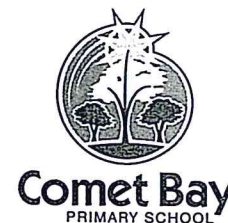


Comet Bay Primary School
85 Miltona Drive, SECRET HARBOUR WA 6173

Ph: 9524 9033 Fax: 9524 9011



RE: Incursion / Excursion deduction system

Dear Parents

With your assistance we would like to reduce the time teachers are spending sorting money in the classrooms in the morning. One way to achieve this is to introduce a new payment system into the school by requesting parents pay for excursions and incursions in advance. In order to participate in this scheme we would like parents to consider the following steps;

Step 1. Transfer funds eg: \$20 - \$50 to cover the total expected costs for the remainder of the year.

This can be achieved by either using the electronic funds transfer or the EFTPOS facility at the front office. Alternatively you could hand cash eg \$20 over the front counter for the office ladies to receipt.

Our bank details are:

ANZ Warnbro

Cheque account (for the Voluntary Contributions \$45, insurance \$15)

BSB: 016-375

Account: 4936 83283

Name: Comet Bay Primary School

Once you have completed your transfer please email cherie.clements@education.wa.edu.au to confirm the transaction. Please include child's name, year level and classroom number.

Step 2. When an excursion or incursion comes up, authorise school deductions for your child to participate in the activity by ticking the box for your deduction to occur on the permission slip.

Any funds not used at the end of the year will remain as a credit against your child and roll over into the next year. For students who are leaving, any credit remaining will be refunded at the end of the year with a school cheque, or at the time of leaving.

The benefits of this system are:

- You will no longer need to find money to pay the school each time an activity is about to occur.
- You won't need to give cash to your child to pass on to the class teacher who then needs to record the amount and send to the office for processing.
- Your child is assured of a place in the activity – currently children who haven't paid are unable to attend.

Please contact Cherie Clements at cherie.clements@education.wa.edu.au if you have any concerns or questions.

Regards

Matt Osborne
Principal
10th September 2012