

Enclosed for your attention are .....

2009 Booklist Order Form

Levy details

Phone 54437230

Dear Parents,

#### **BOOKLISTS – 2009**

Parents are requested to provide items as listed on the attached booklist, and have their child/ren bring **all** items to school on the first day of school. We would appreciate you giving the booklist your prompt attention, so that all orders can be finalised as soon as possible. Parents have the option of ordering through the school, or purchasing the items themselves. PLEASE NOTE: Only items in Part A can be purchased elsewhere. Items in Part B and/or Part C must be purchased from the school regardless of whether you are purchasing the general stationery items elsewhere.

Please complete the booklist by indicating items with quantity required, ruling a line through those not required and extending the total amount due. A subtotal has been completed for your convenience if you are ordering the full list. Please amend this total if you have deleted items from the list.

Please confirm your order by returning the completed booklist to the school by Monday, 8th December 2008, but **DO NOT INCLUDE MONEY.**

We will return a photocopy to you prior to the end of the school year so that you are aware of your commitments when you collect the books.

We trust the details attached relating to the booklist, our school's funding, Levies for 2009 and Educational Allowance Maintenance information will be of assistance to you. However, if you have any queries or require any further information, please contact the school on 54437230. Where families are experiencing difficulties in meeting the booklist requirements/levies, we would request that you speak with the Principal by phone, or arrange an appointment. Confidentiality will be respected in all cases.

#### **ORDERING AND METHOD OF PAYMENT**

**COLLECTION** : Books are to be paid for when you collect them from the school library/office on Tuesday, 27th January 2009 from 8.30am-4.00pm. All requisites are to be named for children in Grades 1 - 6.

Naming of requisites for Prep children will be advised.

**PAYMENT** : You will only require one cheque, which is to be made out to "Spring Gully Primary School", or payment can be made by cash (please have correct money as no change will be available). **PLEASE NOTE: EFTPOS facilities are available at the school.**

#### **COLLECTION OF UNIFORMS**

Uniforms ordered in November 2008 will be available for collection on Tuesday, 27th January 2009. No uniforms will be available for sale or exchange on this day.

#### **EDUCATIONAL MAINTENANCE ALLOWANCE (EMA)**

When Booklist/Curriculum & Excursion payments are being made, parents who are eligible for Education Maintenance Allowance (EMA) will have \$110.50 deducted from the booklist total. The arrangements for 2009 continue to provide parents with 70% of their portion of the EMA for the first instalment and 30% of the EMA for the second instalment. The total EMA is \$221.00 per child. This arrangement recognises that families incur the highest educational costs at the start of the school year. Application forms will be available for completion on booklist collection day. A Centrelink pension, allowance or benefit, TPI pension or foster parent are eligible criteria. Relevant card (valid on 28th January 2009) must be presented at the time of completing the application form. Parents in receipt of EMA will have the option to receive the 50% "parent portion" of the EMA payment directly into the parent's nominated bank account or as a cheque payment to support their child's educational program. However, parents that choose their portion as a cheque, can sign the cheque over to the school to further reduce the booklist costs or have a credit with the school for costs not included on booklist. Forms will be available on booklist day for parents to complete if you wish to do this. Those families in receipt of the EMA for the first half of the year will be automatically re-entered for the second half of the year, unless circumstances change and parents are no longer valid cardholders. If your EMA entitlement is calculated for the full year and you are not eligible for the second half payment then you will be required to pay the school the balance owing. Please refer to the payment table for further information.

## EMA Payment Table—Payment Amounts

<b>Instalment</b>	<b>Portion</b>	<b>Primary School</b>
One (Semester One)	Parent (by cheque or EFT)	\$77.35
	School (direct to school)	\$77.35
Two (Semester Two)	Parent (by cheque or EFT)	\$33.15
	School (direct to school)	\$33.15
	Total	\$221.00

## School Start Bonus—2009 Prep Children

The School Start Bonus was introduced by the Victorian Government to assist parents/guardians in meeting the costs of primary school. The initiative provides financial assistance to families to purchase items so that your child gets the best possible start to school. Parents/guardians of 2009 Prep children are reminded that they can cash their voucher at Australia Post from 12th January 2009.

## School Council Levy

This levy (voluntary financial contribution) is raised to ensure that we can provide the quality of education that parents expect for their children through a more extensive curriculum program. Parent contributions supplement the Student Resource Package provided to schools by the Department of Education and Early Childhood Development.

## Booklist

The students throughout the year will use the materials listed. The supplies should be sufficient for the whole year; however, if your child uses or loses any item, we will ask you to provide additional supplies or a replacement. The accompanying list of materials is purchased through the school as we are able to buy these items economically through bulk purchases. The savings to parents are substantial and this benefit is directly passed on to you.

## Categories of Parent Payments

In summary, school councils can request payments from parents for student materials and service charges and for voluntary financial contributions. These payments fall into three categories:

- 1: **essential educational items** which parents and guardians are **required** to provide or pay to provide for their child (e.g. stationery, text books, and school uniforms where required).
- 2: **optional extras** which are offered on a user-pays basis and which parents and guardians may **choose** whether their child accesses or participates in (e.g. school magazines, instrumental music, extra curricular programs or activities other than those all students are expected to attend).
- 3: **voluntary financial contributions** which parents and guardians may be **invited** to donate to the school (e.g. grounds beautification, additional computers).

The 2009 booklist has specified the three categories of parental payment to assist parents. If you have any queries concerning the payments please feel free to contact me.

**Andrew Whatley**  
**Principal**

<b>DATES TO REMEMBER</b>	
Completed booklist due back to school	Monday, 8th December 2008
Books available for collection from school office/ library	Tuesday, 27th January 2009
Uniforms only available for collection (no sales or exchanges) from school office/library	Tuesday, 27th January 2009

**EXCURSION LEVY**

Parents are required to pay for excursions, visiting artists and a variety of educational activities throughout the year. Parents will be required to pay for these before the activity is conducted. Therefore the excursion levy alleviates the need to collect these small amounts of money on a continual basis. There is no refund on the excursion levy. Excursions/educational activities are an important part of your child's education and help enrich the class programs.

**Details of 2009 Excursion Levy are as follows:**

The excursion levy for 2009 for all children will be \$50.00 per child.

The excursions levy will cover a gym program, incidental incursions and excursions throughout the year.

To assist parents with other proposed excursions/activities for 2009 that they will be expected to pay for, we have included a table below. Parents may wish to begin paying instalments for these activities from the beginning of the year.

<b>2009 PROPOSED EXCURSIONS/ACTIVITIES (not included in Levy)</b>			
<b>Year Level Prep &amp; 1</b>	<b>Year Level 2</b>	<b>Year Level 3 &amp; 4</b>	<b>Year Level 5 &amp; 6</b>
Major Excursion to support units of work - Approx cost \$35.	Major Excursion to support units of work Approx cost \$35.	Major Excursion to support units of work Approx cost \$35.	Major Excursion to support units of work Approx cost \$35.
Swimming Program Term 1—Approx cost \$25 / \$20 Season Ticket Holders. (Subject to availability of pool)	Swimming Program Term 1—Approx cost \$25 / \$20 Season Ticket Holders. (Subject to availability of pool)	Swimming Program Term 1—Approx cost \$25 / \$20 Season Ticket Holders. (Subject to availability of pool)	Swimming Program Term 1- Approx cost \$25 / \$20 Season Ticket Holders. (Subject to availability of pool)
Prep Tea Term 4- Approx cost \$5.  Grade 1 Tea Term 4- Approx cost \$10.	Koolamurt Camp Term 3 - Approx cost \$40.	Grade 4 Camp Term 3 - Approx cost \$180.	Grade 6 Camp Term 2 - Melbourne Approx cost \$160.
		Various Sporting Activities (Throughout the year).	Grade 6 Graduation Activities and Grade 6 Kayaking and Bike Ride Term 4—Cost unknown at present.
			Various Sporting Activities (Throughout the year).

## **DATES TO REMEMBER**

Booklist distributed to students	Thursday, 15th November 2007
Completed booklist due back to school	Monday, 3rd December 2007
Books available for collection from school office/ library	Friday, 25th January 2008
Uniforms available for collection from school office/library	Friday, 25th January 2008