



## COURTENAY GARDENS PRIMARY SCHOOL

Rosebank Drive, Cranbourne North, 3977 Phone: 5995 7139  
[courtenay.gardens.ps@education.vic.gov.au](mailto:courtenay.gardens.ps@education.vic.gov.au) [www.cgps.vic.edu.au](http://www.cgps.vic.edu.au)

Dear Parent

Courtenay Gardens Primary School is looking forward to another great year of teaching and learning and would like to advise you of Courtenay Gardens Primary school's parent payment arrangements for 2021.

Please find the fee schedule for Courtenay Gardens Primary School attached. Please complete this form and return with your payment to the school by 11<sup>th</sup> December 2020 so the school can prepare accordingly.

### **Please note we will not be conducting book collection day in 2021.**

Once your payment has been received your child's Essential Education Items will be delivered directly to their classroom.

Courtenay Gardens Primary School makes every effort to keep the cost of items and activities to a minimum and affordable for all parents. We continue to work with a range of suppliers to ensure we are getting the best value for money items that ensure all students have the same access to resources. Students will be working together throughout the year and it is important that students have the same quality, quantity and design.

### **Financial Support for Families**

Courtenay Gardens Primary School understands that some families may experience financial difficulty and offers a range of support options, including:

- the Camps, Sports and Excursions Fund
- State Schools Relief
- Payment Plans
- Other arrangements made between the parent/carer and the Business Manager.

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact:

Donna Gladwell or the Business Manager: Jan Barbour  
Ph: 03 5995 7139 Email: [Courtenay.gardens.ps@education.vic.gov.au](mailto:Courtenay.gardens.ps@education.vic.gov.au)

### **Payment Methods**

The school accepts EFTPOS. Families experiencing financial difficulties should make contact as above. Payments can be made at the office until the **11<sup>th</sup> December 2020**.

**A Parent or Guardian holding a valid Centrelink Pension/Health Care Card. Cards must be current and valid beyond 27/01/21 to be eligible to claim for CSEF.**

Please present your valid card with payment at the office. Our office team will provide you, with the CSEF form to claim the CSEF funding.

### **Refunds**

Will be addressed on a case by case basis and we will work with families to seek a suitable outcome and to ensure school has not incurred a cost.

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

Yours sincerely,

Mr Marc de Ley  
Principal

Mr Stephen Denness  
School Council President

## Essential Student Learning Items

<b>Student Name:</b>	<b>2021 Year Level:</b> <input type="checkbox"/> Prep, <input type="checkbox"/> Year 1, <input type="checkbox"/> Year 2, <input type="checkbox"/> Year 3, <input type="checkbox"/> Year 4, <input type="checkbox"/> Year 5, <input type="checkbox"/> Year 6
Parent Name:	Phone Number:

Below is a list of items and activities which are essential for your child to learn the standard curriculum.

<b>Essential Student Learning Items</b>	
Relevant Stationary and educational supplies including pencil's, texas, pens, glue, rulers, highlighters, scissors, exercise books, grid books, scrap books, folders, whiteboard markers, whiteboard, document wallets, useful word book, school diary/journal, reading journal, essential Maths and Signpost.	
Shared resources for specialist areas ( Multi Media, Sport, LOTE, Art and Craft, Stem, Gardening, Music, Dance, Inquiry Learning and Compass) \$ 27.50 per term	
	<b>\$ 195.00</b>

### Voluntary Contributions

Courtenay Gardens Primary School continues to welcome your voluntary contributions to support our school.

You can make a general voluntary contribution that goes towards all of our school's important priorities for 2021 as well as providing additional activities and services for all students. Alternatively, you can make a voluntary contribution to any of the specific priorities outlined below:

If you would like support our school please make a selection below or any contribution will be greatly appreciated.

Voluntary Contribution	Suggested Voluntary Contribution per family	Amount
<i>General contribution to support maintenance of the school grounds</i>	<i>Eg:\$20.00    Eg:\$50.00    EG:\$100</i>	<i>Your Nominated \$</i> \$

Your child will not be disadvantaged if you do not make a voluntary contribution. All records of voluntary contributions are kept confidential as well as your decision about whether to make a contribution or not.

Parent Payment Charges		
Essential Student Learning Items	Amount	\$ 195.00
Voluntary financial contribution	Amount	\$ _____
<b>Total</b>		\$ _____