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## RE : UPFRONT CHARGES AT KENSINGTON PRIMARY SCHOOL

Dear Parents/Caregivers

Kensington Primary School has the option of paying for incursions/excursions etc upfront in 2017. The advantages are:-

- \* Parents – don't have to continually find money for incursions/excursions (sometimes there are a number of excursions being co-ordinated at the same time and it can be difficult to send the right amounts of money).
- \* Teachers – upfront charging will reduce the time teachers spend collecting, recording and balancing monies which leaves them more time to teach.
- \* Office Staff – with the majority of parents paying upfront, little or hopefully NO cash will come through on a daily basis. Current envelope system takes time to produce plus time to count and input onto the Department of Education finance system.
- \* Students – will ultimately benefit from more teaching time and not have to remember to bring in envelopes.

We will be charging upfront charges again in 2017. It will be applied to all students at the beginning of the 2017 and full payment is required in Term 1. Repayment plans can be implemented for those families experiencing financial difficulty and we request that you make an appointment with the Manager, Corporate Services to discuss this matter. EFTPOS facilities (both debit and credit) are available for your convenience for payment of upfront charges and voluntary school/P & C contributions.

Students who have not paid will be unable to participate in incursions/excursions.

Upfront charges will sit as an unallocated credit attached to the student until excursions/incursions are charged. Should not all funds be required, they can be rolled over into the next school year, or refunded (via EFT) when a student leaves the school.

Thank you for your co-operation to improve our financial management processes.

Yours sincerely

Bronwyn Jones  
Principal

November 2016