



Dear Parent/Guardian

Re: Parent Payments 2021

The Hallam Primary School Council has approved the school's parent payment charges.

The Parent Payment Policy, and how the school will implement the policy, is attached as well as the 2021 list of payment items/services requested for your child's program.

While payment is not required until the start of the 2021 school year, we can accept payment before the end of this year. All parent payments and contributions can be made by securing cash in a school envelope with your child or via phone call with credit card details. Due to the impacts of COVID-19 we will not be allowing any parents to make payments in the office in 2020.

The school appreciates that families may sometimes experience financial difficulty in meeting payment requests. A number of support options are available to parents who have difficulty making payments including the school's second-hand uniform shop, State Schools Relief or the Camps, Sports and Excursions Fund.

If you experience difficulty in making the requested payments please contact our Parent Payment Contacts with whom you can have a confidential discussion about alternate arrangements.

Mrs Julie Macfarlane	Principal	9703 1536	hallam.ps@edumail.vic.gov.au
Mrs Shirley Fletcher	Assistant Principal (Wellbeing)	9703 1536	hallam.ps@edumail.vic.gov.au
Ms Penny Moores	Business Manager	9703 1536	hallam.ps@edumail.vic.gov.au

Yours sincerely

Julie Macfarlane
Principal

Lisa Haisila
School Council President

2021 Hallam Primary School Booklist

Dear Parents & Guardians,

Please find attached:

- 1) **2021 Student Booklist – specific to your child's next year level.**
- 2) **CSEF Application form – for eligible parents who have a current Pension/Health Care Card.**
- 3) **Parent Payments for Victorian Government Schools FAQ**

Booklists will be supplied by KAKA Kids, a leading primary and secondary educational supplier specialising in back-to-school booklists and classroom educational resources.

To finalise your child's booklist order, **please sign in Section 1** and **complete** the order by totalling the cost of items required from **Section 2, 3 and 4 & 5** then completing the Grand Total.

COMPLETED BOOKLIST FORMS ARE DUE BACK AT SCHOOL BY 4:00PM ON FRIDAY 13 NOVEMBER 2020.

Payments are welcome in 2020, however your child's booklist is not required to be paid until January 2021. The schools administration office will commence accepting payment for booklists on **WEDNESDAY JANUARY 20th, THURSDAY JANUARY 21st AND FRIDAY JANUARY 22nd, 2021.** Please visit the school office between **9:00AM – 4:00PM** during this time to pay your child's booklist in full. Cash, bank cheque, EFTPOS and credit card payments (VISA/MASTERCARD) will be accepted. The school is unable to accept personal cheques.

- Eligible parents applying for CSEF must return a completed application form along with their current Pension/Health Care Card for office staff to photocopy. For families that are eligible for CSEF, this can be used to pay for the Interrelate Program on the 2021 Booklist. The remaining balance of the CSEF grant can be used for future excursions and camps.
- Parents who anticipate being away during this time may organise for another person to pay for their child's booklist. Please ensure written authorisation is provided.

Hallam Primary School has worked with KAKA Kids to ensure the quality and availability of products for our students. We have entered into a Bulk Buy arrangement which ensures our families can purchase their child's requisites well below retail cost.

The Bulk Buy arrangement means that student requisites will be delivered directly to classrooms and named by the class teachers. Parents will not be required to collect and name student materials.

The importance of your child having their booklist for the commencement of the school year cannot be over-emphasised. Parents and guardians have a clear choice; purchase your child's booklist through Hallam PS and KAKA Kids, or attempt to source the same booklist items through a provider of your choice at full retail cost. The payment for your child's participation in online and curriculum programs, additional materials (where required) and school contributions, will still need to be paid at the school office.

Parents ordering through Hallam PS and KAKA Kids are required to submit a booklist order form by Friday 13th November, 2020. Booklists purchased through other suppliers must be brought to school, in full, on Thursday January 28th.

All items must be named.

If you have any queries, please do not hesitate to contact the school.

Thank you in anticipation of your support,

Julie Macfarlane
Principal