



PREP 2024

19th October 2023

Dear parent/guardian,

Kismet Park Primary School is looking forward to another great year of teaching and learning and would like to advise you of Kismet Park's voluntary financial contributions for 2024.

Schools provide students with free instruction to fulfil the standard curriculum requirements and we want to assure you that all contributions are voluntary. Nevertheless, the ongoing support of our families ensures that our school can offer the best possible education and support for our students. We want to thank you for all your support, whether that is through fundraising or volunteering your time. This has made a huge difference to our school and the programs we can offer.

Kismet Park Primary School endeavours to make our parent payment fees and charges as transparent as possible and makes every effort to keep the cost of items and activities to a minimum. Kismet Park Primary School has made some changes to our parent payment arrangements for 2024, including clarifying some of these fees and outlining each charge under the three parent payment categories- Essential Learning Items, Optional Items and Voluntary Contributions.

Within our school this support has allowed us to:

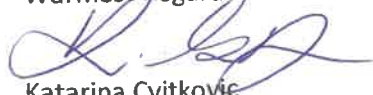
- support our students return to school after covid with additional programs and resources to implement various wellbeing programs.
- provide additional programs that we have been able to offer for example: our lunchtime clubs and Student Leadership Programs.
- assist with beautification and upkeep of our school grounds.

Please find attached our School's Voluntary Financial Contribution Schedule for 2024, which includes an overview of how your financial contribution will support the exemplary teaching and learning programs delivered at Kismet Park Primary School. We have engaged Rapid Office Supplies to supply our student book packs for 2024 and detailed instructions on how to purchase your child/ren's educational items are on page 5.

To ensure delivery to Kismet Park Primary School on 22nd January 2024 you must order by Wednesday 20th December 2023. There will be NO late orders available. Your child/ren's Essential Items pack will be in your child's class for the first day of school.

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

Warmest Regards


Katarina Cvitkovic
Principal



Sean Bassett
School Council President



E: kismet.park.ps@education.vic.gov.au

Year Level: _____ **Class:** _____

Category		Totals
Curriculum Contributions	Prep – 2 \$ Yr 3-6 \$	\$
Other Contributions	(Non-tax deductible)	\$
Building Fund	Parent/Guardian to complete (Tax-deductible)	\$
Extra-Curricular Items and Activities	Year Book	\$ 20.00
Total		\$



Kismet Park Primary School

Building the Foundations for Success and Happiness

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Sunbury VIC 3429

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Extra-Curricular Items and Activities – provided on a user-pays basis

Kismet Park Primary School offers a range of optional items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides to deliver the Curriculum.

Excursions and Incursions

Camps

Swimming Events and Programs

Interschool Sports

Instrumental Music Program (PMI)

Year 6 Jacket

PCA Fundraising Events

JSC Fundraising Events

Financial Support for Families

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

- the Camps, Sports and Excursions Fund – ATTACHED
- State Schools Relief (SSR)
- Payment plans for Extra-Curricular Items and Activities

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

Kylie Carter Business Manager

Ph: 03 9744 4566 | Email: kismet.park.ps@education.vic.gov.au

Payment methods

Parent contributions towards the requested payments is essential to maintain the quality of education that we provide at Kismet Park Primary School.

Payments can be made via

- Compass Pay
- Cash
- Eftpos
- Direct Deposit into School Account (BSB 063 548 Account 0080 0306) please include your child's name in the description.

Refunds

Parent requests for refunds are subject to the discretion of the school and made on a case-by-case basis. Refunds will be provided where the school deems it is reasonable and fair to do so, taking into consideration whether a cost has been incurred, the Department's Parent Payments Policy and Guidance, Financial Help for Families Policy, and any other relevant information.

Please Note: These above amounts do not include Educational Items formally known as Book Packs. Please follow the instructions outlined on page 5 and order your Educational Items online through Rapid Office Supplies. A full list of items can be found on page 4.



Educational items for students to own

Attached is a list of items that the school recommends you purchase from Rapid Office Supplies for your child to individually own and use. Please ensure you order by the cut-off date - **20th December 2023**.

Cost per pack with Rapid Office Supplies is \$99.09

Prep Essential Items 2024

- 1 x Celco School Scissors Red 133mm with Blunt Tip for Safety
- 6 x BOSTIK GLU STIK 35gm 30840734
- 18 x STAEDTLER NATURAL JUMBO PENCIL TRIANGULAR 2B EACH
- 3 x FABER-CASTELL TRI-GRIP PENCILS Coloured Assorted 12s
- 1 x FABER-CASTELL WHITEBOARD MARKERS ASSORTED WLT4
- 1 x CRAYOLA CRAYONS REGULAR 24 Assorted Tuck Box 92x8mm 52 24HS
- 2 x Faber-Castell Connector Colouring Pens Assorted Pack of 12 / 11-155570
- 1 x Deli Double Hole Metal Pencil Sharpener 2 Hole
- 1 x HANDWRITING FOR VICTORIA PREP
- 11 x Gusspak Premium Mega Scrap Book 330mm x 245mm 64 Page
- 1 x MARBIG DISPLAY BOOK WITH CLEAR SPINE AND INSERT COVER NON-REFILLABLE 40 PAGES BLACK
- 1 x MARBIG A4 40 FIXED POCKET DISPLAY BOOK BLUE
- 1 x MARBIG A4 20 FIXED POCKET DISPLAY BOOK BLACK
- 1 x Gusspak Premium Writing Book 24mm Dotted Thirds 64 Page (330mm x 245mm) with Red Margin
- 1 x WRITER PREMIUM EXERCISE BOOK A4 24mm Coloured Dotted Thirds Ground/Grass/Sky 64pg
- 1 x KLUWELL MY HOME READING YELLOW LEVEL (JUNIOR)
- 2 x WRITER PREMIUM STORY BOOK 64 Page 1/2 Plain + 1/2 Ruled 24mm Solid Ruled
- 2 x WRITER 225X175MM 48PG EXERCISE BOOK 8MM RULED + MARGIN 225X175MM
- 1 x Lumocolor Magnetic Mini Whiteboard Eraser Wiper
- 1 x Plastic Book Tub - Blue



HOW TO ONLINE ORDER WITH RAPID OFFICE SUPPLIES

KISMET PARK PRIMARY SCHOOL

Dear Parents,

Many thanks for supporting Kismet Park Primary School with the online portal. We have partnered with Rapid Office Supplies to ensure a seamless school start for 2024. Purchased packs will be delivered to the school.

To order your Book pack:

1. Please follow this link: <https://schoolpacks.com.au/kismetpark>
2. Select the year level required for order
3. Please ensure that the students' first and surname is entered
4. Select 'Add to Cart'
5. If purchasing more than one Student Pack, please select 'Continue Shopping', then click 'Home' in the top left corner of the screen, and follow the same procedure from step 3
6. Select 'Proceed to checkout'
7. Your total payment amount required will display on screen
8. Enter your email address
9. Please choose your check-out option – Credit/ Direct Debit available. Ensure payment details are correctly entered
10. You will receive a payment receipt and an order confirmation to the email address you provided
11. Your child's pack/s will be delivered to the school .

Thank you,

Rapid Office Supplies



PARENT PAYMENTS POLICY

ONE PAGE OVERVIEW



FREE INSTRUCTION

- Schools provide students with free instruction and ensure students have free access to all items, activities and services that are used by the school to fulfil the requirements of the Curriculum. This includes the Victorian Curriculum F-10, the Victorian Certificate of Education (VCE) including the VCE Vocational Major and the Victorian Pathways Certificate.
- Schools may invite parents to make a financial contribution to support the school.



PARENT PAYMENT REQUESTS

Schools can request contributions from parents under three categories:

Curriculum Contributions

Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.

Other Contributions

Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.

Extra-Curricular Items and Activities

Items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides for free to deliver the Curriculum. These are provided on a user-pays basis.

- Schools may also invite parents to supply or purchase educational items to use and own (e.g. textbooks, stationery, digital devices).



FINANCIAL HELP FOR FAMILIES

- Schools put in place financial hardship arrangements to support families who cannot pay for items or activities so that their child doesn't miss out.
- Schools have a nominated parent payment contact person(s) that parents can have a confidential discussion with regarding financial hardship arrangements.



SCHOOL PROCESSES

- Schools must obtain school council approval for their parent payment arrangements and publish all requests and communications for each year level on their school website for transparency.

Camps, Sports and Excursions Fund APPLICATION Form

School Name Kismet Park Primary School

School REF ID 015180

Parent/legal guardian details

Surname _____

First name _____

Address _____

Town/suburb _____ State _____ Postcode _____

Contact number _____

Centrelink pensioner concession OR Health care card number (CRN)

- - - OR

☐ Foster parent* OR ☐ Veterans affairs pensioner (Gold Card)**

*Foster Parents must provide a copy of the temporary care order letter from the Victorian Department of Families, Fairness and Housing (DFFH).

**Applicants must provide a copy of the Veteran Affairs Gold card.

Student details

Child's surname	Child's first name	Student ID	Date of birth (dd/mm/yyyy)	Year level

I authorise the Victorian Department of Education (DE) to use Centrelink Confirmation eServices to perform an enquiry about my Centrelink customer details and concession card status to enable the business to determine if I qualify for a concession, rebate or service. I also authorise the Victorian Department of Families, Fairness and Housing (DFFH) to provide the results of any enquiry to DE regarding temporary care orders.

I understand that:

- DFFH or Centrelink will use information I have provided to DE to confirm my eligibility for the Camps, Sports and Excursions Fund and will disclose to DE personal information including my name, address, payment and concession card type and status.
- This consent, once signed, remains valid while my child is enrolled at a registered Victorian school unless I withdraw it by contacting the school.
- I can obtain proof of my circumstances/details from DFFH and provide it to my child's school so that my eligibility for the Camps, Sports and Excursions Fund can be determined.
- If I withdraw my consent or do not alternatively provide proof of my circumstances/details, I may not be eligible for the Camps, Sports and Excursions Fund provided by DE.
- Information regarding my eligibility for the Camps, Sports and Excursions Fund may be disclosed to DFFH and/or State Schools Relief for the purpose of evaluating concession card services or confirming eligibility for assistance.

You can request access to the personal information that we hold about you, and to request that any errors be corrected, by contacting your child's school.

Signature of applicant _____

Date ____ / ____ / ____

Camps, Sports and Excursions fund eligibility

Below are the criteria used to determine a student's eligibility for the Camps, Sports and Excursions Fund (CSEF).

Criteria 1 – Eligibility

To be eligible* for the fund, a mature minor of sixteen years of age or over, a parent or legal guardian of a student attending a registered Government or non-government Victorian primary or secondary school must:

- on the first day of Term one, or;
 - on the first day of Term two.
- a) Be an eligible beneficiary within the meaning of the State Concessions Act 2004, that is, be a holder of Veterans Affairs Gold Card or be an eligible Centrelink Health Care Card (HCC) or Pensioner Concession Card (PCC) holder, OR
 - b) Be a temporary foster parent, and;
 - c) Submit an application to the school by the due date.

* A special consideration eligibility category also exists. For more information, see: [Camps, Sports and Excursions Fund \(CSEF\): Eligibility | education.vic.gov.au](https://education.vic.gov.au/csef/eligibility)

Mature minors or parents who receive a Carer Allowance on behalf of a child, or any other benefit or allowance not income tested by Centrelink, are not eligible for the CSEF unless they also comply with one of (a) or (b) above.

Criteria 2 - Be of school age and attend school in Victoria

School is compulsory for all Victorian children aged between six and seventeen years of age inclusive.

For the purposes of CSEF, students may be eligible for assistance if they attend a Victorian registered primary or secondary school. Typically, these students are aged between five and eighteen years inclusive.

CSEF is not payable to students attending pre-school, kindergarten, home schooling, or TAFE.

Eligibility Date

For concession card holders, CSEF eligibility will be subject to the parent/legal guardian's concession card being successfully validated with Centrelink on **29 January 2024 and/or 15 April 2024**.

Payment amounts

CSEF payment amount

The CSEF is an annual payment to the school to be used towards camps, sports and/or excursion expenses for the benefit of the eligible student.

- Primary school student rate: \$150.00 per year.
- Secondary school student rate: \$250.00 per year.

The CSEF is paid directly the school and will be allocated by the school towards camps, sports and/or excursion costs for your child.

For ungraded students, the rate payable is determined by the student's date of birth. For more information, see: [Camps, Sports and Excursions Fund \(CSEF\): Payment amounts | education.vic.gov.au](https://education.vic.gov.au/csef/payment-amounts)

Foundation and Year 7 government school students who are CSEF recipients are also eligible for a uniform voucher. Schools are required to make applications on behalf of parents, so please register your interest at the school.

How to complete the application form

NOTE: ALL SECTIONS MUST BE COMPLETED BY PARENT/LEGAL GUARDIAN

1. Complete the PARENT/LEGAL GUARDIAN DETAILS section.
Make sure that the Surname, First Name, and Customer Reference Number (CRN) details match those on your concession card. You will also need to provide your concession card to the school.
If you are claiming as a Foster Parent or a Veteran Affairs Pensioner, you will need to provide a copy of documentation confirming your status as a temporary Foster Parent or provide your Veterans Affairs Pensioner Gold card to the school.
2. Complete the STUDENT/S DETAILS section for students at this school.
3. Sign and date the form and return it to the school office as soon as possible. **The CSEF program for 2024 closes at the end of term two 2024.**

CSEF payments cannot be claimed retrospectively for prior years.

Queries relating to CSEF eligibility and payments should be directed to the school.