Parents

Kew East Primary School endeavours to provide the best possible learning environment for all students. So that the school can continue to maintain and enhance the high quality teaching and learning programs and resources, we require parent support through payments of School Council Contributions.

In accordance with changed Department of Education and Early Childhood Development (DEECD) policy regarding notification to parents of Essential Education items and Voluntary Contributions, parents are now to receive the financial contributions information prior to the commencement of the new school year.

School Council is responsible for developing and approving a school level parent payment policy that is compliant with the department's policy.

There are 3 areas for which parents may reasonably be requested to make a payment or contribution:

1. ESSENTIAL EDUCATIONAL ITEMS

Parents and guardians are required to provide or pay the school to supply their child/children with essential educational items, to be used in the standard curriculum program. Each year the school purchases on behalf of students, materials for learning and teaching such as student stationery, text books and art supplies. These items are made available to students and avoid the need for parents to supply them. By purchasing these items on behalf of students we are able to obtain substantial discounts and provide a simple system where every child receives the required stationery. Also covered in this payment are the materials for our standard specialist programs. At KEPS we are fortunate to be able to offer specialist programs in Music, Visual Arts, Physical Education, Language Other Than English (Italian) and Library;

TOTAL COST \$105

2. VOLUNTARY PAYMENTS

School Council invites parents to make a contribution to support the school for a number of services/programs unique to KEPS. These programs are as follows:

- **INFORMATION COMMUNICATION TECHNOLOGY (ICT)**

School Council has given an undertaking to provide Interactive Whiteboards (IWB) in every classroom by the end of 2009. This program was embarked upon in 2008 where 11 IWB were installed in classrooms and another 11 will be installed in 2009. School Council has also approved the leasing of 20 laptops on trolleys that can be used throughout the school by specialists and class teachers. The school is also committed to ongoing leasing costs for 120 computers in the school. Costs also cover software license fees, consumables, maintenance repairs and student internet access. Although we receive some support from DEECD to fund ICT we still need to contribute significant additional funds towards this program if we are to provide state of the art technology for all students at KEPS;

- **THE MUSIC /PERFORMING ARTS PROGRAM**

The Music/Performing Arts Program at KEPS is quite unique in both the quality and the opportunities that it provides for students, far beyond any standard music program offered in other primary schools. Students are given the opportunity to experience the use of a large range of tuned and percussion instruments such as marimbas and xylophones; participate in coral choir and learn the recorder. Students are also provided many opportunities to perform at assemblies and in the wider school community. In 2009 a number of students will be introduced to new Music Composition Software as a result of our laptop purchase. Additional administrative time has also been funded for 2009 to support this outstanding and constantly expanding program.

- **SCHOOL NURSE**

KEPS employs a qualified school nurse who attends daily between the hours of 10.40am to 2.10 pm, covering recess and lunch breaks. Very few primary schools provide such a service as this to their students but School Council has recognised and supported the importance of this service for a number of years now. This service is fully funded by School Council and relies totally on parent contributions.

- **SCHOOL GROUNDS AND PLAYGROUND EQUIPMENT**

This contribution will provide resources to maintain and improve the physical surroundings of the school grounds and playground equipment. The school is constantly upgrading playground equipment and surfaces for its students. Soft fall mulch is required to be replaced under playground equipment annually to meet safety standards. The Facilities Sub Committee of School Council oversees annual projects in relation to the school grounds and in 2009 it will be undertaking a conservation project to save the mature trees and plants in our school grounds. In addition the school council employs a part-time handyman to ensure the school is properly maintained and kept clean at all times.

TOTAL VOLUNTARY CONTRIBUTION \$255

COMBINED TOTAL REQUESTED:

Essential Educational Items \$105 +Voluntary Contribution \$255 = **\$360**

The essential educational items and voluntary contribution component costs have not been increased for 3 years but due to rising costs, School Council has raised these payments by \$5 and \$15 respectively. In doing so, School Council has been very conscious of the current economic climate and has kept increases to a minimal amount.

KEPS is truly fortunate to have such a dedicated teaching staff and non teaching support staff. Your contribution will only enhance their work and provide your children with the highest standards not only in their academic and social development but their physical learning environment.

3. OPTIONAL EDUCATIONAL ITEMS

These items are offered on a user-pays basis and which parents and guardians may choose whether their child accesses or participates in. Examples of these activities include, camps, swimming, sport, excursions, band and instrumental music lessons. These costs are issued separately to Essential Educational Items and Voluntary Contributions, in the Term Payment Planner, at the commencement of each term, with the expectation that payment is made before the commencement of these activities.

DONATION

Kew East Primary School Library Trust Tax Deductible Library Trust Fund

In addition to the above charges, if any parents, guardians or family members wish to donate monies to the KEPS School Library Trust Fund, these are tax deductible donations. The Library Trust Fund is used for the maintenance of the resource centre and for the purchase of Library books and resources. A separate receipt will be issued for taxation purposes at the time of payment. Please refer to the attached KEPS Library Trust Fund sheet.

METHOD OF PAYMENT

Please return the attached sheet/s together with your payment to the school office. Payments should be made in full no later than **28 February, 2009**.

Accounts may be paid in cash, cheque or EFT/Credit card and may be paid in full or 2 equal instalments. Payments may be made any time from receipt of this information.

If you wish to explore other payment options or if you have any queries about the above payments please do not hesitate in contacting the principal to discuss your concerns in confidence.

In anticipation, Kew East Primary School Council, thanks you for your ongoing support.

Yours sincerely



**HELEN FOTHERINGHAM
PRINCIPAL**



**SIMON BERRIDGE
SCHOOL COUNCIL PRESIDENT**

**KEW EAST PRIMARY SCHOOL
ESSENTIAL EDUCATION ITEMS
AND
VOLUNTARY CONTRIBUTIONS PAYMENT SLIP 2009**

Payment may be made by cheque (payable to Kew East Primary School) or credit card by Friday 28 February 2009. We will accept payment in 2008 should you wish to make a payment prior to the end of the year. Please return this form with your payment.

The total contribution in 2009 is \$360 per student. This includes: \$105 Essential Educational Items and \$255 Voluntary Parent Contribution.

Student Names:..... Grade:.....

\$105.00 Essential Education Items X Students Total \$.....

\$255.00 Voluntary Contribution XStudents Total \$.....

Please find attached my total payment of \$.....

OR

Please find attached my 1st instalment of \$

CREDIT CARD PAYMENT AUTHORITY

Card Number:

Card Expiry Date// Visa Mastercard

Card Holder's Name:.....

Cardholder's Signature:

I authorise KEPS to process \$ being our total payment for 2009.

I authorise KEPS to process \$ As the 1st Instalment prior to the end of the 2008 school year.

And by ticking the box below:-

I authorise KEPS to process \$ being my family's 2nd and final payment during the week commencing February 25 – 28, 2009.

TAX DEDUCTABLE DONATION
KEW EAST PRIMARY SCHOOL LIBRARY TRUST FUND

The Library Trust funds are used for the maintenance of the Resource Centre for the purchase of Library books and resources. A separate receipt will be issued for taxation purposes at time of payment.

You may make a donation of : \$25, \$50, \$75, \$100 or Other: _____
Payments can be made by cash, cheque or E.F.T/Credit Card.

Student Names:..... Grade:.....
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If paying by credit card, please complete the following:

LIBRARY TRUST FUND CREDIT CARD PAYMENT AUTHORITY	
Card Number:	<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"/>
Card Expiry Date/...../..... Payment Total \$..... Visa <input type="checkbox"/> Master card <input type="checkbox"/>
Card Holder's Name:
Cardholder's Signature: