

November 18

IMPORTANT INFORMATION ABOUT 2019 PARENT PAYMENTS

Dear Parents/Carers,

Rowville Primary School is very proud of the range of programs that we have put in place to cater for the needs and interests of our students. On an annual basis School Council prepares a budget to provide resources to support our high quality educational programs, administration, facilities development and maintenance. Rowville Primary School's income is currently funded from two sources:

- **Department of Education and Training (DET) Student Resource Package (SRP)** to pay for school administration, utilities and services, staff salaries, urgent works, maintenance, cleaning and general school operations.
- **Payments and contributions provided by our parent community which are an essential component of funding.** Locally raised funds are the major source of our educational and school program funding and this comes from:
 - Essential Student Learning Items payments
 - Voluntary Financial Contributions

Parents/Carers are responsible for ensuring that their children are provided with essential student learning items (Stationery and other consumables). With our ability to purchase in bulk, we have negotiated, on behalf of parents, essential student learning items:

- consumable supplies to each classroom and specialist area
- student book packs

These are well below the retail price and high in quality, which provides consistency to the implementation of our educational programs.

BULK ITEMS: It is absolutely vital that the school receives payment from all families for the Essential Educational Items. The payments listed are the minimum amount considered essential to enable School Council to continue providing the high quality standards that we have come to expect at Rowville Primary School.

BOOKPACKS:

For 2019 families will be able to order their book packs online and make all payments online at the same time via the NUPRINT website; nuprint.com.au using the login email: rowvilleps@nuprint.com.au Password: BTS2019 as per the information in the attached letter. **You will be notified via Compass when the website is open.**

Once payments have been made, book packs will be delivered to your home by the supplier. **The school office staff can provide either phone or personal assistance until December 12th with ordering or payment.**

PAYMENTS AND BOOK PACK DELIVERY

Families can order book packs and pay for essential student learning items online until 14/12/18 to ensure delivery in January 2019. Instructions for ordering with the login are attached. Delivery will be to your home address and items are to be brought to school on the first day in 2019 (Wednesday, 30th January).

Parents/carers also have the option of providing book packs themselves. If parents/carers choose to provide equivalent materials, this should be done in consultation with the school, as items should meet the specifications provided by the school. There may also be certain items that due to their nature, may only be provided by the school.

VOLUNTARY CONTRIBUTIONS: The Voluntary Working Bee Contribution, Voluntary Revegetation Contribution and Voluntary Groundsman Contribution are suggested amounts per family and this can be varied. These contributions enable us to continue to enhance our school property and maintain the gardens.

1-to-1 Student Device Laptop Program is being continued in 2019 for Years 3 to 6 as part of the standard curriculum. An information sheet explaining the 1-to-1 Student Device Laptop Program has been provided to all families in these year levels.

We ask that families experiencing financial difficulties make personal contact with the Business Manager at the office, who can assist with arranging alternative payment options. Alternative payment options include an instalment plan for the Essential Student Learning Items (\$195.00) divided into three payments due in February, March, May and July 2019. Parents/carers may also include the Voluntary Financial Contributions into the instalment plan if they wish. Book packs are not included in the instalment arrangement.

CAMPS, SPORTS & EXCURSION FUND (CSEF)

CSEF will be provided by the Victorian Government to assist eligible families to cover the costs of excursions, camps, sporting events and incursions. If you hold a valid means-tested concession card or are a foster parent, you may be eligible for CSEF. The allowance will be paid to the school to use towards expenses relating to camps, sports and excursion events for the benefit of your child. The CSEF cannot be used for essential student learning items, 1-to-1 laptop program, year 6 graduation or voluntary contributions. The annual CSEF amount per student will be \$125 for primary school students. Parents/carers will be notified when 2019 applications open.

SCHOOL UNIFORM

Uniform can be purchased from Klad Sport, 8 Macro Court, Rowville. Phone: 9763-0266.

Opening hours are

- Monday – Thursday, 8.30am – 5.00pm / Friday, 8.30am – 4.30pm / Saturday, 10.00am – 1.00pm.
- Klad Sports will be closed from 21st December and will reopen 14th January 2019
- Rowville Primary School operates a second hand uniform shop at the school every Wednesday from 2.30pm to 3.20pm. This is run by a volunteer parent.
- State Schools' Relief is available to families experiencing hardship and may cover the cost of new school uniforms and shoesto assist families in need. Please speak to the Principal or Business Manager for assistance.

All Parent Payments can be made online via the NUPRINT website. Alternatively, if parents have difficulty with this, book packs may be ordered and paid for manually at the school office. Order forms are available at the school office.

For further information please refer to the Rowville Primary School Parent Payment Policy, Hardship Policy and Refund Policy available on the school website.



Anne Babich
Principal

Reiha Ternes
School Council President

DATES TO REMEMBER

Friday 14 th December last day to order book packs online with free delivery	Online ordering and payment via NUPRINT website
Wednesday 19 th December 2018	Last day for Parent Payments at the school office in 2018
Friday 21 st December, 2018	Last day of Term 4 – students dismissed at 2.30pm – Office closed from 3.00pm
Monday 31 st December 2018	Last day to order online for delivery prior to first day of term 1
Tuesday 29 th January 2019	Curriculum Day – office open from 1:30pm to 4.00pm
Wednesday 30 th January 2019	Students commence at 8.45am for 2019 school year

**PLEASE COMPLETE THIS FORM IF NOT PURCHASING ONLINE
2019 PARENT PAYMENTS AND VOLUNTARY CONTRIBUTIONS**

PARENT/CARER'S NAME:

1st CHILD: GRADE 3rd CHILD: GRADE

2nd CHILD: GRADE 4th CHILD: GRADE

ESSENTIAL STUDENT LEARNING ITEMS (per child in Foundation to Year 6) Parents/Carers are requested to pay for all Essential Student Learning Items for their child, which includes the stationery materials distributed in the classroom for all curriculum areas, eg classroom consumables for English, Mathematics, Information Technology, Visual Arts, LOTE, Italian Kitchen/Garden Program, Inquiry Units, Physical Education and Performing Arts.			
ESSENTIAL STUDENT LEARNING ITEMS for <input type="checkbox"/> 1, <input type="checkbox"/> 2, <input type="checkbox"/> 3 or <input type="checkbox"/> 4 children	\$195.00/child		\$.....
VOLUNTARY WORKING BEE CONTRIBUTION - assists to provide mowing services and garden bed maintenance. Parents are encouraged to pay the contribution in lieu of attending working bees.	Suggested amount, variable	<input type="checkbox"/> \$20.00	\$.....
VOLUNTARY REVEGETATION CONTRIBUTION - assists with tree planting and revegetation of the school grounds.	Suggested amount variable	<input type="checkbox"/> \$10.00	\$.....
VOLUNTARY GROUNDSMAN CONTRIBUTION - assists with the employment of a Groundsman for litter control, daily upkeep and enhanced safety of school grounds.	Suggested amount variable	<input type="checkbox"/> \$20.00	\$.....
VOLUNTARY ROWVILLE PRIMARY SCHOOL BUILDING FUND DONATION (per family) Parents are invited to donate to the Rowville Primary School Building Fund which accepts tax deductible donations from families and the wider community. Proceeds will be used to enhance and develop the school buildings. A receipt will be provided for use with your 2018-2019 tax return.	Suggested amount	<input type="checkbox"/> \$20.00 <input type="checkbox"/> \$50.00 or <input type="checkbox"/> \$.....	\$.....
Amount for Essential Student Learning Items & Voluntary Financial Contributions			\$.....
Amount for Book Pack Items (if applicable)			\$.....
TOTAL AMOUNT PAYABLE			\$.....

METHOD OF PAYMENT: Cash Credit Card Funds in Credit at School

BPay (Must complete this form and return to office) Receipt # _____ Transaction Date _____

Instalments via Compass

PLEASE DEBIT MY CREDIT CARD

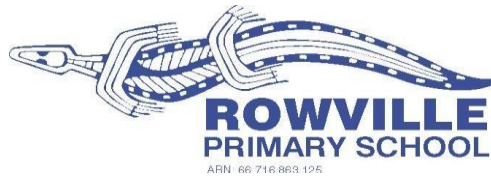
MASTERCARD VISA AMOUNT: \$ _____
(Please note: American Express & Diners Club not accepted)

CARD NUMBER: Expiry Date: ____/____/____

			/ /
CARD HOLDER'S NAME (Please Print)	CARD HOLDER'S ADDRESS (Please Print)	CARD HOLDER'S SIGNATURE	DATE

Please note:

For those parents who are unable to order online, who require book packs, please contact the office prior to December 12th



CLASS OF 2019 BOOK PACK ORDER

ORDERING INSTRUCTIONS

When you are notified via Compass that the Nuprint Website is open you can order your 2019 book pack and make payments.

Please go to **nuprint.com.au** click on Login/Register and enter the below login details;

LOGIN – rowvilleps@nuprint.com.au

Password – BTS2019

Once logged in, just follow the simple onscreen steps to complete your order.

DELIVERY INFORMATION

Your order will be delivered to your nominated address. Orders will be delivered in January, prior to the beginning of term 1. Deliveries are typically made during business hours by Victorian Freight Specialists - VFS. If you have any specific requests regarding your delivery, you can add the instructions when you are checking out. If you are not home, a card will be left behind for your package to be redelivered at a later time.

ORDER DEADLINES AND DELIVERY FEES

Orders placed on or before 14th December 2018 will be delivered free of charge. Orders placed after 15th of December 2018 will incur a delivery fee of \$7.00. Any orders placed after 31st December 2018 cannot be guaranteed to be delivered prior to the beginning of Term 1, 2019.

OTHER SCHOOL BASED PAYMENTS:

For your convenience, you are able to pay your 2019 Essential Education Item charge per child and any voluntary donations. If you choose not to do so, you will be requested to pay the Essential Education Items payment via Compass in 2019.

PAYMENT METHODS ACCEPTED

Nuprint Office Choice accept VISA, MASTERCARD and AMEX. Your card will be charged at the time of placing your order.

NEED HELP OR HAVE A QUESTION?

If you need help placing your order or have any questions, please call the Nuprint Office Choice customer service team on 9545 9000.