



Dear Parents,

The new process for payment and collection of books for students in 2010 is outlined below.

### Payment and Collection Dates

Upon payment you will be issued a receipt (see over page). This receipt can be presented on the days listed below in 2009 for collection of the materials.

**\*For a chance to win a refund of your Books component payment \$215.00-** you need pay **all fees and charges** by 5.30pm on 7<sup>th</sup> December 2009. Your child/children's names will be placed in a raffle and drawn at the first assembly in 2010.

Dates and Times for payment at the Office are as follows:

Dates	Times
Monday 23 <sup>rd</sup> November	8.30-9.15am
Tuesday 24 <sup>th</sup> November	<b>3.00-3.45pm 5.45-6.45pm</b>
Wednesday 25 <sup>th</sup> November	8.30-9.15am
Thursday 26 <sup>th</sup> November	<b>3.00-3.45pm</b>
Friday 27 <sup>th</sup> November	8.30-9.15am
Monday 30 <sup>th</sup> November	<b>3.00-3.45pm</b>
Tuesday 1 <sup>st</sup> December	8.30-9.15am
Wednesday 2 <sup>nd</sup> December	<b>3.00-3.45pm</b>
Thursday 3 <sup>rd</sup> December	8.30-9.15am
Friday 4 <sup>th</sup> December	<b>3.00-3.45pm</b>
Monday 7 <sup>th</sup> December	<b>3.30-5.30pm *(final date for chance draw)</b>
<b>Thursday 21<sup>st</sup> January 2010</b>	<b>9.00am-12.00pm</b>

Description of payment items:

Books Requisites Program Costs (Per child)	\$215	To provide classroom consumables, e.g. exercise books, pens, pencils, coloured pencils, textas, erasers, glue, tissues. To provide supplies and materials for Specialist classes including, Art, Library, Music, Physical Education and Chinese. The purchase of class sets of dictionaries, atlases and related texts.
Religious Education (Optional)	\$6	Program materials-booklets and photocopying that are required to run the program.
Sports Association Affiliation Fee (Level 4 2010)	\$8	Each year schools are required to pay affiliation fees to the Syndal District Sports Association to ensure the District events are able to operate. This fee covers the cost of officials, pennants for all Summer and Winter sports, basketball and soccer round robins, hiring of venues for athletics, cross country and soccer.
Voluntary Contribution	\$40	Some items are not directly funded through government sources, but are items that the wider community expects our school to provide. Items such as the provision of newsletters, student access to computer programs and filtered internet access, photocopied materials for use in class are all provided mainly through locally raised funds. In order to fund our improved service delivery in these areas we need your ongoing support.
Library Trust Voluntary Contribution (Tax deductible)	\$50	Through the work of the School Council we have an excellent ICT and Library Resource Centre. The Library Trust is used to purchase new books, improved furniture and to update equipment, ensuring that students have access to current technologies. (Tax deductible)
Grounds Maintenance	\$25	Money is used to improve and maintain the school grounds. This includes the regular mowing of the surrounds and oval, removal of garden refuse, purchase of soft drop spread underneath play equipment, inspections and maintenance of structures.

See over page for payment details.

**INVOICE: 2010 STUDENT CONTRIBUTIONS**

	First Child Full Name:  Year Level 2010	Second Child Full Name:  Year Level 2010	Third Child Full Name:  Year Level 2010
<b>Books/Requisites/Program Costs</b>	\$215	\$215	\$215
<b>Religious Education (Levels 2,3 &amp; 4 only) Optional</b>	\$6	\$6	\$6
<b>Sports Association Affiliation Fee (Year 5 &amp; 6 - 2010)</b>	\$8	\$8	\$8
<b>Voluntary Contribution</b>	\$40	NOT APPLICABLE	NOT APPLICABLE
<b>Voluntary Library Trust (Tax Deductible)</b>	\$50	NOT APPLICABLE	NOT APPLICABLE
<b>Grounds Maintenance</b>	\$25	NOT APPLICABLE	NOT APPLICABLE
<b>Sub Totals</b>	\$344	\$229	\$229

Date \_\_\_\_\_

Total Paid \$ \_\_\_\_\_

Please indicate your payment method by circling your choice below.

**Payment Options:**      Cash / Cheque / Credit Card / Eftpos (in person) / EMA (in person)

**Credit Card details**  
Please use black or blue pen when completing

Amount \$.....

Card type      Visa                  Mastercard                  (Please tick)

Credit Card Number

/ / / / / / - / / / / / / - / / / / / / - / / / / / /

Expiry Date

/ / / - / / /

Cardholder's Printed Name.....

Cardholder's Signature.....

✂.....

**Office use only**  
Burwood East Primary school

First Child's Name:.....Year Level 2010.....Collected   

Second Child's Name:.....Year Level 2010.....Collected   

Third Child's Name:.....Year Level 2010.....Collected   

**Books received**

Parent/Guardian Signature:.....Date:.....