AN EXPLANATION OF YOUR STATEMENT OF ACCOUNT

Dear Parents,

At the beginning of each term you will receive a Statement of Account. One account per family is issued. All amounts owing for your family are on this Statement.

Payment for all term excursions and performances listed on the statement are due by the last week of the term to which they apply.

Failure to finalise payments each term as outlined in our Non-payment Policy will mean the possible exclusion of your child from further activities throughout the year. Please be aware that the school pays all performers and venues up front. Your prompt payment on behalf of your child is very much appreciated.

An explanatory letter for each excursion, incursion and performance will be sent home as the event nears. If you wish your child to participate in each excursion or performance, please immediately sign the permission note and return to the class teacher.

For parents with children in Years 3 – 6, a Primary School Sports Association (PSSA) Levy will be included on your Term 2 invoice. This is not a school levy but one charged by our local PSSA to each school who participates in zone carnivals. Our school participates in swimming, cross country and athletics carnivals during the year. The levy also supports the organisation and running of the weekly interschool sports program in which we participate in terms 2 & 3. The levy amount is set by the zone and is calculated by the number of students in years 3 – 6.

Please note that textbooks will also be included on your Term 2 invoice.

You may find that your statement of account includes amounts unpaid from previous terms. Please attend to payment of these amounts promptly.

Voluntary contribution instalment payments can be made throughout the year up until December.

As our school uses a security banking pickup service, you are reminded that cash payments can only be accepted on Tuesdays and Thursdays. Please forward payment directly to the class teacher, not the office. We regret that credit card and EFTPOS payments cannot be accepted at this stage, however direct deposit can be arranged if you are paying the full amount on your invoice. Please contact the office for more details. The Dept. of Education and Communities is currently upgrading the systems used by schools use and we are hopeful that in the near future we will have access to online facilities for parents.

Your continued support of the teaching and learning programs at Normanhurst West Public School is very much appreciated.

Yours faithfully,

G. McLaren

Principal