Hello everyone,

Well, we made it! City camp, 2015 was an amazing experience, with so much to do and see. Our days were packed full of activities such as book making at the State Library, a cruise down the Yarra River around the docks to Scienceworx, learning about early Victorian history at the Old Melbourne Goal and so many more. I am hoping that you have been inundated with a wealth of information and experiences that your child had while on camp. For me, the highlight was getting to know our Grade 3-6 students better and share in their enjoyment of new and exciting experiences. I’m sure there were some tired people on Saturday, I also took the opportunity for a cat nap in the afternoon. Camps are a wonderful learning opportunity, but they also provide opportunity for young children to learn life skills, such as co-operation, tolerance of others and getting along and being with people, other than family for a long period of time. It was good to see our children rise to the challenge and embrace this life learning opportunity. Staff also needing to embrace these qualities and support each other!

From all reports our Healesville excursion was also a success! Although the day was very hot, our students enjoyed walking around the sanctuary, watching the Big Birds fly and lots of learning at the Platypus show.

Last Sunday was the finale of the Foggy Mountain Bluegrass Festival and I was very pleased to see so many of our students take to the stage, representing their school proudly and singing their original songs. I thank all of you who participated, enjoyed the beautiful weather and great music.

As we all prepare for bushfire season, staff will be receiving some training and instruction by Steve, from Kinglake CFA. We thank Steve for giving up his time to keep us well informed. We will also be sending home a reminder of government school procedures for the bushfire season. Please take the time to read through this, so that you are aware of what will occur on Code Red days and how you will be contacted.

Unfortunately we have also begun to see a small amount of graffiti occurring around our beautiful school. Please, if you’re passing the school, keep an eye out over weekends for anything that looks unusual.

Have a wonderful week,

Deb Keating
Acting Principal
Happy Birthday to anyone in our school community that is having a birthday in the coming week.

KIDS CLUB NEWS

Bookings and cancellations
To book your child into before or after school care or to cancel If your child is sick or won’t be attending before or after school care please ring the school on 5786 1284.

ALL PARENTS

Accounts are now due and payable.

Kids Club Staff:
Craig : Co-ordinator/Education Leader.
Andrea : Certified Supervisor.
Janine : Certified Supervisor.
Anita: Certified Supervisor.
Chris : Accounts.

Staff Roster:
MORNINGS:
Monday and Friday : Janine
Tuesday: Anita.
Wednesday Thursday : Andrea

AFTERNOONS:
Monday, Tuesday, Wednesday and Friday: Craig & Janine.
Thursday : Craig and Andrea.

Pricing for OSHC 2015: Mornings $15.00, Afternoon 1st hour $12.00, Afternoon full session $15.00 less with CCB rebate.

Late fee pick up after 6pm $5.00 per 15 mins. End of term extended fee $8.00 per child

IMPORTANT: All enrolment forms must be up to date for 2015 and your children must be enrolled to use our service. This is part of the Education and Childcare National Regulations.

Accounts can now be paid by EFTPOS at School Office Monday, Tuesday and Wednesday. If you are having problems please see Chris for a Payment Plan.

KINGLAKE PRIMARY SCHOOL WEBSITE

Our weekly newsletter is now available to view on our Website.

www.kinglakeeps.vic.edu.au
Attached to this newsletter is the Kinglake Primary School Parent Payment Policy. This policy is in accordance with the Education Training and Reform Act 2006 (Sections 2.2.4 (1) 2.3.6 (1)© 2.2) and The DEECD School Policy and Advisory Guide, Parent Payment Policy dated 29/9/2015. You may view both of these documents on edugate.

In this documents it explains that there are 3 Approved Payment Categories for Parents.

1. Essential Education Items which parents are responsible for and required to pay.
2. Optional Extras which parents may choose for their child to participate and if so choosing are then responsible for payment.
3. Voluntary Contributions. These are exactly that - a payment that parents may or may not pay if asked by the school.

Please note that Kinglake Primary School only ask for Parent Payments from Category 1 - Essential Education Items. These being Booklist Fees, Camps, Excursions and School Based Activities, Uniform and the like, all of which are the responsibility of parents to pay. At this stage we do not ask for Optional Extra or Voluntary Contributions. Our Parent Payments are only for Goods, Materials and Services received by our students. School Council are very conscious to ensure that these fees are kept to a minimum.

I hope this clears up any misunderstandings. At our next School Council meeting our Indicative Budget and 2016 Fees will be presented for approval. Once approved I will advertise results in the next newsletter.

For those few families who still owe for the books and requisites received this year I would really appreciate it if you would finalise your payments by 1st November.

Remember we now have

EFTPOS !!!

We now have the easy convenience of paying at school with EFTPOS.

The MOTO feature which allows you to pay with your credit card over the phone or by submitting your details is also up and running. (Eg. Details on permission forms).
**CAR PARK SAFETY**

*A FRIENDLY REMINDER !!!!* For the safety of your children please do not park in the staff car park between the hours of 8.30-9.00am and 3.15-4.00pm. Thank you for your assistance in making our school a safe place for our children to grow.

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**TERM 4 IS A SUNSMART TERM !**

*DON’T FORGET YOUR HAT AND MAKE SURE YOU ARE DRESSED FOR THE SUN !*

Hats are to be worn at all times when outside and clothing must cover shoulders to prevent any damage from the sun. Students who are not dressed appropriately or do not have a hat will have to remain indoors or in a solid shaded area.

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**Kinglake Primary School**

**2016 Enrolments.**

If you have a child starting school or know of anyone who will be attending our school in 2016 then either ring or call in to see Jenny in the office for an enrolment pack to be sent home or picked up.
The PFA give you the Go-Green, Eco-friendly lunchbox. Help be green and support our KPS Nude Food dudes keep themselves healthy and their school clean.

The Go-Green lunch box is a lead and leach free five-compartment food container with a stainless steel drink bottle included. With its revolutionary turn 'n lock technology, food stays fresh within its leak free compartments.

EXCLUSIVE PRICE FOR KPS FAMILIES ONLY
$35 per SET Lunch box & drink bottle included.

Family Name: _____________________________________________________________
Quantity ($35 per set): _______________ Total: ___________________________
Kinglake Primary School.

**PARENT PAYMENT POLICY.**

**Purpose:** The purpose of this policy is to ensure school level parent payments and processes are compliant with DEECD policy requirements.

The Department provides funding to school through the Student Resource Package (SRP) and various programs. This includes funding for the standard curriculum program and associated education items and operating costs.

Free instruction includes learning, instructional support, materials and resources, administration and facilities to provide the standard curriculum program. The standard curriculum program includes core learning and teaching activities associated with the Victorian Essential Learning Standards (VELS).

**Rationale:** The Education Training and Reform Act 2006 empowers School Councils to charge parents for goods and services used in the course of instructing their children, as well as to raise funds to be used to support programs at the school.

**Aim:** Our aim is to provide high quality learning opportunities for all students, by supplementing limited government funds with approved financial contributions and payments from parents.

The policy at Kinglake Primary School is to ensure that all students have access to the standard curriculum program, that no student is treated differently or disadvantaged in any way and that the school does not withhold access to enrolment or advancement to the next year as a condition of payment of any of the following DEECD approved categories.

**Implementation:** School Council may supplement DEECD funds by requesting payments from parents which will cover the following three areas. For 2015 and Kinglake Primary School is only requesting Parent Payment for Essential Educational Items.

1. **Essential Education Items.** These are the items that parents pay to school to provide, or may provide themselves if appropriate, and are essential to support instruction to the standard curriculum program. These are not voluntary contributions but are payments for goods and services received, and therefore parents are responsible to pay for and include:
   A. Materials that the students take possession of such as text books and student stationary.
   B. Materials for learning and teaching where students consume or take possession of the finished items eg. Cooking, science, art.
   C. Items associated with but not part of instruction in the standard curriculum program such as costs associated with camps and excursions, incursions and school activities which students are expected to attend. The school has the right to not allow students The school has the right to not allow students to participate in these programs if payment has not been made in advance.
   D. School Uniform where applicable.
2. **Optional Extras.** These are items provided in addition to the standard curriculum program and are offered to all students. They are provided on a user pays basis, and if parents choose to access them they will be required to pay for them. These items include

A. Instructional support material, resources and administration in addition to the standard curriculum program (e.g., personal use computer printing, photocopying, etc.).

B. Extra-curricular programs or activities offered in addition to the standard curriculum program. Eg. Instrumental music, Choir, Gardening Club, etc.

C. School Based performances, production and events where required.

3. **Voluntary Contributions.** Parents/Guardians or anyone else may be invited to make a donation to the school for the following purposes:

A. Contributions to a building fund or contributions to a Library Fund. (These are the only 2 funds approved by the Australian Taxation Office and are tax deductable).

B. Contributions for a specific purpose identified by the school (e.g., materials, equipment or services) in addition to those funded through the SRP. This may include additional computers or student-related services.

C. General Voluntary Contributions to the school.

**Costings:** Every effort is to be made by School Council to ensure that all costs are kept to a minimum and that items students consume or take possession of are accurately costed.

Parents are also to be advised that they are responsible for providing essential items for their children, and have the option of purchasing these through the school or through a local supplier, where appropriate.

**Note:** If parents/guardians choose to provide equivalent materials themselves, this should be done in consultation with the school, and items should meet the specifications provided by the school. However, there are some items (e.g., food provisions for cooking classes) which, due to their nature, can only be provided by the school.

**Payment Plans:** To further assist parents/guardians to make it easier for them to budget and pay for Parent Payments, Kinglake Primary School offers families the option of paying by instalments. Families may pay by the week, fortnightly, monthly, by the term, in full or by adhoc payments of any amount of their choosing. This will allow parents to be able to save for Camps, Excursions or School Based Activities and to pay off Essential Items.

**Confidentiality and Sensitivity:** Parent Payment details MUST be treated confidentially and no discussion are to be held with any students in relation to this matter. The public notification of students and/or their guardian’s financial situation is unacceptable and MUST not occur under any circumstances. It is not acceptable to use coercion or harass parents/guardians to obtain payments.

Invoices for unpaid essential education items or optional items accepted by the parents are to be generated and distributed on a regular basis but no more than once a month. Only the initial request for Voluntary Contributions and one reminder notice per year is to be sent to parents/guardians.

The Principal and Business Manager must exercise sensitivity to the different financial circumstances if individual students and their families. The Principal and Business Manager are encouraged to make decisions about how to manage non-payment of essential educational and optional extras on a case by case basis.
Where families are experiencing difficulty in making payments, the Principal or Business Manager are expected to discuss with them a range of support options available, and to negotiate an alternative arrangement such as a change in Payment Instalments. Parents/Guardians who are experiencing difficulty are to be encouraged to make an appointment with the Principal and/or Business Manager to discuss alternative payment methods and advice given to parents of any assistance which may be available such as State Schools Relief, Welfare and Support Agencies.

**Administration:** Administrative and financial processes must be compliant with DEECD requirements such as CASES 21 Reporting. CASES 21 Receipts are to be issued immediately upon payment.

No collectors of any type, including debt collectors, will be used to obtain funds from parents/guardians or students.

**Evaluation:** This policy will be reviewed as part of the school’s three year review cycle. School Council will review the level and purpose of parent payments and voluntary contributions annually and in doing so will be consistent with any advice or instruction received by the Department of Education and Early Childhood Development.