



**BENALLA P-12 COLLEGE**  
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Web: [www.benallap-12college.vic.edu.au](http://www.benallap-12college.vic.edu.au)  
ABN 72 163 296 413

**AVON ST CAMPUS**  
(Prep –Yr 4)  
Telephone: (03) 5762 1646  
Fax: (03) 5762 2740

**WALLER ST CAMPUS**  
(Prep –Yr 4)  
Telephone: (03) 5762 2600  
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**FAITHFULL ST CAMPUS**  
(Yr 7-12)  
Telephone: (03) 5761 2777  
Fax: (03) 5762 4076

**CLARKE ST CAMPUS**  
(Yr 5-6)  
Telephone: (03) 5761 2752

14 October 2020

Dear Parent / Carer,

Benalla P-12 College is looking forward to another great year of teaching and learning and would like to advise you of parent payment arrangements for 2021.

Please find the fee schedule for **Year 4** attached. Please complete this form and return to the school **by 13/11/2020** so the school can prepare accordingly.

Benalla P-12 College makes every effort to keep the cost of items and activities to a minimum and affordable for all parents.

### **Financial Support for Families**

Benalla P-12 College understands that some families may experience financial difficulty and offers a range of support options, including:

- Camps, Sports and Excursions Funding
- State Schools Relief support
- Payment Plans

### **Payment Methods**

We offer a variety of payment methods to assist families including:-

- Cash, Credit Card, EFTPOS, BPAY, CompassPay, CentrePay and Payment Plans

### **Refunds**

Refunds for Parent Payments will be considered on a pro-rata basis if a student exits the college during the year, taking into account the resources used during enrolment. These will be considered on a case by case basis

For a confidential discussion about accessing support services, or if you would like to discuss alternative payment arrangements, please contact our Business Manager Leanne Fry, on 5761 2777 or via email at [leanne.fry@education.vic.gov.au](mailto:leanne.fry@education.vic.gov.au)

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

Yours sincerely,

Tony Clark  
Principal

Geoff Patterson  
School Council President

# PARENT PAYMENTS POLICY

## ONE PAGE OVERVIEW

The following is a summary of the main principles of the Parent Payments Policy:



### FREE INSTRUCTION

- Schools provide students with free instruction to fulfil the standard curriculum requirements as outlined in the Victorian Curriculum F-10, VCE and VCAL.



### PARENT PAYMENT REQUESTS

- Schools do not ask parents to pay for school operating costs (e.g. utility costs) or general and unspecified charges.
- Schools request payments from parents under three categories:

Essential Student Learning Items	Optional Items	Voluntary Contributions
<ul style="list-style-type: none"><li>○ Items and activities which the school deems essential for student learning.</li><li>○ Parents may choose to purchase essential items through the school or provide their own.</li></ul>	<ul style="list-style-type: none"><li>○ Items and activities that enhance or broaden the schooling experience of students and are offered in addition to the standard curriculum.</li><li>○ These are provided to students on a user-pays basis.</li></ul>	<ul style="list-style-type: none"><li>○ Voluntary contributions support the school to continue to be the best local school for all students and can be for general or specific purpose.</li><li>○ Students will not be disadvantaged in any way if parents do not make a contribution.</li></ul>



### 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 obtain school council approval for their parent payment arrangements and upload their arrangements on their school's public website for transparency.

## Fee schedule – Year 4

Please find the itemised list of Essential Student Learning Items and Optional Items for your child. Benalla P-12 College also continues to welcome your voluntary contributions for 2021.

Please complete this form and return to the school by **13 November 2020** so the school can prepare accordingly.

### Essential Student Learning Items

Comprised of book packs, classroom supplies and other items considered essential for student learning in the standard curriculum. Below is a list of items and activities provided by the school which are essential for your child.

Essential Student Learning Items	Amount
Classroom supplies - consumable materials for projects such as glue, coloured paper, cardboard, poster paper and craft materials	\$13.00
Stephanie Alexander Kitchen Garden Program – cooking ingredients that students will consume including fruit, vegetables, meat, dairy, poultry, dry ingredients	\$50.00
<b>TOTAL</b> (Carried forward to Summary on last page)	<b>\$63.00</b>

### Optional Items

Benalla P-12 College offers a range of optional items and activities that are additional to the delivery of the standard curriculum. These items and activities are designed to broaden the school experience for your child in the form of camps, excursions and incursions. Details of these activities will be distributed to families as the events are scheduled.

We also offer the School Year Book as an optional item. If you would like to receive a copy of the Year Book at the end of the year, please indicate on the table below.

Optional Items	✓	Amount
School Year Book		\$20.00
<b>TOTAL</b> (Carry forward to Summary below)		<b>\$</b>

### Voluntary Contributions

Benalla P-12 College 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 for a specific purpose in the table below:

Voluntary Contribution	Amount
General contribution	\$
Other -	\$
<b>TOTAL</b> (Carry forward to Summary below)	<b>\$</b>

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.

*Please complete this section with the carry forward amount for each section above, and your preferred method of payment and return it to the school by **13 November 2020**.*

Student Name:	
<b>Parent Payment Charges Summary</b>	
Essential Student Learning Items	\$
Optional Items	\$
Voluntary Financial Contribution	\$
<b>TOTAL</b>	<b>\$</b>

### Preferred Payment Options

- Cash, Credit Card, & EFTPOS – at General Office on each campus
- BPAY – Electronic payment through your bank account. Individual reference number is on your Family Statement or ask at the Office for assistance
- CompassPay – electronic payment through the Compass Portal
- CentrePay – widely used by families receiving Centrelink benefits for affordable instalments (CentrePay Form attached)
- Payment Plan – contact the Business Manager to discuss individual arrangements

## Benalla P-12 College Student Pack Year 4



# Student Packs

Make this Back-to-School easy with Kookaburra.  
100% Australian owned and operated.



**Kookaburra is pleased to be partnering with your school to provide your books and resources.**

**Please Note:**

Quantities in the packs have been specifically requested by your school. Each child will require the suggested quantities as a minimum requirement for the start of the school year 2021.

**School Delivery**

**Orders placed by 5pm: Monday 16th November 2020**

**Will be delivered by: Thursday 10th December 2020**

**Orders received after 5pm Monday 16th November 2020**

- Will be given a lower priority.
- May not be delivered before the start of Term 1 2021.
- Will be packed in a box and delivered to your nominated daytime delivery address (signature required).
- **Associated fees and charges of \$10.00 will apply.**

**All orders are firm sale i.e. non-returnable.**

### ORDERING ONLINE

Order Online and pay via secure credit card payment (Visa or Mastercard), Bpay or EFT

Go to: [www.kookaburra.com.au/login](http://www.kookaburra.com.au/login) (Do not register)

Username: **BENAL007** (the first five characters are alpha, the last three are numeric)

Password: **Student9** (the first seven characters are alpha, the last one is numeric)

### E-mail to Kookaburra

Fill out this form complete with credit card details and send in at least three working days before the cut-off date of December 15th

Email: [support@kookaburra.com.au](mailto:support@kookaburra.com.au)



**Kookaburra**  
Educational Resources

Phone: 1300 766 997 Fax: 1300 768 997  
[www.kookaburra.com.au](http://www.kookaburra.com.au)

## Benalla P-12 College Student Pack Year 4

Content	Suggested Qty	Individual Price	Order Qty	Total Cost
PLEASE NOTE: This Online Ordering Portal is under construction. No orders are currently being accepted for this Year Level.				
<b>Please take care when ordering as all items are Firm Sale i.e non-refundable</b>				
<b>The items listed below, in the quantities suggested, are those recommended by your school for the 2021 school year.</b>				
Please note: the Student Packing Fee is Compulsory and will be automatically added to your order.				
Student Packing Fee Box ( <b>Compulsory</b> )	1	\$1.65	1	\$1.65
Olympic Project Book 335 x 240mm 8mm 24 pg 1/3 Ruled	1	\$1.64		
Olympic Scrapbook Megasaurus Bond 90gsm 335 x 240mm 64 pg	2	\$1.63		
Olympic Eco Exercise Book A4 14mm Dotted Thirds 64 pg	8	\$1.00		
Quill Notebook PP A4 70gsm Asst 120 pg	2	\$2.90		
Olympic Eco Exercise Grid Book A4 10mm 48 pg	2	\$0.97		
Micador Ballpoint Pen Medium Red	1	\$0.28		
Columbia Coloursketch Coloured Pencils	1	\$3.97		
STAEDTLER Tradition Graphite Pencil HB	16	\$0.53		
STAEDTLER Natural Jumbo Triangular Graphite Pencils HB	1	\$0.53		
Micador Wooden Ruler 30cm (cm only)	1	\$0.63		
STAEDTLER Rasoplast Eraser Large	1	\$1.38		
Maped Shaker Barrel Pencil Sharpener Double Hole	1	\$1.13		
Bostik GluStik 35g Clear Glue Stick	2	\$2.20		
Westcott Student Antimicrobial Scissors 152mm	1	\$1.53		
StickOn Notes Pad 76 x 76mm Yellow	6	\$0.65		
Colby 325A Polywally Document Wallet A4 Clear	2	\$1.89		
Multi Purpose Pouch 340 x 135mm	1	\$2.46		
Shintaro Headphones with Volume Control N696	1	\$8.86		
<b>Hygiene Products</b>				
<b>Kookaburra Educational Resources are an essential supplier to the Government and therefore have the below range of hygiene products as optional purchases for you (these optional items are not part of your school requirements and are not included in the above Student Pack)</b>				
Continued on next page				



## Benalla P-12 College Student Pack Year 4

Continued from previous page				
Content	Suggested Qty	Individual Price	Order Qty	Total Cost
Bostik Hand Sanitising Gel 240ml	1	\$6.59		
Instant Hand Sanitising Gel 500ml	1	\$9.89		
Comsoft 75% Alcohol Wipes	1	\$5.89		
Northfork Liquid Hand Wash 500ml	1	\$5.16		
Infrared Forehead Thermometer	1	\$107.53		
Compulsory Delivery Charge	1	\$9.90		\$9.90
Additional Charges for orders placed after December 15th	1	\$10.00		
<b>Total Cost</b>				

**Please note: All orders manually processed by Kookaburra will incur the freight charges disclosed in this document.**

**All information on this document is subject to change without notice.  
Please refer to the website for current product and pricing information.**



**Kookaburra**  
*Educational Resources*

Phone: 1300 766 997 Fax: 1300 768 997  
[www.kookaburra.com.au](http://www.kookaburra.com.au)

## Benalla P-12 College Student Pack Year 4

### Student Details & Nominated Daytime Delivery Address:

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Note:** All home deliveries require a signature, unless you have an Authority to Leave (ATL). Please be advised that once an ATL has been provided, Kookaburra can only guarantee delivery and quality up to the point that the track and trace advises us that the goods were left for you in the place indicated on you ATL below.

- Reception       Front Porch       Garage       Under Front Stairs  
 Front Door       Carport       On Back Porch

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- **Associated fees and charges of \$10.00 will apply.**

**All orders are firm sale i.e. non-returnable.**

**PAYMENT: All orders must be accompanied by payment** - please select an option below. Any orders with incorrect details will be notified via email and a new order will be required to be placed with the correct information.

### Payment Options

- Visa       Mastercard

Total Payment Amount: \$ \_\_\_\_\_

### Credit Card Details

Cardholder Name: \_\_\_\_\_

Credit Card Number:

Expiry Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ CCV:

### Orders received after December 15th:

Will only be available for home delivery (associated fees of \$10.00 will apply).  
May not be delivered prior to the start of Term 1 2021



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