Dear Parents/Caregivers

The purpose of this letter is to outline the Norfolk Village State School Student Resource Scheme. The scheme was originally discussed and then passed by the foundation parents of the school at a series of Public Meetings from August to October 2008 and has been endorsed by the P&C this year. The scheme is very comprehensive in resource delivery and represents exceptional value for money. In addition, the scheme ensures that all children have exactly the same quality materials which enable the learning process to proceed much more smoothly. Participation in this scheme is voluntary however parents choosing not to participate will need to acquire classroom resources from other commercial businesses. If you do choose to participate in the scheme it must be full participation, it is not possible to partly participate. Please note that if participating, you are entering into a legally enforceable agreement.

The Student Resource Scheme covers:

1. Class based consumable materials such as pens, pencils, crayons, paints, paper, printing, scissors, glue, rulers, maths sets (compasses, set squares), exercise books, scrap books, art and cooking materials and other class based resources.
2. Reference materials and site based licenses such as dictionaries, atlases, Mathletics, Reading Eggs & Literacy Planet.
3. Printed class workbooks, worksheets and handouts.

The scheme does not cover excursions, camps, interschool sport and other additional activities.

Annual cost for the scheme for Prep $180, Year 1 $175, Years 2&3 $155, Years 4&5 $145 and Year 6 $140. These costs are calculated on a pro rata basis if enrolling part way through the year. Please complete the attached Participation Agreement Form indicating your participation or otherwise in the 2016 Student Resource Scheme and return to the school office. If you are not participating in the scheme, you will be required to provide all necessary textbooks and resources for your student/s as detailed on the Requirements Lists. A full list of what is provided in the scheme per year level is available on the internet or by request at the office.

You will receive an invoice early in 2016 which outlines the cost to be involved. You may pay either in a lump sum or by instalments with the final payment due by Thursday 15th September 2016. See payment options on the reverse of this letter. Please do not make payments for 2016 in 2015.

If a student leaves school having paid a fee, a pro-rata refund of up to 50% will be made. Refunds are based on the amount paid (less cost of consumed materials). Refunds can only be paid into a nominated bank account by EFT.

Should you have difficulty paying, please do not hesitate to discuss the matter with the Principal or Business Services Manager. All queries are treated confidentially.

Your support for this initiative is greatly appreciated.

Chris Capra
Principal
PAYMENT OPTIONS

*** PLEASE NOTE – THIS IS SCHOOL PAYMENTS ONLY, NOT P&C ***

PAYING BY INTERNET BANKING: Direct Payment into School Bank Account

- School’s Bank Account Name: Norfolk Village State School General A/C
- BSB Number: 064-401 (CBA Branch Beenleigh)
- Account Number: 10546142
- Reference/Details: Please record both “Student Surname, initial and class AND Reference Code” (ie Smith, J 4A Swim) in the reference/details section so that your payment can be recorded correctly. If insufficient details are supplied, payments will be applied to the oldest debt for that Family/Customer.


You must use the CRN number and invoice number exactly as listed on school invoice for the payment to be recognized.

PAYMENT BY CENTREPAY DEDUCTIONS: Direct Debit of Centrelink payment

- “Centrepay Deductions – Pay your bills the easy way” form available at school office.
- Form to be completed at school and faxed to Centrelink by the school. Original to be kept at school office.
- Minimum fortnightly deductions of $20.

PAYING BY PHONE: Payment by Credit Card ONLY

- Call the school on 5549 4222, Monday to Friday between 10:00 am and 2:00 pm.
- Please have the account and your credit card details with you when you call.
- VISA, Mastercard and Bankcard accepted.

PAYING BY MAIL: Payment by Credit Card, Cheque or Money Order

- Credit Card details completed on the Payment Advice below.
- Cheques and Money Orders made payable to Norfolk Village State School and returned with completed Payment Advice below.
- Post to Norfolk Village State School, 83 Halfway Drive, Ormeau 4208.

PAYING IN PERSON: Payment by Credit Card, Debit Card, Cash, Cheque or Money Order

- Payment can be made at the cash window Tuesday and Thursday between 8:15 am and 10:00 am.
- Credit Card and Debit Cards (EFTPOS), Cash, Cheques and Money Orders are accepted.
- NB: If paying by cash please have correct amount as we do not keep change on hand.

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CREDIT CARD PAYMENT ADVICE

STUDENT’S NAME: ________________________________

AMOUNT PAID: ________________________________ REFERENCE/ITEM CODE: ________________________________ DATE: ________________________________

NAME ON CREDIT CARD: ________________________________

CARD TYPE: ☐ VISA ☐ BANKCARD ☐ MASTERCARD

CREDIT CARD NUMBER: ____________ ____________ ____________ ____________

(Please ensure that all sixteen numbers are entered)

EXPIRY DATE: ____________ / ____________

SIGNATURE ON CARD: ________________________________

Please return to: Norfolk Village State School
83 Halfway Drive, Ormeau 4208
Ph: 5549 4222  Fax: 5549 4200

Email: the.principal@norfolkvillagess.eq.edu.au Phone: (07) 5549 4222
Website: www.norfolkvillagess.eq.edu.au 83 Halfway Drive, Ormeau QLD 4208