Ballam Park Primary School Council has spent considerable time selecting the most appropriate requisites to meet the needs of our children. The book packs contain high quality materials at a competitive price due to our ability to bulk order.

Ballam Park Primary School Council has been able to maintain the reduction of the 2016 Booklist & Essential Education Items for each year level to $35. Please note, this is the same assistance as was provided to support parents and guardians in 2015.

Parents and guardians also have the option of purchasing equivalent materials from other sources. If parents and guardians 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.

**Essential education items** are those items used in the course of instruction in the standard curriculum program that parents and guardians are responsible for either providing or paying the School to provide. These items include:

- materials that the individual student takes possession of, including textbooks and student stationery
- materials for learning and teaching where the student consumes or takes possession of the finalised articles (e.g. art, craft, music etc)
- transport and entrance for excursions which all students are expected to attend.

**Optional extras** are those that are provided in addition to the standard curriculum program, and which are offered to all students. These optional extras are provided on a user-pays basis and if parents and guardians choose to access them for students, they will be required to pay for them. These items include:

- school-based performances, productions and events
- camps
- class photographs.

Parents who have difficulty paying for essential items can access a range of support options including:

- **The 2016 Ballam Park Primary School Education Allowance** is provided for low income families to assist with the cost of the Booklist and Essential Education Items.
- **Access to State Schools Relief Committee** support via the Principal to assist with clothing / uniforms.
- **Welfare and support agencies** that have established partnership arrangements with schools to provide further assistance to students and their families. The school should be contacted for more information.

Where parents and guardians have difficulty making payments, the Principal is available to discuss the range of support options available, and to negotiate an appropriate alternative arrangement, such as payment by instalments. Also some quality second-hand uniform may be available to parents in need.

Ballam Park Primary School ensures that:

- parents and guardians are provided with early notice of requests for payment of their Booklist & Essential Education Items. A minimum of six weeks notice is given to allow parents and guardians sufficient planning time
- all students have access to the standard curriculum program
- parents and guardians are provided with an alternative option for their children if they choose not to participate in an excursion or camp
- invoices for unpaid essential education items generated and distributed on a regular basis, but not more than once a month
- administrative and financial processes are compliant with Departmental requirements such as CASES21 financial reporting & receipts are issued to parents immediately upon payment.

Ballam Park Primary School Council ensures that this Policy complies with the requirements of the DET policy.

**Reference:** Circular S028-2012 – Parent Payments in Victorian Government Schools

Approved at School Council meeting: 16th November 2015