Dear Parents,

FAMILY FEES 2014.

School Council has recently reviewed the cost of providing a high quality education to your children at the most affordable cost to families. School Council is very much aware of the impact increased fees has on families and assures families that any increases have only been made where it has been imperative to do so. This document outlines the 2014 Fees Structure.

These days it has become more important for schools to run as any other business. The cost of teaching your children is free, however the cost of the materials, equipment and other services required to deliver top quality teaching is not. The Government provides us with some funding but this does not cover all our requirements. This is the reason we need to charge families fees so that we may provide your children with a comprehensive, fully resourced and up to date education in a clean and safe environment. It is also to provide rewarding educational experiences in Programs such as Camps, Sport, Excursions and Incursions and the Concert, which will also become great memories for your children to fondly look back on.

Our Budget is prepared very carefully to ensure we have the funds to cover all our curriculum, cleaning and maintenance, utilities, communications, information technology and administration costs. If we fall short of our income predictions then cuts have to be made and some programs will have to run on reduced resources. We are very proud of our school community as a whole as they are very supportive of our school in this regard and we hope this relationship will continue in 2014.

The School operates under a payment system whereby all your costs for the year are worked out and you are presented with a Family Fees Payment Plan. This is a total for the whole year. You may elect to pay this by the fortnight, monthly, by the term or in full. This gives a clear and precise picture to parents of the total costs for the school year. It allows for families to consider fees and choose payment options when preparing the Family Budget. This system has proved to be a great success for all concerned.
Family Fees have been broken up into 6 Categories as follows:

1) **Materials and Requisites.** This is NOT A VOLUNTARY CONTRIBUTION but the actual cost of goods and services which will be provided to your child throughout the year. It is a requirement that these fees be paid for all students. It includes costs for all materials such as pens, books, texts, pencils, erasers, sharpeners, paper, glue, sticky tape, scissors, rulers, art materials, calculators, computer software, and for all services such as photocopying, laminating, and associated costs.

2) **Buildings and Grounds.** To support the maintenance and enhancement of our school buildings and grounds these funds will help to supplement the growing costs in this area. This contributes to items such as: maintenance of our playgrounds, softfall and equipment, maintenance and management of all garden areas and grassed areas, ensuring a safe and healthy yard, managing OHS within the school. Ongoing maintenance and management of our surrounding trees and fences and supporting target areas. ie: upkeep of dance hall, canteen.

3) **Information Technology.** Watsonia Heights is focussed on providing 21st century learning practices. An area of exponential growth is ICT. These funds will allow us to continually move with the times in many ways. School IT infrastructure such as increasing our wireless network, intranet, increasing server capacity, increased bandwidth for classroom web based learning. These funds also help support IT hardware additions including purchasing further ipads and ipods, purchasing more laptops to increase student:laptop ratios, maintaining and upgrading Interactive Whiteboards in all teaching spaces. This also supports peripheral hardware purchases such as video and digital cameras, scanners and printers for student use.

4) **Voluntary Contribution.** This is the voluntary component of our fees. Our Voluntary Contribution for 2014 has remained at $20 per family. We would like to stress to parents that this is a very important component of our fee collection as this money will be used to contribute and supplement the curriculum areas of our school. This includes providing opportunities for all students to have access to new and vibrant resources within programs such as: Science, Languages (Italian), Health and Physical Education, Art, Library, Classroom Libraries, Literacy and Numeracy. We urge all parents to pay this fee so that we can continue improving the learning for all students. This will assist greatly in ensuring we don’t require spending cuts in this area when developing future budgets.

5) **Camps, Excursions and School Activities.** All children are expected to participate in our Camping, Excursions, Incursions and School Activities. However, if they have a valid reason for not participating then a credit note may be applied. This fee has been broken down into 5 sub-sections:

6) **Camping Program.** Camps are an integral part of our curriculum in that they teach the children not only about the history of the area they are visiting but also teach them independence, confidence and how to live alongside other people. We have an extensive camping program beginning with the Prep Breakfast, moving into the Grade 1 Dinner, Grade 2 Sleepover, Grade 3/4 Camp and then finally our Grade 5/6 Camp. Our Grade 3/4 students will be heading off to our bi-annual camp at Camp Rumbbug in Foster, Victoria. 2014 will see our Grade 5/6 students off to a different but very exciting and educationally rewarding camp at Angelsea. This is a change to our usual Canberra camp. This is due a number of reasons including the increase in prices and to provide a differing camping experience for students.
7) **Excurions, Incursion and Activities:**

Curriculum Excursions. Curriculum excursions are an integral part of our learning program and are linked in with our termly integrated units of study. This includes all travel costs.

**Incursions and School Activities** are many and varied, from visiting groups who come to perform for our children, Buddies Program, Cross Age Tutoring Activities, Gardening Program, Mathletics, Book Week Activities, Family Life etc.

8) **Sports Program:**

We have an extensive Sports Program which includes our Swimming Program, Athletics, House Sports, Tabloid Sports, Sports Clinics (which may include Rugby, Tennis, Soccer, Baseball, AFL or Basketball) Cross Country, entry fees, ribbons, trophies, engraving, bus travel, Uniform (Cleaning, Repair and/or replacement) and Tabloid Sports.

9) **Concert Expenses:**

Each year all our school students perform in our School Concert which is a much loved event by students and their families. The Concert is typically held at the George Woods Performing Arts Centre in Ringwood. This venue provides an opportunity to house our whole school community without the need to conduct several smaller shows at a more local, smaller theatre. Also, having one performance helps to reduce the costs. The Concert Fee includes buses to concert rehearsal, costumes, props, and dance lessons for the students.

10) **Grade 6 Graduation.**

Grade 6 Students may wish to purchase any of the 3 memorabilia items we have available. Grade 6 Rugby Top, Graduation Bear and Grade 6 Graduation DVD. In 2014, as a farewell gift to our graduating students, the school will cover the cost of their meals at the Graduation Ceremony

6. **Music Program** (Grade 3-6 Only)

Children in Grades 3-6 learn a musical instrument. You may select from the following Instruments. Drums, Guitar, Keyboard or Recorder. Attached is a letter (Appendix C) giving a brief description of our Music Program and a form (Appendix D) for you to make your selections. Any Musical Instruments you may wish to purchase from the school will not be included in this package and are to be paid for separately.
The costs that **will not** be included above will be:

Junior School Council Events: Fundraising Events organised by Junior School Council such as Red Nose Day, Out of Uniform Day etc.

Canteen Costs: All Canteen Lunch Orders and Special Days.

Fundraising: All School Council/Community Links Fundraising Events and Activities eg Trivia Night, Mothers’ Day and Fathers’ Day Stall, Chocolate Drives etc

Concert: Concert Tickets and Concert DVD’s. (Students do not need a ticket)

Uniform: All school uniform items including school bags, hats etc.

Musical Instruments: Musical instruments which may be required under our Music Program.

*Most of these non-included activities will be cash only items/events with the due date for payment stated on the permission form that is sent home giving details of the activity. The exception to these cash events are major School Council/Community Links Events, (eg Trivia Night and other fundraising events), Uniforms, Concert Tickets and DVD’s which may be paid for by any of our available options: Cash/EFTPOS/Credit Card/EFT.*

**CONCESSIONS:**

1. **EARLY BIRD DISCOUNT.**

We are aware how important the “Early Bird Discount” has been to many families and so we want to retain that benefit. For those students whose fees are **paid in full between 2nd and 14th December, 2013** a credit of $20 per student will apply.

2. **EDUCATION MAINTENANCE ALLOWANCE.**

The Education Maintenance Allowance (EMA) is provided by the Victorian Government to lower-income families to help with education-related costs.

If you have a child under 16, and hold a valid Health Care Card, Pension Card, or are a temporary foster parent, you may be eligible to receive EMA. The allowance is paid in two instalments, one in March and one in August.

The payment is intended to assist with education related costs such as: uniform, camps and excursion, materials and requisites etc. You can elect to have your EMA paid in one of the following ways:

   a) Paid by direct deposit into your bank account (Electronic Funds Transfer) or

   b) Paid directly to the school to be used towards education expenses (eg Camps Excursions included in Family Fees. **If you wish to use EMA towards your Family Fees then you should select this option.**

   c) Paid by cheque which will be posted to the school for collection.
In 2014, the annual EMA amount per student is:

- $200 for Prep Students
- $150.00 for students in years 1 – 6.
- $300.00 for Year 7 Students.
- $250.00 for Students in Year 8 – until age 16* (Pro-rata for students turning 16 in 2014)

**CLOSING DATE:** Parents need to submit their application form (attached) to the school with their completed Family Fees 2014 Forms. Note: If you should become eligible after your forms have been returned, we will accept applications up until 28 February, 2014.

For more information about EMA, visit


3. **School Rebate for iPads (Grades 5-6)**

This year families of students in Grades 5 and 6 are being asked provide their children with an iPad2 or iPad mini for use at school. This is separate to your Family Fees however, the iPad will be your asset for home use when not at school. If your child already owns an iPad2 or iPad mini that will be acceptable. There is information night on Thursday 19th at 6pm which will provide further information.

As a result of the reduction in booklist requirements and to ease the burden on families we are providing a $100 concession to all 5/6 students with iPads.
**WHAT DO YOU NEED TO DO NOW??**

To calculate your family’s expenses for the year you will need to:

1) Complete the choice of musical instrument for each child in Grades 3-6 *(Appendix D)*

2) Complete EMA application if eligible.

3) Complete the **Fees Proforma (Appendix A.0-A.6)** for each of your children according to their Grade Level. Make sure relevant Music details from above forms are also recorded on this form as well as any concessions. Total Fees Grade Level Proforma for each child.

4) Finally you will need to complete the **Family Fees Proforma (Appendix B)** which is a totals sheet and lists the expenses for each child and then allows you to calculate the total for your family. You will be able to select your preferred method of payment on this form. ie: fortnightly, monthly, by the term or yearly and whether or not you will require split billing.

**Finally, make sure you have fully completed and signed all Forms required.(Appendix A,B and D) and EMA Application (if applicable). and return to the school by Friday 11th October, 2013.**

**DO NOT SEND ANY MONEY WITH THESE FORMS.**

It is **MOST IMPORTANT** that these documents are fully completed and signed and returned by this date so that you are invoiced correctly. Your Family Payment Plan will be returned to you as soon as possible ready to take advantage of the **Early Bird Payment Discount and 2014 EMA if applicable.**

**Please note we are only able to receipt 2014 Family Fees between 2nd-13th December and then from the beginning of 2014.**

**Please DO NOT SEND MONEY OUTSIDE OF THESE DATES.**

If you have any further enquiries please do not hesitate to contact us.

Michael Kent.  
Jennifer McDonald-Price  
 **PRINCIPAL.**  
 **BUSINESS MANAGER.**
Instrumental Music Program 2014. Grade 3-6

Dear Parent/Guardian,

To enable us to plan for the 2014 Music Program and to organise tutors, we would appreciate your co-operation in completing the following information on Appendix D and returning it to school together with your “Family Fees for 2014” forms (Appendix A and B) by 11th October, 2013.

**The Music Policy at Watsonia Heights Primary School requires all children from Grade 3-6 to learn an instrument.** Some of the instrumental options require paid tutors and other are taken by Grade teachers. Therefore, some are listed as term fees and others as yearly fees. **Children are expected to stay with the same instrument for the year.**

As a culmination to the Music Program in 2014 ALL children will be involved in a Musical Presentation in the last music session of the year. Our”MUSICAL SOIREE” will be in December 2014 in the general purpose room. (Date and Time to be advised). Parents and friends are invited to this performance to be entertained by the children with all they have learnt in music over the year.

Michael Kent.  
PRINCIPAL

Jennifer McDonald-Price.  
BUSINESS MANAGER.
**APPENDIX D.**

**Watsonia Heights Primary School**

**Instrumental Music Program 2014. Grade 3-6**

Student Name: ____________________________ Grade: ________________

<table>
<thead>
<tr>
<th>Instrument Choice.</th>
<th>Please indicate if you require an instrument by ticking against the instrument below. Note: These instruments are not covered by Family Fees Payment Plan and are to be paid for separately)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keyboard</td>
<td>-</td>
</tr>
<tr>
<td>$260.00 per year.</td>
<td>Sticks $20</td>
</tr>
<tr>
<td>Drums</td>
<td>Pads $30</td>
</tr>
<tr>
<td>$260.00 per year.</td>
<td>Guitar &amp; Bag Approx $115</td>
</tr>
<tr>
<td>Guitar</td>
<td>Descant $12</td>
</tr>
<tr>
<td>$150 per year.</td>
<td></td>
</tr>
<tr>
<td>Recorder-Descant</td>
<td></td>
</tr>
<tr>
<td>$80 per year</td>
<td></td>
</tr>
</tbody>
</table>

I have chosen for my child to learn an instrument as indicated above. I am aware that I am responsible for the payment of all tuition fees for this instrument and that these fees will form part of my” 2014 Family Fees”. (Transfer costings to Appendix A for each child)

Parent Guardian Signature: __________________________________________ Date: ______________
APPENDIX B.

FAMILY FEES 2014

STUDENT NAME/S:

1) ___________________________  Grade Level 2014: ___  Due $ _________
2) ___________________________  Grade Level 2014: ___  Due $ _________
3) ___________________________  Grade Level 2014: ___  Due $ _________
4) ___________________________  Grade Level 2014: ___  Due $ _________

TOTAL DUE  $ __________

☐ I /We are aware that I/We are fully responsible for the payment of all family fees for 2014 as detailed in the Proforma for my child/ren “Family Fees for 2014” (Attached) I/We understand that the school books will close for receipting on 31st October, 2014 and that all payments for the 2014 School Year are to be completed by that date.

I /We would like to choose the following option for payment of these fees:

☐ In full  ☐ Fortnightly
☐ By the term  ☐ Monthly

Parent Guardian Name: ___________________________ Signature: ___________________________ Date:_____

Parent Guardian Name: ___________________________ Signature: ___________________________ Date:_____

OR (FOR FAMILIES WISHING TO USE SPLIT BILLING)

☐ We are aware that we are fully responsible for the payment of all Family Fees for 2014 as detailed in the Proforma for my child/ren “Family Fees 2014” (Attached) and would like to take up the split billing option where 50% of the fees are charged to each of us. We understand that the school books close for receipting of fees on 31st October 2014 and that all payments for the 2014 School Year are to be completed by that date.

We would like to choose the following option for payment of these fees:

☐ In full  ☐ Fortnightly
☐ By the term  ☐ Monthly

Parent Guardian Name: ___________________________ Signature: ___________________________ Date:_____

Parent Guardian Name: ___________________________ Signature: ___________________________ Date:_____