***Noble Park English Language School***

 21-35 Thomas Street, Noble Park, 3174.Telephone: 9546 9578

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 Email: noble.park.els@education.vic.gov.au

 ABN: 67 406 080 234



FAMILY PAYMENT ARRANGEMENTS

Dear Parent/Guardian

Noble Park English Language School (NPELS) is looking forward to another great year of teaching and learning and would like to advise you of NPELS’ -family payment arrangements for 2021.

NPELS makes every effort to keep the cost of items and activities to a minimum and affordable for all families. The school does not charge students with the exception of Camps and Excursions.

There are no set school feels, however if parents/guardians would like to they are able to make a general voluntary contribution that goes towards all of our school’s important priorities. Please see information attached on voluntary contribution payments. This can be discussed further at enrolment.

**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.**

**Financial Support for Families**

NPELS understands that some families may experience financial difficulty and offers a range of support options, including:

* The Camps, Sports and Excursions Fund (CSEF)
* Refugee Funding
* Local Community Supports
* Conveyance Funding

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

Vincenzina Calabro

Principal

Ph: 03 9546 9578 | Email: Vincenzina.Calabro@education.vic.gov.au

**Payment Methods**

Payments are collected at enrolment. Cash can be accepted at general office.

**Refunds**

Our school will consider requests for partial or full refunds of payments made by parents on a case-by-case basis taking into account the individual circumstances. Generally we will not be able to refund payments made for items purchased or costs that have already been paid where those funds have already been transferred to a third party. For example, camp costs when a child becomes unwell and cannot attend in circumstances where the payment has already been made or committed to a third party and no refund is available to the school. Where possible, we will make this clear to parents at the time of payment.

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

Yours sincerely,

Principal School Council President

[PRINCIPAL SIGNATURE BLOCK] [SCHOOL COUNCIL SIGNATURE BLOCK]

**Voluntary Contributions**

*Noble Park English Language 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 in the table below:

|  |  |  |  |
| --- | --- | --- | --- |
| Voluntary Contribution  | Tax deductible? | Suggested Voluntary Contribution per family | Amount |
| *[general voluntary contribution]* |
| *[Example: General Contribution]* | *No* | *E.g. $10* | *E.g. $20* | *E.g. $30* |  |
| *[Example: Specialised music program]* | *No* | *E.g. $10* | *E.g. $20* | *E.g. $30* |  |
| *[Example: Additional Education Support Staff]* | *No* | *E.g. $10* | *E.g. $20* | *E.g. $30* |  |
| *[Example: Building Fund – Upgrade to the Science and Tech labs]* | *No* | *E.g. $10* | *E.g. $20* | *E.g. $30* |  |
| **TOTAL** | $ |

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**

Voluntary financial contribution Amount\_\_\_\_\_\_\_

 **TOTAL \_\_\_\_\_\_**



PARENT PAYMENTS POLICY

ONE PAGE OVERVIEW

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

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| --- | --- |
|  | 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.
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|  |  |
| --- | --- |
|  | 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*** Items and activities which the school deems essential for student learning.
* Parents may choose to purchase essential items through the school or provide their own.

**Voluntary Contributions*** Voluntary contributions support the school to continue to be the best local school for all students and can be for general or specific purpose.
* Students will not be disadvantaged in any way if parents do not make a contribution.

**Optional Items*** Items and activities that enhance or broaden the schooling experience of students and are offered in addition to the standard curriculum.
* These are provided to students on a user-pays basis.
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|  |  |
| --- | --- |
|  | 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.
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|  |  |
| --- | --- |
|  | SCHOOL PROCESSES* Schools obtain school council approval for their parent payment arrangements and upload their arrangements on their school’s public website for transparency.
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