

Wednesday February 22, 2023

Dear Parents / Carers,

Mosman Public School is pleased to announce that we are now able to accept the Premier's Back to School NSW Vouchers. The program provides 3 x \$50 vouchers for each eligible student (Eligibility) to use towards excursions, incursions, camps, school sport and other eligible expenses before June 30, 2023.

The process to use the vouchers is simple, however below are some of the important points and processes that must be followed by parents/carers.

Whilst the information contained in this note is lengthy, we ask that you read all the following information carefully before making any online payments.

## ELIGIBLE EXPENSES FOR MOSMAN PUBLIC SCHOOL

- **Excursions** - Kindergarten - Field of Mars - \$35,  
Stage 1- Coastal Excursion to Narrabeen - \$60  
Stage 2 - Science Excursion- Clifton Gardens - \$20  
Stage 3 - MCA (Museum of Contemporary Art)- \$45
- **Stage 3 Excursion to Canberra** – total \$448
- **Fit Futures** (All years) – Total for 4 terms \$280
- **Incursions** (All years) – Life Education - \$12, Dreamtime Experience - \$15

## CONDITIONS SURROUNDING THE USE OF VOUCHERS

- **Vouchers must be redeemed before** the end of the program, which is **June 30, 2023**, however the vouchers can be used now for excursions scheduled for Term 3 or 4.
- Vouchers can only be used against one student at a time for a purchase, however multiple vouchers can be redeemed in the same transaction up to the total, even where the vouchers are issued to different children.
- Vouchers cannot be used as a credit.
  - Each voucher can only be redeemed once. If the transaction is less than the total value of the voucher, the remaining balance is forfeited and cannot be used in another transaction. If the transaction is \$96.50 and two vouchers, totalling \$100 are redeemed, the remaining \$3.50 is forfeited. The \$3.50 cannot then be put as a credit or fee in advance or used to pay a separate item.
- Only one Applicant can apply per child for the vouchers. Applicants can apply for multiple children in the same application.
- Where the school-enrolled child has parents, guardians or carers at separate addresses and spends time at both addresses, the parent, guardian or carer (as applicable) must appoint one person to apply for the full set of vouchers. How to apply
- **There is no provision for activities acquitted via the voucher to be refunded or credit given.**

## PROCESS TO REDEEM

**Step 1** – Email the school – [mosman-p.school@det.nsw.edu.au](mailto:mosman-p.school@det.nsw.edu.au)

- Please use Voucher Redemption in the subject line, plus child's full name and class.
- Attach the pdf of the voucher received or attach a screen shot of the voucher.

If you need to screen shot the voucher from your phone, please ensure the voucher code number as well as the QR code is visible as we need to enter the code into the accounting system.

- Indicate clearly in the body of the email what item you would like to use the voucher for. If not indicated the school reserves the right to apply the voucher to an eligible expense.

**Step 2** – We will acknowledge the email and advise whether there is anything further to pay for the item and how to process that payment.

**Step 3** – In the event you cannot email the school, contact should be made with the office to arrange a time to come in and process the vouchers. **Walk-ins will not be available.**

#### **POINTS TO NOTE**

- Parents **should not** bring the vouchers to the office to redeem them as the acquittal process is time consuming and lengthy delays may be experienced by parents waiting in line at the office.
- Parents **must not** pay via the online system for the item they wish to use the vouchers for prior to the voucher being processed. Contact will be made by the school to indicate the balance of any payment needed if necessary and the process to do so.
- The 2023 Statement of Account will be emailed to families on Wednesday March 1.

Please do not hesitate to contact the office on 9969 9325 or via email [mosman-p.school@det.nsw.edu.au](mailto:mosman-p.school@det.nsw.edu.au) to discuss any questions, issues or concerns you may have.

Nadia Tobia  
Relieving Principal