



TEMPLESTOWE HEIGHTS PRIMARY SCHOOL 2021 PARENT PAYMENT ARRANGEMENTS

Dear Templestowe Heights Primary School families,

Templestowe Heights Primary School is looking forward to another great year of teaching and learning and would like to advise you of our parent payment arrangements for 2021.

Templestowe Heights Primary School Council makes every effort to keep the cost of items and activities to a minimum and affordable for all parents.

Financial Support for families

Templestowe Heights Primary School understand that some families may experience financial difficulty and offers a range of support options, including:

- **Camps, Sports & Excursions fund (CSEF)** may be available to assist with costs associated with Camps and excursions for families who hold a valid, means-tested concession card. Application forms are available from the school office. Parents who currently receive the CSEF and who remain eligible will automatically have their 2021 application processed by the School.
- **State Schools' Relief** applications are submitted by schools. The program covers costs such as new school uniforms, shoes, books and more for disadvantaged students.
- **Second hand uniform**
- **Local Community support organisations** (ie Doncare)

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact our Business Manager *Margaret de Haas* or Principal *Rhys Coulson* on 9850 1796 or email templestowe.heights.ps@education.vic.gov.au

Payment methods

We offer a variety of payment options to assist our families:

- EFTPOS including Visa & MasterCard
- BPay
- Cash/cheque
- One off payments & Monthly Payment plans

Refunds

Templestowe Heights charges families for a range of educational activities including essential student learning items, excursions, incursions and camps. There will be instances when parents enquire about refunds of payments for a variety of reasons including student illness or medical condition, being unable to attend an activity on the day due to unforeseen circumstances, or leaving the school.

All requests for refunds must be made in writing (via email) and are subject to the discretion of the Principal on a case by case basis, taking into account the individual circumstances. Refunds are not granted automatically upon request. The school will assess every request on its merit. Refunds will be given only if by doing so the school will not incur a cost.

Refunds will be given by crediting the amount to the student's school account to be used to pay subsequent charges, or directly into a nominated bank account. No refunds can be made by cash or cheque.

For further information on the Department's Parent Payment Policy, please see overleaf.

A handwritten signature in black ink, appearing to read "Rhys Coulson".

Rhys Coulson
Principal

A handwritten signature in black ink, appearing to read "David Barnes".

David Barnes
School Council President